

UNA USA Procedure

1. Roll Call: Delegates choose between “Present” and “Present and Voting”
 - Present and Voting- Requires delegates to vote either Yes or No. Present- Delegates can abstain from voting.
 - Delegates can change their stance from “Present” to “Present and Voting” on Day 2, but cannot change their stance if the latter is chosen.
2. Setting the Agenda: If the committee has multiple topics, delegates must motion to discuss one first.
 - A simple majority is required to set the order.
3. Formal Debate: The Committee automatically enters the General Speaker's List (GSL).
 - This list is never exhausted and continues throughout the sessions.
4. Yields: When a delegate finishes their speech before their time expires, they can yield their time.
 - To the Chair: The remaining time is simply absorbed.
 - To Questions: The delegate agrees to answer questions from the floor.
 - To another Delegate: Passing the remaining time to a fellow country, only after ensuring they are aware that the time will be yielded to them beforehand.
5. Points: At any time within reason, a delegate can raise their placard for a Point.
 - Point of Personal Privilege- Regarding temperature of the room, inability to hear a speaker, etc.
 - Point of Order- If you believe the Chair has made a mistake in the rules, if there is factual inaccuracy in speeches, etc.
 - Point of Parliamentary Inquiry- To ask the Chair about the committee proceedings.
 - Point of Information (POI)- To ask a delegate a question after a speech, if the time or motion allows.
6. Moderated Caucus: Delegates raise their placards to be called upon for short speeches.
 - No yielding is required.
 - The speeches will be based on the subtopics of the agenda, predefined by the committee.
 - The Motion can be raised with mandatory or optional POIs.
7. Unmoderated Caucus: The formal rules are suspended. Delegates get up, walk around, and talk freely.
 - This is when delegates lobby, make blocs or work on documentation or discuss committee proceedings.
8. Paperwork: The goal of the procedure is to pass a Resolution.

- Working Paper- An informal draft. Once it has enough "Sponsors" (writers) and "Signatories" (interested parties), it is submitted to the Chair.
 - Position Paper- Concise essay that outlines a country's official stance on the topics being discussed in a committee
 - Draft Resolution- Once the Chair approves the formatting, it is formally introduced to the committee.
9. Right to Reply: A specialized and rare response used when a delegate feels their national integrity or personal dignity has been insulted by another speaker.
- Allowing a reply is up to the Chair's discretion.
10. Plead to Follow Up: If you have just asked a question of a speaker and their answer was confusing, incomplete, or dodged the point, you can ask for a second chance to clarify.
- Allowing a follow up is up to the Chair's discretion.
11. Voting: Motions will be voted upon in the order of disruption.
- Different proceedings require different majorities.