HMUN ROP

CHAPTER A2

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Introduction

This chapter explains how Harvard Model United Nations Rules of Procedure (HMUN) is run in the context of Malaysia's Model UN circuit. It should be read alongside the [Standardised HMUN ROP booklet](https://www.my-adp.org), which can be found from MYADP's website (https://www.my-adp.org). It is recommended that you have read through the rules of procedure prior to reading this chapter of the textbook. You should use this textbook to clarify aspects of the rules of procedure that you are more unfamiliar with.

What is HMUN

HMUN is a rules of procedure developed by Harvard University for their Model United Nations Conference. It is used across many countries and international conferences, most notably WorldMUN. However, it is important to note that there are slight distinctions between the official HMUN ROP and the way HMUN is run in the context of the Malaysian Model UN community. Hence, MYADP has developed an official standardised HMUN ROP to standardise ROP in the Malaysian community. However, do note that if you participate in international conferences, certain aspects of the ROP might differ from what you would read in this textbook.

Flow of Debate

The diagram on the right gives a general idea of the flow of debate in HMUN ROP. You will find a similar flow chart in the standardised HMUN ROP document.

The unique thing about HMUN ROP is that formal debate occurs before a resolution is introduced. This allows delegates to gather their opinions and ideas before writing a resolution. However, it also significantly reduces the time allocated for resolution writing. Hence, HMUN is also sometimes known to be the harder ROP to learn.
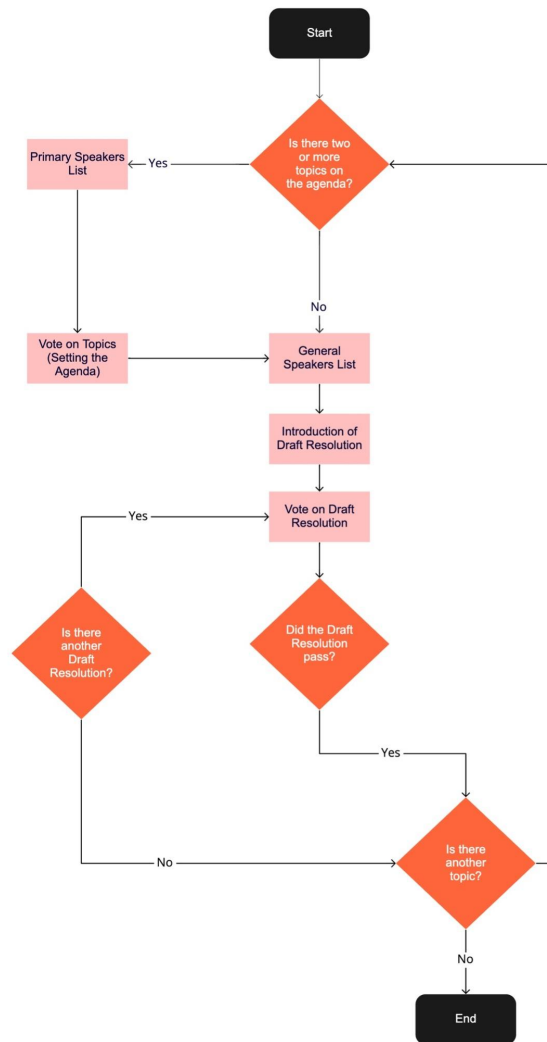
Pre-Debate Procedures

Roll Call
In the beginning of every council session, chairs will conduct a roll call. This is similar to the concept of taking attendance. There are two possible responses you could give - *present* or *present and voting.* To understand the differences between both options, you would need to understand the types of voting.

Procedural Vote

A procedural vote is when the council votes to decide whether they proceed with a motion. These are votes that decide **how the council will debate**. During procedural votes, all delegates must vote for or against the motion and are not allowed to abstain from the voting process. A motion to open debate is an example of a procedural vote, since the decision to open debate does not decide what solutions will be taken by the council, but how the council will debate.

Substantive Vote

A substantive vote is when the council votes to decide on substantive content in the council. These are things like draft resolutions and amendments. During a substantive vote, delegates who chose present during roll call are allowed to abstain. However, delegates who chose present and voting will not be allowed to.

The intuitive question would then be - wouldn't it be more strategic to just choose present during roll call, since it does not limit your options. The benefit of declaring yourself as present and voting implies that you are willing to participate in debate, as your country has a strong opinion on this issue, and will not be willing to abstain and be excluded from the debate.

This is one of the few instances that Malaysian HMUN ROP detracts from official HMUN ROP. In actual HMUN ROP, those who declare themselves as present will not be given the right to vote during substantive votes.

Speech Etiquette

Pronouns

Giving speeches in Model UN has unique requirements that can often catch newcomers out. The fourth general rule in the Standardised HMUN ROP states that

Delegates should always refer to themselves, the Chair and other delegates in the third person during formal committee sessions.

The point of this is that since in Model UN, you are not representing yourself but the nation you are given, the opinion you hold is not your personal opinion but the opinion of the nation. Therefore, you would refer to yourself as your own nation. For example, if you were representing Malaysia, you would perhaps say - the delegate of Malaysia believes that it is unfair on the delegate of Canada to place such tariffs. Despite you being the delegate of Malaysia, you are not

allowed to say "I". This is the third person pronoun rule in Model UN. If you feel that it is too lengthy, you could always use words like "we" and "they".

Yielding

There are many ways to understand the concept of yielding. I find it easiest to explain by understanding the concept of HMUN ROP. HMUN is made with the concept that there is a "floor". The floor is an intangible concept that determines who has speaking rights at that point in time. Most of the time, the floor is given to the chairs. However, when the chair selects someone to speak, the floor is passed to that person. This means that the person now has speaking rights, and the chair has lost theirs. The chairs can control how a delegate uses the floor by setting time limits and specifying the purpose of the time set. This is usually - the delegate has 90 seconds to give their speech.

The time limit and purpose has been set for the delegate on how they can use the floor. This would mean that by the end of their 90 seconds, the floor will immediately be yielded back to the chair. However, what if a delegate gave their speech for 50 seconds. What should they do then? With the remaining time they have, it is up to the delegate on how they wish to use the remaining time that has been allotted to them.

At this point, the delegate has three options.

Yield to another delegate

They can consider yielding to another delegate. This means that another delegate can give a speech with the remaining time you have. They do this by ending their speech with - this delegate yields their remaining time to the delegate of x.

Yield to x number of POIs

A more frequently known option is to yield to POIs. POIs stand for points of information, or more colloquially known as "questions". This allows discussion and critique of your speech, but also allows others to clarify parts of your speech that they are uncertain about. You can do this by ending your speech with - this delegate yields their remaining time to x number of POIs. You are allowed to determine how many POIs you wish to take.

Yield to the chair

Yielding back to the chair means that you wish to end your speech completely. As a general rule, if you do not wish to yield to another delegate or POIs, you should yield back to the chair by saying - this delegate yields their remaining time back to the chair.

Speakers List

Although there are two different speakers lists, both follow the same concept. In a speakers list, delegates can add themselves to it if they wish to give a speech. Those who were added first would be put on the top of the list and it goes all the way down, and the chair will call them out in order, removing them from the list once the delegates have given their speech. After their speech is complete, they will be removed from the list.

Most speakers' lists follow the rule of being 90 seconds per speech. However, a council can motion to change this. At the end of each speech, delegates are expected to yield in accordance with the speech etiquette.

There are two common ways to be added to a speakers list. First, the chair might ask, are there any delegates who wish to be added to the speakers list? You could then raise your placard to be added. Second, you could send a note to the chair if you wish to be added.

If it is your turn to give a speech on the speakers list, or you will soon give a speech, but you are not prepared for it, you are allowed to request to move down the speakers list. You can do so by raising your placard and requesting to be moved down the list. Most chairs will move you down to the bottom of the list if you request to do so, but some might allow you to move down by a specific number. Some chairs might ask for a reason why you wish to be moved, so be prepared with a valid reasoning, or they can reject your request.

Speakers lists can never be exhausted. What this means is that at any point in time, there must be at least one delegate on the list. If the speaker's list is exhausted, it implies that nobody has anything else to say about the issue, and the council is ended immediately.

Primary Speakers List
Referring back to the flow chart, the primary speakers list only happens if there are two or more topics on the agenda. The primary speakers list sole purpose is to determine which topic should be discussed first. In certain HMUN councils, this is a crucial moment. This is because most HMUN councils do not have enough time to get to the second topic. Hence, delegates should use this time wisely to advocate for the topic they wish.

The primary speakers list will end when a topic is decided through a motion to set the agenda.

General Speakers List
The general speakers list (GSL) is opened when the council has chosen a topic. The purpose of the GSL is to allow any general discussion that is pertaining to the topic. There is no expectation

for you to be discussing the same issue as the delegate that gave a speech prior to yours. You are free to propose new ideas or criticise the work of other delegates during this time.

Documents

Chapter A10 would explain in detail on how to write draft resolutions, amendments and working papers. This will only serve to explain what they are.

Draft Resolution

Draft resolutions are actions that the council will take to tackle the topic at hand. The draft resolution should be divided into two sections - preambulatory clauses and operative clauses. Preambulatory clauses are used to set the premise and build legitimacy for your resolution. These are referencing past resolutions that your resolution would work alongside with, and also putting statistics that reflect the severity of the issue you are dealing with. Operative clauses are used to determine the actions that the council is going to take.

In each draft resolution, there are countries that can add themselves as sponsors and signatories. Sponsors are those who wrote the draft resolution and support the implementation of it. There are many stereotypes when it comes to sponsors. Sponsors do not necessarily have to agree with every part of the resolution since it came from a group discussion, but should overall support the resolution. Signatories on the other hand are delegates who are interested in seeing the resolution being debated.

In HMUN, draft resolutions are to be completed during break time or unmoderated caucuses alongside other delegates.

After a draft resolution is completed, it needs to be introduced to the council with a motion to introduce draft resolution. The chairs will allocate a reading time for delegates to read through the draft resolution if they haven't. After the reading time, upon the chairs' discretion, the sponsors might be called to give a speech or answer points of clarification.

A draft resolution can be voted upon after a motion to move to voting procedure for the draft resolution is passed. The vote will be a substantive vote. Therefore, abstentions are allowed for those who declared themselves present in roll call.

Amendments

Amendments can be introduced after a draft resolution has been introduced. Amendments are used to change the draft resolution if the council sees flaws in it. There are three actions you

could take with an amendment - to strike, to amend, or to add. To strike is to remove a certain clause, likely due to a principle clash. To amend is to change a certain clause, perhaps because there could be more depth and detail added into it. To add is to add a new clause, likely due to the draft resolution previously lacking in certain areas.

There are two types of amendments.

Friendly Amendment
A friendly amendment is an amendment that is agreed upon unanimously by the sponsors and signatories prior to its introduction. This passes immediately after its introduction and does not go through any voting procedure. However, the chairs will notify the council if such a change is made. Friendly amendments are rare since signatories do not have to agree with the draft resolution, and therefore have no obligation to agree with the friendly amendment either.

Unfriendly Amendment
An unfriendly amendment is an amendment that has to first be introduced by a motion to introduce an amendment after it has been sent to the chairs. There is no limit to how many unfriendly amendments a delegate can submit, but it is recommended that you only send in another amendment after your first amendment has been voted upon.

After an amendment is introduced, the chairs might allocate a specific reading time for it and entertain any points of clarification. After the reading time, the council will revert back to the GSL.

If a delegate feels that the amendment is insufficient and lacking, but does not have a principle clash with it, it could look to submit an amendment to the second degree. The amendment to the second degree allows delegates to amend the existing amendment. An amendment to the second degree has to be introduced to the council through the same process an amendment was. Amendments to the second degree are rare as it has minimal impact on overall debate.

The unfriendly amendment can be voted upon by a motion to move into voting procedure for the amendment. If the motion passes, it will move into a substantive vote on whether the amendment will be implemented into the draft resolution. If an amendment to the second degree exists, then the amendment of the second degree will be voted upon substantially first, and depending on the outcome of the vote, the initial amendment might be changed. The initial amendment is only then voted upon substantially.

Working Paper

Working papers have varying purposes in a HMUN council. In the simplest form, it is a brain dump. Delegates can put in their own ideas onto it, and it does not have a specific amount of people required to introduce one.

The introduction of a working paper has no tangible impacts other than allowing delegates to reference it during debate. Working papers are mostly used as a method to consolidate and compile ideas prior to the writing of a draft resolution. Since there is no specific format for working papers, delegates can be more creative in how they wish to present their ideas (e.g. images, diagrams, videos etc.) However, some chairs might have certain specifications on how you must format your working paper.

Caucus

Caucuses are alternative methods that debates and discussions could occur. They can all be introduced through motions which will be explained later. This section will first explain the concept of these caucuses.

Moderated Caucus

A moderated caucus (colloquially known as mod) is when the chairs facilitate a specific issue discussion between the council. When a moderated caucus is called for, there is a specific topic, total duration of the caucus and individual speaking time.

The implementation of a moderated caucus allows delegates to talk about the specific topic. This is different from the GSL in two ways. First, delegates are now restricted to the specific topic of the moderated caucus, and cannot refer to other issues during this time. Hence, it is useful in setting the direction of debate in the council, as it forces in-depth discussions on contentious topics. Second, yielding is no longer necessary during a moderated caucus. This means that delegates cannot ask questions during this time either.

During a moderated caucus, the chair will ask if anyone is interested in speaking during the moderated caucus. Delegates will then be chosen similar to how a GSL works. Some chairs prefer to choose delegates one-by-one, as stated in the official HMUN ROP. However, MYADP does not restrict how the chairs conduct the moderated caucus. If there are insufficient delegates wishing to speak in a moderated caucus, the moderated caucus immediately ends, regardless of the remaining time left for the total duration of the moderated caucus.

Unmoderated Caucus

An unmoderated caucus (colloquially known as an unmod) is often described as a break. During an unmoderated caucus, delegates are free to roam around without the restrictions of formal debate rules. Delegates no longer adhere to HMUN ROP, and can freely discuss with other delegates.

Consultation of the Whole

A consultation of the whole (COW) is a more lax version of a moderated caucus. When a COW is introduced, it would have a specified topic and a total duration. Although not mandatory, chairs can set individual speaking time for the COW.

The benefit of a COW compared to a moderated caucus is that delegates have the freedom to choose who gives the next speech by yielding it tothem. This allows more direct discussion but can be seen as exclusionary in some circumstances.

Motions

Motions are methods in which delegates suggest the chairs take certain actions in regards to the rules of procedure that differ from the GSL. A motion can only be called whenever the chair opens the floor to any points and motion on the floor. All motions are voted upon procedurally.

Motion to open debate

As referred to earlier, a motion to open debate is to begin a conference. It is called after the chairs have conducted roll calls. A motion to open debate can only be called for when a quorum (⅓ of the delegates are present) is reached in the council.

Motion to resume debate

A motion to resume debate is called upon to begin a council session after a break, and is also called after the chairs have conducted roll calls. A motion to resume debate can only be called for when a quorum (⅓ of the delegates are present) is reached in the council.

Motion to adjourn debate

A motion to adjourn debate is similar to the motion to open debate, as it is called to end a conference.

Motion to suspend debate

A motion to suspend debate is similar to the motion to resume debate, as it is called before a break. The difference between the adjournment and suspension is that after a suspension of debate, the council can resume later, but an adjournment is permanent.

Motion to introduce a moderated caucus

A motion to introduce a moderated caucus is a motion that would be called when the chair stops GSL to ask for any motions. When calling for a moderated caucus, three things must be specified:
1. The topic
2. The total speaking time
3. The individual speaking time

An example would be - *This delegate wishes to call for a <u>15 minutes</u> moderated caucus on <u>the implementation of a carbon cap and trade system between the EU nations</u> with an individual speaking time of <u>90 seconds</u>.*

If a moderated caucus elapses and the delegates still wish to continue it, a motion to extend the moderated caucus can be called for. The total speaking time cannot be more than half the original total speaking time, and the individual speaking time can be changed.

Motion to introduce an unmoderated caucus

A motion to introduce an unmoderated caucus is a motion that would be called when the chair stops GSL to ask for any motions. When calling for an unmoderated caucus, only the total time of it must be specified.

An example would be - *This delegate wishes to call for a <u>15 minutes</u> unmoderated caucus.*

If an unmoderated caucus elapses and the delegates still wish to continue it, a motion to extend the unmoderated caucus can be called for. The total time of the extension cannot be more than half the original total time.

Motion to introduce a consultation of the whole

A motion to introduce a consultation of the whole is a motion that would be called when the chair stops GSL to ask for any motions. When calling for a consultation of the whole, two (or maybe three) things must be specified
1. The topic
2. The total speaking time
3. (Based on chair's discretion) The individual speaking time

An example would be - *This delegate wishes to call for a <u>15 minutes</u> consultation of the whole on <u>the implementation of a carbon cap and trade system between the EU nations</u> (with an individual speaking time of <u>90 seconds</u>).*

If a consultation of the whole elapses and the delegates still wish to continue it, a motion to extend the consultation of the whole can be called for. The total time of the extension cannot be more than half the original total time, and the individual speaking time can be changed.

Motion to introduce draft resolution/amendment/working paper
A motion to introduce a draft resolution/amendment/working paper is a motion that would be called when the chair stops GSL to ask for any motions. When calling for such a motion, make sure that you have already sent the relevant documents to the chairs for vetting and have been approved by them.

Motion for straw poll voting
A motion for straw poll voting is a motion that would be called when the chair stops GSL to ask for any motions and a motion to introduce draft resolution has already passed. The purpose of a straw poll is to gauge the current sentiment of the council regarding a draft resolution.

Motion to move into voting procedure
A motion to move into voting procedure is a motion that would be called when the chair stops GSL to ask for any motions and a motion to introduce draft resolution or amendment has already passed. The purpose of the motion is to move into substantial voting on the stated document.

Upon moving into voting procedure, there are three possible motions that could be called as a result

Motion to vote clause by clause (Divide the Question)
In the official HMUN ROP, this motion is also known as the motion to divide the question. This motion helps in filtering out specific clauses of the resolution that is disliked by the council, or any specific clauses that could threaten the outcome of the vote of a resolution.

The delegate who called for this motion can choose how they wish to divide the question. Usually, delegates would divide it by only singling out specific contentious clauses (e.g. clause 1-14 will be voted together, clause 15 will be voted on its own, and the remaining clauses together). Some delegates can also opt to vote on all clauses of the resolution one by one.

The clauses that fail to attain a majority vote will be removed from the resolution. After the vote of clause by clause, the resolution has to be voted on as a whole again, but without the clauses that have failed.

Motion to roll call vote
A motion to roll call vote is a different type of voting method. Normally, the chair will just ask the delegates who wish to vote for the resolution to raise their placards up, and count the number of

placards raised up. However, when a roll call vote is conducted, the chair will call each member nation out and record their vote.

Motion to divide the house
A motion to divide the house occurs in a specific circumstance and needs a bit of mathematics. In a scenario where a simple majority is not achieved, but if the abstention votes were for votes it would be able to attain a majority, a motion to divide the question can be called for. For example, if a simple majority was 24, and only 20 delegates voted for, but 10 delegates abstained, it implies that a simple majority could be achieved if there were no abstentions.

In this scenario, a delegate can call for a motion to divide the question. This means that the vote is conducted again, but no abstentions are allowed.

Motion to open the speakers list
This is a motion that is only used for formalities. Before any speech is given in the speakers list, the delegates must first start the speakers list. This motion will be called right after a motion to open debate (to open a PSL) or after a motion to set the agenda has been passed (to open a GSL).

Motion to amend the individual speaking time in GSL
This is a motion that can be called for after a speech is given in GSL. This motion should only be called in certain circumstances, either when there are too many delegates wanting to give a speech or when there are too few delegates wanting to give a speech. Usually, if you feel that the individual speaking time in GSL is too long or too short, it is probably better to raise it up with your chairs rather than calling for a motion, as they can better evaluate how to deal with the situation. However, this motion leaves the council the option to amend it when they see fit. If this motion is called, the new individual speaking time has to be specified.

An example would be - *This delegate wishes to call for a motion that amends the individual speaking time in GSL from 90 seconds to 60 seconds*

Motion to set the agenda
This is a motion that would be called when the chair stops PSL to ask for any motions. The purpose of this motion is to decide on an agenda that the council will debate about for the upcoming council sessions. The delegate who calls for this motion must specify which agenda they are referring to when they call for it.

An example would be - *This delegate wishes to call for a motion to set the agenda to the issue of rising sea levels.*

Motion to table agenda

This is a motion that would be called when the chair stops GSL to ask for any motions and if there is another agenda other than the one that is currently being discussed available. If during the PSL, the council chose an agenda that they no longer feel like discussing and would prefer to discuss the other, a motion to table agenda can be called.

This motion is considered extremely disruptive, and is the only motion that requires a unanimous vote to pass despite being a procedural vote. If the motion to table agenda passes, there are two possible outcomes.

1. If there is only one topic left in the council, the council will automatically move into debate for the new topic
2. If there is more than one topic left in the council, the council will revert back topic

A motion to table agenda cannot be called if there are no topics left in the council. Instead, a motion to adjourn debate is more suitable.

Disruptivity

Given that there are multiple motions that exist, it is possible that after a chair calls for motions, that there are multiple motions to be voted upon. The chairs decide which motion will be voted upon first based on the disruptivity of the motion. The motion that is more disruptive will be voted upon first. The list for disruptiveness of each motion is in the standardised booklet.

Do note that not all motions are in the list, since not all motions can be called for when the chair calls for motions during a GSL. For example, a motion to resume debate is the only motion that can be called for when a council session begins.

In the situation when a chair calls for a motion during GSL, the level of disruptiveness for the possible motions are 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
4. Motion to introduce draft resolution
5. Motion to introduce amendment
6. Motion to introduce working paper
7. Motion to to introduce an unmoderated caucus
8. Motion to introduce a consultation of the whole
9. Motion to introduce a moderated caucus
10. Motion to move into voting procedure for an amendment

11. Motion to move into voting procedure for a draft resolution
12. Motion for a straw poll voting
13. Motion to table agenda

During the voting procedure, only two possible motions might clash - the motion to vote clause by clause and the motion for a roll call vote. In the scenario both motions are called, the motion that was raised first would be entertained first.

Specifically when it comes to caucuses, there is also a method to order them. The motion with the longest total time will be more disruptive. If the total time is the same (and when applicable), the one with longer individual speaking time would be considered more disruptive. If all conditions are the same, the chairs can decide which motions they wish to entertain first based on the topic.

Points

Point of Clarification
As referred to earlier in the draft resolution and amendments section, a point of clarification is used to seek clarity of certain phrases or words in the documents proposed by other delegates. These differ from questions as questions seek to gain more information about why certain clauses of the resolution were added, but a point of clarification seeks to understand what they meant to avoid confusion.

Point of Parliamentary Inquiry
A point of parliamentary inquiry is the most important thing to remember in this whole chapter. In a Model UN conference, and if you are unsure about ROP, you can pose a point of parliamentary inquiry to the chairs to ask for help or clarifications regarding the ROP.

Point of Personal Privilege
The point of personal privilege addresses the comfort of the delegate in the council. This could be the temperature of the room, or if the delegate wishes to excuse themselves from the council. A point of personal privilege can also be raised during another delegate's speech if they are unable to hear them.

Point of Order
A point of order can be called when the delegate believes that the chair has made a mistake in ROP. Although it is part of the ROP, it is more considerate to use a point of parliamentary inquiry to point out a chair's mistake in ROP. A point of order can be called at any point in time.

Point of Information

A point of information can only be requested when a delegate yields themselves to points of information. A point of information allows you to better understand the reasoning of other delegates.

Right to Reply

A right to reply occurs in a specific circumstance. You can only call for a right of reply when you feel that you or your country has been insulted by another delegate. This is known as a "ground", which is the reason you have to provide when you call for a right to reply.

During a right to reply, you will be provided a specific time to give a speech. This time is not a chance for you to fire insults back at the other delegate, but to clarify the situation and explain yourself by deconstructing the delegate's insult and explaining why it is incorrect.

Special UNSC Provisions

HMUN ROP has two changes in the UNSC.

Binding Resolutions

A resolution in the UNSC is known to be binding. A binding resolution means that there is an obligation for nation states to adhere to the resolution, and failure to do so would be considered breaching international law. This differs from the resolutions of other councils, as those are non-binding. Hence, in order for substantive votes to be passed in the UNSC, a ⅔ majority must be reached by the council.

Veto Power

In Chapter A1, it was briefly mentioned that there is something known as the P5 nations. These stand for the permanent 5, which are the United States of America, People's Republic of China, Russian Federation, United Kingdom, and France. These countries have veto power. Veto power allows them to fail a resolution as long as they vote against it.