



RULES OF PROCEDURE

from the secretariat

HPSMUN 2025

COMMITTEE RULES OF PROCEDURE

1. Committee Structure

- Chairing Panel: Includes a Chair and Vice-Chairs who moderate debate, enforce rules, and assess delegate performance.
- Delegate Conduct: All delegates must maintain decorum, use diplomatic language, and show respect to the dais and peers.

2. Attendance and Roll Call

- Conducted at the start of each session.
- Delegates respond with:
- “Present” – may abstain during substantive voting.
- “Present and Voting” – must vote Yes or No (no abstentions allowed).

3. General Speaker’s List (GSL)

- Default format of debate.
- Speeches are timed (typically 60–90 seconds).
- Delegates may motion to open or close the GSL at any time.

4. Caucuses

a. Moderated Caucus

- Structured discussion on subtopics.
- Motion must include:
 - Total duration
 - Speaking time per delegate
 - Topic
- Chair may approve or deny the motion.
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b. Unmoderated Caucus

- Informal time for negotiation, bloc formation, and drafting.
- Motion must include duration and purpose.

5. Points

- Point of Order: Correct a procedural error.
- Point of Personal Privilege: Address discomfort or audibility.
- Point of Parliamentary Inquiry: Ask the Chair about rules.
- Point of Information: (UNA-USA note: Not typically used for questions to speakers; instead, yield time or use GSL.)

6. Working Papers & Draft Resolutions

- Require a minimum number of sponsors and signatories (set by the dais).
- Must be approved by the Chair before introduction.
- Once introduced, they may be debated, amended, and voted upon.

7. Amendments

- Friendly Amendment: All sponsors agree; no vote needed.
- Unfriendly Amendment: Requires debate and a vote.
- All amendments must be submitted in writing and approved by the dais.

8. Voting Procedure

- Begins by motion or Chair's discretion.
- No entry or exit during voting.
- Delegates vote Yes, no, or Abstain (if marked "Present").
- Simple majority required unless otherwise stated.

9. Procedural Motions (UNA-USA Precedence)

- Must be clearly stated and seconded.
- Chair may rule motions dilatory or out of order.
- Common motions include:
 - Suspend the Meeting (for breaks)
 - Adjourn the Meeting (end of final session)
 - Introduce Draft Resolution
 - Introduce Amendment
 - Extend a Caucus
 - Close Debate (ends discussion; moves to vote)
 - Move to Voting Procedure
 - Reorder Resolutions (before voting bloc)

Note: Motions are voted on in order of precedence. The Chair will guide the committee through this process.

10. Awards Criteria (Please note that criteria vary depending on the chair)

- *Based on:*
 - Diplomacy and professionalism
 - Depth of research and policy understanding
 - Consistency and engagement
 - Collaboration and bloc leadership
 - Innovation in resolution writing and negotiation
 - Quality of lobbying, resolution content, and committee impact are heavily weighted.

Final Note

This committee values substance over theatrics, strategy over volume, and collaboration over confrontation. Delegates are encouraged to engage with nuance, clarity, and respect for the complexity of global issues.

Appendix

Voting Thresholds

- Two-Thirds Majority Required For:
 - Moving to next topic after a failed resolution
 - Tabling (postponing) debate
 - Closing debate
 - Reconsidering a resolution or amendment
 - Overruling the Chair via appeal

Simple Majority Required For:

- Setting the agenda
- Starting or extending a caucus or consultation
- Suspending or adjourning the meeting
- Resuming debate
- Introducing/passing draft resolutions and amendments
- Reordering draft resolutions
- Dividing the question (and choosing how to divide)

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