



Model United Nations of the Far West

Guide to Committees

Contents

Order of Business	3
Main Committees Only	3
Establishment of a Quorum	4
Appointment and Report of the Credentials Committee	4
Adoption of the Agenda	5
Admission of New Members	6
Plenary General Debate	6
General Debate	7
Submission of Resolutions on the First Agenda Item	8
General Debate on the Second/Third Agenda Item	8
Submission of Resolutions on Second/Third Agenda Item	8
Members and Officers	8
Distribution of Resolutions on the First Agenda Item	9
Substantive Debate on First Agenda Item	9
Moderated Caucus	9
Amendments to Resolutions	10
Determination of the Order of Resolutions	10
Voting on the Resolutions and Amendments	10
Conduct of the Vote	11
Selection of Plenary Speakers (For Main Committees and ECOSOC Only)	11
Reports of Main and Standing Committees (GA only)	12
Reports of Other Organs and Bodies (GA only)	13
Adjournment for General Assembly	13
Adjournment for ECOSOC	13
Adjournment for Main Committees	13

Introduction

The General Assembly is the main deliberative body of the MUNFW conference. The membership of the General Assembly includes every member nation of the MUNFW. The Permanent Representative of each delegation represents his/her nation in the General Assembly. The President of the General Assembly is appointed by the Secretary General and presides over all meetings of the General Assembly. The President shall not vote (P-1).

The issues to be discussed reflect real problems brought before the United Nations and are chosen by the Secretariat prior to the conference. Under the Rules of Procedure, the General Assembly considers the various items on its own agenda. Additionally, it reviews the reports of the Security Council and other Committees, Commissions, Organizations, and Agencies convened at the conference. The General Assembly also considers the recommendations of the Credentials Committee and the resolutions referred to it by the Main Committees. The Assembly has the right to discuss and make recommendations on the following:

1. The principles of international co-operation in the maintenance of peace and security;
2. The peaceful settlement of any disputes, regardless of origins, which might impair friendly relations among states;
3. Any problem affecting peace and security;
4. Studies for the promotion of international political co-operation, the development of international law and its codification, the realization of human rights and fundamental freedoms for all, and international collaboration in economic, social, cultural and health fields.

All member nations of the General Assembly are also represented in the Assembly's Main Committees. Each Main Committee considers the items placed on its agenda by the General Assembly, and reports its recommendations to the General Assembly for consideration. The Economic and Social Council is the organ which coordinates the economic and social work of the UN and its specialized agencies. The Council recommends and initiates activities relating to problems of development, world trade, industrialization, natural resources, human rights, the status of women, population, science and technology, and many other economic and social questions.

Membership in the Economic and Social Council is determined by the annual elections in New York that fill the 54 seats on a revolving basis. Under Rule P-39, the Council may invite any Member of the Model United Nations to testify before the Council on a matter of direct interest to the Member. Similarly, non-members of the Council wishing to make a statement before it may address a written request to the President of the Council at any time prior to or during the session requesting permission to speak. Upon receipt of the request, the President shall ask the Council to invite the state to speak. States invited to speak do not have any voting privileges and must comply with the Rules of Procedure. Unless the Council decides otherwise, such guests shall follow the normal speakers list procedures to gain recognition.

The following guide provides the basic order to be followed in the Committees at the MUNFW conference. While this guide is not comprehensive, it does provide the steps necessary for the Committees to complete their work at the annual session.

Guide

Order of Business

The President of the General Assembly (under P-3) shall ensure that the Assembly conducts its business in the order prescribed by P-10 and the Provisional Agenda, submitted four months prior to the opening of the session in accordance with Article 6.e., of the Governing Documents of MUNFW.

The first order of business shall be the opening of the Session by the President of the General Assembly. Immediately after the opening of the first Plenary meeting of each Session of the MUNFW General Assembly, the President shall invite the representatives to observe one minute of silence dedicated to prayer or meditation (P-35).

The next order of business shall be the establishment of a Quorum (P-6). Afterwards, the President shall announce the members of the Credentials Committee (P-31), appointed by the Secretary General. Then the General Assembly shall adopt the Agenda, after all motions for the deletion of Agenda items, supplementary items and reordering Agenda items have been considered. Finally, a period of General Debate, where a number of states shall be invited to address the Assembly on a variety of issues, begins.

Following General Debate, the opening Plenary concludes and the General Assembly suspends to allow the delegates of the Main Committees, Councils, and Agencies to move to their respective committee rooms. When the General Assembly reconvenes, it shall consider the items placed on its own agenda. After consideration of those items, the General Assembly shall convene the closing Plenary Session. During the closing Plenary Session, the General Assembly will vote to approve or reject the resolutions recommended to it by the Main Committees and hear the reports of other convened Councils and Agencies. At the conclusion of the Reports, the President shall invite the members to observe another moment of silent prayer or meditation and then adjourn the General Assembly until the next Session.

Main Committees Only

Each Main Committee considers those items referred to it by the General Assembly, as noted on the Provisional Agenda of the Secretary General. Committees shall not introduce new agenda items on their own initiative (P-8). If two or more agenda items have been referred to the committee, the committee shall, unless it decides otherwise, consider them in the order in which they have been numbered by the Secretariat. The Chair will accept all motions to reorder agenda items (P-10). Each proposer must specify the order of consideration. The first motion to receive a majority vote will be the order of consideration. If no motion receives a majority, the Secretariat's order stands.

ECOSOC Only

As an independent organ of the United Nations, ECOSOC is responsible for adopting its own agenda. There are three types of agenda items:

1. The Secretariat will provide a provisional agenda with items detailed in the annotated agenda.

2. After the publication of the annotated agenda, but before the Council convenes, the Secretary General, the General Assembly, the Security Council, or any Member of the MUNFW may propose supplemental items. The supplemental items should be submitted to the Secretariat early enough to ensure duplication and distribution.

3. Once the agenda has been adopted at the first meeting of the Annual Session, additional items of an important nature may be proposed.

A majority vote of those Members present and voting is required to adopt the agenda or to add supplemental items to the agenda. Deletion of an agenda item requires a two-thirds majority. Each proposal for the addition, deletion or changes in the agenda is debatable with two speakers for and two speakers against each change.

Once the Agenda is adopted, the Council shall, unless it decides otherwise, consider the agenda in the order numbered by the Secretariat. Immediately after the adoption of the agenda, the Chair will accept all motions to reorder the agenda items (P-10). Each proposer must specify the order of consideration. There is no debate on proposals to reorder. The proposals shall be voted upon in the order in which they are proposed. After voting has begun, no new proposal will be accepted. The first proposal to receive a majority will be the order. If no proposal receives a majority, the order of the Secretariat shall stand.

All Committees

For all committees, the agenda implies the completion of one item before a second item is considered. However, given the compressed nature of the session, the time required to duplicate draft resolutions, and past UN and MUNFW practice, debate on the next agenda item is normally begun while the resolutions for the first item are being reproduced, using P-28, Postponement of Debate.

Establishment of a Quorum

The presence of a majority of the members of the Committee is required for a substantive question to be put to a vote. According to P-6, a majority of the delegates specifically credentialed for that committee shall constitute a quorum. It is the responsibility of the Chair to ensure that a quorum is present at all times. Any representative who doubts the presence of a quorum may ask the Chair for a ruling. The Chair shall then determine, by appropriate means, whether the required number is present. The decision of the Chair is not subject to appeal (P-25). Once a quorum has been established, the Chair will monitor the Committee's composition. Members arriving after the opening must inform the Chair in writing that they are present and voting.

Appointment and Report of the Credentials Committee

A Credentials Committee shall be appointed prior to the beginning of each session. It shall consist of nine members representing diverse regional and ideological blocs who shall be appointed by the Secretary General. The committee shall elect its own Chairman at its first session. The Credentials Committee may examine the credentials of any delegation whose credentials have been challenged and report their findings to the General Assembly without delay (P-31). While the challenge is pending, the delegation, to whose admission a member has made objection, shall be seated provisionally with the same rights as other delegations until the Credentials Committee has reported in accordance with Rule P-32 and the General Assembly has given its decision.

The Credentials Committee is present to determine the validity of the credentials of a delegation and to verify that they are indeed the legitimate representatives of the government or the people. The Credentials Committee is not there to determine the legitimate policy of a delegate or delegation. A delegate's credentials are not to be challenged simply because another delegate does not agree with the way a delegate is representing his/her country through the Credentials Committee.

The Credentials Committee may only rule on the validity of a delegate's credential if a major discrepancy exists between a delegate's formal voting record and the delegate's policy statement, submitted to the Secretariat prior to the session. A delegate challenging the credentials of another must provide evidence that such a discrepancy exists.

Conflicts between a Delegate's Statement or Actions and the Member State's Policies

If a delegate or Chair believes that a delegate's statements or actions are in significant conflict with that Member State's policy, they may challenge that delegate. The challenging delegate will submit a written statement signed by the challenging delegate and the challenging delegate's Permanent Representative explaining the conflict and offering any proof to the Permanent Representative of the challenged Member State. If the challenged Member State's Permanent Representative concurs, the challenged delegate will immediately rise under P-25 Point of Personal Privilege, retract their previous statement or action and clarify the Member State's policy or position. If the challenged Member State's Permanent Representative does not agree that the Member State has been misrepresented, the challenging delegate may submit the signed challenge to the Chair. If the Chair concurs that a significant misrepresentation has occurred, the Chair will notify the Secretary-General and the Chair of Membership Committee. The Chair of Membership will appoint an ad hoc committee of faculty advisors to review the challenge. The Secretary-General will notify the Permanent Representative of the challenged Member State. In consultation with the Secretary-General and the faculty advisor(s) of the delegates involved, the ad hoc committee will determine if a significant misrepresentation has occurred and if so what remedies are appropriate. The remedies may involve the entire delegation.

Adoption of the Agenda

In accordance with Article 6.e., of the Governing Documents, the Secretary General shall prepare and distribute a provisional agenda at least four months prior to the opening of the session. To consider the annual agenda, the General Assembly utilizes the Main Committees and various other sub-committees, commissions, and working groups to discuss selected portions of the agenda. In addition, Special Committees may be established during the session to investigate specific problems.

The adoption of the provisional agenda requires a majority vote of the Assembly (P-8). If there are no objections or changes in the agenda, the President, with the consent of the Assembly, shall declare the agenda adopted without debate.

Prior to the adoption of the agenda, the Secretary General, any member state, or principle organ may request the inclusion of a supplementary item in the provisional agenda (P-9). The motion must be accompanied by the required explanatory memorandum and, if possible, basic documents and draft resolutions. The motion is debatable, with two speakers, including the proposer, in favor and two speakers opposed. A simple majority is required to include the supplementary item on the provisional agenda. The supplementary items will be placed on the agenda after all the items allocated exclusively to the Assembly.

If any state objects to the inclusion of any item, a separate vote shall be held on that item prior to the adoption of the agenda as a whole; that item shall be voted on separately. Debate shall be limited to

two speakers, including the proposer, in favor and two speakers against the inclusion. The President may limit the time allowed the speakers. A two-thirds majority is required to delete the item from the agenda.

The General Assembly, unless it decides otherwise, shall consider the agenda in the order numbered by the Secretariat. Immediately after the adoption of the agenda, the President will accept all motions to reorder the agenda items (P-10). Motions to reorder may only refer to the agenda items considered exclusively by the General Assembly and do not include items assigned to the Main Committees or other bodies. Each proposer must specify the order of consideration.

There is no debate on proposals to reorder. The proposals shall be voted upon in the order in which they are proposed. After voting has begun, no new proposal will be accepted. The first proposal to receive a majority will be the order. If no proposal receives a majority, the order of the Secretariat shall stand.

Once the General Assembly has adopted and ordered the agenda, the Assembly shall consider agenda items in the agreed order. The agenda implies the completion of one item before a second item is considered. However, given the compressed nature of the session, the time required to duplicate draft resolutions, and past UN and MUNFW practices, consideration of an agenda item may be postponed until the completion of another item. If the report of a Main Committee or other organ is not ready for consideration, the Assembly may proceed to the next item requiring action (P-12). At the conclusion of an item, the Assembly shall return to earlier reports currently ready. For postponement of items not contained in committee reports, the General Assembly must move under P-28, Postponement of Debate.

To consider “additional items of an important and urgent nature,” the Assembly may include items to the agenda after its adoption (P-9). Such additional items, to be accompanied by the normal documentation and a petition signed by the majority of the Permanent Representatives of member states, must be submitted to the Secretary General. This motion is debatable and requires a two-thirds majority vote to add an additional agenda item. The inclusion of an additional item on the agenda implies a reordering of the agenda to consider the additional item immediately. At the conclusion of consideration of the additional item, the Assembly shall resume its business from the point at which the additional item was introduced.

Admission of New Members

After the recommendation of the Security Council, the General Assembly may move to credential new members to participate in the United Nations.

Plenary General Debate

As it occurs annually in New York, the Assembly invites its Member States to deliver an address outlining their perception of world events, trends, and solutions. The Secretariat of each Session may require prior application to participate in General Debate. It may also limit the number of speakers from each bloc and the time allocated to each speaker. As with all speeches before the Assembly,

General Debate should be given in English. If it is to be delivered in another language, a written translation must be provided for distribution prior to its delivery.

Agenda Items Allocated to the General Assembly

The adopted Agenda refers specific items to the General Assembly for consideration. In considering these items, the Assembly and the Main Committees follow the same procedures and format. The debate process and the adoption of resolutions proceeds as outlined below.

General Debate

Following the practice of the United Nations, all Committees will employ a two-step debate process (P-23). Committee Members engage in both General and Substantive Debate on each agenda item. Delegates who deliver substantive speeches during General Debate, or vice-versa, will be ruled out of order.

General debate, not to be confused with Plenary General Debate, begins discussion of the agenda item. Each delegate is afforded an opportunity to express his state's perception of the issue, evaluation of past action or inaction, and alternatives for future action. References to specific events and data are also made here. General debate serves both to review the problem and perceptions of it as well as to note areas of concern and unity for future Assembly action. No representative may address the body without previously obtaining the Chair's permission. Speakers for General and Substantive debate shall generally be recognized from a speakers list maintained by the Chair. To participate in General Debate, a delegate must indicate his desire to be placed on the speakers list in writing, specifying the agenda topic and type of debate. The Legal Officer will compile and post the speakers list. The Chair may suggest to the Committee the closure of the speakers list (P-3). Debate will continue until the speakers list is exhausted or debate is closed (P-29) or adjourned (P-29). To shorten the speakers list, members may request, in writing to the Legal Officer, that their names be removed from the speakers list. Requests for placement on the speakers list in other than the order submitted shall be the sole discretion of the Chair.

Placement on the speakers list ensures a block of time for that delegation's use. The Chair may limit the duration of the speeches (P-3). When recognized, a delegate may use all or part of the time allotted, or the delegate may yield any remaining time to another delegate. The delegate, however, must use the time immediately and may not defer it to a later time. Once a delegate's name appears on the speaker's list, it may be moved only once to the bottom of the list. Once he/she has completed a speech, he/she may place his/her name on the speaker's list again. After each speech from the list, the Chair may entertain short speeches and comments on the preceding speech under P-23. A short speech is a brief response to the issues, perceptions, and positions mentioned in the previous speech. Comments on any other speech or topic will be ruled out of order and the original speaker may not comment on his/her own speech. The Chair may limit the number and duration of the short comments.

During debate, a delegate may ask a question of another delegate under P-25, Point of Inquiry. The Chair may rule if the question is germane to the topic under discussion. Both question and response must be addressed to the Chair. At no time is debate to become a dialogue between delegates directly. Questions of an informational nature or procedural nature may be asked of the Chair under P-25, Point of Information, and the Chair on behalf of the Assembly may ask a specific delegate for information. No other questioning is permitted. Questions of a policy nature may be answered through a short comment, through the paging network, or in a subsequent speech.

Submission of Resolutions on the First Agenda Item

Resolutions, while produced by individual states or groups of states, are proposals of basic Assembly policy. They form the basis of discussion during Substantive Debate on agenda items. Thus, specific guidelines must be followed as to their form, time of submission, nature of distribution, and type of considerations. Refer to P-11 and P-14. Resolutions are drafted by Committee members and should be typed or legibly printed for submission to the Chair. The Chair specifies the time during which resolutions are to be accepted on a given agenda item. Normally, resolutions are accepted from the beginning of General Debate to one half hour after its close. Resolutions are submitted to the Substantive Officer who will check them for proper form. A guide to writing resolutions can be found in Chapter 5. If accepted, the resolution will be numbered and sent to be typed and duplicated by the Department of Public Information (DPI). The resolutions will be distributed before substantive debate, at which time they will be formally introduced. Duplication by delegates for official distribution will not be permitted.

General Debate on the Second/Third Agenda Item

General debate on the second agenda item generally takes place during the time period that resolutions on the first agenda item are being typed and duplicated by DPI. Basically, this repeats the process of General debate on the first agenda item discussed in the section above.

Submission of Resolutions on Second/Third Agenda Item

Delegates should follow the same format discussed above in the submission of resolutions for the first agenda item. Selection of Rapporteur (Main Committees and ECOSOC Only)

The Rapporteur is the Committee's official spokesperson and representative in the General Assembly (refer to P-4). As the speaker for the Committee, the Rapporteur will present an oral summary of the activities of the Committee on each agenda item to the Assembly. The Rapporteur will also present to the Assembly President a list of resolutions passed, the order in which the resolutions are to be considered for Plenary Session, and the list of speakers for each resolution, subject to the rule P-37. The Rapporteur shall provide information on the committee's actions to the Assembly

Members and Officers

All delegates in the Committee are eligible for nomination to Rapporteur. In selecting a Rapporteur, Committee Members should consider the speaking, organizational, and leadership qualities of potential candidates. Such candidates should possess tact, have clarity of expression, and have made a significant contribution to the Committee's work. The selection of the Rapporteur shall be by written ballot. On the first ballot, delegates shall indicate their nominee for the Rapporteur position. There are no nominating speeches from the floor. The two nominees receiving the most votes will runoff in a second ballot. The balloting process will continue until one nominee receives a majority. The election of the Rapporteur is not debatable. The election of the Rapporteur may not be reconsidered unless an irregularity in voting is discovered by the Chair. The Rapporteur may either represent his/her country, thereby retaining his right to vote, or designate another member of his delegation to represent his/her country.

Distribution of Resolutions on the First Agenda Item

After resolutions have been typed and duplicated by DPI, they are returned to the Committees. The Legal Officer will distribute copies of the resolutions to each member of the Committee. A brief period of time is usually allowed for members to read and review resolutions before Substantive Debate begins.

Substantive Debate on First Agenda Item

Substantive debate involves discussion on the various draft resolutions and amendments before the Committee. It is an effort to formulate specific policy articulations. Substantive debate occurs on all resolutions and amendments simultaneously and as a unit; each proposal is not debated separately. During this period resolutions and amendments are formally introduced. Speakers shall offer states' views on all or some of the resolutions or amendments, noting their strengths and weaknesses. Authors of substantive proposals may defend their drafts and critique others. Debate proceeds in the same manner as described for General Debate discussed above. It may not begin until all resolutions submitted on the item have been duplicated and distributed. During this debate the Substantive Officer may identify for the committee, proposals which are in conflict with international law, treaties or the United Nations Charter.

Moderated Caucus

The purpose of a Moderated Caucus is to give delegates a chance to discuss the substance of all submitted resolutions on a topic in an orderly fashion and, thereby, to facilitate more efficient and effective substantive debate. Each sponsor has the opportunity to present the reasons underlying his/her resolutions and individual operative clauses. Other delegates then can ask for clarifications, indicate concerns, raise questions, or ask for responses to possible amendments, which could be submitted during substantive debate.

Moderated Caucus should occur early in Substantive Debate on a topic, but after all resolutions on the topic have been distributed to delegates and time has been allowed for reading them. There is only ONE Moderated Caucus for an agenda topic. The time is limited to an hour.

The Moderated Caucus is normally conducted by the Substantive Officer who shall maintain order, call on sponsors, and recognize delegates in order. Normal committee behavior, language and decorum is maintained.

Resolutions are considered in the order originally numbered by the Secretariat. Any sponsor may comment on a resolution or answer questions from delegates. Any delegate may make brief comments or ask questions of the sponsors. All comments and questions should be addressed to the Chair and there may be no points of inquiry other than those addressed to the sponsors of the resolution under discussion.

If the sponsors do not wish to present a resolution, that resolution will not be considered during Moderated Caucus. If delegates do not wish to discuss a particular resolution, they should refrain from comments and questions. Generally, no more than ten (10) minutes is allowed per resolution.

All consideration of resolutions during Moderated Caucus should be related to the substance of the resolution.

Amendments to Resolutions

Amendments are additions, deletions, or changes to an existing draft resolution. Amendments must be typed or legibly printed and submitted to the Substantive Officer prior to its introduction. All amendments must be formally introduced (refer to P-11 and P-14).

An amendment may, however, be submitted for numbering and duplication at any time prior to its formal introduction, including the time of resolution submission. Early submission is highly recommended since the Chair may, at his/her discretion, not permit discussion without its duplication and distribution. The proposer of an amendment should thus reserve a space early in Substantive debate to ensure introduction and discussion of the amendment. If the proposer fails to do this, a speaker on the list may be asked by the proposer to yield time to the proposer for that purpose.

If the amendment is of a Procedural nature (i.e. correcting spelling, style, or typing) or a short substantive proposal, the Chair may allow its oral introduction without duplication of the amendment. In cases of more than one amendment to a particular resolution, amendments will be voted on in the order numbered by the Chair (P-17). If all sponsor(s) of a resolution do not object to an amendment to that resolution, the amendment is considered a friendly amendment and is added to the resolution without a vote. A sponsor may not amend his/her own resolution. An amendment may not be amended.

States may add or withdraw sponsorship to resolutions and amendments at any time up to the close of Substantive debate (P-14). Resolutions adopted in the Committee will not bear the sponsors' names as they are the statements of the Committee and not of the individual states. If all sponsors of a resolution or amendment withdraw sponsorship prior to the beginning of voting, other states will be offered a chance to co-sponsor. If none respond, the resolution or amendment will not be put to a vote.

Determination of the Order of Resolutions

If two or more resolutions relate to the same agenda item, the Committee shall, unless it decides otherwise, vote on the resolutions in the order in which they have been numbered by the Secretariat.

Proposals for reordering of resolutions (P-11) shall be voted on in the order in which they are proposed. Once voting on these reordering proposals has begun, no additional motions to reorder will be accepted. The first proposal to receive a majority vote becomes the new order of the resolutions. If none receives a majority, the Secretariat's order will stand as originally ordered. Proposals to reorder are in order after substantive debate on the topic has been concluded and before voting on any resolutions has begun.

The Assembly may, after a vote on a resolution, decide whether to vote on the next resolution. Decisions whether to vote on additional resolutions must be made individually for each resolution and not collectively (P-11).

Voting on the Resolutions and Amendments

Each member of the Committee shall have one vote. No representative may cast a vote on behalf of another member (P-7). Each resolution and amendment is adopted by a three step process.

The first step is voting on amendments in the order numbered by the Chair on the first ordered resolution. Amendments may not be reordered or divided and require a simple majority for adoption (P-17). If the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to a vote. After all amendments to a resolution have been voted on, the second step is the division of the resolution (P-16). A motion for division is in order only immediately prior to voting on the substantive proposal or substantive proposal as amended. The motion must include directions on how the proposer wants the resolution divided. Only operative clauses may be divided; preambulatory clauses may not be divided.

The Chair will accept all motions for division. If there is no objection to a motion for division, the motion will be adopted. If an objection is made, the motion will be put to a vote. Debate on the floor will consist of one speaker, the proposer, in favor and one against. The President may limit the time for the speakers. A motion for division must receive a two-thirds majority to be adopted. If the motion for division carries, those parts of the substantive proposal which are subsequently approved shall be put to a vote as a whole. If all operative parts of the proposal are rejected, the whole resolution will be considered rejected.

Those parts of the resolution remaining after amendments and divisions shall be voted on as a whole. Step three is voting on the resolution as it stands after the first two steps. The Committee then proceeds in the same manner with the next resolution.

Conduct of the Vote

Voting shall normally take place by delegates raising their placards and voting either "in favor," "against," or "abstaining." Abstentions do not figure in the calculation of the vote. A tie vote is considered to be a rejection of the proposal. Once voting has begun, it may not be interrupted by any statement or motion, except a point of order concerning the manner in which the vote is being conducted (P-22).

On any substantive proposal, any delegate may request a roll call vote. The request must be made before the vote has begun. This request is a procedural motion requiring a majority vote. The roll call vote will be called beginning with a state drawn by lot. A delegate will vote "yes," "no," "abstention," "yes with explanation," "no with explanation," or "pass." After the initial roll call has been taken, the Chair will ask those members who passed to vote; a delegate may only pass once per roll call. Then the Chair will call for any changes of votes. Changes are permitted only on roll call votes. The Chair shall ask delegates who voted "Yes or No with explanation" to explain their vote. (P-21)

Formal votes are required on all substantive proposals. Procedural motions may be adopted without a vote by utilizing the phrase "seeing no objections."

Second/Third Agenda Item

For consideration of the second or a third agenda item, repeat the steps for the first agenda item.

Selection of Plenary Speakers (For Main Committees and ECOSOC Only)

The Committee members shall determine, in caucus, the speakers list for each resolution to be debated in the Plenary Session and inform the Rapporteur prior to the Plenary consideration of the resolution. The Rapporteur shall be responsible for convening the caucus and shall make a list of all nations who wish to speak in the Plenary Session. The Rapporteur shall transmit the list to the President of the General Assembly, subject to P-37.

If the General Assembly decides to discuss the committee report under the provisions of P-12 Option 1, debate in Plenary Session on items reported from Main Committees will be limited to a five minute presentation for and a five minute presentation against each resolution. Once the speakers list has been determined, the five minutes allocated to each side for each resolution shall be equally divided among whatever number of speakers there may be on each side of the resolution.

Each Main Committee may determine the order in which resolutions on an agenda item shall be considered in Plenary Session. This is done at the last Committee meeting provided that more than one resolution has been passed on any agenda item considered by the Committee. The Rapporteur should transmit this information to the Secretary General as soon as it is available. This decision shall be made following the procedure outlined in Rule P-36.

Reports of Main and Standing Committees (GA only)

During the closing Plenary Session, the General Assembly hears the Reports of the Main Committees, and decides whether or not to approve, reject or simply to take note of the reports. The Rapporteurs shall address the General Assembly in the following order: First Committee, Second Committee, Third Committee, Fourth Committee, Fifth Committee, and Sixth Committee. The Rapporteur of each committee will present to the President of the Assembly the committee's approved resolutions, the order of their consideration, and the respective speakers for each resolution.

Since items allocated to Main Committees are fully debated in Committee, the discussion in the General Assembly is strictly limited. There is no provision for the General Assembly to debate or discuss the substance of any issue or resolution. The resolutions contained in the committee report do not require sponsors as they are decisions of the committee and not the draft resolutions of a particular group of states. The resolutions must be considered in the order and form decided by the committee. The Assembly may not reorder, amend, or divide these resolutions. In considering the reports, the Assembly has four options under P-12:

Option 1: Items of a controversial nature should be considered under this option to ensure the fullest consideration by the Assembly. Option 1 permits a five minute presentation for and against each resolution in the report by the speakers from the committee on the Rapporteur's list only. There is no provision for a Member of the General Assembly to speak on the substance of the resolutions under any options. The resolution will then be put to a vote. A simple majority is required to adopt a P-12 Option 1 motion. The motion is not debatable.

Option 2: permits voting to adopt or reject each resolution in the report, but would preclude the normal oral presentations. This motion is not debatable and requires a simple majority to be adopted.

Option 3: allows collective adoption of all the resolutions in the Committee's Report in one vote. The motion is debatable with two speakers, including the proposer, in favor and two speakers against. The motion requires a two-thirds majority to be adopted.

Option 4: merely takes note of the Committee's report. This option precludes voting on all the resolutions which effectively kills them. The motion is debatable with two speakers, including the proposer, in favor and two speakers against. The motion requires a two-thirds majority to be adopted. After the Rapporteur's Report, any of these options are in order. If three fail, the remaining option is automatically adopted. Options 1 and 2 are not debatable. Options 3 and 4 are debatable with two speakers in favor, one being the proposer, and two speakers against.

Reports of Other Organs and Bodies (GA only)

Decisions of bodies like the Security Council, ECOSOC, World Health Organization, and World Bank do not normally require Assembly action. The reports of these bodies shall be heard by the General Assembly after the conclusion of the Reports of the Main Committees in the order determined by the Secretary General. Normally, the General Assembly shall take note of the recommendations of these bodies through a P-12, Option 4. However, some decisions such as budgetary action do require Assembly action and any option may be used. For the Credentials Committee Report, the President will formulate a speaker's list.

General Assembly action on reports such as the International Law Commission follows a different procedure. Once the Commission has completed discussion of an agenda item, the Commission's Rapporteur shall submit its draft convention to the General Assembly for immediate consideration. The General Assembly may defer consideration until the closing Plenary Session, or decide to finalize the draft convention immediately. Under immediate consideration, the Assembly convenes a plenipotentiary conference, composed of selected Permanent Representatives and members of the Commission to review the draft articles, approve the language of the convention, and recommend adoption or rejection of the convention. If the plenipotentiaries approve the convention, the Secretary General shall invite all member states to become signatories. If the conference defers consideration, the General Assembly, as a whole, shall vote to approve or reject the convention during the closing Plenary Session, using the same procedure as a Main Committee report.

Adjournment for General Assembly

A motion to adjourn (P-27) is the last motion to be considered by the Assembly and terminates its activities for that particular annual session. It is only in order after all business of the General Assembly has been concluded.

Adjournment for ECOSOC

A motion to adjourn (P-27) is the last motion to be considered by the Committee and terminates its activities for that particular annual session. It is only in order after all business of the Committee has been concluded. Thus, to move for adjournment, the Committee must have:

- a) completed or adjourned work on each agenda item, and
- b) elected its Rapporteur.

Adjournment for Main Committees

A motion to adjourn (P-27) is the last motion to be considered by the committee and terminates its activities for that particular Annual Session. It is in order only after all the business of the committee has been concluded. Thus, to move for adjournment, the committee must have:

- a. Completed or adjourned work on each agenda item,
- b. Elected its Rapporteur,
- c. Decided the order of resolutions presented to General Assembly,
- d. Selected its Plenary speakers for those resolutions.