



# St. Bonaventure University Model United Nations Conference

# Rules of Procedure

## **Article 1: Official Language**

English is the official working language of the conference.

## **Article 2: Scope of the Rules**

These rules are the only official rules of the Conference and no other rules of procedure are applicable. Matters not delineated in these rules shall be governed according to the United Nations Charter or other governing document.

## **Article 3: Appealing of the Chair's Ruling**

Any delegate may appeal a decision of the Chair, with the exception of those that are explicitly stated to be unable to be appealed, immediately to the Secretary-General. The Chair shall call immediately upon the Secretary-General or a member of the Secretariat designated by the Secretary-General to resolve the dispute in the presence of the committee.

Each side will have an equal opportunity to explain his/her view in the matter and after such explanations, the Secretary-General or a member of the Secretariat designated by the Secretary-General will issue a ruling on the matter. Such disputed decisions may be put to a vote of the committee as a whole if the Secretary-General or a member of the Secretariat designated by the Secretary-General deems this necessary. The Chair's decision not to sign a working paper or amendment is never able to be appealed.

## **Article 4: Chair and Co-Chair Roles**

The Chair and the Co-Chair are staff members appointed by the Secretariat of the St. Bonaventure University Model United Nations Conference (SBUMUNC) that are to be referred to as "the Chair." The power of the Chair:

- 1.) The Chair shall be responsible for the orderly conduct and function of the body, ensuring observance of these rules, and ruling on Points of Order.
- 2.) The Chair shall have the responsibility of facilitating the operations of the body.
- 3.) The Chair shall declare the opening and closing of each session.
- 4.) The Chair shall accord the right to speak, call the roll, maintain attendance records, put questions, and announce decisions.
- 5.) The Chair shall not be accorded a vote, except as specifically delineated elsewhere in these Rules.
- 6.) The rulings of the Chair are subject to appeal, except as specifically delineated elsewhere in these Rules.

## **Article 5: Delegations**

Each member nation participating in any given committee will be represented by at least one delegate in each committee and will have only one vote per committee.

## **Article 6: Participation of Non-Members (Observer Status and NGOs)**

Representatives of Accredited Observers shall have the same rights as those of full members, except that they may not sign or vote on draft resolutions or amendments. They also do not count towards the membership, quorum, or the necessary majority of the body. A representative of an organization which is not a member of the United Nations or an Accredited Observer may address a committee only with the prior approval of the Chair of such committee.

## **Article 7: Outside Representatives**

Whenever the floor is open, a delegate may move to invite an unrepresented Member of the United Nations, or other organization recognized by the United Nations, to provide information on the current Agenda Topic. This motion may include a limit on the invited representative's time, requires a second, is not debatable, and passes with the affirmative votes of a majority of the members.

Once an invited representative has arrived, the Chair shall recognize the representative as soon as the floor is open. The invited representative shall not be bound by a time limited unless it was specified in the invitation. The invited representative shall be permitted to yield to questions, and may decide to leave the body at any time by yielding to the Chair.

If a speaker has yielded to questions, a delegate who has been recognized by the Chair to ask a question may instead move that the speaker be dismissed. This motion requires a second, is not debatable, and requires the affirmative votes of a majority of the members for passage.

## **Article 8: Quorum**

The Chair may declare a committee open and permit debate to proceed when at least one quarter of all the delegations recorded on the official roster are present in the chambers of the committee. Quorum must be present at all times for the committee to conduct business.

## **Article 9: Roll Call Procedure**

- 1.) The Chair will call the roll for the purposes of establishing quorum at the beginning of each session. Members who desire to be considered present shall reply "present" when the name of their delegation is called. No member may be announced by proxy. A reply of "present and voting" requires the member to vote in the affirmative or negative in any substantive matter.
- 2.) The Chair will have the time of the last roll call posted. Delegations who were not considered present at the time of the last roll call and wish to be accorded full voting rights must submit a note, in writing, to the chair requesting that they be considered present.

## **Article 10: Procedural Voting**

- 1.) Each delegation of the body shall have one vote.
- 2.) No member may cast a vote by proxy or on behalf of another member country.
- 3.) Procedural motions shall pass with the affirmative votes of a simple majority of the members of the body.

### **Article 11: Questioning the Competence of the Body**

A motion to question the competence of the body to discuss a proposal is in order at any time before a vote is taken on the proposal. The motion requires a second. If there is opposition, it is debatable to the extent of two speakers for and two speakers against the motion, and passes with the affirmative vote of a majority of the members. Passage indicates that the body is not competent to discuss the proposal.

### **Article 12: Setting the Agenda**

- 1.) The body shall set its own agenda, based on those topics provided by the St. Bonaventure University Conference Chairs and Co-Chairs. Agenda topics will be moved and seconded from the members present. If there is an objection, the motion is debatable to the extent of two speakers for and two speakers against the motion, and passes with the affirmative votes of the majority of the members.
- 2.) If, after a time, the Chair determines that the body is unable to settle upon a single agenda topic, the Chair shall conduct a vote between the two topic areas receiving the most votes. In cases of a tie, the Chair shall cast the deciding vote.
- 3.) Once the topic area is disposed of, a new agenda topic will then be selected.
- 4.) The Secretary-General, a representative of the Secretary-General, or the Chair may at any time call the body into Emergency Session. In this event, the current agenda topic is automatically tabled, and the agenda is automatically set to discussion of the emergency situation.

### **Article 13: Speakers' List**

- 1.) A Speakers' List shall be opened automatically, by the Chair, following the setting of an agenda topic, for the purpose of debate in all substantive manners pertaining to the agenda topic. The Speakers' List will be established by a show of placards.
- 2.) After the initial list is established, any member wishing to be added to the Speakers List, providing they are not currently on the Speakers' List, shall notify the Chair in writing.
- 3.) A Speakers' List is established for each individual topic and the Speakers' List expires when a topic is tabled, adjourned, or whenever a resolution/ recommendation has passed.
- 4.) When the Speakers' List is exhausted, debate is automatically closed on the topic area. If there are proposals (such as working papers, draft resolutions, etc.) on the floor that have been recognized by the Chair the body immediately moves into voting procedure.
- 5.) A delegate may move to close the Speakers' List whenever the floor is open. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of a majority of the members. If the motion passes, the Chair will permit no additions to the Speakers' List.
- 6.) A delegate may move to reopen a closed Speakers' List whenever the floor is open. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of a majority of the members.

- 7.) If at any time the speakers' list closes and there are draft resolutions or amendments that have been introduced to the body then the committee is automatically goes into voting procedure.

#### **Article 14: Speeches and Debate**

- 1.) No delegate may address the body without the permission of the Chair.
- 2.) The Chair shall call upon speakers in accordance with the Speakers' List.
- 3.) Delegations comprised of more than one delegate may share allotted speaking time among members of the same delegation. Meaning that each member of the delegation can only speak once in the delegation's allotted speaking time.
- 4.) The Chair shall call a speaker to order if:
  - a. The delegate's remarks are frivolous, dilatory, or not germane to the set agenda topic under discussion.
  - b. The delegation's allotted time has expired.
  - c. The speaker's remarks are directed to a personality or nation rather than the issue at hand.
- 5.) All speeches are subject to the following time limits:
  - a. There will be a five-minute default time limit for speeches of a substantive nature.
  - b. There will be a one-minute default time limit for speeches of a procedural nature, for instance when speaking for or against tabling the topic, changing the speakers time, etc.
  - c. There will be a minimum time limit for any speech of ten seconds, regardless of its nature.
- 6.) The chair may recognize two delegates other than the speaker to comment on any substantive speech. Comments are limited to one minute and are only in order after substantive speeches without yields, and are considered part of the substantive speech. Comments may not be yielded and must be germane to the speech they are commenting upon.

#### **Article 15: Caucus**

- 1.) A delegate may move for a caucus whenever the floor is open. The motion for a caucus must include a reference to the type of caucus requested (moderated or unmoderated), a time limit, and the purpose of the caucus.
- 2.) This motion requires a second, is not debatable, and passes with the affirmative votes of a majority of the members.
- 3.) A caucus is the complete suspension of all rules in order to discuss the business at hand. During a moderated caucus, the Moderator or Chair will have the sole authority to grant speaking rights in the caucus.
- 4.) The Chair will call the body back to order at the appointed time. The body may not reconvene from a caucus early, unless all delegations are present and there is unanimous consent. The time for a caucus may be extended at the Chair's discretion.

#### **Article 16: Limit or Extend Speeches**

- 1.) Whenever the floor is open, a delegate may move to further limit or extend the amount of time each delegate may speak while on the Speakers' List. This time limit remains in effect for the remainder of the Conference, unless it is changed in accordance with this Rule. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of a majority of the members of the body.

- 2.) Once a particular speaker's time has expired, a member of another delegation may move to have that particular speaker's time extended. The motion to extend the speaker's time requires a second, is not debatable, and passes with the affirmative vote of a majority of the members of the body. Extended time may not be yielded, except to the Chair. Time yielded to another delegation may not be extended. The Chair shall permit a single extension, of a time determined at the discretion of the Chair, not to exceed two minutes.

### **Article 17: Yields**

A delegation that is on the Speakers' List and has been granted the right to speak may yield the remainder of their allotted time in one of the following ways:

- 1.) **To the Chair:** A delegate may at any time conclude the delegations' speech by yielding to the Chair. Upon doing so, the entire delegation shall retake their seats.
- 2.) **To another delegate:** A delegation may yield unused time to another delegation. The intention to yield to another delegation may be made at any time during the delegation's speech. Time may not be yielded to more than one delegation, and yielded time may not be yielded again at any time during the delegation's speech. The sharing of speaking time among multiple members of the same delegation is not considered to be a yield.
- 3.) **To questions:** A delegation may yield to questions at the conclusion of the delegation's speech. The Chair shall recognize delegations to ask questions of the speaker. A delegate recognized to ask a question shall be limited to ask only one question. Only one member of the speaking delegation may answer a question, but that member may change from question to question. A delegation shall only be assessed for time that is actually spent answering a question. A delegation that has yielded time to questions yields to questions from all delegates recognized by the Chair.

### **Article 18: Points**

- 1.) A delegate may interrupt with a Point whenever the floor is open. A delegate may only interrupt a speaker with a Point of Order or Personal Privilege, only when the point directly concerns the speech being interrupted. A delegate raising a point may not speak on the substance of the matter at hand, but may be granted time to make a short statement concerning the point.
  - a. **Point of Personal Privilege:** A delegate may raise a point of personal privilege whenever the delegate experiences personal discomfort that impairs the delegate's ability to participate in the proceedings, except as specifically delineated elsewhere in these in these rules. The Chair shall make every reasonable effort to rectify the situation.
  - b. **Point of Order:** A delegate may raise a point of order whenever the delegate believes that these rules are being violated. The Chair will then immediately rule on the point of order.
  - c. **Point of Information:** A delegate may raise a point of information whenever the delegate desires to make an inquiry to the Chair concerning these rules, the state of business (past, present, and future); or any other relevant question pertaining to conference matters.

### **Article 19: Rights of Reply**

A delegate whose personal or national integrity has been impugned by an extraordinary comment of another delegate may request a right of reply. The right of reply is requested by making a point of personal privilege immediately following the offending speech. A delegate may not interrupt a speaker with a point of personal privilege to request a right of reply. The Chair's decision whether to grant the right of reply is discretionary, not debatable, and not subject to appeal. Once granted, the right of reply may be limited in length by the allotted speakers' time by the committee. The only yield in order will be a yield to the Chair. A right of reply may not be made to a right of reply.

## **Article 20: Precedence**

- 1.) If a delegation is recognized for the expression purpose of speaking and desires to make a procedural motion, a member of the delegation may do so at the end of the speech, provided that the delegation has not yet yielded. When not speaking, a delegate may make a motion when the floor is open between speeches, but may not interrupt a speaker, except as specially delineated elsewhere in these rules.
- 2.) Oral or written statements from the Secretary-General or the Secretary General's representative shall take precedence over all other business.
- 3.) The Chair may accord itself precedence for the purpose of clarifying rules or explaining any business before the body.
- 4.) Parliamentary points that may interrupt the speaker are always considered immediately by the Chair once they are recognized.
- 5.) Motions shall have the following precedence:
  - a. **Points**
    - i. Point of Personal Privilege (Article 18, 1a)
    - ii. Point of Order (Article 18, 1b)
    - iii. Point of Information (Article 18, 1c)
    - iv. Right of Reply (Article 19)
  - b. **Motions**
    - i. **Privileged Motions**
      1. Motion to Recess (Article 34)
      2. Motion to Caucus (Article 15)
      3. Motion to Request an Outside Representative (Article 7)
    - ii. **Subsidiary Motions**
      1. Motion to Limit or Extend Speaking Time (Article 16)
      2. Motion to Close or Reopen the Speakers' List (Article 13)
      3. Motion to Table Debate (Article 33)
      4. Motion to Close Debate (Article 26)
      5. Motion to Previous Question (Article 27)
      6. Motion to Question the Competence of the body on a topic (Article 11)
      7. Motion to Appeal (Article 3)
      8. Motion to Adjourn Debate (Article 35)
    - iii. **Main Motions**
      1. Motion to Introduce (a draft resolution or amendment) (Article 24, 8)
      2. Motion to Roll Call Vote (Article 31, 1, 2, & 3)
      3. Motion to Divide the Question (Article 28)
      4. Motion to Take from the Table (Article 33, 2)
      5. Motion to Reconsider (Article 32)

6. Motion to Reorder (Article 29)

7. Motion to set the agenda (Article 12)

6.) **Withdrawal of Motions:** A delegate may withdraw a motion that he/she has laid on the table at any point up to the time at which the Chair puts the said motion to a vote.

### **Article 21: Dilatory Motions**

The Chair may rule as dilatory (and therefore out of order) any motion that is frivolous or non-germane, and which is clearly intended to disrupt or delay the normal function of the body. The Chair's rulings in these cases are not subject to appeal.

### **Article 22: Working Papers**

Delegates may propose working papers for the body's consideration on the current agenda topic. Working papers are a means of sharing ideas on the agenda topic in an organized manner. Working papers are intended to aid the committee in its discussion and formulation of resolutions. Working papers shall be considered germane to the agenda topic and therefore may be discussed and debated upon by speakers on the Speakers' List. Working papers are not required to be in resolution/recommendation format, but may be copied and distributed at the Chair's discretion. Working papers do not require additional signatures or sponsors to bring them to the floor; however, they must be signed by the Chair. They may not be discussed on the floor until the Chair has signed and distributed copies to all seated delegations. They cannot be formally introduced, amended, or voted on by the body.

### **Article 23: Sponsorship of Motions and Draft Resolutions**

- 1.) Any delegation may become a co-sponsor of a draft resolution at any time before any substantive votes have been taken with consent of the sponsor.
- 2.) A co-sponsor may drop their co-sponsorship of a resolution/ recommendation at any time before any substantive votes have been taken by sending a note to the Chair expressing his/ her intent to do so.
- 3.) When sponsorship or co-sponsorship of a draft resolution is withdrawn, another delegation may immediately assume sponsorship or co-sponsorship, to the order that said proposal continues to have the minimum number of sponsors, otherwise the proposal is considered withdrawn.
- 4.) When a draft resolution is withdrawn, all proposed amendments to it are withdrawn also. A withdrawn draft resolution may be resubmitted to the Chair for approval, at a later time, as provided for in these rules.

### **Article 24: Resolutions/ Recommendations**

- 1.) Any delegate may propose a draft resolution for debate by the committee as they are official documents of the committee.
- 2.) All draft resolutions must be formatted by following the standard guidelines of the committee before being voted on.
- 3.) Multiple draft resolutions may be on the floor at any time, but only one may be passed on any give agenda topic

- 4.) **Primary Sponsor:** To become a resolution or recommendation, a draft resolution must have only one sponsor, defined as the main writer of the draft resolution. A sponsor ought to continue to express their support for the draft resolution throughout the debate.
- 5.) **Co-Sponsor:** Co-sponsors are not the main authors of a draft resolution, but have contributed ideas to the draft language. Being a co-sponsor does not necessarily mean being in support of the draft resolution presented; a delegation may just want to see a draft resolution debated in front of the rest of the committee.
- 6.) **Signatories:** Signatories are any delegations that sign a draft resolution without declaring sponsorship, and are not expressing their support for the document and may or may not have contributed to its writing. As a signatory these delegations have no binding obligations to the document.
- 7.) To become a resolution/ recommendation, a draft resolution must explain the problem, include historical background, and pose a solution to the problem. 33%, or 1/3<sup>rd</sup>, of the body's members, rounded up, are required to be co-sponsors and signatories for the document to be introduced as a draft resolution.
- 8.) **Introduction of Working Paper as a Draft Resolution:** Once draft language has had the appropriate number of sponsors registered with the Chair, the sponsor may move to introduce the working paper as a draft resolution whenever the floor is open. This motion is not seconded, debated, or voted upon. Once the motion is made, the working paper shall receive a designation by the Chair, and is considered on the floor for debate and becomes a draft resolution. The draft resolution is to be read to the body, and no speaking time is accorded to the sponsor for introduction. After the draft resolution is introduced all of the delegates who are sponsors and co-sponsors will enter a question and answer period for the duration of 10 minutes in front of the committee. The rest of the committee members during this time are to remain seated and each delegation is allotted a total of 2 questions when recognized by the Chair. If there are no questions to be asked or if the 10 minutes expires then debate shall resume.

#### **Article 25: Amendments to Resolutions/ Recommendation**

- 1.) All amendments shall be submitted, in writing, to the Chair. The sponsor may move to introduce the approved amendments to the body when the floor is open.
- 2.) Amendments that have the approval of the sponsor and all of the co-sponsors are considered friendly amendments and automatically become a part of the underlying draft resolution when introduced by the sponsor.
- 3.) If the approval of the sponsor and co-sponsors does not exist, the amendment becomes an unfriendly amendment, provided it has one sponsor and 1/3 of the members as co-sponsors for the amendment. An unfriendly amendment is voted on during voting procedures prior to voting on the underlying draft resolution.
- 4.) The Chair may rule an amendment, which has the effect of negating the main thrust of the underlying draft resolution, or which bears no resemblance to the underlying draft resolution, out of order.

#### **Article 26: Close Debate**

In order to begin voting procedure, debate must be closed on the topic, which requires a second and is debatable to the extent of two speakers for and against the motion. If there are not enough speakers



for or against the closure of debate then the body automatically goes into voting procedure on the matter. A 2/3rds majority of the body is required in order for this motion to pass.

### **Article 27: Previous Question**

A delegate may move for previous question, whether or not the Speakers' List has been exhausted, provided that there is a draft resolution on the floor, whenever the floor is open. The motion requires a second, is debatable to the extent of one speaker for and against, and passes with the affirmative vote of a majority of the members. If the motion passes, the Chair shall immediately declare the beginning of voting procedures for all proposals on the floor, in their order of introduction. If the motion fails, debate continues at the point where the motion was made.

### **Article 28: Division of the Question**

- 1.) A motion for division of the question shall begin prior to voting procedures before any votes have been taken on the potential resolution/ recommendation to be divided. A potential resolution/ recommendation may be divided into any number of groups of clauses, but no single clause may be split, even along sub-clauses. The preamble may not be subdivided.
- 2.) This motion requires a second. If there is objection, it is debatable to the extent of one speaker for and against, and passes with the affirmative votes of a majority of the members.
- 3.) If there is more than one motion to divide the potential resolution/ recommendation, the motion that most severely divides the proposal will have precedence over the other motions for division. If two or more motions are equally severe the motion recognized first by the Chair shall have precedence.
- 4.) Once a motion for division passes, all others will be ruled dilatory, and voting shall commence immediately in the following manner:
  - a. The Chair shall take a substantive vote on each division. Each division receiving affirmative votes of the majority of the members shall be included in the final proposal.
  - b. Following the vote on each division, the Chair shall immediately announce the results. If the division of the resolution/ recommendation containing the preamble is defeated, then the resolution/ recommendation as a whole is defeated, and votes are not taken on the remaining division.
  - c. This process is repeated until each part of the divided resolution/ recommendation has been voted upon.
- 5.) If all the operative clauses are defeated, then the resolution/ recommendation as a whole is defeated.
- 6.) After all divisions have been voted upon, and if the resolution/ recommendation has not been defeated, the Chair shall read the resolution/ recommendation as revised and put the revised resolution/ recommendation as a whole to the body for a final substantive vote.

### **Article 29: Motion to Reorder**

A delegate may lay the motion to reorder on the draft resolutions once voting procedure has begun. When making the motion, the delegate must specify as to the order in which they want to vote on draft resolutions. Once a motion to reorder has passed for a topic, the Chair shall rule further motions to reorder dilatory and voting procedure will continue.

### **Article 30: Voting Procedure**

- 1.) During voting procedures, there shall be no talking or passing of notes.
- 2.) There shall be no interruptions, except for points of order, personal privilege, and point of information, or motions pertaining to the method of voting.
- 3.) During voting procedures, only conference staff who have been designated by the Secretary-General or the Secretary-General his/her self may leave or enter the room.
- 4.) Any delegate or observer who disrupts voting procedure shall be ruled dilatory, and therefore out of order.
- 5.) The body shall first consider each of the unfriendly amendments on the floor in the order they were introduced. The question to adopt an amendment shall be considered substantive.
- 6.) Once all friendly amendments have been dealt with in turn, the body shall then consider the underlying potential resolution/ recommendation as outlined in Article 28.
- 7.) Voting procedures shall be considered concluded once the Chair has announced the final vote on the underlying resolution/ recommendation.

### **Article 31: Substantive Voting**

- 1.) Voting shall normally be conducted by a show of placards. A delegate who wishes to question the outcome of a substantive vote by placards may move for a roll call vote.
- 2.) **Roll Call Vote:** A motion for a roll call vote is in order only for substantive votes, and may be made before a substantive vote is to be taken, or as described above. The motion does not require a second, is not debatable, and is not voted upon. The motion for a roll call vote only affects a single substantive vote, and must be requested separately for difference votes taken during a single voting procedure.
- 3.) The Chair reading the roll in English alphabetical order shall conduct a roll call vote. As the name of each delegation is called the delegation shall reply, "Yes;" "Yes, With Rights (of Explanation);" "No;" "No, With Rights (of Explanation);" "Abstain;" or "Pass".
- 4.) In the Security Council, all substantive votes shall pass with the affirmative votes of nine (9) of the members and the absence of a negative vote by one of the permanent members. In all other bodies, all substantive votes shall pass with the affirmative vote of a majority of the members.
- 5.) Once the roll has been read through once, the Chair will read the names of those delegations that replied, "Pass" in the first round of voting. A delegation, which responds, "Pass" a second time, will be considered as abstaining.
- 6.) Once each delegation has voted, the Chair will ask if any members wish to change their vote. A delegation that has not previously requested rights of explanation may not do so at this point. A delegation that has chosen to abstain or had chosen to pass twice may not choose to vote "Yes" or "No" at this point.
- 7.) The Chair will then recognize those delegations that requested rights of explanation in English alphabetical order. These speeches may be up to one minute, and has to relate only to a specific explanation of the current vote.
- 8.) The Chair shall conclude the roll call vote by announcing the final tally of the votes, and whether the resolution/ recommendation has been passed or defeated.
- 9.) Once a resolution/ recommendation is passed, the topic agenda is adjourned. If the resolution/ recommendation fails, debate continues unless the Speakers' List has been exhausted.

### **Article 32: Reconsideration of Resolutions/ Recommendations**

A delegate may move to reconsider a resolution/ recommendation immediately after a substantive vote has been taken on the resolution/ recommendation or any time thereafter. This motion is only in order if a roll call vote was taken on the resolution/ recommendation, and may only be made by a member of the prevailing side. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of two-thirds (2/3rds) of the members.

### **Article 33: Tabling**

- 1.) A delegate may move to table a motion, resolution, recommendation, or agenda topic whenever the floor is open. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of a majority of the members. No action or debate will be permitted on a motion, resolution, recommendation, or agenda topic that has been tabled until it has been taken from the table.
- 2.) **Take from the Table:** Whenever the floor is open, a delegate may move to resume debate on a motion, resolution, recommendation, or topic that had previously been tabled by moving to take it from the table. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of two-thirds (2/3rds) of the members.

### **Article 34: Recess of Debate**

A recess is a set period of time during which no official business is conducted, and the presence of neither the officials nor the delegates may be required. Once a period of recess has been set, it may not be shortened, except by the Secretariat to bring the recess into conformity with the conference schedule. When the meeting has reconvened, the business of the meeting shall continue at the point where the recess occurred. This motion is normally made at the end of a session. This motion to recess requires a second, is not debatable, and passes with the affirmative votes of the majority of the members. The Chair may rule either of these motions dilatory, and this decision may be appealed.

### **Article 35: Adjournment of Debate**

The body may adjourn debate on the current topic area, closing that topic for the remainder of the conference. Upon adjournment, working papers and draft resolutions/ recommendations on the floor are withdrawn from consideration. The purpose of adjourning debate is to signify that debate on the current topic area is concluded. This motion requires a second. If there is opposition, it is debatable to the extent of one speaker for and against the motion, and passes with the affirmative votes of a majority of the members.