

Chapter 1 General Rules

1. Beijing Rules of Procedure (Motion-Oriented) is drafted by the Editorial Board of Beijing Rules of Procedure, approved and released by China Foreign Affairs University Model United Nations Association (CFAUMUNA), binding all Directors, delegates, observers and other conference participants that are related and regulated by this Rules of Procedure (RoP). Beijing International Model United Nations (BIMUN) and other authorised conferences shall adopt Beijing Rules of Procedure. The Secretariat of BIMUN re-serves the final right to interpret or revise this RoP.
2. The Secretariat appoints, and the Committee of Academics confirms Directors of committees, who unbiasedly preside over conferences. This RoP grants Chair, who oversees the Directors, the right to inspect the work of his or her committee, host conferences, initiate votes and rule on procedural problems. The Chair can, during committee discussion, limit the time of each speaker, close the floor or close the debate. The Chair is in charge of implementing this RoP and arbitrating. Except for motions to **Appeal**, any conference participant should not oppose the Chair's decisions in any form. Should delegates, observers and other conference participants have any discontent towards the RoP, they can make complaints to the Secretariat directly.
3. All conference participants should follow the rules of etiquette of BIMUN, including but not limited to:
 - a) No alcohol or drugs before or during sessions;
 - b) No damaging, or posing threats to, public facilities or properties of others;
 - c) No personal attacks, insults, or any other forms of improper behaviour;
 - d) Be in a formal suit during sessions;
 - e) Do not directly call the Chair or other delegates by their names; do not address a speech targeted at certain delegates on the floor, if not approved by the Chair.
 - f) Do not speak if not in order.

Delegates may be warned, publicly criticised or dismissed permanently as decided by the Directors and approved by the Secretariat, or shall face other punishments according to laws and regulations.

4. Before the first session starts, all delegates, observers and other participants are required to check in at the Secretariat, confirm information of committees and their identities, and claim their name tags. A name tag serves as the only permit for full entry during sessions.
5. Generally, all the formal participants of the conference are addressed as "Delegate", which may vary from "Delegate of Member State", "Delegate of Observer State" to "Delegate of International Organisation", while authorised spectators are

addressed as “Observer”. In this RoP, delegates refer to official delegates who have the full rights to speak, motion, vote, etc. Other rights of delegates should be authorised by the Directors before the start of the conference. If not specified, other participants do not enjoy the rights to motion and vote.

6. The Directors, together with the Secretariat, have to make sure that a quorum is present before the start of the conference. Delegates who have signed up and did not report absence before the first session starts are also on the roll call list. A majority (two-thirds) of delegates present are enough to make a quorum, which validates every vote. A vote that receives approval from less than a quorum in an assembly is deemed invalid. Before officially commencing a session, the Chair should conduct a roll call. Voting on substantial motions can proceed as long as the quorum is present, without the total number of votes equaling to the quorum.
7. The Secretariat and Directors are entitled to require delegates to hand in conference paper(s) by a scheduled time, and to limit the rights of those who fail to comply with it, by partially or fully restricting their rights to speak or raise a motion, suspending distribution of their placards and name cards, etc.
8. The discussion of the assembly should centre upon topics and conference agenda, both of which will usually be confirmed and released by the Directors before the first session starts. Delegates are welcomed to offer their advice on the agenda according to their concern, but the Directors reserves the final right to decide. The sequence and contents of agenda can be altered depending on the dynamics of the conference.
9. All the participants are required to use the official language of their committees or to provide a qualified text translation when they feel obliged to conduct a speech in a non-official language.
10. Beijing RoP (Motion-Oriented) is based on the 2nd edition of the Robert Rules of Order (English), as well as the 10th edition of the Robert Rules of Order (Chinese). However, the Editorial Board of Beijing RoP has made substantial adjustments to the original text. Delegates must refer to this document or to consult the Directors in their committees for further clarification if any problem occurs.

Chapter 2 Classification of Motions

1. Any business can be brought before the assembly for consideration and discussion in the form of motion. A motion is a formal proposition, to which the assembly must reply.
2. Generally, only one business can be addressed on the table at a time. Once there is a pending motion, the assembly should either vote on or dispose it before moving on to another.
3. Motions are categorized as follows:

a) Main Motion

As the motion of the lowest priority, the **Main Motion** introduces substantial proposals to the assembly and can only be raised while no other motion is pending.

b) Secondary Motion, including Subsidiary Motion, Privileged Motion, and Incidental Motion

Subsidiary Motions are motions that deal with another motion, such as the motion to **Amend** or to **Lay on the Table**. **Privileged Motions** are related to the agenda and the discussion but may not specifically target at another motion. **Incidental Motions** may not be relevant to the pending motion but deal with an emergency or another important issue.

c) Motion That Brings a Question Again before the Assembly

The purpose of this type of motion is to reconsider a business that has been dealt with when the context of discussion has been changed. This type of motion includes to **Take from the Table**, to **Rescind**, to **Reconsider**, etc.

4. The Chair should encourage delegates to raise motions when there is no motion pending. The procedures are as follows:

a) The Chair asks whether there is any motion on the floor. If not, the meeting will be adjourned until a new motion is raised.

b) Delegates who are willing to speak ought to raise their placards and state "Motion!". The Chair shall consider giving the floor to delegates who have not yet raised any motion in the current session.

c) Delegates who are given the floor by the Chair shall state the type of his or her motion. After that, the Chair will ask whether there is any motion of higher priority on the floor. If yes, the right of raising motion will be transmitted to the delegate with a motion of higher priority, when the chair will again recognize motions of higher priority until the highest-ranking motion has been recognized; if not, the Chair will invite the delegate to introduce the motion. Motions that are lengthy, complicated or formal can be submitted to the Directors in the form of a written draft resolution before the delegate introduces it and the debate starts. A long motion may be printed out or read by the delegate who raised it.

d) The Chair recognizes the motion of the highest priority on the floor and deems it valid, and then asks for a second. If the motion is not seconded or the number of seconds does not reach a certain standard, this motion fails. Seconding a motion means that delegates find it necessary for the assembly to consider and discuss this motion. It does not imply "against" or "for" the motion. The Chair may directly state a motion if he or she deems it obvious to have enough seconds, but delegates may question him or her by raising a **Point of Order**. Any **Main Motion**, **Amend** or **Appeal** requires seconds from at least 10% of the delegates present. Other types of motion require second from at least one

delegate present.

- e) Before the Chair states the motion and starts a debate, the delegate who raised the motion can adjust or withdraw the motion on second thought, without the approval of the Chair or other delegates; also, up to three delegates can be invited by the delegate who raise the motion to amend this motion, while their amendments will only be accepted with the approval of the inviter. Delegates can withdraw seconds after a motion is amended. The Chair will, therefore, recognize seconds for the revised motion again. Once the amended motion is introduced to the assembly by the Chair, no adjustment or withdrawn can be made without a consent of the assembly.
5. When the Chair invites speakers to the floor or in any appropriate occasion, delegates may call out “Motion!” to request the right to speak. Before requesting, delegates should ensure that his or her motion is in order.
 6. Unless a motion is undebatable, the Chair ought to invite delegates to the floor to start a debate after stating the motion. The priority to speak in a debate should be assigned according to the following principles:
 - a) The initiator of motion has the priority to speak if he or she requests and has not yet spoken on that motion;
 - b) Delegates who have not spoken on the same motion take precedence over those who already have;
 - c) Delegates of countries which are directly involved in the issue shall take precedence over those who are not, on the condition that the rules above are observed;
 - d) Under other circumstances, the Chair should be impartial to make sure that all parties have fully expressed their opinion.
 7. The assembly may take a vote by voice, raising placards or roll call, which shall be determined by the Chair accordingly. When a vote by voice causes ambiguity, delegates shall demand another round of vote conducted by other means. When taking a vote, the assembly must follow general procedures as follows:
 - a) Taking a vote by voice:

The Chair starts a vote by voice by asking if there is any objection. Delegates who oppose to the motion in a discussion should immediately call out “No!”. Seeing no objections, the Chair will rule that this motion obviously passes. If there are objections, the Chair will ask for favour, in response to which delegates who support the motion call out “Yes!”. When both objections and favours exist, a comparison should be made on the volume of each side. A vote by voice applies to the condition on which the anticipated gap between opposition and proposition is visibly large.
 - b) Taking a vote by raising placards:

The Chair declares to take a vote by raising placards and asks if there is any favour, and then objection. Delegates should show their favour or objection by raising placards accordingly.

c) Taking a vote by roll call:

The Chair declares to take a vote by roll call and conducts a roll call to ask for opinions. Delegates can answer “Yes”, “No”, or “Abstain” when being called. Any delegate can raise a motion to redo the roll call to confirm the quorum, but only after the Chair announces a vote by roll call and before the vote begins; otherwise, the Chair will do the roll call according to the quorum determined at the beginning of the session. Delegates who refuse to answer “Yes”, “No”, or “Abstain” will be automatically counted as “Abstain”.

8. A motion is passed either by a simple majority or an absolute majority. A simple majority is defined as “people who vote in the affirmative are more than people who vote in the negative”. An absolute majority is defined as “people who vote in the affirmative are no less than twice the people who vote in the negative”.
9. Unless specified, every delegate has one equal vote, either “yes” or “no”. Those who do not vote will be counted as “Abstain”. Delegates who do not have the right to vote should not impede the voting procedure by any means.
10. Passed motions automatically become resolutions of the assembly. The Directors should keep a record of all the motions passed or failed. Failed motions cannot be remade unless a motion to **Reconsider** passes. Regardless of the detailed wording, the Chair has the right to conclude that motions with the same actual content are in fact one motion. Delegates deeming this decision wrong shall make an **Appeal** to the Chair.
11. Delegates can reintroduce a motion which previously failed when in order. However, motions that are essentially the same cannot appear before the assembly, unless a Motion That Brings a Question Again before the Assembly passes, or unless the condition or the wording of this motion has been altered substantially. In that sense, the motion is regarded as a new one and thus can be introduced before the assembly. The action “to reintroduce” itself is not a motion.
12. Usually, typical cases of a motion that CANNOT be reintroduced to the assembly are described as follows:
 - a) Main Motions or the same amendments to the same **Main Motion** cannot be reintroduced.
 - b) If a motion to **Postpone Indefinitely** a **Main Motion** is failed, it cannot be reintroduced even if the Main Motion has been essentially changed. Delegates can only try to invalidate the **Main Motion** in the final voting procedure of it.
 - c) As long as a motion’s vote results can be **Reconsidered**, the motion cannot be reintroduced.

- d) If a motion to **Reconsider** fails, it cannot be reintroduced.
 - e) If a motion to **Rescind** fails, it cannot be reintroduced.
 - f) A motion to divide the same motion in the same way cannot be reintroduced.
13. **Questions of Privilege** and **Points of Order** ruled out of order by the Chair cannot be reintroduced, unless delegates appeal to the Chair's decision. If an appeal's voting result favours the Chair's original ruling or decision, that **Appeal** or that **Point of Order** cannot be reintroduced.
14. Motions to Deliberately **Postpone** refers to those which make no sense and impede the process of the assembly, including motions that are meaningless, or repeatedly raising **Points of Order**, **Appeal**, **Lay on the Table**, **Amend**, **Recess** or Division of the Assembly when the voting result is sufficiently clear and fair. After thorough consideration, the Chair may deny the right to speak of delegates who deliberately hinder the process and announce those motions out of order if needed.
15. The Chair must announce motions out of order under following circumstances:
- a) When a motion is against the regulations of international and domestic organisations;
 - b) When a motion is against the RoP;
 - c) When a motion is against the decisions passed by the assembly;
 - d) When a motion exceeds the committee's jurisdiction;
 - e) When a motion includes rude and uncivil language.

Chapter 3 Speech and Debate

1. A delegate must obtain the floor with the approval of the Chair before speaking and raising a motion. There is only one speaker that has the right to speak on the stage at the same time.
2. Delegates who wish to speak should raise their placards (or other identity markers of the conference), and obtain the Chair's permission. As long as a delegate applies to speak and nothing is out of order, the Chair must give his or her approval.
3. When more than one delegate wishes to speak, the Chair has the right to decide which delegate speaks first. Generally, when no one has the privilege to speak, the Chair should abide by "first-come-first-served" principle.
4. At any time during a debate, delegates should not interrupt an ongoing speech, unless someone else has a **Point of Order** to raise. The following motions can be taken as sufficient reasons to interrupt a speech:
 - a) Making a **Point of Privilege**;

- b) Making a **Point of Order**, or asking the speaker to follow the order;
 - c) Making a **Division of the Topic**;
 - d) Making a **Request** or an **Inquiry** that needs to be dealt with immediately;
 - e) Making an **Appeal**;
 - f) Making an **Objection**;
 - g) Making a **Division of the Assembly**.
5. A delegate still possesses the right to speak if interrupted due to the reasons listed under clause four above during the speech. When the emergency is dealt with, the Chair should return the floor to the speaker who has been interrupted immediately.
 6. Debate refers to the discussion on a motion.
 7. Delegates shall state their stance before they take the floor and speak so that the Chair can, in turn, pick one speaker from the proposition, and another speaker from the opposition to form a debate. A speaker should immediately make clear whether he or she is for or against the motion once obtaining the floor before he or she expounds the reasons. If a speaker refuses to take a side or declares to “abstain”, he or she will not be given the floor.
 8. The maximum time for each speech is three minutes unless the limit is altered by the motion to **Change the Limits of Debate**.
 9. If the speaking time is exhausted and the delegate is still speaking, the Chair has the right to properly inform the speaker to stop or to interrupt him or her directly if necessary.
 10. If a speaker has some time left after his or her speech is over, he or she can either yield it to another delegate or take questions. The time of asking and responding to the question should both be counted. The speaker on the stage shall choose delegate(s) who will ask him or her question(s).
 11. A delegate can speak up to twice on the same motion in one session. In the case of **Appeal**, only the Chair can speak twice, while delegates can only speak once. However, Delegates can change the limits on speaking times by **Change the Limits of Debate**.
 12. Generally, the Chair ought not to participate in the debate, or express his or her personal opinions of whether a motion should be passed to the assembly unless it is out of order.
 13. All the **Main Motions** are debatable; all **Privileged Motions** and most **Incidental Motions** are not debatable; **Subsidiary Motions** and **Motion That Brings a Question Again before the Assembly** are either debatable or undebatable according to specific circumstances.

Chapter 4 Main Motion

1. A **Main Motion** is a motion to bring a business to the assembly for further consideration, described as follows:

A Main Motion

- a) is the lowest-ranking motion of all. Any secondary motion should be discussed and voted on before the assembly deals with a **Main Motion**;
 - b) cannot be applied to other motions;
 - c) is deemed out of order when someone else has the floor;
 - d) needs no less than 10% of all the delegates present to second;
 - e) is debatable and amendable;
 - f) requires an absolute majority vote to pass;
 - g) can be reconsidered.
2. A **Main Motion** should be concise and clear, so as to be noted down as a final decision of the assembly right after it is passed.
 3. The motion to **Amend** can adjust the words and substantial content of its **Main Motion**. Once a motion to **Amend** is passed, the Main Motion will be amended right away and the assembly will continue with the amended Main Motion.
 4. Some **Subsidiary or Incidental Motions** are specially linked to a **Main Motion**. The relationship is described as follows:
 - a) The secondary motion is applied to a **Main Motion**;
 - b) Once it is raised, the **Main Motion** it is affiliated to must not be dealt with until the assembly reaches a final decision on the secondary motion.

The relationship is called “binding relationship”. For example, if the **Main Motion** is suspended, as the “binding relationship” still holds, the “binding secondary motion” should be dealt with first before the assembly proceeds with the **Main Motion**.

Chapter 5 Subsidiary Motion

The main types of Subsidiary Motions are categorised as follows:

1. Postpone Indefinitely

A motion to **Postpone Indefinitely** means that the assembly doesn't want to make a final decision on the **Main Motion** right away, for whether the **Main Motion** passes or not, it will probably lead to possible negative consequences.

A motion to **Postpone Indefinitely** is the lowest priority of all **Subsidiary Motions**.

It can only be applied to a Main Motion. Once it passes, the assembly will not discuss or vote on the Main Motion it is affiliated to in the rest of the entire meeting.

A motion to **Change the Limits of Debate** or a motion to **Close the Debate** can directly take effect on this motion while the **Main Motion** it is affiliated to remains untouched. A motion to **Postpone** and to **Lay on the Table** cannot be directly applied to this motion, but they can be applied to a Main Motion. Due to the binding relationship, a **Main Motion** and its motion to **Postpone Indefinitely** will be postponed or laid on the table together.

*E.g. Delegate A raises **Main Motion C**, and delegate B raises a motion to **postpone C indefinitely**. In this case, due to the ranking, other delegates can still raise a motion to **postpone C**. If a motion to **postpone C** is passed, then **Main Motion C** will be postponed. However, if **Main Motion C** is brought back to the assembly sometime later, the assembly needs to address its motion to **postpone C indefinitely** first, due to the binding relationship.*

A motion to **Postpone Indefinitely** cannot be raised when someone else has the floor. It needs a second. It requires a simple majority vote to pass. It is not amendable but debatable. If it passes, it can be **Reconsidered**. Otherwise, it cannot be **Reconsidered**. Nor can the assembly raise another motion to **Postpone** the same **Main Motion Indefinitely**.

2. Amend

A motion to **Amend** is to change the words and the content of a motion before it is voted on. A motion to **Amend** is only valid to amend a pending motion, but not a passed motion, or other conference documents.

The real content of a motion to **Amend** is called an Amendment. Only the assembly has the right to decide whether the Amendment should be adopted. An Amendment should be closely related to what it will amend, and should not introduce any new topic.

*If a motion to **Amend** is applied to a **Main Motion**, the Amendment takes precedence over the **Main Motion** and the motion to **Postpone Indefinitely**. The Amendment yields to any other **Subsidiary Motion**, all the **Privileged Motions**, and all the **Incidental Motions** except **Division of the Topic** and **Consideration by Paragraph or Clause**.*

It needs a second. It is amendable, but the **Secondary Amendment** must be closely related to the **Primary Amendment**. Amendment to the secondary amendment is not allowed.

An Amendment is deemed out of order when someone else has the floor to speak. It requires no less than 10% of the delegates present to second. Whether it is

debatable is in line with the motion it amends. It requires a simple majority vote to pass. It can be reconsidered.

There are four ways to **Amend** a motion, among which the first three are more useful:

- a) Add words;
- b) Delete words;
- c) Delete words and add some more;
- d) Add a blank.

Adding a blank is a way to amend. The Chair or delegates may advise or raise a motion to **add a blank** in order to facilitate related discussion.

*E.g. When a delegate decides to add 'provides a 4-billion-dollar fund for Project A' as one clause of **Main Motion B**. Members of the assembly agree on the action of funding while disagreeing on the exact amount of money. The Chair may suggest one delegate motion to delete the '4-billion-dollar' and add a blank for delegates to discuss. The assembly will then debate on how much money to add, and the Chair shall make a list of all possible options before taking a vote. It requires a simple majority vote to pass. The pass of adding a blank does not equal to the pass of the **Main Motion**.*

3. Postpone to a Certain Time

A motion to **Postpone** has time limits. The Initiator of the motion shall state clearly when shall the motion be postponed to. If the motion to “postpone to the next meeting” is adopted, the motion being postponed appears on the agenda under unfinished business and general orders starting from the next meeting.

It needs a second. The time point is amendable. It is debatable and the debate goes only to the reasons for postponing. It requires a simple majority vote to pass. It can be **Reconsidered**. When the assembly arrives at the time point of postponing, the postponed motion should be dealt with immediately, if there are no other business or a motion of higher priority pending.

4. Change the Limits of Debate

A motion to **Change the Limits of Debate** aims to limit or extend the length of debate or the number of times a delegate can speak; or, to put a time limit on a particular motion. It needs a second. The time limit is amendable. It is undebatable. It requires an absolute majority vote to pass. If passed, it can be **Reconsidered**. If failed, members can raise it again after there is some progress in the debate. This motion changes the standard rules of debate.

Delegates can use this motion in the following ways:

- a) to reduce the number of speeches or the time allowed for members to speak on an issue;
- b) to extend debate that is set for a certain time. For example, a meeting may have a rule that debate stops at a certain time; if so, members can then make a motion to extend this time. Members can also use the motion **Change the Limits of Debate** to set a time for closing debate and taking the vote.

*A motion to **Change the Limits of Debate** takes precedence over all debatable motions, and yields to **Close the Debate, Lay on the Table, Privileged Motion and Incidental Motion.***

5. Close the Debate

A motion to **Close the Debate** requires delegates to stop the debate and move directly to the voting procedure to vote on the pending motion that is on the table or a series of successive pending motions including the one being debated. It needs a second. It is not amendable and not debatable. It requires an absolute majority vote to pass. After it has passed, the assembly will:

- a) immediately close the debate and stop amending the pending motion or topics related to this motion;
- b) accept no **Subsidiary Motion** other than **Lay on the Table**.

*A motion to **Close the Debate** yields to any **Privileged Motion or Incidental Motion**. If this motion fails, it can be raised again after progress in the debate. If passed, members will vote on the pending motion immediately.*

6. Lay on the Table

A motion to **Lay on the Table** sets a **Main Motion** aside temporarily in order to take up something of immediate urgency. It needs a second. It is neither debatable nor amendable. It requires a simple majority vote to pass. It cannot be reconsidered. If it is failed, members can raise this motion again after something more urgent comes up. If passed, this motion lays the **Main Motion** and other related motions on the table. It stays on the table until someone motions to **Take from the Table**. Unlike the motion to **Postpone**, a motion to **Lay on the Table** cannot be used to deliberately stop the discussion on pending issues. If the emergency is not urgent enough, the Directors has the right to judge this motion out of order.

*A motion to **Lay on the Table** takes precedence over any other **Subsidiary Motion**, pending **Incidental Motion** and yields to any **Privileged Motion and Incidental Motion** affiliated to **Lay on the Table**.*

Chapter 6 Privileged Motion

Generally, privileged motions are categorised as follows:

1. Raise a Question of Privilege

A motion to **Raise a Question of Privilege** relates to the rights and privileges of the assembly or a individual member. There are Questions of Privilege concerning the assembly and Questions of Privilege concerning an individual. Of the two, privilege of the assembly is useful for changing the environment of discussion, expelling certain members of the conference and starting a closed-door meeting; privilege of the individual is useful for improper accusation(s) against certain member(s) or incorrect record of certain member(s)' presence or voting.

A motion to **Raise a Question of Privilege** is different from a Question of Privilege. A Question of Privilege refers to special occasions in which basic interests of a committee or its members are involved. The motion to **Raise a Question of Privilege** permits a member to consider these urgent occasions immediately, while other business is pending and, under the category of motions, takes precedence over all other motions, except Incidental Motions. Delegates are allowed to interrupt the ongoing agenda by summoning a "request" or "motion". To **Raise a Question of Privilege**, a delegate usually directly stands up and addresses the Chair, "Mr. /Madam Chair, I rise to a Question of Privilege." After the request is approved by the Chair, the delegate should demonstrate his or her question, and provide a viable solution in the form of a "request" or a "motion". The Chair must immediately determine whether the "request" or "motion" is in order and whether it is urgent and crucial enough to interrupt the ongoing agenda. The motion to **Raise a Question of Privilege** does not need a second or a vote. It is neither debatable nor amendable. It cannot be **Reconsidered**. The Chair will decide the ruling unless the Chair's ruling receives an **Appeal**.

Raise a Question of Privilege takes precedence of all other questions except for Adjourn and Recess.

2. Recess

A motion to **Recess** refers to stop the debate for a short intermission and then resuming the discussion of business . It needs a second. It requires a simple majority vote to pass. It is not debatable. The length of recess is amendable. It cannot be **Reconsidered**. Members make a motion to **Recess** when another business is pending. The reasons for recess include but are not limited to ballot counting, information acquisition, informal inquiries and discussion.

A motion to Recess takes precedence over all Privileged Motions except the motion

to Adjourn, all Subsidiary Motions and all Incidental Motions. Raising a motion to Recess is out of order when other members have the floor.

3. Adjourn

A motion to **Adjourn** refers to suspending the session or closing the meeting immediately. It is out of order when others are taking the floor or the assembly is going through a voting procedure. It needs a second. It requires a simple majority vote to pass. It is neither debatable nor amendable. If the motion to **Adjourn** fails, it cannot be **Reconsidered** unless there is substantial progress in the debate.

A motion to Adjourn takes precedence of all other motions.

Chapter 7 Incidental Motion

Generally, Incidental Motions are as follows:

1. Point of Order

Any member of the committee or assembly is allowed to raise a **Point of Order** if he or she notices something out of order in the assembly in order to defend the rules of procedure. The purpose of a **Point of Order** is to report a breach of the rules when the Directors fail to notice it, or when the Directors themselves are in violation of the rules.

A **Point of Order** does not need a second. It does not require a vote. It is neither debatable nor amendable. It can interrupt a speech when necessary and is ruled upon by the Chair. With the Chair's approval, the initiator of this motion shall explain the reasons. Members can motion to **Appeal** to the Chair's decision.

A Point of Order takes precedence over all pending motions that lead to this Point of Order. It yields to all Privileged Motions when in order.

2. Appeal

A motion to **Appeal** is the only way members of the committee object to the Chair's ruling or decision. The Chair's explanation for the Rules of Procedure and statements of voting results are not considered as ruling or decision. An objection to the Chair's ruling or decision shall not be interpreted as an objection to the Chair. If the Chair's ruling or decision is based on Chapter 1 and Chapter 2 of Beijing Rules of Procedure (Motion-Oriented), members shall not **Appeal**. However, they can raise **Point of Order** for the Chair to consider its ruling or decision, or suspend the meeting by a simple majority vote to ask the Secretariat or the Editorial Board of Beijing Rules of Procedure for advice.

An **Appeal** shall not be considered as an amendment to Beijing Rules of Procedure.

Any delegate or Director shall not revise Beijing Rules of Procedure under any circumstance.

An **Appeal** needs no less than 10% of all the delegates present to second. It is not amendable. It requires a simple majority vote to pass. It can be **Reconsidered**.

All members except the Chair can only speak once on a debatable **Appeal**. The motion to **Appeal** is debatable under most circumstances unless

- a) The appeal relates to issues that are considered rude or out of order;
- b) The appeal relates to the priority of motions and other issues;
- c) The pending motion that leads to this **Appeal** is an undebatable motion.

*An **Appeal** takes precedence over all pending motions that lead to this **Appeal** and must be decided by the Directors once brought before the assembly. It yields to all **Privileged Motions** and any **Incidental Motion** triggered by the **Appeal**. If the **Appeal** is debatable, it yields to all **Subsidiary Motions** except for the motion to **Amend** when in order. If the **Appeal** is not debatable and is applied to one or more motions pending, it only yields to the motion to **Lay on the Table** when in order.*

3. Objection

An **Objection** can be made to any **Main Motion** when members deem it unnecessary to discuss, but only when it is first introduced before it has been debated. Anyone can raise an **Objection**, including the Chair. It does not need a second. It requires an absolute majority vote to pass. It is neither debatable nor amendable. If this motion passes, then it can be **Reconsidered**; otherwise, it cannot be **Reconsidered**.

*An **Objection** takes precedence over **Main Motions**, and any **Subsidiary Motions** except for the motion to **Lay on the Table**, and yields to all **Privileged Motions**, the motion to **Lay on the Table** and any **Incidental Motions** triggered by the **Objection**.*

4. Division of the Topic

A **Division of the Topic** allows members to divide a motion engaging several topics that can stand as separate motions. This motion can be applied to **Main Motions** and **Amendments**. This motion is out of order when another member is taking the floor. It needs a second. It requires a simple majority vote to pass. It is not debatable. It cannot be **Reconsidered**. Members shall state how to divide the topic when raising the motion, which is amendable when the **Division of the Topic** is pending. If passed, the target motion will be divided into its separate parts, and the assembly will consider each part individually without affecting the other parts.

If the motion itself contains several topics or is a combination of several motions,

the Chair should consent a division of the motion without voting when a member motions the **Division of the Topic**.

*A **Division of the Topic** takes precedence over **Main Motions** and **Postpone Indefinitely**. When applied to an **Amendment**, it takes precedence over this **Amendment**. This motion yields to all **Incidental Motions** that can be applied to **Division of the Topic**, all **Subsidiary Motions** except for **Postpone Indefinitely**, **Amend** and **Change the Limits of Debate**, and all **Privileged Motions**. Nonetheless, if an **Amendment** to a **Main Motion** is pending, the **Main Motion** cannot be divided.*

5. Discussion by Paragraph or Clause

When **Main Motions** or **Amendments** are too lengthy or difficult to divide, the Chair shall suggest the motion **Discussion by Paragraph or Clause**. Members of the committee can also raise this motion. However, if the **Main Motion** involves more than one topic, this motion cannot be passed. In that case, the Chair shall suggest the motion **Division of the Topic**. If there is a pending **Amendment** to a **Main Motion**, the Chair will not accept any **Discussion by Paragraph or Clause** of this **Main Motion**.

This motion is out of order when another member is having the floor. It needs a second. It is amendable but not debatable. It requires a simple majority vote to pass. It cannot be **Reconsidered**. Once this motion passed, members of the assembly cannot raise a **Division of the Topic** on the same issue. However, they can motion **Discussion as a Whole** to reverse this motion.

*A **Discussion by Paragraph or Clause** takes precedence over **Main Motions** and **Postpone Indefinitely**. When applied to an **Amendment**, it takes precedence over this **Amendment**. A **Discussion by Paragraph or Clause** yields to all **Subsidiary Motions** except for **Postpose Indefinitely**, **Amend**, and **Change the Limits of Debate**, all **Privileged Motions** and all **Incidental Motions** that can be applied to this motion.*

6. Division of the Assembly

Any member, including the Chair, can raise the motion **Division of the Assembly** when a vote is by voice or other voting methods without counting and the vote is too close to call. If the Chair rules this motion in order, a vote should be conducted immediately in a more accurate way, for example, the vote taken by roll call or a standing vote to be counted.

The purpose of the motion **Division of the Assembly** is to ensure that any vote taken is a fair vote rather than to change the result of the vote. This motion does not need a second. It does not require a vote. It is neither debatable nor amendable. It cannot be **Reconsidered**.

*As long as the Chair has not recognised the next motion, a **Division of the Assembly** takes precedence over all motions that have been voted or are being voted, to which no **Subsidiary Motion** is applied.*

7. Requests and Inquiries

In order to better organise the discussion of the assembly, members of the conference may need to obtain extra information or approval from the assembly for certain actions. They can raise **Requests and Inquiries** listed as follows:

- a) **Inquiry about Rules of Procedure:** Ask for information about Rules of Procedure;
- b) **Point of Information:** If a member is delivering a speech, the Chair needs to ask the member whether he or she is willing to suspend the speech and reply to the inquiry. The time for the inquiry and the response shall be counted into total time;
- c) **Request for Permission to Withdraw or Modify a Motion;**
- d) **Request for Permission to Read a Statement:** Include reading a statement other than conference documents, by himself or herself or by the Chair. Reading the conference documents does not require permission;
- e) **Other Requests.**

Inquiries about **Rules of Procedure** and **Point of Information** do not need a second. If **Other Requests** are raised by a member whose interest is directly involved, the **Request** needs a second. **Requests and Inquiries** are neither debatable nor amendable. **Requests** do not need a vote. **Other Requests** require a simple majority vote to pass or, in many cases, pass through the consensus of the assembly. **Requests** cannot be **Reconsidered**. The voting result of **Requests** can be **Reconsidered**.

***Requests and Inquiries** mentioned above take precedence over the **Main Motions** they deal with. **Motions of pending Requests and Inquiries** take precedence over all **Privileged Motions** and **Incidental Motions**.*

Chapter 8 Motion That Brings a Question Again before the Assembly

There are two ways to bring a motion back before the assembly. One way is “renewing a motion”: if a motion fails, a member can reintroduce it as new business at the next meeting. The other way is by using **Motions That Brings a Question Again before**

the Assembly. However, any failed **Main Motion** cannot be brought before the assembly in the same session unless it is substantially rewritten into a new motion, its wording has changed significantly, the time or conditions in the motion have changed, or the special procedures explained below are adopted.

Generally, **Motions That Brings a Question Again before the Assembly** are as follows:

1. **Take from the Table**

When a motion or a series of affiliated motions are laid on the table (set aside temporarily), members can motion to take it from the table and restart the discussion. Members must take this motion when no other business is pending. A motion to **Take from the Table** needs a second. It is neither debatable nor amendable. It requires a simple majority vote to pass. It cannot be **Reconsidered**. A motion to **Take from the Table** can only be raised when there is no other motion pending.

2. **Rescind or Amend an Adopted Main Motion**

By means of the motions to **Rescind** and to **Amend an Adopted Main Motion**, which are two forms of one incidental main motion governed by identical rules, the assembly can change an action previously taken or ordered. **Rescind**, also known as Repeal or Annul, is the motion by which a previous action or order can be canceled or countermanded. The effect of **Rescind** is to strike out an entire main motion, resolution or part of it. **Amend an Adopted Main Motion** is the motion that can be used if it is desired to change only a part of the text, or to substitute a different version.

A motion to **Rescind or Amend an Adopted Main Motion** does not take precedence over any other motion. It is out of order when another member is taking the floor. It needs a second. It is debatable and amendable. It requires an absolute majority vote to pass. If it fails, it can be **Reconsidered**; if it passes, it cannot be **Reconsidered**.

Under extremely rare circumstances when it is desired not only to rescind but also to express the strongest disapproval, members can motion to **Rescind and Delete from the Record**. Then the Directors shall completely delete the **Main Motion** from the conference records. After the motion to **Rescind and Delete from the Record** is passed, if advisable, members can choose to adopt a motion to Condemn the Motion Which Has Been Rescinded.

3. Reconsider

Reconsider is an unusual motion, allowing the assembly to bring back for further consideration a motion which has already been voted on. The purpose of the motion to **Reconsider** is to permit correction of hasty, ill-advised, or erroneous actions, or to take into account added information or a changed situation that has developed since the taking of the vote.

In order to prevent the abuse by the minority side, only a member that voted on the majority side can raise the motion. In other words, a **Reconsider** can be moved only by one who is for the motion if the motion involved was adopted, or who is against the motion if the motion was lost. When a member who cannot motion to **Reconsider** believes there are valid reasons for one, he or she should try to persuade someone who voted with the prevailing side to make such a motion.

*A motion to **Reconsider** takes precedence over all other motions.* If there is no business pending, the motion is taken up immediately. If another motion is pending, the Chair shall make a note that the motion to Reconsider has been raised.

A motion to **Reconsider** is not allowed under the following circumstances:

- a) Motions that can be reintroduced.
- b) When the provisions of the motion have been partially carried out;
- c) When a vote has caused something to be done that cannot be undone;
- d) When this motion to “reconsider” aims to reconsider the ruling of a previous motion to “reconsider”.
- e) When another motion can obtain the same result;

This motion is debatable if the type of motion to be **Reconsidered** is debatable. It is not amendable. It requires a simple majority vote to pass. If the motion to **Reconsider** the Vote is passed, it will bring back to the discussion of reconsidered motion.

Appendix I: Sample Main Motion

Promotes the application of new energy and new materials in the UAV industry by:

- a) Conveying experts to form a UAV research and developing group, working on complicated issues;
- b) Calling on relevant academic institutes to set up scholarships to stimulate the academy research to break the bottleneck of energy and materials industry currently used in drones;
- c) Initiating public prizes to strengthen social awareness and encourage innovations on Unmanned Aerial Vehicle System (UAVS) to proceed to the next step;
- d) Exploring the variations of applications of the rare earth element to try to find more possibilities of the relevant breakthrough to better develop the drone fuselage, batteries and wings;
- e) Emphasizing the importance of drone technological knowledge in elementary education by adding scholastic courses.

Appendix II: Statement on the Adoption of Beijing Rules of Procedure by Organisers of Model United Nations Activities

Beijing Rules of Procedure (Motion-Oriented) is drafted by the Editorial Board of Beijing Rules of Procedure, approved and released by China Foreign Affairs University Model United Nations Association. The Editorial Board will revise and adjust this Rules of Procedure, so as to ensure the accuracy, efficiency and impartiality.

Any non-profit individual or organisation shall adopt this Rules of Procedure with reasonable purposes, without the need to obtain approval from China Foreign Affairs University Model United Nations Association. The user of this document should preserve the integrity of this Rules of Procedure, including this Statement; however, he could delete or modify the clauses (except the Statement) according to the practical needs of specific committees in the form of an Amendment. The organisers reserve the right of interpretation and alternation during the Model United Nations activities they held, which shall not have any association with the Editorial Board and China Foreign Affairs University Model United Nations Association.

Notwithstanding, the Editorial Board suggests those individuals or organisations preparing for the adoption of Beijing Rules of Procedure to put on records to the Secretariat of China Foreign Affairs University Model United Nations Association via the official mailbox **contact@bimun.org.cn** for keeping us informed of the updated text and valuable advice concerning the adoption of Rules of Procedure. The organisers can also consult the Editorial Board about questions relating to the Rules of Procedure. However, the interpretation of the Editorial Board shall have no additional influence upon the right of interpretation and alternation of the organisers during the Model United Nations activities they held. Apart from proposing suggestions concerning Beijing Rules of Procedure, the organisers can also apply for a more comprehensive version of Rules of Procedure and academic support from China Foreign Affairs University Model United Nations Association.