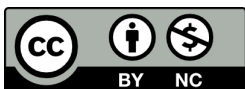




HARVARD MODEL UNITED NATIONS (HMUN)

MALAYSIAN STANDARDISED RULES OF PROCEDURE

6th Edition, March 2026



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Revisions

First version (April 2020)

Ernest Wong

Juan Sebastian Beltran

Skylar Ng

Yit Xiang

First release.

Second version (March 2021)

Ernest Wong

Juan Sebastian Beltran

Yit Xiang

Added copyright information.

Third version (April 2021)

Ernest Wong

Added contact information;

Added a new motion: “Motion to table agenda x”;

Rephrased the General Rules for clarity;

Rephrased sponsors and signatories limits to be a recommendation rather than a mandatory requirement;

Reformatted the sample draft resolution and clarified the format;

Clarified unmoderated caucus extension duration for odd minutes;

Reordered the disruptiveness of motions list for clarity;

Added this section.



Fourth version (June 2021)

Yit Xiang

Corrected a mistake in roll call which states that it occurs after motion to open debate;

Included the recommendation of an allocated reading time after a motion to introduce a draft resolution, working paper and amendment is passed;

Included the option to mandate an individual speaking time for a consultation of the whole;

Updated the flow chart;

Corrected grammatical errors and formatting issues.

Fifth version (August 2021)

Carmen Tan

Ernest Wong

Elaborated on the procedure of calling for speakers in a moderated caucus;

Clarified on what it means if a Consultation of a Whole is modified to include a limit on speaking time;

Page and text formatting.

Sixth version (March 2026)

Alleysha Razwill

Adopted British English as the official working language;

Added Author Credits towards revision updates;

Clarified rights of observer states and provisions for joint delegations;

Reduced quorum requirement to one-quarter ($\frac{1}{4}$) of members;

Reordered several procedural sections for clearer structure;

Updated rules in the Primary and General Speakers Lists, including yielding and POIs;

Introduction of voting by Acclamation;

Improved Working Paper and Draft Resolution procedures and terminology;

Corrected amendment procedures for friendly and unfriendly amendments;

Expanded on voting rules, P5 abstentions, follow-ups to POI, and resolution formatting.



Introduction

This document can be cited as “M-HMUN” or “Malaysian-HMUN”.

This document, or hereby “The Official Malaysian Youth Association for Diplomacy and Policy (MYADP) HMUN Rules of Procedure” is intended as a document to guide delegates, chairs and interested parties on the official and sanctioned edition of the Malaysian variant of Harvard-MUN (thereby known as HMUN) Rules of Procedure.

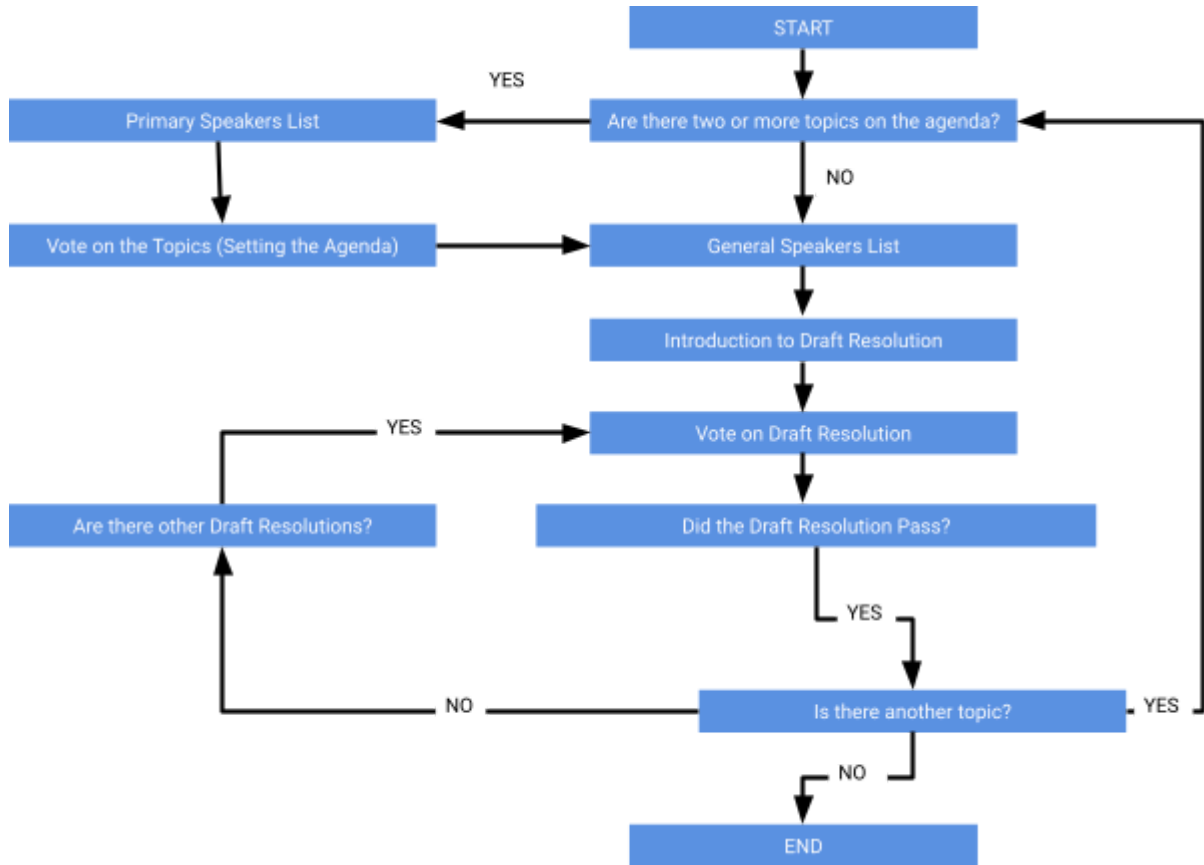
The document is made with the intent to guide future chairs and inform delegates about the rules of procedure of the Malaysian variant of HMUN, and also simultaneously standardising the procedure as a whole to prevent ambiguity or confusion surrounding the rules of procedure during debate.

The Harvard MUN-ROP system focuses on the delegate’s ability to engage in a structured discussion with other individuals in order to formulate a document composed of solutions to tackle the issue or topic given at hand, from start to end.

The system is arguably derived from parliamentary systems such as the Westminster system and Robert's Rules of Order, which is where most of such mechanics within the system can be seen taken from.

This is in contrast with The Hague International MUN-ROP system, which focuses on a delegate’s ability to critically debate on solutions drafted by individuals after the course of a period of free time given to delegates. Note that THIMUN-ROP favours more on spending more time on the discussion on the content of the draft resolution, of which may result in numerous draft resolutions created, while HMUN-ROP favours more on spending time to discuss potential solutions which would eventually lead to one or two draft resolutions.

In HMUN-ROP, the flow of the debate can be summarised in this flowchart:



General rules

- I. British English with Oxford spelling is the recommended official working language for diplomatic discourse. However, at the chair and secretariat's discretion, other languages may be used as it deems fit for the purpose of the council.
- II. Each member nation will be represented by one or two delegates (in a joint delegation) and should be pre-determined before the Conference. For double delegations, delegates may present speeches together without formally yielding, so long as they do not speak concurrently.
- III. Each member nation has one vote unless specified otherwise.
- IV. Delegates should always refer to themselves, the Chair and other delegates in the third person during formal committee sessions (Ex: This delegate, the delegate of Sweden etc.)
- V. For delegates whose countries are granted observer status at the UN, delegates are given the same rights as full members. The only exception, however, is that they are not allowed to partake in substantial voting, and may only be "present" during roll call.
- VI. Always strive to be respectful, diplomatic and cooperative with other members of the committee, the Chair, admin staff and all other individuals who are within your committee.
- VII. Be reminded that you are a diplomat serving the highest honour of your country, representing both its foreign policy and its people.
- VIII. The use of technology during committee sessions is determined through the Chair's discretion.
- IX. The chair is the ultimate arbiter of the debate, any issues are decided finally by the Chair and their decision is always final, generally unless the Secretariat is involved.
- X. The Chair can, at any time, intervene by asking a POI (through the deus/dais) to the delegate speaking; delegates do not have the right to deny the Chair this right.



- XI. The Chair can, at any time, intervene and speak at any point, regardless of any current situation, and the delegate must cease speaking unless told otherwise.

Pre-Debate Procedures

Roll Call

At the beginning of every committee session, the Chair will hold a roll call of all present nations. The Chair will call each nation, in alphabetical order, and they will respond with either “Present” or “Present and Voting”.

Present

Delegates who are “present” are permitted to vote **for**, **against** and **abstain** from voting on all substantive votes. All observer states must state “present” and not “present and voting” due to their non-voting status.

Present and Voting

Delegates who are “present and voting” are only permitted to vote **for** and **against** when voting on all substantive votes - they are not permitted to **abstain**.

For any delegates arriving after the roll call has concluded, they shall send a note in writing, or any other measures deemed convenient by the Chair, to state their presence in the debate. If delegates do not do so, they will not be formally recognised to be present in the debate.

“Motion to open debate”

A motion to open debate will be the first motion entertained at the start of any Council meeting, it will be voted on **procedurally** and if passed, will begin the debate. All delegates should be seated by the time this motion is entertained and decorum should be followed.

A motion to open debate can only be called when a quorum is reached in the council. The quorum is set to be $\frac{1}{4}$ of the council members. Quorum is assumed to be met unless otherwise challenged.

Flow of Debate

“Motion to open the Primary Speakers List”

A motion to open the **Primary Speakers List** will open the first Speakers List, presenting delegates with the avenue to make their opening speeches. Following this, the Chair will call for Delegates who wish to add themselves to the **Speakers List**. This vote is done **procedurally**.

This motion is to be raised either during the start of the debate (i.e. when there are no agendas on the floor) or when the committee has concluded on the first agenda and has two or more agendas outstanding.

The Primary Speakers List

The Primary Speakers List (PSL) is the first opportunity for delegates to make speeches, focusing on which topic should be debated first by the Council. Delegates will be permitted to be added to the **Speakers List** and, once called, will be able to speak for a set period of time (between 60 and 120 Seconds, at the discretion of the Chair). There will be no yielding of time in the Primary Speakers List. Note that during the course of the Primary Speaker’s List, only the motion to set the agenda is permitted.

“Motion to set the agenda to Topic X”

A motion to **Set the Agenda** will allow delegates to decide on which topic to discuss first. A motion to set the agenda can only be made during or after the PSL has concluded. If the motion passes, the Chair will then move into **substantive** voting. The Chair will call for votes **for, against** and **abstentions** to the motion. If the motion passes, the Council time will then be dedicated to the chosen topic until a resolution is passed.

“Motion to open the General Speakers List”

The General Speakers List

The General Speakers List allows delegates to make speeches on any aspect of the topic as a whole and refer to any working papers and draft resolutions that have already been introduced. The Chair will begin by adding any delegates who wish to speak to a running **speakers list** and when they are called, they will speak for a set amount of time (60, 90 or 120 seconds at the Chair’s discretion). All types of yields (to the chair, to another delegate, to POIs, etc) are permissible within the GSL, in the event there is a remainder of time. The individual speaking time can be amended through a motion (refer to motions section). In the event of POIs, etc, a delegate may request to be allocated extra speaking time, subject to dais discretion.

Between speeches in the GSL, the dais will open the floor to points and motions which will allow delegates to call for motions such as introducing a Draft Resolution or Working Paper, as well as introducing caucuses.

The Chair should not permit the **general speakers’ list** to be exhausted under normal circumstances. However, in the event that the list is exhausted, the Chair will open to any and all motions. In the event no motions are called, the Council will revert to an unmoderated caucus of 15 minutes.

Caucuses

The Moderated Caucus

The moderated caucus aims to facilitate substantive debate on a specific contentious or critical topic in the council. A moderated caucus has a specific time frame, topic, and purpose, with delegates being restricted to their seats and podium during debate.

The topic of discussion has to be more ‘specialised’ from the agenda, as it serves to add depth to a specific issue. The total time of the moderated caucus cannot exceed 20 minutes, and the time limit for the individual speech should be a factor of the total time limit. Delegates are allowed to extend the moderated caucus, but it can only be extended for no more than

half of the original maximum total time. During an extension for a moderated caucus, delegates can also change the individual speaking time for the moderated caucus in order to accommodate the shortened time period given for the new moderated caucus.

A motion to call for a moderated caucus can be called for any time the floor is open. The delegate making the motion must specify the topic of discussion, the total time of the moderated caucus and a time limit for the individual speeches. An example would be “*motion to call for a moderated caucus on [topic] for [total time] with individual speaking time of [individual speaking time].*”

In the case of multiple moderated caucuses, the ‘disruptiveness’ will be ranked in descending order based on the total time of the moderated caucus. If the moderated caucus has the same total time, it would then be ranked in descending order based on the individual speaking time. In the scenario where the times are exactly the same, then the moderated caucus would be ranked in chronological order of which it was called for.

During a moderated caucus, the General Speakers List will be temporarily closed. When a motion for a moderated caucus is called and passed, the chair shall ask whether the proposer wishes to speak first or last within the caucus. After receiving a response, the chair shall order the proposer’s speaking order accordingly, and call for other speakers in the caucus. Delegates would need to indicate, based on the instructions given by the chair, if they wish to speak. The chair would record all of those who wish to speak accordingly into a list, making sure that the total number of speakers does not exceed the amount of time possible for speakers, while also keeping in mind the proposer’s speaking position. If there is time remaining when the list exhausts, the chair can call for more speakers. However, if there are no interested speakers, the moderated caucus would end as so.

A moderated caucus can end in two ways. One, if no delegates wish to be added, then it reflects the interest of the discussion of the topic among delegates, and therefore, the moderated caucus will end accordingly, even if time remains in the caucus. Two, if the **total time** for the moderated caucus has run out. Delegates can still speak even if the remaining time for the moderated caucus is less than the maximum individual speech time. (E.g. if a moderated caucus had 1 minute remaining, but the individual speaking time is 2 minutes, a delegate is allowed to speak in the moderated caucus, but only for 1 minute)



The dais may use their discretion to let speakers who have not spoken or other speakers from the common rotation of speakers to speak in the moderated caucus. This is effectively the chair's discretionary power to amplify other voices or viewpoints from other delegates who had not spoken or who had received little attention during council sessions, if they believe that it would stimulate debate.

During a moderated caucus, there is no yielding. This means that POIs will not be entertained, and delegates cannot yield to other countries during their speeches.

If a delegate gives a speech that has no relevance towards the issue, the Chair may call the delegate to order or if deemed necessary, or request the delegate to return to their seats.

The Unmoderated Caucus

The unmoderated caucus serves to give delegates the freedom to discuss without the constraints of debate procedures and formalities. Delegates can call for an unmoderated caucus when the floor is open, and have to specify the total time in which the unmoderated caucus will last for. During the unmoderated caucus, delegates do not have to adhere to the rules of debate (e.g. prohibition of personal pronouns, formal language, time limits etc.)

The maximum time an unmoderated caucus can be called for is 20 minutes, and can be extended after with a maximum time of half the original duration (e.g. A 10 minutes unmoderated caucus can only be extended for 5 minutes). If the original duration is an odd number, the extension shall only be rounded upwards to the nearest digit (e.g. 15 minutes, extension shall only be up to 8 minutes).

The Chair can, and should, clarify the purpose of an unmoderated caucus, whether through formal or informal means. This is to ensure that time is being put into good use and the time set is reasonable (e.g. 5-minute unmoderated caucus to restructure debate and get everyone on the same page, 20-minute unmoderated caucus to formulate a draft resolution)

Consultation of the Whole

Consultation of the whole (CotW) allows the delegates to discuss a specific topic in a semi-formal setting. Delegates will still have to adhere to the rules of debate, but have the agency to decide the speaking order of the respective delegates in the council.

Delegates are to give individual speeches then yield the time to delegates of their choice. The delegate must specify the topic and total speaking time when calling this motion. The first delegate would then speak for any length of time they want and then yield to another delegate, they continue and this cycle repeats till the CotW concludes. If delegates are abusing the CotW to give lengthy speeches, the Chair may utilise their discretion to mandate the council to declare a maximum individual speaking time for the CotW.

Documents

Working Papers

When the Chair opens the floor to points and motions, delegates may raise a motion to introduce their working papers. A working paper can be submitted individually or as a group. Once the motion has passed procedurally through a simple majority, the working paper is introduced, labelled, and delegates may refer to the working paper in their speeches or may raise moderated caucuses to discuss the working paper specifically. The Chair also has the discretion to call upon the drafter(s) of the working paper to approach the podium and give a short speech regarding their working paper, as well as entertain a number of POIs and POCs, subject to the activity in council, and the length of the working papers

Working papers are intended to help in the formulation of a draft resolution, and have no specific format or method of writing unless the Chair specifies otherwise. Working papers could come in the format of images, text, videos etc. The Chair is recommended to vet these working papers before introducing them to the council to ensure that it is relevant to the debate. They also have the discretion to recommend changes to the drafter(s) before submission, or even not allow certain working papers to be introduced if they see fit.

Draft Resolutions

Draft resolutions should contain the actions that the council will take in order to combat the issue at hand. A draft resolution should follow a specific format (refer to the appendix). In short, it should have preambulatory clauses and operative clauses. Preambulatory clauses serve to set the premise and recognise the past work done in regards to the issue, whereas operative clauses are actions that the committee would take in regards to the issue.



A draft resolution needs to have sponsors and signatories to show that it can garner support from more than one delegate. MYADP recommends a baseline of 3 sponsors **maximum** (the distinction on main, and co-sponsors shall be up to the dais), with an unlimited number of signatories, and having **at least** $\frac{1}{4}$ of the council to be part of the sponsors and signatories list cumulatively. These numbers are only recommendations made by MYADP, and chairs are at their discretion to modify this limit higher or lower depending on the situation.

Sponsors should be those who contributed most to the draft resolution and therefore would strongly advocate for its passing. Signatories do not need to show support for the resolution, but merely acknowledge its existence, with an interest in debating upon it. It is recommended that any and all resolutions go through a review panel where the dais goes through the resolution and vets it according to their standards, communicating with the submitters about any issues that may arise.

Prior to introduction, the dais is recommended to vet the document to ensure it is up to their preferred standards and formatting. At this stage, all technical errors should be amended, and full ownership/rights of the document should be transferred over to a member of Dais.

A motion to introduce a draft resolution should ideally be proposed by a sponsor, then seconded by any concurring member of the council. This is voted upon procedurally, requiring a simple majority to pass.

After a draft resolution is introduced, a reading time will be set, followed by a presentation segment by the sponsors. The division of allocated time will be up to the sponsors; however, delegates should take note that they are not allowed to speak concurrently. The floor will then be open to points of clarification, followed by points of information. All time allocated shall be based upon the dais' discretion, accounting for the length of the draft resolution, and may be amended at any time they seem fit.

Until a draft resolution is voted upon, delegates are allowed to submit amendments to the resolution (refer to the amendments section for more detail).

A council can introduce more than one resolution in the council at the same time, but can only pass one for each agenda.



Amendments

Amendments serve to change segments in the draft resolution after it has been introduced. In general, amendments can be to add, strike, or amend a clause.

Adding a clause means that there is a completely new clause or sub-clause being added into the draft resolution;

Amending a clause means that a clause that is currently in the resolution would be changed;

Striking a clause means that a clause that is currently in the resolution would be removed.

There are two types of amendments.

1. Friendly Amendments

These amendments are agreed upon by the sponsors and require no votes to pass. As long as there is a unanimous decision from the sponsors, the amendment passes immediately. The Chairs should be notified of the friendly amendment so they can inform the council of the change. The dais should also confirm with the sponsors that this change is friendly, and have their consent to be implemented.

2. Unfriendly Amendments

These amendments have been conveyed to the sponsors of the intended draft resolution prior to submission, and have failed to receive a consensus. Before being formally introduced through a motion, unfriendly amendments have to be submitted to the chair for vetting and approval. Once a motion to introduce (voted on procedurally) has been passed, the Chairs will provide the appropriate reading time for it and assign it a number (e.g. Amendment 1).

A specific moderated caucus for this amendment will then be opened, entertaining speeches for and against. The dais may choose to entertain any number of speeches, with the condition that the numbers for and against are equal. (ie, 2 speaking for the amendment, 2 speaking against)

Once all speeches have been entertained, the floor will then move into a substantive voting procedure. In the case that no delegates wish to speak against, it is believed

that the council is in unanimity, and it shall pass without the need to move into voting procedure.

Entertaining amendments to the second degree are up to the Chair's discretion. It shall follow the same procedure as a regular unfriendly amendment.

Voting

Procedural votes

Procedural votes are votes that require a simple majority to pass, but no abstentions are allowed. It is used for procedural matters, such as passing motions, opening debate and so on. Observers are allowed to vote upon procedural matters.

Substantial votes

Substantial votes are votes that require a simple majority to pass, but abstentions are allowed. However, in the UNSC, substantial votes would instead require a $\frac{2}{3}$ majority to pass. Substantial votes are used in passing amendments and draft resolutions. Observer member states are not permitted to make substantial votes.

Voting by Acclamation

Voting by acclamation may be used at the dais' discretion, and only for procedural matters. This is when the chairs call for "seconds" then "objections". If there is a single objection to the voting by acclamation. The council will revert to normal voting procedures.

UNSC Specific provisions

The United Nations Security Council has several differences from the normal HMUN council running.

1. The final voting procedure of the resolution as a whole is conducted clause-by-clause (at the discretion of the Secretariat), vetoes are not permitted until the final vote as a whole, and the $\frac{2}{3}$ voting threshold only applies on the final vote.
2. The nations of the United States of America; The United Kingdom of Great Britain and Northern Ireland; the French Republic; the People's Republic of China; and the Russian



Federation, all have veto power. That means that if they vote against the final vote on a resolution (as a whole) the whole resolution fails.

3. As aforementioned, the threshold of majority in substantive voting in the UNSC draft resolution process is $\frac{2}{3}$.
4. P5 nations are allowed to abstain from a substantive voting; unless explicitly voted against, their abstention will not be considered as a veto.

Points

Delegates please take note that all of these points cannot be used when a delegate is delivering his/her speech unless it is a point of personal privilege or a right to reply).

Point of clarification

This point is only raised after the main submitter of a resolution has finished their opening speech. Delegates are reminded that points of clarification can only ask for clarification of certain words, phrases, or acronyms that delegates do not understand.

Point of parliamentary inquiry

This is used when delegates are confused or unsure about the rules of procedure and wish clarifications from the Chair.

Point of personal privilege

This point deals with issues that are interfering with or disrupting the delegate's ability to debate, such as the temperature of the room or the delegate is unable to hear the current delegate speaking. This is the only point which can interrupt a speaker.

Point of order

Delegates can raise this point if they feel that the Chair or a delegate have made a mistake regarding the rules of procedure.

Point of Information (POI)

A point of information can be entertained after the delegate who delivered the speech chooses to yield to any points of information. Points of information are raised to ask about



certain aspects and details regarding the speech that the delegate made. If the delegate that asked the POI felt that the response wasn't thorough enough, they may request the Chair to allow for a follow up to ask the delegate another relevant question. Delegates are to be reminded that they can only have one follow-up after every POI they raised; however, should the situation arise, the chair may entertain more follow-ups using their discretion. If any delegate wants to ask a question but has missed the opportunity, they may request a motion to increase the number of POIs. The motion will pass if both the Chair and the speaker agree to it.

Right to reply

If a delegate feels that another delegate has personally insulted their country/delegation, they will be given the right to reply, where delegates can respond to the previous speech which they felt was insulting. Delegates are to produce a brief justification before the Chair decides to entertain the right.

The duration of the right of reply speech is determined by the Chair, depending on the severity of the insult. Delegates should not use this time to retaliate, but rather to clarify the situation.

Motions

Motions can only be called for between speeches and not during speeches, when the floor is open, or at the discretion of the chair. Once a motion is entertained, all other pending or ongoing motions will be discarded and needs to be raised again once the floor is reopened by the chair. MYADP recommends the dais to call for motions after at least 5 GSL speeches.

Motion to suspend/adjourn debate

This motion is usually done at the end of the day or before a break. The suspension of debate pauses the debate temporarily for a break. However the adjournment of debate stops it indefinitely, to be done at the end of the conference.

Motion to resume debate

Raised when delegates wish to return to formal debate when they return from break, lunch or at the start of the committee session on the subsequent day(s) of the conference.

Motion for an unmoderated caucus / moderated caucus / consultation of the whole

Used when delegates wish to open these caucuses, please refer to the section on [caucuses](#).

Motion to introduce a Working-Paper / Amendment / Draft Resolution

Raised when delegates wish to introduce these documents, please refer to the section.

It is recommended that if this motion is passed, the chairs are to allocate a specific reading time for the delegates to read through the documents. When the reading time has elapsed,



chairs can choose to entertain points of clarification and points of information from the council as well as entertain a speech before returning back to the GSL.

Motion for straw poll voting

Used when delegates wish to conduct an informal vote on any draft resolutions that have been introduced in order to gauge their support. These must be voted on procedurally and then voted substantively. The delegate should state what the vote will be for specifically so the majority can be adjusted by the Chair after they announce the results. These votes have no effect on debate but can be useful for delegates to demonstrate/determine the support that they have.

Motion to move into Voting Procedures for x

“Motion to vote on x”

Used when delegates wish to conduct a vote on any draft resolution that has been introduced in order to pass it, where x denotes the draft resolution in question. These must be voted on procedurally and then voted substantively. Please refer to the voting section.

Motion to vote clause-by-clause (or divide the question)

This motion should be done after moving into the voting procedure. When the motion is called, the proposing delegate must specify how the resolution will be divided. The delegate can specify that each clause has to be voted upon, or divide the clauses to specific groups/sections/parts and be voted upon accordingly. If the motion passes, the resolution would then be voted in the stated order. If any clause fails to receive the majority vote, it would be removed from the resolution. After all clauses are voted on, the whole resolution is voted on in complete (without the clauses that had already been struck) and passed or failed as usual.



Motion for a roll-call vote

A roll-call vote allows delegates to motion for each vote to be tallied individually, and is passed by the chair's discretion. If passed, the chair records the votes individually, moving down the roll call list. Usually reserved for the chair to use at their discretion, delegates may also raise this motion if necessary. It differs from the regular substantive vote, as all members in the committee will be notified of each member's voting decision (for, against, abstain).

Motion to divide the house

Done after a vote where, if all abstainers were to vote for one side or another, the outcome of the vote would change. I.e. If there were 5 votes *for* and 4 votes *against* and 2 votes abstaining. This would force the house (if passing procedurally) to waive the right to abstain and the vote would occur again but with no abstentions (forcing all delegates to vote either for or against).

Motion to amend the individual speaking time in the GSL to n

As explained in the GSL section, delegates are allowed to call for a motion to amend the individual speaking time in the GSL if they believe the time allocated insufficient or too much for the council size. n is a numerical value denominated in time. In any subsequent agenda, the amended time will remain the same unless amended.

Motion to table agenda x

This motion is used when a delegate wishes to table an alternative agenda after moving into the General Speaker's List, where x is the name of the agenda that is either listed on the MUN conference as part of the approved topics list for the council. This motion is only used as a last resort when the general consensus in council agrees that such a motion is needed if there is a lack of productivity or if the benefits assessed outweigh the present risks. Note that



by passing this motion, any and all previous working papers, amendments, and draft resolutions introduced will be nullified in this effect for the purpose of the new agenda.

By the gravity of this agenda, MYADP recommends that this motion requires a unanimous vote for it to pass. However, chairs are at their discretion to set the voting threshold.

Disruptivity of Motions

The order of voting for motions is based on how disruptive it is. The order is as follows, from most disruptive to least disruptive:

1. Motion to adjourn debate
2. Motion to suspend debate
3. Motion to amend the individual speaking time in the GSL to n
4. Motion to introduce draft resolution
5. Motion to introduce amendment
6. Motion to introduce working paper
7. Motion to move into an unmoderated caucus
8. Motion to move into a consultation of the whole
9. Motion to move into a moderated caucus
10. Motion to move into voting procedure for a draft resolution
 - a. Motion to vote clause-by-clause (or divide the question)
 - b. Motion to divide the house
11. Motion for a straw poll voting
12. Motion to table agenda x

In the scenario that there are multiple caucuses (unmoderated, consultation of the whole or moderated), the conditions to decide which caucus is voted upon are as follows:

1. The caucus with the longest total time will take precedence.
2. If the total time of the caucus is the same, the individual speaking time that is longer will take precedence.
3. If both the total time and individual speaking time is the same, the motion raised first will take precedence.

Appendix

Draft Resolution Format

Council: [Full name of council; unabbreviated]

Agenda: [Title of the council's agenda that this draft resolution is regarding]

Sponsors: [Full names of countries in alphabetical order, separated by a comma]

Signatories: [Full names of countries in alphabetical order, separated by a comma]

The [shortened council name, ie without the term "United Nations"],

Preambulatory Clauses

Preambulatory phrase has to be italicised, and each clause ends with a comma. If there is a preambulatory clause that refers to the UN Charter, it is ordered first. Any clauses that refer to past UN resolutions, declaration, reports or related publications will be ordered second.

Operative Clauses

Operative phrases have to be numbered and italicised, and each clause ends with a semicolon.

If there is an introduction of a sub-clause, it has to begin with a colon, followed by alphabetical lists under the clause. All of the subclauses in a clause must have a similar syntactic structure. The last operative clause must end with a full stop. There should only be one full stop in the entire draft resolution.

Operative clauses may be divided into groups/sections/parts.

There will be no clauses beyond a sub to the third degree (ie; sub-sub-sub clause)

Note: A list of preamble and operative phrases are available from Further Reading.

Example

Council: United Nations General Assembly

Agenda: The Question of Chocolate

Sponsors: Federal Republic of Germany, Republic of South Africa

Signatories: The Dominican Republic, United States of America

The General Assembly,

Reaffirming its previous resolutions relating to the issue of chocolate, including resolutions 46/77 of 12 December 1991 and 63/309 of 14 September 2009,

Recognising the role of the General Assembly in addressing the issue of chocolate, in accordance with the Charter of the United Nations,

Recognising also the need to further enhance the role, authority, effectiveness, and efficiency of the General Assembly,

1. *Takes note* of the report of the Secretary-General on “Chocolate for All”;
2. *Expresses* its support for the ongoing promotion of Swiss chocolate for the physical and mental well-being of people;
3. *Calls upon* the Secretary-General to mainstream the use of chocolate by providing chocolate in all meetings as a tool to increase happiness throughout the United Nations system and its operational activities;
4. *Recognises* the positive contribution of increased consumption of chocolate to the economy of cocoa farmers in developing countries, and in this connection:
 - (a) *Welcomes* the initiatives of the United Nations to support sustainable farming;
 - (b) *Expresses* its appreciation to the United Nations agencies assisting cocoa farmers;
 - (c) *Take note* with interest of the comprehensive approach to address the environmental impacts of cocoa production;
 - i) Promotes agroforestry systems that enhance carbon sequestration, biodiversity conservation, and soil health;
 - ii) Endorses the implementation of enhanced traceability and transparency systems, including satellite monitoring of land use, to ensure deforestation-free cocoa, as required by emerging international regulations;
 - iii) Recommends the adoption of circular economy principles, including the valorization of cocoa by-products (such as pod husks) for bio-based materials or energy generation;



(d) *Expresses* its appreciation to the Governments improving labour standards in the cocoa sector;

5. *Encourages* Member States to promote the consumption of chocolate;
6. *Decides* to declare 2020 the International Year of Chocolate;
7. *Requests* the Secretary-General to submit a report on the implementation of the present resolution including recommendations for future action at the 84th session of the GA.

Further reading

<https://www.un.org/en/model-united-nations/drafting-resolutions>



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