



# Old Dominion University Model United Nations

## Rules and Procedures

### Security Council

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## **I. SESSIONS**

### *Rule 1 Opening Date*

The Old Dominion University Model United Nations (ODUMUNC) Security Council shall meet every year in regular session commencing and closing on the dates designated by the ODU Model United Nations Society.

## **II. LANGUAGES**

### *Rule 2 Official and Working Languages*

English shall be the official and working language of the Security Council of the ODU Model United Nations, its committees and other bodies. Use of any other official UN language is permitted if simultaneous translation into English is provided by the delegate. All resolutions and other documents shall be published in English.

## **III. SECRETARIAT**

### *Rule 3 Duties of the Secretary-General*

The Secretary-General, chairs plenary sessions of ODUMUNC, directs the operations of the ODUMUNC staff, and ensures the effective conduct of all meetings of the Security Council, its committees, and other bodies. The Secretary-General may designate a member of the Secretariat to act in their place at these meetings. The Secretary-General or a person designated by them may at any time assume the role and duties of the Chair in any ODUMUNC body.

### *Rule 4 Staff*

The Secretary-General shall provide and direct ODUMUNC staff required by the Security Council and any committees or subsidiary organs, which it may establish. The Secretary-General may suspend and substitute staff at ODUMUNC with due cause, with the approval of the Director of ODUMUNC.

### *Rule 5 Duties of the Secretariat*

The Secretariat shall receive and print official documents, reports, and resolutions of the Security Council, its committees, and its organs; and it shall distribute documents of the Assembly to members of the ODUMUNC, and generally perform all other work which the Assembly may require.

## **IV. COUNCIL CHAIR AND VICE-CHAIR**

### *Rule 6 Chair*

At each committee session of the Council, the Chair, designated by the Secretary-General, shall preside. The Chair, in the exercise of their functions, remains under the authority of the Secretary-General.

### *Rule 7 Acting Chair*

If the Chair finds it necessary to be absent during a meeting or any part thereof, the Vice-Chair, or another member of staff designated by the Chair or Secretary-General, shall preside as the Acting Chair. The Acting Chair shall have the same powers as the Chair.

### *Rule 8 General Powers of the Chair*

In addition to exercising the powers conferred upon him/her elsewhere by these rules, the Chair shall declare the opening and closing of each meeting of the session, direct the deliberations in meetings, ensure observance of these rules, accord the right to speak, rule on points of order, and maintain decorum.

The Chair may, in the course of the discussion of an item, declare to the body a limit on the number of times each member may be placed on the speakers' list. The Chair shall maintain the list of speakers either by taking placard requests or by requiring requests in writing.

The Chair is authorized to ask that delegates focus their remarks on the items under discussion. They may invite motions, declare an action dilatory, and limit caucusing.

### *Rule 9 Voting*

The Dias shall not vote on any matters concerning procedural or substantive issues.

## **V. DELEGATIONS**

### *Rule 10 Composition*

Delegations within a council or other body shall have not less than one and no more than two representatives.

## **VI. PARTICIPATION BY NON-MEMBER STATES**

### *Rule 11 Non-Members*

Any United Nations member state which is not a member of the Security Council may participate in the discussion of any question before the Security Council in which it is interested or a named party upon the specific invitation of the Security Council, as decided by its members, and pursuant to conditions agreed by the Council. A member state which is not a member of the Security Council cannot make motions, introduce resolutions, or vote upon either substantive or procedural matters of the Council.

### *Rule 12 Draft Resolutions*

Any United Nations member state invited to participate in accordance with Rule 11 may draft resolutions. These draft resolutions will only be formally considered if sponsored and formally introduced by a member of the Security Council.

ODUMUNC does not allow use of previously written resolution texts. Resolutions must be the collaborative work of delegates at ODUMUNC. Pre-written texts will be rejected at the discretion of the Chair.

### *Rule 13 Secretariat Assistance*

The Security Council may invite members of the Secretariat, or other persons whom it considers competent for the purpose, to supply it with information or to give other assistance.

## **VII. CONDUCT OF BUSINESS**

### *Rule 14 Opening of Meeting and Debate*

The Chair may declare a meeting open and permit debate to proceed when a quorum (at least two-thirds) of the member states registered at the conference are present. The presence of a majority, which consists of one half plus one of the members, is required for a vote on a resolution or an amendment.

### *Rule 15 Precedence*

Members of the Secretariat are accorded precedence at all times.

### *Rule 16 Statements by the Secretariat*

The Secretary-General, or a member of the Secretariat designated by the Secretary-General, may at any time make either oral or written statements to the councils.

### *Rule 17 Debate on the Establishment of Agenda Topic*

At the discretion of the Chair, or by motion, a Speakers List must be established before any debate or other motions may be made. The body may use the Speakers List, Moderated and Unmoderated Caucuses to debate on the establishment of a topic. Voting on the establishment of the agenda topic shall be limited to two speakers in favor of and two against the proposed topic. The Chair may limit the speakers time under this rule.

### *Rule 18 Speeches*

No representative may address the Security Council, its main committees, its subcommittees, or ad hoc committees without having previously obtained the permission of the Chair. The Chair shall call upon speakers to be placed on the speakers' list in the order in which they signify their desire to speak. The Chair may call a speaker to order if their remarks are not relevant to the subject under discussion.

A delegate wishing to yield time to another delegation must note so at the beginning of their speech.

A delegate may only speak once they are recognized by the Chair.

### *Rule 19 Time Limit on Speeches*

The committee or the Chair may limit the time allowed for each speaker. When the debate is limited and a representative exceeds their allotted time, the Chair shall call them to order without delay.

### *Rule 20 Points of Order (Procedural)*

During the discussion of any matter, a representative may rise to a point of order (a procedural question), and the point of order shall be decided upon immediately by the Chair, in accordance with the rules of procedure. A representative rising to a point of order may not speak on the substance of the matter under discussion.

A delegate intending to seek information or clarification of procedure rises to a point of order as a means of obtaining the floor. However, *to introduce a motion* (request for specific action), a delegate should raise their placard and wait to be recognized by the Chair.

A point of order is also an intervention directed to the Chair, requesting them to make use of some power of their office, such as the manner in which the debate is being conducted, the maintenance of order, the observance of the rules of procedure, or the way in which the Chair is exercising their powers. Under a point of order, a representative may request the Chair to apply a certain rule of procedure. Generally, delegates should not rise to points of order during a fellow delegate's speech.

#### *Rule 21 Points of Information (Substantive)*

A point of information is used to request information or clarification of remarks relating to material or arrangements of the meeting, documents, translations, etc.

A point of information is also used to request information from another delegate through the Chair during informal debate or to request information from the Chair.

#### *Rule 22 Appealing the Decision of the Chair*

A representative may appeal a ruling of the Chair or Acting Chair. The appeal shall immediately be put before the Secretary-General and the Chair's ruling shall stand unless overruled by the Secretary-General. Decisions concerning Right of Explanation, Right of Reply, and Roll Call Votes are not appealable. All appeals must be submitted in writing through the Chair.

#### *Rule 23 Right of Reply*

A request for a right of reply must be submitted in writing to the Chair.

A right of reply may be granted by the Chair, which the Chair will then read out loud. Right of Reply is used to respond to a direct offensive remark made by a member's speech.

The Chair has total discretion in granting a right of reply. This decision is not appealable.

### **VIII. PROCEDURAL MOTIONS**

#### *Rule 24 Closing the Speakers' List*

During the course of a debate, the body may vote to close the speakers' list. This motion requires a majority vote of those members present and voting; it is not debatable. A Delegate may motion to reopen the Speakers List at a later time.

Once the Speakers List is exhausted, the body moves directly into Closure of Debate.

The Chair may, however, accord the right of reply to any member after the speakers' list is closed.

#### *Rule 25 Formal Debate*

During formal debate, delegates may only deliver speeches. Questioning of delegates is not permitted. Voting on substantive matters shall occur when the council is in formal debate. The council opens in formal debate.

#### *Rule 26 Informal Debate*

A motion followed by a simple majority vote or at the discretion of the Chair, the committee can move into informal debate. No substantive matters shall be voted on during informal debate. During informal debate questions may be asked of the speaker under conditions established by the Chair and caucusing may occur. The Chair, or motion with a simple majority, may at any time move the committee back into formal debate.

#### *Rule 27 Moderated Caucus*

A moderated caucus is informal debate under the authority of the Chair. The council may motion and vote to move into moderated caucus at any time by simple majority vote. A time limit for such moderated caucus must be part of the motion. There will be no speakers' list, and delegates will be recognized to speak upon raising their placards. There can be no points, motions, yields or votes during a moderated caucus. The only Point of Order that will be entertained during a Moderated Caucus is one pertaining to being able to hear speakers. The Chair may, at their discretion, move the council back into formal debate before the time limit has expired.

#### *Rule 28 Unmoderated Caucus*

The council may vote to move into an unmoderated caucus (unstructured meeting for consultation) at any time during normal debate by simple majority vote. A time limit for such caucus must be part of the motion. The chair may, at their discretion, move the council back into debate before the time limit has expired.

#### *Rule 29 Suspension of the Rules*

Suspension of the Rules allows for an informal structured presentation and is how a draft resolution is introduced. The committee may motion and vote to suspend the rules or it may be done at the Chair's discretion, with a time limit for a question-answer period moderated by the Chair in the motion. During the suspension of the rules the sponsors will read the proposed resolution and answer questions pertaining to the draft resolution. Once the time for the questions has elapsed, the committee moves back into debate.

#### *Rule 30 Adjournment of Debate*

To adjourn debate is to end discussion (table debate) on an agenda item *without* coming to a vote on any resolution on the floor under that item. Discussion moves directly to the next agenda item.

During the discussion of any matter, a representative may move for adjournment of the debate on the item under consideration. Such a motion requires a majority of members present and voting to pass. This motion is debatable: two delegates may speak in favor of, and two against this motion. The Chair may limit the time allowed to the delegates debating under this rule.

#### *Rule 31 Closure of Debate*

Closure of debate terminates discussion on the agenda item and moves the body directly into formal voting procedures.

A delegate may at any time move for closure of debate on the agenda item under discussion. Permission to speak on the closure of debate shall be accorded only to two speakers opposing the motion, after which the motion for closure will be put to a vote. The Chair may limit the time allowed to speakers under this rule.

Passage requires a majority of the members present and voting.

After debate is closed, voting shall be conducted in the following order:

- a) amendment(s);
- b) division of the question--first, to divide the proposed section(s) from the resolution; then, to pass or fail the divided-out section(s); (See Rule 47)
- c) the resolution as divided and amended.

### *Rule 32 Recess/Suspension of the Meeting*

A delegate may move to recess a meeting (typically for meals) or for suspension of the meeting (typically ending a day's deliberation) during the discussion of any matter. Such motions shall not be debated. The suspension of the meeting requires the support of a majority of the members present and voting. The Chair may also suspend the meeting at their discretion.

### *Rule 33 Order of Procedural Motions*

The motions indicated below shall have precedence in the following order over all other proposals or motions before the body:

- a) to move for a caucus/moderated caucus
- b) to recess/suspend the meeting;
- c) to adjourn debate;
- d) to close debate.

### *Rule 34 Proposed Resolutions*

Working Papers shall be submitted to the Director in writing (type-written) with the appropriate number of sponsors and signatories. A working paper, before being considered by the Security Council, must be approved by the Director. If accepted by the Director, the resolution should then be formally introduced by a sponsor(s) during their speech. The Director is responsible for photocopying and distributing the resolution, if necessary.

### *Rule 35 Proposed Amendments*

To amend is to change a proposed resolution in some way. The process for submitting an amendment is the same as for a resolution.

Friendly amendments, those which are approved by the sponsor(s), are automatically incorporated into the resolution.

Unfriendly amendments require the vote of the body to be added to the proposed resolution. All unfriendly amendments and the resolutions to which they apply shall be voted on after the debate is finished or closed.

### *Rule 37 Withdrawal of Motion and Resolutions*

A motion and resolution may be withdrawn by its sponsor(s) at any time before voting on it has commenced, provided that the motion or resolution has not been amended. Any delegations who

seconded or co-sponsored the motion or resolution must also agree with the withdrawal. The motion or resolution may be reintroduced and seconded by other delegations.

## **IX. VOTING**

### *Rule 38 Voting Rights*

Each member of the Security Council shall have one vote. The five Permanent Members (P5; China, France, Russia, United Kingdom and United States of America) have a veto on substantive matters.

### *Rule 39 Procedural Matters*

Decisions on procedural matters shall be made by the affirmative vote of a majority of members present. The veto does not apply to procedural matters, as determined by the ODUMUNC Security Council Chair.

### *Rule 40 Substantive Matters*

Decisions on substantive matters shall be made by the affirmative vote of nine members with the concurring votes (positive or abstaining) of the five permanent members. Any veto defeats an issue. Abstentions or absences do not count as a veto.

### *Rule 41 Party to Dispute*

In decisions under Chapter VII and paragraph 3 of Article 52 of the Charter, a party to a dispute shall abstain from voting on substantive matters.

### *Rule 42 "Important Questions"*

An issue may be designated upon majority vote of a committee as an "Important Question" if it relates specifically to recommendations on the maintenance of international peace and security, suspension of the rights and privileges of a member or membership, expulsion of members, and budgetary questions.

A matter designated an "important question" requires a two-thirds majority of members present and voting to pass.

### *Rule 43 Method of Voting*

The Assembly shall normally vote by a simple placard vote. Any member may request a roll call vote on a draft resolution. If there is opposition the Chair shall call for a majority vote by show of placards. The roll call vote shall be taken in English alphabetical order of the names of member states, and one of its representatives shall reply yes (*with rights*), no (*with rights*), or abstain. A delegation also may vote pass; when called again the delegation must vote yes or no.

### *Rule 44 Conduct During the Vote*

After the Chair has announced the beginning of voting, all caucusing and passing of notes shall cease. No representative shall interrupt the voting except on a point of order in connection with the actual conduct of voting. No person shall be permitted to enter or exit the meeting room once a vote has begun until after the vote is completed.



#### *Rule 45 Right of Explanation of Vote*

The President may permit members to explain their votes after voting. The Chair may limit the time to be allowed for such explanations. An explanation is not intended to be used for further debate. A right of explanation shall not be accorded to members who abstain.

After all explanations are concluded, the Chair shall ask for any change of votes.

#### *Rule 46 Voting on Unfriendly Amendments*

When two or more unfriendly amendments are moved to a resolution, the Council votes first on the amendment farthest removed from the substance of the original resolution. One speaker in favor of the unfriendly amendment and one against may speak before the vote. After amendments are voted upon, the council votes on the draft resolution as it then stands.

#### *Rule 47 Division of the Question*

At ODU Model United Nations Conferences there is no Division of the Question. The same goals can be achieved by amendment.

#### *Rule 48 Equally Divided Votes*

If a vote is equally divided, the proposal fails.

### **X. DISCRETION OF THE CHAIR**

#### *Rule 49 Discretion of the Chair*

Any matters of interpretation or items not covered by these rules are left to the discretion of the Chair. All decisions, except those otherwise noted in the rules, are appealable only to the ODUMUN Secretary-General.

ODUMUNC does not allow use of previously written resolution texts. Resolutions must be the collaborative work of delegates at ODUMUNC. Pre-written texts will be rejected at the discretion of the Chair.

Merging Drafts: The chair, at their discretion, may request sponsors of similar drafts to combine them into a single draft for further consideration.

Censuring: The Chair may censure an individual delegate—ask them to leave the current session and end eligibility for awards—in response to repeated disciplinary warnings by the Chair.

Note passing is a professional privilege. Notes must serve diplomatic goals exclusively. Notes must never be in any way personal. Inappropriate notes may lead to disciplinary action by the Chair.