

# HAYDARPASAMUN RULES OF PROCEDURE

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## RULES OF PROCEDURE

### A) General Rules

#### 1) Scope

These rules in this guide for HaydarpaşaMUN20 are applicable for the General Assembly, United Nations Security Council, United Nations Human Rights Council, Economic and Social Council, International Atomic Energy Agency, International Maritime Organisation, United Nations Security Council Counter Terrorism Committee except for the modifications which will be provided by the Secretariat and the Chairs of the Crisis Committees.

#### 2) Language

English will be the official language of HaydarpaşaMUN20. The delegates can not speak in other language neither during moderated caucuses nor during unmoderated caucuses. The documents and resolution papers must be written in the official language.

#### 3) Representation

Each Member State in the committee will be represented by one delegate in HaydarpaşaMUN20. If more than one delegate represent a Member State in the same committee (for instance: double delegation committees) the delegates can give speeches together without formally yielding at the given time.

#### 4) Mandate of the Secretariat

The Secretariat has the ultimate authority in regards to the Rules of Procedure. The Secretary General, the Deputy Secretary General and the other members of the Secretariat can modify the Rules of Procedure. Members of the Secretariat can serve as Board Members if it's necessary and also make oral or written statements during the sessions. The resolutions from the committees must be approved by the Secretariat.

#### 5) General Powers of the Committee Staff

The Committee Staff –also known as Dais- includes the Committee Directors, the Rapporteurs, Academic Assistants and Crisis Members. The Committee Director moderates the committee and has the highest authority in Dais. Each session will be started and dismissed by the Committee Director.

## 6) Quorum

The minimum number of delegates that need to be present in the house (at least one quarter of the Member States) in order to open debate defines the Quorum.

## 7) Courtesy

Every delegate in the committee must be respectful to the other delegates and the Dais. Committee Directors can take the necessary actions if they observe that delegates don't follow this rule.

## 8) Dress Code

The delegates are expected to be dressed according to the western business attire for all sessions. Jeans, sandals, sneakers, t-shirts, shorts aren't permitted during the conference.

## 9) Electronic Aids

The use of electronic devices in order to join the debate is permitted during sessions. However, the delegates may use laptops in unmoderated caucuses for writing resolutions.

## 10) Delegate Conduct

Delegates are expected to be present at the beginning of the sessions and shall be respectful to the other delegates and the Committee Staff. Delegates can not speak or write documents in languages other than English. Delegates shall be dressed according to the Dress Code in every session.

## 11) Absences

The delegates who were not present during the roll call will be considered absent during the session. If a delegate comes late to the committee, he/she can send note to the Committee Staff stating their delegation is present. Delegates shall not miss more than 2 sessions, otherwise they can't have their Certificate of Participation at the end of the conference.

# **B) Rules Governing Debate**

## 1) Roll Call

Attendance will be sampled by the Roll Call. At the beginning of the sessions the chairs call upon the Member States in alphabetical order. When their country

is called out the delegates need to declare themselves present or present and voting.

## 2) Setting the Agenda

Setting the agenda will be the first step of the committee. The delegates are expected to raise a motion in order to set the agenda. This motion requires a second. If there will not be opposition for the motion, it is considered to be adopted. If there will be opposition, the committee directors will establish a Speaker's List consist of 2 or 4 delegates in order to give for and against speeches. After the speeches, the committee will proceed with the voting. After the motion passes and the agenda has set, the committee will move on with the General Speaker's List before opening the floor for points and motions.

## 3) Debate

There are three modes of debate: Formal Debate –also known as the General Speaker's List-, Moderated Caucus, Unmoderated Caucus. After the agenda has been determined, the committee proceeds with the General Speaker's List. If there won't be any Member State that added to the General Speaker's List, the committee automatically fails. Then the chairs will open the floor and asks if there are any points or motions. The delegates shall raise a motion in order to have a Moderated Caucus or an Unmoderated Caucus.

## 4) Yields

When a delegate has a remaining time after the speech, he/she can yield his/her time to another delegate, to inquiries or to the Committee Directors.

**Yield to another delegate:** If the delegate yields his/ her time to another delegate, the chairs will ask whether the other delegate accepts the yield or not. If the delegate accepts the yield, he/she continues with a speech during the remaining time

**Yield to inquiries:** If the delegate wants to answer the questions from other member states in the remaining time, he/she can yield his/her time to inquiries

**Yield to the chairs:** If the delegate neither wants to yield his/her time to another speaker, nor answer questions, the he/she can give back the remaining time to the chairs.

## 5) Right of Reply

If a delegate feels that their country's sovereignty has been impugned by another delegate, delegate can require a right of reply. If the request is granted by the Committee Directors, the delegate who required the right of reply can give a speech for one minute.

#### 6) Unmoderated Caucus

Motion for Unmoderated Caucuses needs to be voted and it has a priority against the motions for moderated caucuses during the voting procedures. During the unmoderated caucuses, delegates are not required to be seated and they can talk directly to each other. The main purpose of the unmoderated caucuses are lobbying and working on draft resolutions.

#### 7) Moderated Caucuses

The critical junctures about the agenda will be discussed during the moderated caucuses. Motion for Moderated Caucuses also needs to be voted. The delegate who raises a motion in order to have a Moderated Caucus shall determine a total duration and a smaller amount of time limit per speaker. In case there will be more than one motion for a moderated caucus, the motion which has the longer duration has the priority during the voting procedure.

#### 8) Extension – Termination of Caucuses

If there will not be any delegates who are wishing to speak in moderated caucuses, the delegates can raise a motion in order to terminate the current motion in order to raise another motion.

If the time for a caucus has lapsed and the delegates want to further discuss upon the same topic, delegates can raise a motion for extending the previous motion. The total duration must be shorter than the previous motion, if it is a moderated caucus, time limit per speaker can not be changed in the extensions.

#### 9) Closure of Debate

When the floor is open, a delegate can raise a motion to close the debate on the procedural matter under discussion. The Committee Directors can recognize 2 speakers to speak against the motion. If there will not be any speakers, the Committee Directors ask if there are any objections in order to vote by acclamation. If there won't be any objections, the motion passes and the committee will move on with the voting procedure on draft resolution or amendment.



## 10) Suspension and Adjournment of the Meeting

In the last 10 minute of every session (except for the last session) delegates are expected to raise a motion in order to suspend the meeting. When the meeting's suspended, committee will be postponed until the following session. In the last thirty minutes of the last session, delegates can raise a motion in order to adjourn the meeting. When the meeting's adjourned, all the committee functions will be postponed for the duration of the conference.

## 11) Postponement and Resumption of Debate

When the floor is open, a delegate may raise a motion for the postponement (tabling) of debate. This motion temporarily suspends the discussions regarding the current agenda. Motion for the postponement is debateable and requires a Qualified Majority to pass. Committee Directors can recognise two or four speakers to for and against speeches. Motion to Resume the debate can automatically terminate the postponement of the debate since it's non – debateable and requires a Simple Majority to pass.

## 12) Reconsideration

When a draft resolution has been adopted or rejected, the delegates can raise a motion for reconsideration. The Committee Directors can recognise two or four speakers in order to give for and against speeches for the motion. A Qualified Majority of the members present required for reconsideration. If the motion passes, the committee will vote again on the draft resolution or amendment.

## C) Rules Governing Points

### 1) Points of Order

During the debate of any matter, a delegate may rise to a *Point of Order* to demonstrate an instance of inaccurate parliamentary procedure. The Committee Director in consonance with the rules of procedure will decide the *Point of Order*. This point may not interrupt a speaker.

### 2) Points of Personal Privilege

Delegate may raise a *Point of Personal Privilege* whenever there is something that frustrates the participation of the delegate to the Committee and request that discomfort to be amended. Since the *Point of Personal Privilege* due to

audibility is the only point that may cut off the speaker, delegates are kindly requested to pay absolute attention in its usage.

### 3)Points of Parliamentary Inquiry

A delegate may rise to a *Point of Parliamentary Inquiry* to ask the Committee Director a query regarding the rules of the procedure. The Committee Director will clarify it according to the present rules of procedure. Questions about issues other than parliamentary procedure should not be asked by raising a *Point of Parliamentary Inquiry*, rather a note paper should be sent to the Committee Director. A Point of Parliamentary Inquiry may not cut off a speech.

### 4)Points of Information

Points regarding issues rather than parliamentary procedure and that are not covered in the rules governing other points shall be asked to the Committee Director as a "*Point of Information*". This point cannot interrupt a speaker.

## RULES GOVERNING COMMITTEE DOCUMENTS

### 1)Working Paper

- 1) Working Papers are the first edition document of the resolutions.
- 2) A Working Paper may introduce delegates' ideas on possible solutions of the topic .
- 3) A Working Paper does not need a 'Main Submitter' or the 'Co-Submitters'
- 4) A Working Paper may not be in the form of the Resolution.
- 5) Working Papers can not be voted until they become a Draft Resolution

### 2)Draft Resolution

- 1) A Draft Resolution is one step forward of the Working Paper.
- 2) A Working Paper becomes a Draft Resolution when Secretariat approves and gets signed by one-fifth of the present Member States as a 'Co-Submitter'
- 3) A Draft Resolution should consist of
  - a) **Heading**
  - b) Pre-ambulatory clauses
  - c) Operative clauses
- 4) A Draft Resolution should be introduced by one of the Main Submitters with giving a proper motion.

### 3) Introduction to Draft Resolutions

- 1) After having a proper motion for proposing a Draft Resolution, Main Submitter will take the floor and start introducing the Draft Resolution.
- 2) After introducing the draft resolution the floor will be opened for 'FOR' and 'AGAINST' speeches. Each speech will be one and a half minute.

### 4) Amendments

- 1) Amendments are based on the idea of editing the Draft Resolution in order to get one more comprehensive and detailed.
- 2) There is 3 forms of amendments
  - a) Striking out a clause
  - b) Adding a clause
  - c) Editing a clause
- 3) There is 2 types of amendments
  - a) Friendly amendment
    - i) This type of amendments contain the idea of supporting the Draft Resolutions' idea or the clauses' idea.
    - ii) Can contain idea of correcting the grammar of a part.
  - b) Unfriendly amendment
    - i) That amendment does not support the idea of Draft Resolution or the Clause. Striking out a clause will automatically be an unfriendly amendment.
- 4) Amendments should be introduced by the owner of the amendment
- 5) After introducing the amendment the floor will be opened for 'FOR' and 'AGAINST' speeches.
- 6) The State Members can vote in favour, against or stay abstain
  - i) Delegates who had been stated that they are 'Present and Voting' during the roll-call cannot stay abstain.
- 7) The amendment needs to have more than a half of the committee voted in favour in order to be putted in action.
- 8) After introducing the amendment, the committee will vote the amendment in order to put the amendment into the action

### 5) Voting the Draft Resolution

- 1) After voting all the amendments a proper motion will be raised by a delegate in order to move the voting procedure.



- 2) The State Members can vote in favour, against or stay abstain
  - i) Delegates who had been stated that they are 'Present and Voting' during the roll-call can't stay abstain.
- 3) The Draft Resolution needs to have more than the half of the committee voted in favour in order to be a Resolution.

## **Rules Governing Voting Procedures**

### **1)Voting**

*Procedural voting* is in order in all cases outside of voting on a resolution or substantive amendment. *Procedural voting* doesn't accommodate abstaining, thus demands all delegations to cast an affirmative vote or a negative vote. If the counted vote is less than the number of Delegates present; the Committee Directors shall take the vote repetitively until the number is met. Sending note papers is automatically suspended during *Procedural Voting*. Procedural voting procedures will be exercised through raising placards unless the Committee Directors choose to facilitate the process via seconds and objections.

### **2)Substantive Voting**

*Substantive voting* commits to voting on any draft resolution or a portion of a draft resolution divided out by motion. All matters will be voted upon by placards unless otherwise is provided. Voting rights shall only be belonged to Member States; each member shall carry one vote unless otherwise stated. Each member can move to either vote in favor, vote against, or to abstain its vote. Simple majority requires more affirmative votes than the half of the members present or present and voting. A two-thirds majority requires more affirmative votes than the two thirds of the members present or present and voting.

### **3)Voting by Acclamation**

The Committee Directors may ask if there are any objections to passing the matter by acclamation, just prior to a vote on a particular matter, be it a motion, an amendment or a draft resolution. A member may state a motion to accept the matter by acclamation. Any objection will be seen as a request for a vote.

### **4)Roll Call Voting**

After debate is closed on any topic area or amendment, any delegate may demand a *Roll Call Vote*. The Committee Directors' decision whether to accept the motion for a *Roll Call Vote* may not be appealed. In a *Roll Call Vote*, the Director will call all members noted by the dais to be in attendance in alphabetical order starting with a randomly selected member. In the first sequence, delegates can vote "Yes," "No," "Abstain," "Pass," "Yes with rights," or "No with rights." A delegate who passes during the first sequence of the roll call must vote "Yes" or "No" during the second segment. The same delegate may not demand the right of explanation. A delegate may only request the right of explanation if his or her vote appears to create a divergence from his or her country's policy and if he or she votes "Yes with rights" or "No with rights" in the first sequence of voting. After all delegates have voted, delegates who stated their vote with rights will be granted 30 seconds each to have an explanation regarding their votes. The Directors will then announce the outcome of the vote.

#### 5)Dividing the House

Immediately after the debate is closed, a motion to *Divide the House* may be proposed. This motion requires two-thirds of the majority. If the motion passes, abstentions on that draft resolution will be ruled out of order; meaning that each member will only have the right to either vote in favor or against apart from their status during the roll call. *Dividing the House* is only in order in voting on draft resolutions; it cannot be introduced on voting on amendments.

#### 6)Dividing the Question

Immediately after the closure of the debate on the agenda item, any Delegate may request a motion to *Divide the Question*. A motion for the *Division of the Question* is eligible only for voting draft resolutions. A motion for the *Division of the Question* requires simple majority of the votes in order to pass. The delegate raising the motion shall state how he/she wishes to divide the draft resolution that is to be voted and group the operative clauses accordingly. If the motion passes the draft resolution shall be voted on clause by clause.

### **Precedence of Motions**

Points always have the priority over motions. The longer motion of unmoderated/moderated caucus put to the voting first in case there are more than one proposal of unmoderated/moderated caucus.

Point of Personal Privilege

Point of Order

Point of Parliamentary Inquiry

Point of Information

Motion to Adjourn the Meeting

Motion to Suspend the Meeting

Motion to Close the Debate

Motion to Table (Postpone) the Debate

Motion to Resume the Debate

Motion for Reconsideration

Motion to Reorder the Resolutions

Motion to Divide the House

Motion to Divide the Question

Motion to Conduct a Roll Call Voting

Motion to Introduce a Draft Resolution

Motion to Introduce an Amendment

Motion to Question the Competence

Motion to Extend Previous Caucus

Motion to Unmoderated Caucus

Motion to Moderated Caucus

