



Delegate Handbook

DELEGATE HANDBOOK

Welcome Address

Greetings from MUJ ACM S-CHAP.

We are a technical student chapter that aims to promote technology and all its aspects. We are establishing an amazing culture of coding, communication and technology, and we wholeheartedly welcome you on board with us for the event DevCon'21!

This one-of-a-kind event presents you with a unique opportunity to showcase both your technical skills and your oratoryship!

Let's ride!

We hope you'll have fun!!

MUJ ACM STUDENT CHAPTER

Connecting people with technology

Event Schedule: -

27th August:-

12:00pm – 12:30pm:- Opening Ceremony

12:30pm – 2:30pm:- First Session

2:30pm – 3:30pm:- Lunch

3:30pm – 5:30pm:- Second Session

5:30pm – 6:30pm:- Break

6:30pm - 7:30pm:- CISCO TALK

28th August:-

12:00pm – 2:00pm:- First Session

2:00pm – 3:00pm:- Lunch

3:00pm – 5:00pm:- Second Session

5:00pm – 6:00pm:- Break

6:00pm – 8:00pm:- Third Session (Project Paper and Voting)

8:00pm – 10:00pm:- (FUN EVENT)

10:00pm:- Announcement of Super Committee with Agenda

29th August:-

3:00pm – 4:00pm:- Mega Session

4:00pm – 4:30pm:- Break

4:30pm - 5:30pm:- MidNight Crisis

5:30pm – 6:30pm:- Closing Ceremony and Prize Distribution

Committees

The Committees for DEVCON are as follows:

- 1) General Council
- 2) Cybersecurity Council
- 3) Developer's forum
- 4) Blockchain & Cryptocurrency Forum
- 5) IoT Council
- 6) IP (International Press)

Agendas of the Committee

1. General Council - Achieving goal of digital sustainability through smart technology.
2. Cybersecurity Council - Strengthening the information security system with special emphasis on privacy breach.
3. Developer Forum - Devising roadmap for efficient application system ensuring feasibility and scalability.
4. Blockchain & Cryptocurrency Forum - Blockchain & Discussing Cryptocurrency for Modern Governance and Inter-Connectivity
5. IoT council - Analyzing the importance of IoT devices in profuse fields and addressing the challenges with special emphasis on Cybersecurity Legislation.

Structure of a Committee: -

Organizers would be forming groups of about 30 participants (delegates) each led by a group of 3 members called the **Executive Board**, this group is referred to as a **committee** and is tasked with an agenda, one that requires good technical grasp. Each committee will tackle a **domain** which will have problems and companies relating to that specific domain only. Each participant gets to represent a tech company, technology or framework and takes the approach best suited for their tech or company to shine.

Super Committee

The top delegates would qualify for the most exciting and challenging round of the **SUPER Committee**. This committee will be revealed at the second day of the event and where winners of each committee will fight the techno debatir to show off their skills to ace the best and become legends of the legacy.

The rules are decided by the ROP (rules of procedure) provided by the organisers and winning criteria would be decided by the **Executive Board**.

Code of Conduct

- 1) Delegates must ensure working audio and video devices during the conference.
- 2) The use of music, audio recordings or graphics (photos, clip art or drawings) during the session is not permitted.
- 3) All Delegates are requested to be modestly dressed to show respect for the nation or Organization they belong to.
- 4) Civil Behavior is expected during the conference
- 5) Use of diplomatic and formal language along with an adequate tone and respect Should be maintained during the conference.
- 6) The Conference strictly discourages actions or signals such as boos, whistles etc. Decorum and mutual respect has to be maintained at all times during the conference.
- 7) Delegates are requested to switch on their videos only when they speak. Kindly keep in mind not to intervene or speak out of turn but to wait till one is recognized by the Dais.
- 8) Delegates have to ensure that their camera and microphone are switched off in the main committee room before moving into their respective breakout room once the link is provided
- 9) Discrimination of any kind on the basis of ethnicity, gender, religion, age or disability by anyone in the Conference is not permissible.
- 10) Failure to abide by the Code of Conduct will result in a warning and possible suspension from the event. If delegates are found violating the Code of Conduct, the matter must be brought to the attention of the Secretariat of the Conference, with immediate effect.

Project Proposal Guide

Overview

During debate and unmoderated caucuses, delegates with similar stances come together to form working groups or blocs, in which delegates combine ideas and solutions into project draft proposals. proposal papers are the cumulative result of the discussion of a committee, and serve to outline proposed solutions for the global community regarding the topic at hand.

A successful proposal paper will outline comprehensive solutions to each major issue of a given committee topic. Sponsors of a draft proposal should strive to write a document that explores issues outside of the scope of their own bloc, in an effort to accurately represent the goals of the committee. While many draft proposals may be presented, only one draft proposal may be voted in by the committee to become the official proposal paper for the given topic.

Sponsorship and Signatory Status

A draft proposal requires sponsors and signatories in order to be presented on the floor. A specified number of signatories must be obtained before introducing a draft proposal. A sponsor takes part in the writing and development of a draft proposal, while a signatory simply wants to see the draft proposal debated. Note that signatories do not need to necessarily support the paper. Thus, a delegate can only sponsor one draft proposal, while he or she can be a signatory of multiple draft proposals.

Key Phrases of Proposal paper

proposal papers are divided into multiple components, each of which serve a specific purpose to the document. Below are a list of phrases that comprises a proposal paper:

Clause: Clauses are the main substantive content of proposals, each containing a single argument or action. Clauses can be either Preambulatory or Operative.

Phrase: Phrases are the first word(s) of a clause. They introduce the clause and define the nature of its recommendations.

Operative Clause: Actions and recommendations made in a draft proposal are written in the form of operative clauses. Operatives should be organized logically with each clause containing a single idea or proposal. Operatives may split into sub clauses or sub-sub

clauses to further develop ideas. Each operative is numbered, begins with an operative phrase, and ends with a semicolon. A draft proposal ends in a period after the last operative.

Amendment: An amendment is a change that a delegate would like to introduce to the draft proposal after it has already been submitted to the Chair. Rules of Procedure regarding raising amendments and voting upon amendments can be found in the DEVCON 2021 Rules of Procedure Guide.

Sample proposal Vocabulary

Preambulatory Phrases		Operative Phrases	
Affirming	Fully believing	Accepts	Directs
Alarmed by	Further deploring	Adopts	Emphasizes
Approving	Further recalling	Affirms	Encourages
Aware of	Guided by	Appeals	Endorses
Bearing in mind	Having adopted	Appreciates	Expresses its
Believing	Having considered	Approves	appreciation
Confident	Having examined	Authorizes	Expresses its hope
Contemplating	Having heard	Calls	Further invites
Convinced	Having received	Calls upon	Further proclaims
Declaring	Having studied	Commends	Further reminds
Deeply concerned	Keeping in mind	Condemns	Further recommends
Deeply disturbed	Noting with regret	Confirms	Further requests
Deeply regretting	Noting with deep concern	Congratulates	Further resolves
Desiring	Noting with satisfaction	Considers	Instructs
Emphasizing	Noting further	Decides	Invites
Expecting	Noting with approval	Declares	Proclaims
Fully alarmed	Observing	Deplores	Reaffirms
Fully aware	Reaffirming	Designates	Recognizes
			Regrets

Draft Project Proposal(Sample)

Draft Proposal X.Y

Topic: Draft proposal Sample

Sponsors: Official names of the sponsoring companies, separated by commas.

Signatories: Official names of the signatory companies, separated by commas (the number of Signatories must be at least one-fifth of the size of the committee – signatories do not necessarily support the proposal but want to see it debated). *Both lists, sponsors and signatories, must be placed in **alphabetical order**.*

The (Committee Name),

Brief preambulatory clause (In Formal Technical Language)

1. Declares that operative clauses address the action that should be taken to combat the issue;

2. Invites delegates to underline the operative phrases before an operative clause;

3. Calls upon operative clauses to end in semicolons;

4. Recommends clear and concise wording through splitting an operative clause into sub-clauses: a. With a colon to introduce the first sub-clause,

b. With a comma to transition to the next sub-clause,

c. With the use of sub-sub-clauses if needed:

i. Using 'i, ii, iii' etc.,

ii. Having at least two sub-sub clauses,

iii. Not permitting sub-sub-sub clauses;

d. With a semicolon at the end of the last sub-clause;

5. Resolves that a proposal must always end with a period.

RULES AND PROCEDURES

1.Roles of the Chair

1.1 The Chairs

The Chairs are in charge of steering the debate in the Committee. They will apply these Rules of Procedure, and will see that the debate moves forward. The Chairs have discretion to interpret these rules and ensure that debate is constructive. Any queries over interpretation should be made to the Under Secretary-General of Academics. They may call for or deny motions as necessary to fulfil their mandate.

2. Rules infractions and disciplinary measures

2.1 Plagiarism

Plagiarism and direct copying of text without referencing is never acceptable! Should we become aware that a delegate has plagiarized his/her **Position Paper**, **Working Paper**, or any other document, we will disqualify those involved from any sort of award.

2.2 Pre-written project proposals

Any form of pre-written project proposal at Devcon is forbidden.

2.3 Disciplinary Measures

All infractions that disrespect others or disregard the diplomatic nature of the conference may lead to disciplinary measures ranging from an official warning to expulsion from the conference.

3. Roll Call and Quorum

Roll call is taken at the beginning of every session. The Chairs will read out the list of countries with a seat in the committee and the countries will state their presence as either **present** or **present and voting**. Those present and voting are not allowed to abstain during substantive voting.

After the roll call, **observers**, which do not have the right to vote on substantive matters, are invited to join the proceedings.

The **quorum**, the number of delegates needed to have a debate, is set at 20% of the total at the very first roll call of the committee.

4. Motions

Motions are the formal term used for when one initiates an action. Motions cover a wide variety of things.

Once the Floor is open, the Chairs will ask for any points or motions. If you wish to bring one to the Floor, this is what you should do:

1. Raise your hand
2. Wait until the Chair recognizes you.
3. After properly addressing the Chair ("Thank you, honourable Chair" or something along these lines), state what motion you wish to propose.
4. Chairs will generally repeat the motions and may also ask for clarification. Chairs may do this if they do not understand and may also ask for or suggest modifications to the motion that they feel might benefit the debate.

Every motion is subject to seconds, if not otherwise stated. To pass a motion at least one other company has to second the motion brought forward. A company cannot second its own motion. If there are no seconds, the motion automatically fails. If a motion has a second, the Chair will ask for objections. If no objections are raised, the motion will pass without discussion or a procedural vote. In case of objections, a procedural vote will be held. The vote on a motion requires a simple majority, if not otherwise stated. Some motions require a debate. If that is the case, the Chairs will usually ask you, as the one

who raised it, if you would like to speak in favour of it. You are not obliged to do this, but we highly recommend doing so. While voting upon motions, there are no abstentions. If a vote is required, everyone must vote either "Yes" or "No". If there is a draw on any vote, the vote will be retaken once. If there is a draw again, the motion will fail.

In case there are multiple motions on the Floor, the vote will be casted by their Order of Precedence. If one motion passes, the others will not be voted upon any more. However, they may be reintroduced once the Floor is open again.

4.2 Setting the Agenda

The first thing the delegates will have to do at the opening session of their committee is to set the agenda.

4.3 Setting the speakers' time

At the beginning of the debate on a topic or on setting the agenda, the speaker's time is unlimited until it is set otherwise by the assembly. Any company can move at any time to set the speakers' time. Any length of time is allowed; however, 1 to 4 minutes has proven to be the most efficient amount. It is not possible to reset speaker's time to unlimited later on. If there are multiple motions to set speaking time on the Floor, the proposal with the longest amount of time takes precedence. If objections are raised to the motion a balanced speaker's list is established of one for and one against with a speaking time of 30 seconds each. After the debate closes a procedural vote is held.

4.4 Motion to close and reopen the speakers' list

Motion to close and reopen the speakers' list with a motion to close the speakers' list, you can keep delegates from being put on the speakers' list. Those who are already on the list will still be able to deliver a speech. If the speakers' list is closed and you wish to deliver a speech, although your company is not on the list, you will have to move to reopen the speakers' list. These motions are subject to seconds and objections, but are not debatable. When the speakers' list runs out, the committee will move to voting procedure.

4.5 Motion for a moderated caucus

In moderated caucus, short speeches are given by the delegates in direct reply to each other. A moderated caucus will have a specific topic and will be moderated by a Chair or a delegate. Its aim is to have an open discussion on (a specific, pre-stated part of) the topic under consideration with more possibilities for interaction among the delegates than the speakers' list. During a moderated caucus, there will be no speakers' list. The moderator will call upon speakers in the order in which they signal their desire to speak. If you want to bring in a motion for a moderated caucus, you will have to specify the duration, a speakers' time, a moderator and the purpose of the caucus. This motion is subject to seconds and objections but is not debatable. In case there are multiple motions for a caucus on the Floor, the vote will be casted first for the caucus with the longest duration. In case there are multiple motions for the same duration, the vote will be casted by the longest speaker's time. At the end of the caucus, delegates may ask for an extension which does not exceed the original time of the motion. There can be no more than two extensions to each motion. A simple majority is required to pass a motion for extension of a caucus.

4.6 Motion to adjourn debate

Sometimes the committee is not able to reach a solution. In that case, a motion to adjourn debate is appropriate. No substantive voting on any draft proposals or amendments can take place once the debate is adjourned and the assembly will start debating on the next topic. This motion is subject to seconds and objections and requires a debate with a balanced speakers list

with up to two speakers in favour and two speakers against, with a speakers' time of up to 30 seconds. Although this is a rather strong motion, it requires only a simple majority!

4.7 Motion to reconsider a question

The opposite of the motion to adjourn debate is the motion to reconsider a question. With this motion, a topic on which debate has been adjourned before can be debated again. The motion to reconsider a question works almost in the same way as a motion to adjourn debate. It is subject to seconds and objections and requires a debate with a balanced speakers' list with up to two speakers in favour and two speakers against, with a speakers' time of up to 30 seconds each.

Important: The major difference between these motions is that you need a two-thirds majority to reconsider a question.

4.8 Motion to close debate

At the conclusion of debate on a topic a motion for the closure of debate is introduced. Passing this motion means an immediate end to the debate and the start of voting on any proposals on the Floor. This motion requires two speakers in favour and two speakers against with a speaking time of 30 seconds each. A two-thirds majority is required to pass this motion.

4.9 Motion to appeal the decision of the chair

There may be a time when you feel that the decision of the Chair does not reflect the will of the council. You then have the chance to appeal this decision. In such a case, the assembly decides by simple majority vote whether to change or sustain the decision of the chair. The Chair has the chance to briefly explain the decision before the vote is casted.

If the motion passes, the chair has to change the appealed decision. The Secretary-General may overrule any appeal.

Important: Any decisions concerning the minute of silent prayer or meditation, the Right of Reply and the adjournment of the meeting cannot be appealed with this motion.

This motion is an exception to the rule that all points and motions shall be introduced just by raising your hand. You are allowed to make this motion whether the Floor is open or not by raising your hand and shouting with restraint "Appeal!" However, it may never not interrupt a speech.

5. Points

Points are used to clarify questions or point out errors in the proceedings of the committee. These are always used for procedural purposes.

5.1. Point of Personal Privilege

If discomfort is seriously impairing your ability to participate in the debate, you may raise a Point of Personal Privilege about this. This concerns matters like an inaudible delegate or a network issue with the speaker. Please try to avoid interrupting a speech with this point.

5.2. Point of Inquiry

In case you have a question concerning the rules or proceedings, you can raise a Point of Inquiry in a formal session. Be reminded that this point may not interrupt a speaker. In an informal session, you should just approach the Chair. From a Point of Inquiry, raise your hand, wait until recognized, and then ask your question. Please raise your hand while your question is answered. Also, this point should not lead to any cross-talking or disturbance.

5.3. Point of Order

A Point of Order can be used in any situation the delegate feels that the Rules of Procedure or diplomatic conduct are being violated. A Point of Order may never interrupt another speaker. The highest authority on the rules of procedure is the Secretary-General. If you believe the chair has wrongly decided not to entertain your Point of Order, you may approach the Secretariat.

5.4. Right of Reply

If a delegate offends or insults another delegate or another company in their speech, the concerned delegate may arise for a Right of Reply. The delegate wishing to rise to a Right of Reply must not interrupt the speaker, but shall raise their point immediately after the offending speech, raising their hand while stating "Right of Reply!" Upon being recognized by the Chair, the delegate briefly states why they think a Right of Reply is in order. A Right of Reply can only be used under extreme circumstances of actual insults and not just if you have a fundamental difference of opinion or personal disagreements with the previous speaker. Whether to allow or disallow a Right of Reply is subject to the discretion of the Chair and cannot be appealed. If a Right of Reply is asked for and the Chair feels it should be granted, they should give the speaker who made the offending remark an opportunity to apologize. Should he not do so, the Chair may grant a Right of Reply, upon which the delegate shall deliver his reply within 30 seconds. The delegate rising to reply will address the whole plenary and not just the offending speaker. Nevertheless, the speaker who delivered the offending speech will remain standing during the reply. Be mindful not to personally address the delegate.

Important: The Point of Personal Privilege, Point of Order, Right of Reply, and the Motion To Appeal the Decision of the Chair are exceptions to the rule that all points and motions shall be introduced just by raising your hand on the platform. You should clearly state the point you wish to raise during a pause in the debate.

6. Yielding

When a speaker from the speakers' list has the Floor, they may not use all the allotted time. If sufficient time remains, the delegate may:

- **Yield the Floor to questions:** Other delegates may raise their placards. The Chair will choose a delegate who may then pose a question. The question itself does not count against the remaining time, but the answer does. Cross-talking and disturbance are not allowed. The speaker may ask for clarification or rephrasing. The asker must remain "raising hand" as the question is answered. The speaker is not required to answer the question.
- **Yield the Floor to another delegate:** The remaining time will be passed to another delegate. The delegate yielded to cannot yield again.
- **Yield the Floor back to the Chairs:** The remaining time can be yielded back to the Chair.

7. Project Proposal Writing

The goal of the sessions in all committees is to adopt project proposals. proposals are not required to solve the whole problem and can deal with part of it or lay the groundwork to begin a more comprehensive solution. Their effectiveness and power depend on the authority of the committee, the intent of the sponsors and their acceptance in the tech world. During the conference, you will hear terms like 'working paper', 'draft proposal' or 'proposal'. These papers have the following differences:

7.1 Working papers

A paper is called a 'working paper' before it is handed in to the Chair and accepted. This is the time when you work on the paper itself, formulate phrases, negotiate with delegates to find compromises, and look for sponsors and signatories. During this phase, the entire paper, without any formal procedure. The working paper does not require a specific format or layout. It could be a chart, a powerpoint slide or something else entirely.

7.2 Draft proposals, Sponsors and Signatories

If you feel confident that your working paper provides a viable solution, you may hand it in to the chair. This is only possible if it is formatted as a draft proposal (your Chairs will make available a sample file that you can use).

Handing in a working paper in order for it to become a project draft proposal requires a certain number of sponsors and signatories.

To be a sponsor means that you support the working paper in substance and you are expected to vote in favour of it. Any friendly amendment of the project proposal will need your support. A signatory only supports the working paper to ensure it is discussed. They do not have to agree with the text of the working paper that they signed. The number of sponsors and signatories needed is dependent on the number of companies present in your committee. At least 20% of the committee need to sponsor or sign the proposal, with at least 10% being sponsors.

After you have handed in a working paper, the Chair will correct it if necessary and decide whether or not to accept it as it is. If the Chair has some remarks, corrections or advice, they will inform the sponsors and ask them to change the paper accordingly. As soon as the Chair accepts the working paper, the paper becomes a 'project draft proposal'. The Chair will inform the committee that a project draft proposal is on the Floor and give one of the sponsors the opportunity to introduce it to the committee by reading it out loud and/or distribute it electronically to the committee (**Motion to Introduce a Written Proposal / a Draft proposal**). Right after the project draft proposal has been introduced a delegate may motion for a **Panel of Authors** to have up to 4 of the sponsors and signatories explain their draft proposal for up to 15 minutes.

Afterwards it is open for the whole committee for debate. Some clauses may be changed by friendly or unfriendly amendments others cannot.

(We will have to decide which clauses can be changed and which cannot be with the sample draft proposal made for the participants. For example:- In other similar events its operative clauses may be changed by friendly or unfriendly amendments. The preambulatory clauses cannot be changed anymore. The paper stays a draft proposal until it has been voted upon.)

7.3 Amendments

Amendments are 'altering requests' for draft proposals. Once a draft proposal has been introduced, every company has the chance to work on an amendment in order to strike out clauses, to change clauses or to add clauses. There are two types of amendments: friendly and unfriendly.

Friendly Amendment - An amendment is considered friendly if it has the support of all sponsors of the draft proposal. Signatories do not matter. All sponsors have to sign it before it is submitted to the Chair for approval. After the amendment has been handed in, the Chair will correct it if necessary and decide whether or not to accept it as it is. If the Chair has some remarks, corrections or advice, he or she will inform the sponsors and ask them to change it accordingly. As soon as the friendly amendment is introduced, it automatically becomes a part of the draft proposal. It will not be voted upon. If a friendly amendment is adopted that would reverse in part or whole an amendment that has already passed, the Chair may treat it as an unfriendly amend, or refuse to consider it again. If the support of all sponsors of the draft proposal cannot be obtained, an unfriendly amendment can be written.

Unfriendly Amendments - These require a certain number of signatories (10% of those present or present and voting during the first roll call or a minimum of 3, whichever is bigger), in order to be handed in. After an unfriendly amendment is accepted, the signatories may move to introduce it (motion to introduce a written proposal). Unfriendly amendments can be discussed in a moderated caucus. The caucus, or caucuses, are moderated by the Chair and its duration is up to the Chair's discretion. Afterwards, the committee will immediately move to a substantive vote on the amendment.

8. Voting procedure

All draft proposals and amendments introduced to the Floor need to be voted upon to be adopted. While they focus on amendments and draft proposals, the rules set out in this chapter apply to all substantive voting.

Anyone not online after the start of voting will not be admitted until voting concludes. This does not apply to Faculty Advisors or Secretariat members. Exiting the room is only permitted for medical and dire reasons. Note passing is suspended, the use of electronics and cross-talking are forbidden.

8.1 Going into voting procedure

Debate ends when delegates motion to close debate or the general speakers list ends.

a) End of Speakers' list : - When the speakers' list runs out (the last speaker on the list has run out of speakers' time), the assembly moves directly into voting procedure. Hence, if you are preparing a working paper and still need some time to finish it, keep the speakers' list long or move for informal debate before the speakers' list runs out.

b) Motion to close debate :- If such a motion has passed, you will automatically go into voting procedure. There will be no more breaks, caucuses or anything else. So be very, very sure that you are ready to bring in such a motion if you believe it will pass. If you need a break before voting, motion for a suspension of the meeting first.

Remember: If you have not declared yourself 'present' or 'present and voting' before the start of voting procedure, you will not have the right to vote. This is also where the difference between the two declarations will start to matter. If you declare yourself present and voting you will not be able to abstain in the substantive parts of the voting procedure.

Only the following points and motions from debate (see above) remain in order: (1) Point of Personal Privilege, (2) Point of Inquiry, (3) Point of Order and (4) Motion to appeal the decision of the chair. These motions are handled the same. However, there are additional motions that will be used only in voting procedure. These are, in no particular order:

8.2 Voting on Amendments

Amendments are voted on after the caucus time apportioned to their debate has elapsed. Substantive voting procedure is used and abstentions are allowed if you declared yourself 'present' during the Roll Call. You may motion to Adopt by Acclamation and Vote by Roll Call when voting on amendments.

8.3 Voting on Draft proposal

Once the order of voting on the draft proposals is established the first draft proposal is voted upon as a whole, subject to the applicable motions discussed below. This repeats until all draft proposals have been voted upon.

8.4 Motion to Adopt a Draft proposal by Acclamation

With this motion, the committee signifies that it is in consensus as to the contents of the draft proposal.

The Chair will then ask whether there is any objection to the adoption by acclamation. Companies intending to vote in favour of or abstain on the draft proposal currently under consideration should generally be in favour of a motion for adoption by acclamation. Companies considering voting in opposition to the draft proposal should be against this motion and raise an objection.

If there is an objection within the body (only one is required), the motion fails and the draft proposal will be voted upon in a regular manner.

If there is no objection, the draft proposal is thereby adopted unanimously; no further voting on that draft proposal is necessary.

8.5 Motion to vote by Roll Call

If the exact voting behaviour of other companies of interest to you, you may move for a Roll Call vote. This motion does not require a procedural vote. This means that you will vote by roll call whenever one of the delegations requests this.

A Roll Call vote is quite similar to the Roll Call at the beginning of each session. The Chair will read out all companies in alphabetical order. When your company's name is called out you may answer 'Yes', 'No', 'Pass' or 'Abstention' if you are present. If you are present and voting you may not answer 'Abstention'. If you answer with 'Pass', the chair will continue the roll call and immediately afterwards ask you for your vote. You will then have to answer 'Yes' or 'No'. You may not answer 'Pass' a second time and you may not abstain even if you are present. If your vote may appear to be against your company's policy and wish to explain your decision, you may answer 'Yes with rights' or 'No with rights'. After all companies have cast their vote, the Chair will give you up to 30 seconds to give an explanation. It is obvious that this type of voting takes

much longer than the usual way. Therefore, especially in larger committees, this motion should be used very carefully.

8.6 When to introduce these motions?

These motions are in order right before the substantive vote on a draft proposal takes place. The Chair will indicate when this is the case and shall take points or motions on the Floor before the vote takes place.

9. Committee Specific Rules of Procedure

Different Committee names and specified rules for each company based on their technical capabilities and crisis.

10. Final Words

These are the Rules of Procedure for DEVCON. We strongly recommend you review the Rules of Procedure and, especially beginners, attend the Rules of Procedure Workshop on the opening day of the conference. This conference is much more interesting and enjoyable with a good understanding of the rules of the game, which comes from knowing at least the basic rules of procedure. If you have any questions feel free to consult with any of the Secretariat at any time.

Good luck and enjoy the conference!