

Rules of Procedure

General Rules

1. Language:

English is the official and working language of the conference. Personal insult and offensive language to delegates, chairpersons and helpers are prohibited.

2. Note-passing:

Delegates may pass notes to the chairpersons and other delegates during the committee session. Notes should be folded in half, showing only the recipient and the sender. Notes should be respectful. Anonymous and inappropriate notes will be intercepted and confiscated by the chairperson.

3. Quorum:

One-fourth of delegates eligible to vote must be present for a session to begin. Before any voting is conducted, a quorum must be attained.

4. Electronic Devices:

No mobile phones, tablets, laptops or other electronic devices may be used during formal debate. Laptops may be used during unmoderated caucuses for writing draft resolutions.

5. Code of Conduct:

Delegates should act in a professional manner at all times. Profanity is strictly forbidden, either in speeches or notes. Offensive and/or derogatory remarks made during formal debate or lobbying sessions should be reported to the chairperson immediately. The passing of notes between delegates will be screened by helpers for inappropriate language or content and will be confiscated by the chairperson.

6. Dress Code:

Delegates are required to dress in formal business attire.

Rules Governing Debate

1. Roll Call

At the start of each committee session, the rapporteur will take roll call. Delegates should establish their presence by raising their placards and saying “Present”. Delegates may also respond by saying “Present and voting”, but will not be allowed to abstain when voting on resolutions or amendments. Delegates who join the committee after roll call should send a note to the chairperson stating their presence, otherwise they cannot vote subsequently. Delegates leaving the committee room permanently before the session ends should inform the chairperson. Observers are not allowed to say “present and voting”.

2. Agenda:

Both topics of each committee will be discussed during the conference. A motion should be made to open the debate on the first topic stated in the chair report.

3. General Speakers’ List:

At the beginning of each committee session, a delegate will motion to open the General Speakers’ List (GSL). Before a motion to debate on a specific topic is introduced, the GSL is used for delegates to discuss the issue in a more general way.

4. Break:

The chairperson will set official breaks during a committee session. Delegates may motion for additional breaks; whether the motion passes will be entirely up to the chairperson’s discretion.

5. Moderated caucus:

Delegates motioning for a moderated caucus should state the (1) purpose; (2) duration (of the entire moderated caucus); and (3) time per speaker.

After the motion for a moderated caucus has been passed, delegates wishing to speak on that issue should raise their placards. The debate will branch out from the GSL. Delegates will be called upon to deliver their speeches according to the list shown on the rapporteur sheet.

6. Unmoderated Caucus:

Delegates motioning for an unmoderated caucus should state the (1) purpose; and (2) duration.

Meanwhile, delegates may interact with fellow delegates freely around the room. Debates and discussions will occur simultaneously in all corners of the room. It is more interactive and less formal than a moderated caucus.

7. Yielding time:

If there is time left after a speech, delegates may yield the time to (1) the chairperson; (2) points of information (PoIs i.e. questions and comments about the speech the delegate just made); or (3) another delegate.

Should a delegate yield the time to PoIs, other delegates may ask a question related to the speech or give comments. Should the time be yielded to another delegate, he/she can choose either to accept or reject; if he/she accepts, the remaining time will be used for the delegate to deliver a speech.

8. Draft Resolution:

A draft resolution is the central document of the conference. Delegates sharing the same or similar views may come together to form a resolution. A draft resolution that has not yet been recognised by the chairperson should be referred to as a working paper.

- a) **Main submitter:** Also called the sponsor of a resolution. There is only one main-submitter for each resolution.
- b) **Co-submitters:** Co-submitters are countries that support the draft resolution and wish to see it passed. Co-submitters are expected to speak in favour of the draft resolution.
- c) **Signatories:** Countries who wish to see the resolution discussed. There is no limit to the number of signatories per resolution. Signatories do not necessarily support the ideas presented in the resolution, nor are they obliged to vote in favour of the resolution or and subsequent amendments. The role of a signatory lies solely in introducing the resolution to the Council.

- d) Submission of draft resolutions: The draft resolution must have at least one-third plus one member of the committee as co-submitters/signatories before it can be submitted to the chairperson through email for discussion. The chairperson should also be notified via note-passing. No pre-written resolutions are allowed in this conference.
- e) Introduction of a draft resolution: The main-submitter may motion to introduce a draft resolution to the floor only after the chairperson approves of it. The main-submitter will read out the operative clauses of the resolution. Points of Clarifications (POCs) will then be entertained to clarify ambiguity. The main submitter will then be given three minutes to speak in favour of the resolution. Delegates may only refer to a resolution once it has been introduced to the floor.
- f) Motion to move into voting procedures for a resolution: Delegates may motion to vote on a resolution at any point during the debate. The motion will require a two-third majority to pass. After voting, the chairperson will entertain two for and against speeches on the resolution. Delegates may motion to extend the debate at the chairperson's discretion. The committee will then move into voting for the resolution.
- g) Passing of resolutions: More than one resolution can be on the floor and debated upon at all times. The committee may pass multiple resolutions. The resolution passes if more than two-thirds of the committee vote in favour of it.
- h) Motion to divide the question: Delegates can motion to divide the question, dividing the draft resolution such that clauses, or groups of clauses, are voted upon separately. Delegates have to state the method of division and state the reason. A vote will be conducted and a simple majority is required to pass the motion.

9. Amendments:

Delegates can submit amendments to resolutions which have been introduced. Amendments to passed clauses of the resolution are out of order; however, amendments can be made to an amended part of the resolution (if not yet passed).

There are two forms of amendments: (1) friendly amendment and (2) unfriendly amendment.

Friendly amendments are amendments submitted by the main-submitter and co-submitters of the resolution.

They must be submitted via note form to the chairperson with the approval of all co-submitters; they are incorporated into the draft resolution automatically.

Unfriendly amendments are amendments not approved by all co-submitters. They must be submitted via note form to the chairperson. Once approved, the chairperson will send a note to the submitter to allow the introduction of the amendment. A debate will be carried out, after which the delegates will vote on the amendment.

- a) Submission of amendments: The amendment should be submitted for the chair's approval via note-passing.
- b) Introduction of amendments: The submitter may motion to introduce the amendment once it has been approved by the chairperson. The submitter should then read out the amendment for the committee to vote on.
- c) Debate on the amendment: A new speakers' list will be established, with two speakers speaking for the amendment and two speaking against the amendment. The speaker speaking for the amendment will go first, followed by the speaker speaking against it (and so on). Delegates may motion to extend the debate at the chairperson's discretion. The debate must be balanced at all times; in order for a delegate to speak for the amendment, there must be another delegate speaking against the amendment.
- d) Voting on the amendment: The committee will proceed to voting immediately after hearing all speeches. The amendment passes with a two-third majority.

10. Voting

For procedural matters, all delegates must vote and abstention is out of order. For substantive matters, delegates with voting rights are to vote accordingly.

The voting of resolutions will take place in the form of a roll call vote. When voting on resolutions or amendments, delegates can say "yes", "yes with rights", "no", "no with

rights”, “abstain” and “pass”. Delegates who vote “pass” in the first sequence must vote in the second sequence. Delegates cannot request the right to giving an explanation during the second sequence. However, if there are too many abstentions while voting, the chairperson may decide to divide the house (see clause 11 below).

A delegate may only vote with rights if the vote appears to diverge from the country’s stance. The delegate will be given thirty seconds for explanation after all delegates have voted.

11. Dividing the house

The chairperson may decide to divide the house if there are too many abstentions to encourage the passing of a draft resolution. Upon dividing the house, no delegates may abstain when voting.

Motions

1. Motion to open the General Speakers' List (GSL):

At the start of each session, delegates may motion to open the GSL so debate may begin. Please note that this motion is mandatory in each session since no speeches may be made without it.

2. Motion for moderated/unmoderated caucus:

Delegates may motion to enter a moderated or unmoderated caucus. Details have already been explained above.

3. Motion to extend the caucus:

Delegates may motion to extend the current moderated/unmoderated caucus; delegates must state the duration of the extension. The motion will be passed if a simple majority is achieved.

4. Motion to move into voting procedures:

Delegates may motion to move into voting for the draft resolution. A simple majority is required for the motion to pass.

5. Motion to move to the previous question:

If delegates feel that there is no need to continue discussing the current topic, they may motion to close the current moderated caucus and return to the GSL. A two-third majority is required.

6. Motion to divide the question:

This motion may be raised, subject to the chairperson's discretion, if delegates wish for a resolution to be divided and voted on clause-by-clause. This will be at the chairperson's discretion. After a clause-by-clause vote has been conducted, delegates will vote on the entire resolution in its amended version.

Points and Rights

1. Point of Order:

During the debate, delegates may rise to a point of order concerning an inappropriate use of parliamentary procedure. The chairperson may rule it out of order and delegates cannot appeal against the decision. Delegates are only allowed to interrupt a speaker with a point of order when the speech itself is not in accordance with parliamentary procedures.

2. Point of Clarification:

Points of clarification may only be raised after the main submitter of a resolution has read out the clauses of his/her resolution, and should be asked with the purpose of clarifying terms or phrases in the resolution to ensure a confusion-free debate.

3. Point of Information (POI):

This point may be raised after a speaker has yielded the remainder of his/her speaking time to POIs. It is used to ask questions or make comments pertaining to the content of a speech.

4. Point of Inquiry:

If delegates are unsure of the parliamentary procedure at any point during the conference, they may raise a point of inquiry to the chairperson for clarification.

5. Point of Personal Privilege:

Delegates may raise a point of personal privilege if they are in a physically uncomfortable state (e.g. to adjust the room temperature, to visit the washroom)

6. Right of Reply:

If a delegation feels that they are personally offended by another delegate, they may ask for a right of reply of 30 seconds after the said delegate has finished their speech. Rights of reply are not allowed to interrupt a speaker, and the final decision is subject to the discretion of the chairperson.