

Rotary Model UN 2026 - Rules of Procedure

Here are our standard rules of procedure for the Rotary MUN Conference. This list is not exhaustive, so please feel free to add or implement others based on your MUN experience.

Saturday Morning Procedures – Instructions to Delegates

1. Moment of Silence. The Secretary Generals (SGs) will begin the Conference (as does the UN General Assembly) with a moment of silence to reflect on those in the world who are less fortunate and are in desperate need of peace, and how this body hopefully can take steps this weekend to diligently work towards that end.
2. Motion to Commence Conference. SG should favor a motion to begin the 80th General Assembly Session.
3. Procedure for Speeches. When the SG calls a speaker, the next speaker on the list (the speaker “on deck”) must also come up to the front of the room and stand a few feet away from the podium to be ready to walk over to the podium when the prior speaker finishes and the SG calls the next country speaker. **The length of each speech is 1 minute 30 seconds.** SGs will give one tap of the gavel at 15 seconds out from the end of a speech, 2 taps of the gavel at 5 seconds out, and 3 taps of the gavel to stop the speech.
4. Passing Notes. SGs to strongly encourage the delegates to pass notes during the speeches in order to start forging alliances. Tell the delegates if they have a note to be passed, to raise the note in the air and one of the SGs will come over to pick it up and deliver it to the recipient country. Remind the delegates that the notes should pertain to the speeches or country positions.
5. Decorum. Delegates should always maintain decorum in delivering their speeches, in addressing the SGs and other delegates. The SGs can always intervene if decorum is not maintained.
6. Voting Process. Remind delegates that no one can abstain on any procedural motions; they can only abstain on substantive motions. The SGs should remember that if you have more than one motion proposed on a topic, that you have to prioritize the voting on the motions in such a way where they vote on the most disruptive motion first (i.e., the one that will involve the most time to implement). Also remind the delegates that when they go into voting bloc, no one is permitted to leave the room or pass notes during voting bloc.
7. Other Motions. Please indicate to the delegates that since we have so many speeches to present on the 2 Resolutions, that the SGs will initially disfavor most motions (particularly motions for moderated or unmoderated caucuses) as being dilatory. Depending on how we are doing on time, SGs can entertain motions for a 15 or 30 second comment after each speech, but only if you think you can get all the speeches in during their allotted time. If you do, and then the comments are dragging on, you can then eliminate the comments after the speeches in the interests of time. After all speeches are completed, SGs should favor a motion to adjourn for lunch.

Saturday Afternoon Procedures - Caucus Groups

1. **Facilitate Consensus.** The SGs must facilitate the discussions/negotiations on reaching consensus on the proposed amendments to Resolution 2 and the proposed operative clauses to Resolution 1 by each caucus group.
2. **Amendments to Each Operative Clause and Subparts Thereof.** Please ensure that you guide your caucus group to consider each operative clause of Resolution 2 (including subparts of an operative clause) and determine whether your group wants/needs to amend each operative clause (or subpart thereof). Please also make sure that the beginning word(s) of your caucus group's new operative clauses to Resolution 1 resemble the format of the operative clauses in Resolution 2 (e.g., each operative clause must begin with an action verb). Please help your group decide whether that verb requires such action to be taken by the Member States [such as "*requires*", "*mandates*" or "*directs*"], earnestly encourages such action to be taken [such as "*exhorts*", "*implores*" or "*strongly urges*"] or merely suggests such action to be taken ["*calls upon*" or "*requests*"].
3. **Sample Amendments.** Each caucus group's amendments to Resolution 2 must specify their additions and deletions to specific sentences of each operative clause of Resolution 2. The best way to show these changes is for the SGs to use the "Suggesting" mode in Google Docs or the "Track Changes" function of MS Word to record their caucus groups' edits. For Resolution 1, SGs should type the new operative clauses their caucus groups agreed to for Resolution 1 also by using the "Suggesting" mode in Google Docs or the "Track Changes" function in MS Word to record their caucus groups' new operative clauses to Resolution 1.
4. **Final Amendments***. At the end of the Caucus Group sessions, SGs will type the final amendments/operative clauses to each Resolution that were agreed upon by their respective Caucus Group. There should be a total of 8 separate amendment documents: 4 amendments to Resolution #2 from each of the 4 Caucus Groups and another 4 amendments/new operative clauses to Resolution #1 from each of the 4 Caucus Groups. The SGs will then compile those 8 documents into 1 Goggle Doc and send that to the MUN Committee early Saturday evening so they can approve them and send them to the advisors to distribute them to their students for Sunday's GA session and/or post them to the MUN Google Classroom. The compilation will contain the 8 documents, in this order: Caucus Group #1-4's amendments to Resolution 2 and Caucus Group #1-4's new operative clauses to Resolution 1.

**Please make sure that at the top of each amendment document it lists what caucus group number it is and the number of the Resolution to which the amendment relates. For example, please put "Caucus Group #1, Amendment to Resolution 1" and so forth.*

Sunday Morning Procedures – Voting on Amendments to Each Resolution

1. Distribute Amendments. SGs to ensure the delegates received the amendment/new operative clause documents and be ready to display them on the screen.
2. Motion to Reconvene Conference. SGs should favor a motion to reconvene the 80th General Assembly Session.
3. Motion for Order of Amendments. SGs should favor a motion for order of caucus group amendment presentations. A motion can propose that the order is Caucus Groups 1, 2, 3 and 4, or any variation thereof.
4. Motion to Present Amendments. SGs should favor a motion to present the amendments (when the caucus groups or its representatives come to the podium and read and explain their respective amendments/new operative clauses). Each Caucus Group has **5 minutes** to present their amendments/new operative clauses. These motions can take the following forms:
 - Motion to present amendments with no questions after each caucus group presentation, or
 - Motion to present amendments with 1, 2 or 3 questions from the floor after each caucus group presentation, or
 - Motion to present amendments with a moderated caucus for X total minutes with a 15-30 second speaking time for each speaker after each caucus presentation (depending on our time, you might rule that as dilatory because we might not get through the voting on all the amendments if we have moderated caucuses after each caucus group presentation. The SGs might instead favor a moderated caucus after all 4 caucus groups have presented their amendments and before you start voting on each caucus group's amendment).
5. Voting Bloc. After all caucus groups have presented their amendments/new operative clauses, you should go into voting block to vote on each Caucus Group's amendment. When voting on each amendment, a simple majority of the General Assembly is needed to approve the amendment.
6. Selecting the Final Amendment. You will then likely end up with more than 1 Caucus Group's amendment passing for each Resolution. In this event, you must advise the delegates that the General Assembly must now reach consensus about the remaining approved amendments to eventually pass just 1 final amendment. In order to accomplish this, the SGs should instruct delegates that they would favor any of the following motions.
7. Motion to Combine and Amend Amendments. The General Assembly now will try to combine various provisions from some or all of the approved amendments into a revised amendment that hopefully can be passed by a simple majority vote of the General Assembly. This is best accomplished with unmoderated and moderated caucuses so the delegates can negotiate and try to reach general consensus on the provisions to be incorporated into the revised amendment before the actual vote is taken. After a group of delegates comes up with a proposed revised amendment, it must be addressed to the SG with a **motion to amend one of the previously approved amendments with the proposed revised amendment.** A simple majority of the General Assembly is needed to

approve the motion to amend with the revised amendment. Remember the goal is to eventually end up with only one (1) final amendment to each Resolution that passes by a simple majority vote of the General Assembly.

8. Motion for Moderated Caucus. X period of total time for the moderated caucus, Y period of time for the speaking time for each speaker. The SGs need to determine how the GA should decide on which countries get placed on the speaker list.
9. Motion for Unmoderated Caucus. X period of total time for the unmoderated caucus.
10. Motion to Make a Speech in Favor of _____ or other creative motions.
11. Final Vote on Resolution as Amended. After the GA hopefully reaches consensus on approving 1 final amendment to a Resolution, you must instruct the GA that they need to vote on the Resolution as a whole with that final amendment as part of the Resolution. A simple majority is sufficient to pass this final vote as well (unless the Resolution itself requires a greater percentage vote).

Sample scripts for Motions during MUN:

Sample Motion 1 – to begin MUN Conference

Secretariat: [Saturday morning] The Secretariat would smile upon a motion to commence the 80th session of the General Assembly.

Indonesian Delegate: The Republic of Indonesia hereby makes a motion to begin the 80th General Assembly Session.

Secretariat: That is in order. The General Assembly now needs to vote on this procedural motion. Please remember delegates that no member state may abstain on any procedural motion – you must vote “yes” or “no” on procedural motions like this. You may only abstain on substantive motions, such as voting on amendments to resolutions.

All those in favor of the motion to begin this Conference, please raise your country placard high over your head. All those against this motion, please raise your country placard high over your head.

[SGs count the “yes” and the “no” votes.] [SGs announce the results of the vote.] [A simple majority of all Member States present at the Rotary Model UN Conference is necessary to pass any motion.]

Sample Motion 2 – to comment on speeches (to be considered)

[If there is extra time, and the following motion is made.]

Brazilian Delegate: The Federative Republic of Brazil moves for one (1) 30-second comment after each of the remaining speeches.

Secretariat: That is in order. The General Assembly now needs to vote on this procedural motion. Please remember delegates that no member state may abstain on any procedural motion – you must vote “yes” or “no” on procedural motions like this.

All those in favor of the motion to allow a 30 second comment after each speech, please raise your country placard high over your head. All those against this motion, please raise your country placard high over your head.

[SGs count the “yes” and the “no” votes.] [SGs announce the results of the vote.] [A simple majority of all Member States present at the Rotary Model UN Conference is necessary to pass any motion.]

Sample Motion 3 – to comment on speeches (to be deemed dilatory)

[After only 3 speeches have been given regarding Resolution 1 on Saturday morning, the following motion is made.]

Nigerian Delegate: The Federal Republic of Nigeria moves for one (1) 30-second comment after each of the remaining speeches.

Secretariat: With all due respect, the Secretariat will rule that motion as dilatory because we just began the speeches on Resolution 1 and we have so many member states that must be given appropriate time to deliver their speeches on Resolution 1.

Sample Motion 4 – to adjourn

Secretariat: [After all speeches have been given regarding Resolutions 1 and 2 on Saturday morning.] The Secretariat would favor a motion to adjourn for lunch.

French Delegate: The French Republic (République Française) hereby moves to adjourn for lunch.

Secretariat: That is in order. The General Assembly now needs to vote on this procedural motion. Please remember delegates that no member state may abstain on any procedural motion – you must vote “yes” or “no”.

All those in favor of the motion to adjourn, please raise your country placard high over your head. All those against this motion, please raise your country placard high over your head.

[SGs count the “yes” and the “no” votes.] [SGs announce the results of the vote.] [A simple majority of all Member States present at the Rotary Model UN Conference is necessary to pass any motion.]

Sample Motion 5 – to present amendments (multiple competing motions)

Secretariat: [Sunday morning] The Secretariat would encourage a motion for the presentation of the Caucus Group amendments to Resolution 1.

Turkish Delegate: The Republic of Turkey makes a motion for each Caucus Group to present its proposed amendments to Resolution 1 for a total of 5 minutes of presentation time.

German Delegate: The Federal Republic of Germany hereby moves for a 10 minute presentation by each Caucus Group to propose its amendments to Resolution 1.

Australian Delegate: The Commonwealth of Australia alternatively moves for a 5 minute presentation by each Caucus Group to present its proposed amendments to Resolution 1, with one (1) question from the General Assembly floor directed to each Caucus Group after its presentation.

Secretariat: We unfortunately have to deem the motion by Germany as dilatory because we will not have enough time for presenting all of the Caucus Group amendments, voting on the respective amendments, and combining of any approved amendments into one final amendment if each Caucus Group takes 10 minutes to do their presentations. As to the remaining motions, since the motion by Australia is the most disruptive (in other words, it will take more time to implement than the arrangement proposed by Turkey's motion), we will vote on Australia's motion first.

[If you have more than one motion proposed on a topic, you have to prioritize the voting on the motions in such a way where the member states vote on the most disruptive motion first (i.e., the one that will involve the most time to implement). Please also note that you might rule a particular motion as dilatory because it would take up too much time if the motion is made early in the process, such as the presentation of amendments, until at least you can be assured that you will complete that process in the allotted time.]

Secretariat: The General Assembly now needs to vote on Australia's procedural motion. Please remember delegates that no member state may abstain on any procedural motion – you must vote “yes” or “no”.

All those in favor of Australia's motion for a 5 minute presentation by each Caucus Group followed by 1 question from the GA floor, please raise your country placard high over your head. All those against this motion, please raise your country placard high over your head.

[SGs count the “yes” and the “no” votes.] [SGs announce the results of the vote.] [A simple majority of all Member States present at the Rotary Model UN Conference is necessary to pass any motion.]

[Please note that if Australia's motion passes, there is no need to vote on Turkey's motion because the General Assembly passed the more disruptive of the two motions. If, however, Australia's motion does not pass, then the SGs must direct the General Assembly to vote on Turkey's motion.]

Sample Motion 6 – to request moderated or unmoderated caucus (single motion)

Secretariat: [After voting on each Caucus Group’s amendments to Resolution 1 on Sunday morning, and where Caucus Group 2’s amendments and Caucus Group 4’s amendments passed] Delegates, you must now reach consensus about Caucus Group 2’s and 4’s amendments to Resolution 1 because you have to pass one final amendment to Resolution 1. The Secretariat would now favorably consider a motion for a moderated or unmoderated caucus to accomplish that goal.

Saudi Delegate: The Kingdom of Saudi Arabia hereby moves for a 10-minute unmoderated caucus.

Secretariat: That is in order. The General Assembly now needs to vote on this procedural motion. Please remember delegates that no member state may abstain on any procedural motion – you must vote “yes” or “no” on procedural motions like this.

All those in favor of this motion for a 10-minute unmoderated caucus, please raise your country placard high over your head. All those against this motion, please raise your country placard high over your head.

[SGs count the “yes” and the “no” votes.] [SGs announce the results of the vote.] [A simple majority of all Member States present at the Rotary Model UN Conference is necessary to pass any motion.]

Sample Motion 7 – to request moderated or unmoderated caucus (multiple competing motions)

Secretariat: [After voting on each Caucus Group’s amendments to Resolution 1 on Sunday morning, and where Caucus Group 2’s amendments and Caucus Group 4’s amendments passed] Delegates, you must now reach consensus about Caucus Group 2’s and 4’s amendments to Resolution 1 because you have to pass one final amendment to Resolution 1. The Secretariat would now favorably consider a motion for a moderated or unmoderated caucus to accomplish that goal.

Dutch Delegate: The Kingdom of the Netherlands hereby moves for a 20-minute unmoderated caucus.

Spanish Delegate: El Reino de Espana makes a motion for a 10-minute unmoderated caucus.

Israeli Delegate: The State of Israel alternatively moves for a 15-minute moderated caucus, which includes a 30-second speaking time for 20 speakers, and one (1) 15-second comment from the floor to each speaker’s presentation.

Secretariat: Since the Netherlands’ motion is the most disruptive, we will vote on that motion first.

[Follow the same procedure as outlined in Sample Motion 5.] [If the Netherlands' motion passes, there is no need to vote on the motions of Israel and Spain. However, if the Netherlands' motion fails to pass, then you would proceed to vote on Israel's motion next because it is more disruptive than Spain's motion.]

Sample Motion 8 – to amend amendments

Singaporean Delegate: The Republic of Singapore would like to make a motion to amend Caucus Group 4's amendment to Resolution 1 with the text of the revised amendments that Singapore just presented to the Secretariat.

Secretariat: That is in order. The General Assembly now needs to vote on this substantive motion. You must vote "yes", "no" or "abstain".

All those in favor of the motion to amend Caucus Group 4's amendment to Resolution 1 with the text of the revised amendments that Singapore just presented to the Secretariat, please raise your country placard high over your head. All those against this motion, please raise your country placard high over your head. All those who wish to abstain on this motion, please raise your country placard high over your head.

[SGs count the "yes", the "no" and the "abstain" votes.] [SGs announce the results of the vote.] [A simple majority of all Member States present at the Rotary Model UN Conference is necessary to pass any motion.]

If 52 countries are present at the MUN Conference, you need 27 "yes" votes for the motion to pass. If Singapore's motion passes, then you proceed to have the General Assembly vote to approve Resolution 1 as a whole as amended by Caucus Group 4's amendments and as further modified by the revised text of the amendments presented in Singapore's motion. If Singapore's motion does not pass, then you should indicate to the General Assembly that the Secretariat would favor another motion for an unmoderated caucus, a moderated caucus or some other creative motion in order to combine/meld/modify Caucus Group 2's and 4's amendments to Resolution 1 to achieve one final approved amendment to Resolution 1.