

ACADEMIC

HANDBOOK

UNITED STATES SENATE





THE US SENATE

The United States Senate is one of the two chambers that make up the U.S. Congress, the legislative branch of the federal government. It represents the states equally, with each state electing two senators regardless of population, for a total of 100 members. Senators serve six-year terms, and elections are staggered so that about one-third of the seats are contested every two years. The Senate shares the responsibility of making laws with the House of Representatives but also has unique powers, such as confirming presidential appointments, ratifying treaties, and conducting impeachment trials. It is often viewed as the more deliberative body of Congress, emphasizing debate, experience, and stability in the legislative process.

The United States Senate was established in 1789 under the U.S. Constitution as part of the newly formed federal government. Its creation reflected the Founding Fathers' desire to balance power between large and small states and to prevent any single branch or group from gaining excessive influence. During the Constitutional Convention of 1787, delegates debated how states should be represented in Congress. The resulting "Great Compromise" created a bicameral legislature: the House of Representatives, where representation is based on population, and the Senate, where each state has two senators. This arrangement ensured that both the people and the states would have a voice in lawmaking.

General Procedure of Academics

The following rules have been adopted in advance of the conference; however, the Secretary-General and the Committee Chair have the authority to establish new guidelines based on the principles outlined in this document.

Scope and Application

These rules of procedure, or “Senatorial Procedure,” apply exclusively to the United States Senate committees at BIMUN. This adapted procedure maintains the structure and principles of the U.S. Senate while following the debate order and terminology established in BIMUN.

Language

English is the official and exclusive language permitted in the United States Senate. During an Unmoderated Caucus, senators must communicate exclusively in English

Presiding Officers

The United States Senate shall be directed by two Presiding Officers, appointed by the Secretariat. They share full authority over all senatorial conduct and procedure, and may modify or interpret the rules to preserve decorum and debate flow. When referring to the Presiding Officers use “Chair” or “Honorable Chair”. During an Unmoderated Caucus or other situation out of committee work, the correct term is “Mister President” or “Madam President”, depending on the gender composition of the Chair.

Addressing the Chamber

Senators must refer to one another in third person, using either “Senator [Last Name]” (e.g., Senator Sanders) or “The Senator from [State]”. Direct address or personal remarks between senators are prohibited.

Agenda

1. Roll Call and Quorum Verification

- a. The session begins with a roll call to verify quorum.
- b. Senators must respond with either:
 - i. "Present": This can be changed, in the next roll call, to “present and voting”.
 - ii. "Present and voting": Choosing this option means the senator cannot abstain from voting in substantive matters. This cannot be changed, once said, throughout the day.
- c. If a senator is absent when called but arrives later, they will receive a warning, and a written explanation of their tardiness must be submitted to the Chair.

2. Commencement Motions and Establishment of the Agenda

- a. The Chair will establish the agenda based on pre-determined topics.
- b. Topics are discussed by day:
 - i. Day 1: Topic A
 - ii. Day 2: Topic B
 - iii. Day 3: Topic C (if applicable)
- c. Senators do not decide the order of topics.

3. Opening Procedures

- a. Position papers:
 - i. In alphabetical order, each senator will pass to read its position paper.
 - ii. If a senator was absent during their turn, they will read last.
 - iii. Senators must respond to at least one and at most three questions during the points of information at the end of the position papers.

4. Debate Procedures

a. Moderated caucus:

- i. A structured debate where senators speak with the Chair's recognition within a set time limit.

b. Speakers list (if necessary):

- i. The Chair will ask for senators who wish to speak. Senators raise their placards, and the Chair calls on them alphabetically.

c. Party caucus

- i. Its purpose is for senators to meet exclusively with their political party to strategize or coordinate their legislative positions.

5. Unmoderated Caucus (Lobby Time) and Drafting Process

a. Senators discuss and negotiate agreements.

b. Senators must draft either:

- i. A Bill (if there is sufficient support).
- ii. A press release (for smaller groups without enough members for a Bill).

c. All senators must contribute to one of these documents to avoid potential sanctions.

6. Presentation and Voting

a. Each bloc presents its Bill to the chamber.

b. Amendments are proposed and introduced by the Chair and senators.

c. A motion to vote on the Bill follows.

d. If a senator submits a press release instead of a Bill, it will be read, but will not be subject to amendments or voting.

7. Transition to the Next Topic

a. Close the agenda on the current topic.

b. Suspend the agenda and move to the next scheduled topic.

Committee Work

Committee work is at the heart of every conference; for it to flow correctly, and achieve mutual understanding, there are some rules which must be followed:

- PowerPoint presentations or slides, infographics, photographs, documents, and all appropriate visual aids are allowed. Resources presented to the committee shall be sent at least thirty minutes before its presentation and must be approved by the Chair.
- Senators may quote sources if they ask permission to do so, but they may not quote their own senator, since that would mean speaking as if they were not themselves, so it is not in order.
- A senator cannot be in two different Bills of the same topic.
- Questions/Motions resulting in a tie vote shall be considered defeated. In case of a Challenge to the Competence, the Secretary-General and the Chair will decide which senator loses its voting rights.
- Senators shall speak in the third person. They may use “I”, “me”, “my” only when they are referring to themselves. Additionally, they should employ formal third-person expressions when referring to other members of the senate, such as “Senator of [State]”, “Senator [Last Name]”, and other appropriate terminology.
- Senators may not:
 - Call another senator a corrupt, coward, or traitor.
 - Imply another senator is intoxicated, or unfit for office.
 - Accuse another senator of crimes, treason, or moral misconduct without evidence.
- Senators must stand up, and not face their back when referring to the Chair.
- Senators should, at all times, act under the articles and principles of the Constitution.
- No senator shall interrupt in any form when the Chair has the floor. Neither points nor motions are ways to interrupt the Chair. Interruption of the Chair’s word will lead to a warning.
- Senators raise their placard after the Chair has finished speaking.

Rules of Procedure

Roll Call

Attendance shall be conducted by the Chair, who may perform a roll call at the beginning of every session. Senators shall establish their presence in the committee by raising their placards and declaring themselves as “present” or “present and voting” when called.

Quorum

Committee activities and debates shall start when at least 2/3 of the committee-members are present. If the quorum is not met ten (10) minutes after the scheduled start time of the committee session, the committee shall start its session with the number of senators already present. The Secretary-General or the Chair may instruct otherwise. The quorum shall be assumed when the committee activity begins.

Parliamentary Language



Senators must show diplomatic respect to all other individuals, members of the Chair, and the BIMUN Team throughout the conference. Breach of this rule may lead to a verbal warning from the Chair. In cases of repeated or serious violations of diplomatic courtesy, the Chair reserves the right to remove the individual from the committee, either temporarily or permanently.

No senator in debate shall, directly or indirectly, by any form of words, impute to another Senator or to the Chair any conduct or motive unworthy or unbecoming a Senator.

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Senators may not use words or phrases on the floor that:

- Directly call a colleague a liar (e.g., “You are lying”).
- Accuse a colleague of criminality, bribery, or treason without the legislative finding or formal proof.
- Impute corrupt or improper motives (e.g., “He only supports that because he’s paid by X”).
- Use personal insults or derogatory epithets (coward, traitor, incompetent in a personal/insulting sense).
- Refer offensively to a U.S. state or the people of a state.
- Use profanity, racial/ethnic slurs, or sexually explicit/vulgar language.

Procedural References

Being a simulation of the United States Senate, the vocabulary, and manner of speaking during the event should adequately represent this. To express yourselves for other reasons different from the topic at hand, the senator must ask the Chair for permission to speak, raising their placard and asking for the floor through a point.

Points and motions are used at all times in the committee. This allows senators to express themselves correctly, maintaining order and diplomacy. It is recommended that new senators have a physical copy of the points and motions at hand, since implementing these will help them preserve procedure in the committee, thus the flow of it.

Points in the US Senate are the same as a regular United Nations Committee. However, there is one additional motion:

Motion to Start/Close a Party Caucus

A Party Caucus allows senators to meet exclusively with their political party to strategize or coordinate their legislative positions. The motion must specify the duration and requires a simple majority to pass. The Chair may limit the number or length of Party Caucuses or suspend them at all to maintain procedural efficiency.

Point or Motion	Votes Required	Interruptible	Requires Voting
Point of Order	Chair	Yes	No
Point of Personal Privilege	Chair	Yes	No
Point of Information to the Speaker	Chair	No	No
Point of Information to the Chair	Chair	No	No
Point of Parliamentary Inquiry	Chair	No	No
Point of Relevance	Chair	Yes	No
Point of Veracity	Chair	No	No
Motion to Open/Close Session	Simple Majority	No	Yes
Motion to Suspend Session	Simple Majority	No	Yes
Motion to Resume Session	Simple Majority	No	Yes
Motion to Open/Close the Agenda	Simple Majority	No	Yes
Motion to Read Position Papers	Simple Majority	No	Yes
Motion to Go to Recess/Lunch	Simple Majority	No	Yes
Motion to Relax the Dress Code	Simple Majority	No	Yes
Motion to Strategically Change Places	Simple Majority	No	Yes
Motion to Use the Floor	Simple Majority	No	Yes
Motion to Add to the Record	Simple Majority	No	Yes
Motion to Start a Speaker's List	Simple Majority	No	Yes

Point or Motion	Votes Required	Interruptible	Requires Voting
Motion to Start a Moderated Caucus	Simple Majority	No	Yes
Motion to Start an Unmoderated Caucus	Simple Majority	No	Yes
Motion to Extend Unmoderated Caucus/Moderated Caucus	Simple Majority	No	Yes
Motion to Close Unmoderated Caucus/Moderated Caucus	Simple Majority	No	Yes
Motion to Resume a Speaker's List/Unmoderated Caucus/Moderated Caucus	Simple Majority	No	Yes
Motion to Present Bill	Simple Majority	No	Yes
Motion to Vote Bill	Simple Majority	No	Yes
Motion to Table	Qualified Majority	No	Yes
Motion to Reconsider	Qualified Majority	No	Yes
Motion to Start/Close a Party Caucus	Simple Majority	No	Yes
Challenge to the Competence	Chair & Simple Majority	No	Yes
Right to Reply	Chair	No	No

Citations

Senators may quote from reliable sources or individuals. The quote must be in the language of the committee. Senators may not cite their own individual or others who are widely recognized for crimes against humanity, genocide, or similar atrocities, excluding current or recent leaders of the country, when used in a diplomatic or policy-relevant context. Before quoting, senators must ask permission from the Chair and specify the source of the phrase. Do not modify quotes, and do not cite from movies, series, or any other unauthorized source. A senator may be sanctioned for misquoting, failing to credit the original author, or quoting outside the established parameters.

For example, a senator may say: “Permission to quote Albert Einstein.” The Chair may respond, “Yes, senator,” after which the senator proceeds to read the exact quote: “I know not with what weapons World War III will be fought, but World War IV will be fought with sticks and stones.” The senator then continues with their intervention. Quoting without prior permission is out of order. Similarly, it is out of order to make burlesque or satirical references to songs, movies, TV series, or similar sources—whether quoted or not.

Yieldings

A senator given speaking time from the position papers reading, can yield their remaining time in one of two ways:

- **To another senator:** The next senator to speak receives the remaining time and cannot yield any further time. To do this, the senator must say at the end of their position paper: “I yield my time to the Senator of [State/Last Name]”.
- **To the Chair:** If the senator has completed their speech and prefers not to give others more than the established time. To do this, the senator must say at the end of their position paper: “I yield my time to the Chair.”

Yielding is mandatory at the end of every position paper. *Yields* are only in order while entertaining a speech from the reading of position papers.

Documents

Position Papers

Position papers are speeches where a senator expresses their individual's stance on a particular issue. Through this statement, the senator informs the entire committee of their stance on a particular issue. Having a good position paper is important because it serves as the senator's first impression of the committee, and a favorable impression can greatly benefit the individual throughout the committee sessions. The US Senate requires 3 position papers.

In BIMUN, a position paper is read per topic, so each time the committee opens an agenda of a new topic, senators first read their position paper for that topic. Then they will have the chance to open up to points of information from other senators. Each time a new agenda for a new topic is opened, position papers for that topic will be read in front of the whole committee.

The Chair can grant extensions and will be in charge of calling the senator's attention in case they exceed the established time. All speeches must begin with the parliamentary greeting: "Honorable members of the Chair, senators, and others present, receive cordial greetings." At the end, it must yield the word; for example: "I yield the floor to the Chair."

As a guideline, a good position paper should:

- praise what your individual supports and criticize what it does not support
- portray your individual as a leader in the field

- establish the strong degree of concern and interest your senator has in a topic
- outline the vital needs for your senator to support a Bill
- make a strong-impact statement.

It is important to emphasize that the position paper must be faithful to the reality of your individual. The position paper must align with what your senator/party states; it cannot distort or change what your individual has said.

The position paper must be prepared by the senators themselves; it is not acceptable for any external agent to do so. This is not only for reasons of honesty, but also because it undermines the senator. By doing this, the senator loses confidence and spontaneity, which are vital for effective public speaking.

The senator has until a certain time established by the presidents to deliver its position paper, if it is not handed in, the senator may reduce its chances of winning academic awards.

A good senator will not propose exact measures or solutions in their position paper, rather, he/she will make clear its stance and what the senator seeks to achieve, and following what rules, codes, and guidelines. A good senator will not propose exact measures or solutions in their position paper

Example on the next page >>>

Position Paper

Example

Honorable members of the chair, Republican Party, Democratic Party, senators, and others present, receive a warm greeting.

Today, we face an important decision. We must set our goals and act with greater determination than ever before. Every day, around 100 citizens of the United States die from gun violence. It is now the leading cause of death among children, so the choice before us is clear: children or guns.

The Constitution contains 12 amendments that were meant to ensure life and dignity for our citizens. The Second Amendment states: “A well regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.” But gun ownership has two sides. In one tragic case, for example, a shooter used a gun legally bought and kept by his mother. This is simply heartbreaking. The other utopian idea, we would see guns used just for self-defense, which is not our reality.

If my words are not enough, the statistics are. States with stronger gun control laws have lower rates of firearm violence. Yes, people have the right to defend themselves, but some states are giving guns to individuals with criminal records, hate crimes, or violent intentions. We cannot protect children by arming teachers and expecting them to shoot when danger comes.

As senators, we have a duty to protect our citizens. We must act together as one nation, because if we fail, others will suffer the consequences. Our people deserve what they truly need and long for: security and freedom.

Thank you all. I yield the time remaining to the chair.

Background

The background is a document to be completed by all senators and presented to their respective committee presidents. It must be sent through the committee's email, Classroom, or president's email. Remember that the completion of this document increases your chances of being selected for academic awards, as it helps in deciding ties.

The background should contain the following:

1. Cover page
2. Position papers on the committee's topic
3. Guiding Questions for each of the topics

To check for an example of this document, check the "[BIMUN Preparation](#)" page.

Debate Preparation

Forms of Debate

To resolve an issue, it is important to discuss the topic, taking into account the different viewpoints of all senators. Therefore, after the position papers have been read, a debate will follow, to reach a resolution that benefits the country. Thus, in the US Senate, there are four types of debate: speaker's list, moderated caucus, party caucus, and unmoderated caucus.

Speaker's List

In a speaker's list, the Chair will recognize senators who wish to intervene, in alphabetical order, allowing each individual (that desires) the opportunity to speak. To initiate a speaker's list, senators must make a motion, but first ask through a point of information to the chair. All senators who wish to participate must raise their placard when the Chair asks. Then, the ones that raised their placard will be called in alphabetical order, without exception and without allowing senators to select whether they go last or first.

The default speaking time shall be one minute and a half (1:30) per speaker when any Speakers List is opened. A senator exceeding the given time for a speech may be called to order by the Chair.

Party Caucus

A Party Caucus allows senators to meet exclusively with their political party to strategize or coordinate their legislative positions. The motion must specify the duration and requires a simple majority to pass. The Chair may limit the number or length of Party Caucuses or suspend them at all to maintain procedural efficiency.

Moderated Caucus

In a moderated caucus, the Chair is responsible for recognizing senators who wish to speak, and the distribution of the floor. To do so, senators must make a motion through a point of information to the Chair; the senators making the motion will be the first to be recognized. The Chair will recognize senators who request the floor by raising their placards (when the Chair asks for those who wish to use the floor), granting the floor to individuals who wish to speak or those deemed necessary for the flow of the debate. All senators recognized by the Chair must participate, even if they did not raise their placard. The time limit per speaker is three and a half minutes. Points of information to the Speaker are allowed at this time, and at the discretion of the Chair.

Unmoderated Caucus

An unmoderated caucus, or lobby time, is designated for negotiations between parties. Senators will be able to openly talk to other individuals (in English) without being recognized, as well as to stand up from their place and negotiate freely. Its purpose is to foster collaborative problem-solving and help senators reach consensus. Once the debate concludes, senators are expected to utilize this time effectively to develop solutions that benefit the country and align with the Constitution. Senators who do not follow decorum are subject to being sanctioned by the Chair.

Material for the Debate

During the debate, you can present different types of resources to express your ideas. These kinds of visual aids may be helpful to understand a solution or a position. But it is also important that this visual aid does not negatively affect the flow of the committee, so prepare, and be sure of what you are saying.

There are several resources you can use during the debate: slides, images, charts, joint interventions, and press releases. Before presenting any of this to the committee, you must ask for a point of personal privilege, so the Chair permits the visualization or presentation of your resource.

The Chair must have had these resources at least thirty minutes before its presentation, and it will be either approved and presented, or disapproved and not shown/presented to the committee. Presentations have a maximum time limit of five minutes.

Press releases may also be another option from a Bill. If your bloc does not have enough members, it must do a press release, which will not be voted on, and will not receive amendments.

Notes of the visual aids:

- It may be the base of a Bill, but not the Bill itself.
- After the presentation of the visual aids, senators will be able to open up to points of information regarding the presented, to clear any doubts.
- A good design, organization, and aesthetic will show your effort, and dedication in trying to represent your country, so prepare them well, and double-check them.

Bills and Acts

Acts are the primary documents of the Legislative Branch. Before being approved, it is a Bill, drafted by senators. The chamber should develop at least one Bill per topic. Once the Bill is completed, it shall be put to vote, if it passes, it will become an Act.

Bills

Bills are preliminary legislative proposals discussed before formal introduction.

A Bill is presented to a committee by at least 7 senators. They will be read by two of the senators that introduced the Bill (chosen by the senators themselves).

Format and Structure

Each of the following rules, if not followed, can be counted as an amendment sent by senators. If the amendment is correctly formatted and does apply these rules, the document must be immediately corrected, and it should be counted as a friendly amendment, these are non-substantive amendments. But it should not be the cause to erase sentences, only to correct the error (this is not discussable), except if it is a reason to discard the Bill:

Font and General Formatting:

- a. The entire document must use Times New Roman.
 - i. Regular text uses 12 point in the font size.
- b. Titles ('Bill Number' and 'A Bill') shall use 16-point font size
- c. The text must be justified, except for the title, the introduction (the part which includes members of the document), and the part before the preamble ("A Bill; Be it enacted by the Senate of the United States of America,") and the name of the Bill, which should be centered.
- d. The size of the sheet must be Letter (8.5" x 11"). With 1 inch margins at the top, bottom, left and right.

Italics Usage:

- a. Only the word “Resolved”, at the last clause of the whole document, should be in italics.

Bold and Underlining:

- a. The titles of the Bill, the name, and the subtitles (for example, “SECTION 1. PREAMBLE”) should be the only text in bold.

Restrictions:

- a. No text in the document should be highlighted.
- b. No images should be included in any part of the document.

Spacing:

- a. The line spacing must be 1.5 throughout the entire document.
- b. Paragraph spacing must be 15 points before and after each paragraph. To apply this format, select Custom Spacing under Line and Paragraph Spacing.
- c. There should be no extra spaces between paragraphs or sections. Use Paragraph Spacing to create gaps, not by adding extra blank lines after sentences.

Number and Letter Formatting:

- a. Ensure number usage is consistent throughout the document.
- b. Note (Not for an amendment). Try to make the language consistent: Either British English, or American English.

Title Formatting:

- a. There are two (2) titles:
 - i. The main title, including the number assigned by the Chair (e.g., “S. 1121”).
 - ii. The title in the third division of the document: “A Bill”.
- b. Titles should be in bold and 16 points in size.

Format and Structure

Subtitle Formatting:

- a. Subtitles are located on the third division of the document. You will find them as “SECTION 1. PREAMBLE”
- b. They Should be completely in bold, and have all caps letters.
- c. There should be two sections:
 - i. “SECTION 1. PREAMBLE”: intended to articulate the purpose of drafting this Bill. It should provide a clear overview of the topic and summarize previous actions taken.
 - ii. “SECTION 2. ACTIONS”: statements that propose solutions to the issues outlined earlier in the Bill.

Preamble Formatting:

- a. End each clause in the preamble with a semicolon, except for the last clause, which should end with a period.
- b. Each clause in the preamble must begin with a preambulatory phrase.
- c. Do not include sub-clauses.
- d. Label each clause before its text. The label should be in parentheses and include the word *Section* followed by the section number, starting with 1 and continuing sequentially. Example: (*Section 105*)

Actions Formatting:

- a. End each clause in the *Actions* with a semicolon, except for the last clause, which should end with a period.
- b. Each clause in this section must begin with an operative phrase.
- c. Do not include sub-clauses.
- d. Label each clause before its text. The label should be in parentheses and include the word *Section* followed by the section number, starting with 2 and continuing sequentially. Example: (*Section 201*)

Format and Structure

Division N. 1

- At the top of the document, place the main title, centered.
- Below the title, write the purpose of the bill, formatted as regular text.
- The purpose statement should begin with the word “To”.
- End this section by inserting a horizontal line (you can find this option under *Insert*).

Division N. 2

- This entire section should be centered.
- After the horizontal line of the first division, write the following text: “In the Senate of the United States,” (include the comma at the end).
- On the line below, write the date in this format: *Month Number, Year*.
- On the next line, list the names of the senators who took part in the bill, as laid out in the Academic Guide, in alphabetical order, separated by commas.
- Immediately after the list of names, add the following text: “submitted the following bill, which was referred to the United States Senate.”
- End this section by inserting a horizontal line (you can find this option under *Insert*).

Division N. 3

- Write the second title: “A Bill”; it should be in bold, centered, and font size 16.
- On the line below, write: “Be it enacted by the Senate of the United States of America,” (include the comma at the end).
- On the next line, write the exact name of the topic, without using quotation marks or including “Topic [X]”.

Concluding text

- At the end of the document, below the last subsection of “Actions,” write the word *Resolved* in italics. Immediately in the same line, include a brief conclusion written in regular text formatting.

Preambulatory Phrases

This section is intended to articulate the purpose of drafting this Bill. It should provide a clear overview of the topic and summarize previous actions taken. A minimum of five (5) clauses in the preamble are required. A Preambulatory Phrase may only be used once, if not, one clause may be deleted completely by an amendment, or changed by another one:

Acknowledging	Expressing appreciation	Noting with regret
Acting	Noting with approval	Noting with satisfaction
Affirming	Expressing concern also	Observing
Alarmed by	Expressing concern	Reaffirming
Alarmed	Expressing its appreciation	Reaffirming also
Anxious	Expressing its satisfaction	Realizing
Appreciating	Expressing satisfaction	Recalling
Approving	Firmly convinced	Recalling also
Aware of	Fulfilling	Recognizing
Bearing in mind	Fully alarmed	Recognizing also
Believing	Fully aware	Recognizing with satisfaction
Cognizant	Fully believing	Referring
Concerned	Further deploring	Regretting
Confident	Further recalling	Reiterating
Conscious	Guided by	Reiterating its call for
Considering	Having adopted	Reminding
Contemplating	Having considered	Seeking
Convinced	Having considered further	Seized
Declaring	Having devoted attention	Stressing
Deeply concerned	Having examined	Taking into account
Deeply conscious	Having heard	Taking into consideration
Deeply convinced	Having received	Taking note
Deeply disturbed	Having reviewed	Taking note also
Deeply regretting	Having studied	Taking note further
Deploring	Having approved	Underlining
Desiring	Having decided	Viewing with appreciation
Determined	Keeping in mind	Viewing with apprehension
Emphasizing	Mindful	Welcoming
Encouraged	Noting	Welcoming also
Expecting	Noting with deep concern	

Operative Phrases

These statements propose solutions to the issues outlined earlier in the Bill. A minimum of seven (7) clauses in the *Actions* section are required. An Operative Phrase may only be used once, if not, one clause may be deleted completely by an amendment, or changed by another one:

Accepts	Deplores	Reaffirms
Acknowledges	Designates	Recalls
Adopts	Directs	Recognizes
Advises	Draws the attention	Recommends
Affirms	Embraces	Regrets
Also calls for	Emphasizes	Reiterates
Also recommends	Encourages	Reminds
Also strongly condemns	Endorses	Renews its appeal
Also urges	Expresses its appreciation	Repeats
Appeals	Expresses its hope	Requests
Appreciates	Expresses its regret	Requires
Approves	Further invites	Solemnly affirms
Authorizes	Further proclaims	Stresses
Calls	Further recommends	Strongly advises
Calls for	Further reminds	Strongly condemns
Calls upon	Further requests	Strongly encourages
Commends	Further resolves	Suggests
Concurs	Has resolved	Supports
Condemns	Implements	Takes note of
Confirms	Instructs	Transmits
Congratulates	Introduces	Trusts
Considers	Invites	Underlines
Decides	Notes	Underscores
Declares	Notes with satisfaction	Upholds
Declares accordingly	Proclaims	Urges
Demands	Proposes	Welcomes

Amendments

After the senators have presented their Bill, the Chair will indicate a time in which amendments will be accepted. An amendment may add, modify, or delete part of the document. It should be noted that an amendment that modifies a clause cannot alter the sense of the clause. The chamber may reject an illegible amendment. Therefore, the amendment must be easy to understand and must coherently explain what it seeks to change and why.

When the Chair receives an amendment it will decide whether it is a non-substantive amendment or a substantive amendment, if it is the second option, the senators who presented may choose whether to consider it friendly or unfriendly. If it is friendly, the amendment will pass, otherwise, the whole committee will vote on it by simple majority whether the amendment should or should not pass.

It is in the discretion of the Chair to define the time, during which the floor will be open to amendments. Amendments shall be written on a note paper to the Chair. An amendment must have the title “Amendment”, the senator suggesting the amendment, the mistake, or thing the amendment considers wrong, why, and the correction (eliminate, change it to..., and other forms). An amendment without this format, or with illegible handwriting, may not be considered by the Chair.

Non-Substantive Amendments

Amendments correcting grammatical, spelling, or formatting mistakes will be automatically adopted without a vote from the committee, at the discretion of the Chair. These amendments are proposed to be corrected. If there are any of these kinds of amendments put to vote, a senator can make a point of order. It is important to remember there are no points of order to points of order, but if someone else believes the senator is wrong, the individual may do a point of personal privilege to explain why to the Chair. Try to wait for the Chair’s response, to avoid interruptions. These amendments count immediately as a friendly amendment.

Substantive Amendments

All amendments require approval from the Chair to be introduced. The senators who presented may choose whether to consider it friendly or unfriendly. If it is friendly, the amendment shall pass, otherwise, the whole chamber will vote on whether they consider it friendly or unfriendly. If at least three of them consider it friendly, the amendment will pass, if not, the entire committee will vote by simple majority whether the amendment should or should not pass. These amendments refer to eliminating, modifying, or adding a clause.

Friendly Amendments

It is the kind of amendment that wants to correct, or modify something wrong in the Bill; these amendments tend to be grammatical, non-substantive-format, or coherence-related, but it may also delete a clause or part of the document. These amendments will be implemented in the Bill. A Bill that has seven (7) clauses in the preamble or five (5) clauses in *Actions*, and loses one of any by an amendment (it leaves less than seven *Actions* or less than five in the preamble), does not pass, and will be filed.

Unfriendly Amendments

Substantive amendments to a Bill not approved by the senators who presented, or a simple majority of the committee, on the Bill are considered unfriendly. These amendments are not going to be implemented in the Bill.

Amendments by the Chair

Are allowed and will be considered friendly.

Tabling a Bill

1. In the senators who were part of the Bill:
 - a. Not the name laid out as in the Academic Guide
2. There are less than five (5) clauses in the preamble.
3. There are less than seven (7) clauses in *Actions*.
4. The document is modified in any detail, or way of form, after the time given to do them (the unmoderated caucus) is over.
5. The main title of the Bill is wrong or is not the one assigned by the Chair.
6. There are one or more senators that are in more than one Bill.
7. A Bill which has five (5) friendly amendments or more, or five (5) unfriendly amendments or more, will immediately be filed and not voted on. Friendly and unfriendly amendments are not cumulative between each other, for example, 3 friendly amendments and 2 unfriendly amendments in the same Bill, is not a reason to discard it.
8. There are less than 7 senators who are members of the Bill.

Bill Example

The only example that may be used, and is previously checked, is the one found on the BIMUN website, in the “[Preparation](#)” section. Select the document, where the format and requirements are applied exactly.

Voting Procedure and Definition of Majorities

Senators vote when voting is announced by the Chair. All senators present in the room must second the motion presented, and then vote. This is important because senators raise their country's voice on the matters held at hand.

Voting Procedure on Bills

1. When the first Bill is to be presented, it must be introduced through a motion, the senators who shall read the document shall approach the podium with their respective placards and read the Bill in order.
2. At the end of the reading, the Chair shall open the floor for two minutes and the senators presenting shall be given the floor in which they may speak in favor of the Bill.
3. At the end of this intervention, the senators presenting must open to a minimum of one and a maximum of three points of information.
4. Then the Chair will receive amendments.
5. After the Chair reads all correctly-made amendments, senators shall propose a motion to vote on the Bill, initiating the voting procedure for Bills (substantive vote).
6. After the voting procedure ends, the next Bill (if there is one), will pass through this process.

Procedural Votes

A procedural vote shall be triggered upon the proposal of any motion. All senators present shall cast their vote by raising their placards. Non-Member States shall vote in this procedure

Substantive Votes

Substantive votes shall be considered those referring to the outcome documents of the committee, a Challenge to the Competence, and amendments. During substantive votes, the Chair shall call each senator in alphabetical order, they may either vote “in favor”, “against”, “in favor with reasons”, “against with reasons”, or “abstain”. Senators who declared themselves as “present and voting” during the initial quorum verification (roll call) cannot abstain. Only the Secretariat, senators, and the Chair shall be present in the committee’s room during substantive votes. Note-passing and points or motions shall be suspended. No senator shall leave the room.

Bill

A Bill shall pass when it achieves an absolute majority (50% + 1) of the committee votes in favor; otherwise, it shall be filed. During this procedure, no senator comes in or out, sponsors and observers may not leave or enter the committee. Only members of the Secretariat, senators, and the Chair shall be present in the committee room during substantive votes. Note-passing and points or motions shall be suspended.

Voting Rights

Each senator has one vote in the committee. A senator that lost its voting rights in a Challenge to the Competence does not have the right to vote, nor be part of Bills.

Definition of Majorities

To pass a vote, the following definitions of majority must be taken into account:

1. **Qualified Majority:** Represents 66.6% (2/3) of the senators present. In this way, abstaining implies, in practice, voting against, despite expressing a different position.
2. **Absolute Majority:** It is the one that represents 50% + 1 of the senators present. Again, abstaining implies a negative vote.
3. **Simple majority:** It is the one that represents one more vote in favor of that position than against. Indeed, in this case, to abstain is to have no opinion on the matter. In this majority, a tied vote means a defeat.

It is important to note that senators that declare themselves "present and voting" during roll call must participate in the voting process and cannot abstain.