

PROCEDURAL GUIDE



NMMUN

NEW MILLENNIUM SCHOOL MUN 2022

PARTICIPANTS

Secretariat

The Secretariat is the Five-person team tasked with running the entire conference comprising of the Secretary General, Director General, Head of Research and Development, the Head of the Organizing committee, and the Vice-Head of the organizing Committee.

Chairpersons

Chairpersons (Chairs) are members in charge of a specific NMMUN council. They serve as a neutral, unbiased body that holds absolute power within a committee: chairs regulate actions and any decisions issued by them are final. Chairpersons manage the behavior of delegates, moderate debates, keep time, rule on points and motions, and enforce the rules of procedure within their respective committees. They are a part of the Secretariat of the MUN.

Security

Security officers are placed within the committees. It is their responsibility to ensure that the conference runs smoothly, and that no misdemeanor occurs during the proceedings of the council. In addition to that the security confirms the council remains closed during voting.

Delegates

Delegates are assigned different countries/personalities, depending on the council, which they must then hold and portray. The role of a delegate is to act as their assigned delegation's representative within their assigned United Nations council. The role of the delegate is to debate the topics of the committee, and to better the situation by the means of writing resolutions, explaining their delegation's position, or by helping debates by writing amendments to amend a resolution that is being debated.

Procedure is a vital aspect of Model UN. In committee, there are very specific guidelines that must be adhered to when one wants to make an action. While rules of procedure vary from conference to conference, the following document explains the parliamentary procedure at NMMUN. Parliamentary procedure is the language through which you will communicate during the conference

RESEARCH AND PREPERATION

While undertaking research, remember that your primary goal is to represent your country as realistically as possible, and gather as much pertinent and useful data available. Above all else, keep in mind that you will be representing your country's views and opinions, not your own, whilst it is entirely possible that you may find yourself disagreeing with your country's policies, it is your responsibility as a delegate to portray and uphold them as faithfully as possible.

Begin by researching basic information about your country - history, people, government, economy, geography, communications, transport, military and transnational issues for most countries and dependencies. Think about how factors such as Gross Domestic Product (GDP), demographics and geography influence your country's foreign policy.

As useful researching on your friends and foes can be, Once in council, alliances may shift, form and break; knowing what other states possess a similar outlook on the issue before the start of the first session can prove useful in order to hit the ground running.

- *What countries are in your bloc?*
- *What nations has your country collaborated with (in the past), and what nations (if any) would you refuse to cooperate with?*
- *Has your country previously been a sponsor or signatory to any United Nations Resolutions concerning the agenda at hand?*
- *What other actions, if any, has your country taken with respect to the problem?*

These resolutions could prove to be of immense use for reference in council, or to garner considerable support for your idea. For example, if you intend to propose a modified version of an idea similar to one that has already been ratified in another resolution; you may use the previous resolution and its voting record to point to other Delegates that their support previously could certainly translate into their support for a similar solution yet again.

Carefully read your committee's Background Guide! The information put forward by your Chairpersons is sure to provide a helpful rubric to guide you through the rest of your research process, and lead you to pertinent material. Each Guide consists of delegate-friendly sections such as a similar 'Note on Research and Preparation', 'Suggestive Moderated Caucus Topics' and 'Guiding Questions' in order to highlight important issues that are likely to be raised during debate and deliberation.

Having a copy of your Background Guide for reference during committee sessions is sure to help. After learning about your country in particular, learn about the greater community.

Stay abreast with current events by following, for example, CNN or BBC – many NMMUN committees tackle issues that are ever evolving, and it would not be surprising to witness a drastic change in the situation between the time your Background Guide was written and the time of the conference.

Although it is helpful to start with traditional sources, make sure to branch out to unexpected research material – it will set you apart.

While it may be helpful to consider other countries' reflections on and perceptions of your country, try to seek out material originating in the country you are allotted to represent.

Lastly, it is necessary to understand the structure of the United Nations system – the functional rules and regulations governing UN Committees and the affect to which it can take measures (this is, for the most part, covered in all Background Guides as well). Remember also to look at the structures of your committee. If it is not a traditional United Nations Committee, what is its mission, its jurisdiction, and what is the power of your committee.

THE COURSE OF THE DEBATE

This section will help guide you from the beginning to end of typical council sessions, so that you have a better grasp on the dynamics and expectations of these committees come conference time. Rather than focusing on

specific rules, we have focused on the general flow of debate to contextualize it for newer delegates. Committee meetings over the course of the weekend will roughly adhere to the following pattern. The five stages of committee progress are: Agenda, Caucus, Resolutions, Amendments, and Decision.

1. Agenda

- In order to commence a committee session, the Chair will take a Roll Call for each country/representative in the committee. It is important to note that you must attend each session in order to be considered for an award, barring extenuating circumstances like illness or travel delays.
- You may choose to respond to a Roll Call in the following ways:
 - a) Present – If you choose to respond ‘Present’, you are entitled to abstain from voting procedures
 - b) Present and Voting – If you choose to respond ‘Present and Voting’, you are not permitted any abstentions during voting procedures
- During the first committee session, the Chair will introduce both him/herself as well as the rest of the Dais staff. After taking Roll Call, the Chair will yield the floor to the presentation of Opening Speeches by Delegates (in alphabetical order). The following series of speeches present the first opportunity for substantive debate and give delegates an opportunity to explain why such topics merit particular attention.
- Opening Speeches are wonderful opportunities to make your presence known to the committee.
- Please note, Opening Speeches must not exceed 60 seconds of speaking time.

Sample Opening Speech

Country: United Kingdom

Council: ECOSOC

Mister/Madame Chairperson, fellow delegates, honored guests: With the set milestones reached and the first steps towards a bright and prosperous future taken with great success, it is time once again to gaze forward and set goals for yet another stage of development. This next stage is the stage of advancement, where practices already set into place should be improved on, and any remaining forms of corruption should be eliminated completely. Globalization and development should be promoted, and the UN plays a major role in ensuring that this occurs. Amidst all this, we should not lose sight of certain vital things. The UK respects different cultures and believes that they should be embraced. Corrupt practices should be singled out and extinguished. The UK believes that it plays a major role in the world economy of today. It believes that through cooperation and understanding, international trade disputes can be resolved and debt problems, especially in developing countries, can be cleared. It also believes that the market economy-based global financial system is heading the world economy in the right direction. Finally, the UK also believes that women’s rights and status should continue to escalate in order to ensure a fair and balanced global society.

2. Position Paper

- Each delegate is required to write position papers prior to the conference and email these by the deadline to your respective chairs. Write them after you've finished researching.
- Position papers should be a full A4 page long for the issue. Make sure you include your committee, issue, country/representative, name, and school at the top of the paper. You must start by introducing the history of the issue and your country's opinions on it. You must, then, discuss the United Nations involvement in this issue. After that, you must state the country's history with the issue.
- To conclude, you must suggest possible solutions for the issue. Include the ideas you actually want to pass in the final resolution. BE CREATIVE! Don't limit yourself to what people have done or written already.
- The steps for writing a position paper are summarized as follows
 1. Background of the topic
 2. UN Involvement
 3. Country's Position
 4. Possible Solutions

It is important to keep in mind that these papers will be read and graded by the chairpersons of each council. The chair will look favorably on notable position papers because they show you've thoroughly researched and are invested in the conference. One of the awards for each of the councils will be dedicated to the delegate with the best position paper.

Please note that all statistical data and legitimate facts (laws/bills/spreadsheets) used in the delegates opening speech/moderated caucus/unmoderated caucus before lobbying and merging needs to be mentioned on a separate page in the position paper. Any data that is not mentioned in the position paper will not be considered or subject to discussion

Sample Position Paper

Committee-Biohacking

Country-United States of America

Delegate – Maeve Long

Outside of the sphere of orthodox medicine, biohacking is described as the endeavor to alter your brain and body to maximize performance. Biohacking, also known as DIY biology, is a broad and amorphous term that encompasses a wide range of activities, ranging from performing science experiments on yeast or other organisms to tracking your own sleep and diet to changing your own biology by injecting the blood of a younger person into your veins in the hopes of regaining youth.

History Of Biohacking

The term "biohacking" concept is referred to as do-it-yourself biology has been referred to as early as 1988. Through demonstrations of basic experiments biohacking had entered metropolitan cities as early as 2005 Other

terms are also related to the do-it-yourself biology community. The term wetware hacking is used to emphasize the connection to hacker ethic and culture. The term hacker is employed within the original sense of finding new and clever ways to try and do things. Biohacking, which is sometimes known as grinder modification, is a subset of the do-it-yourself biology movement. The word "biopunk" refers to the movement's techno-progressive, political, and aesthetic components.

United States and Biohacking

Southern California (US) has emerged being the biohacking capital of the globe. Ever since its inception, the town has been a haven and a launch area for a few of America's most famous—and far-out—alternative medicine and wellness practitioners, a parade of visionaries, misfits, and charlatans who came here desirous to enjoy and make the most the wellness industry. In the year of 2009, The Federal Bureau of Investigation (FBI) of the United States came knocking on the biohacking community's door: The FBI sponsored a booth and workshop during the 2009 iGEM competition in Cambridge, Massachusetts, and stood with US biohacking community leaders at the FBI-supported synthetic biology conference "Building Bridges Around Building Genomes" in 2010.

United Nations and Biohacking

In 2012 111 organizations called for a moratorium on synthetic biology, as did several countries at meetings of the UN Convention on Biological Diversity. Similarly with GMO crops, there is a growing fight over the future of synthetic biology including biohacking

Possible Solutions

- Safe use of biohacking tech mandated by the UN
- National policies regarding the obtainability of potentially risky biohacking machinery and or transplants
- Spreading awareness about the pros and cons of Biohacking

3. Caucus

- Setting the Agenda will follow a floor open to Points and Motions for debate. Preferably, Chairs will look to approve a Motion for Moderated Caucus. The purpose of the Moderated Caucus is to facilitate substantive debate at critical stages in the discussion; it initiates a discussion on sub-topics under umbrella of the main agenda.
- If and when the motion passes, the Chair will call on delegates to speak at his/her discretion for the stipulated time. The Delegate responsible for proposition of said caucus may choose to speak first or last.
- Succeeding the Moderated Caucus Session, Delegates may proceed to Motion for Unmoderated Caucus. An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. It is typically a provision in procedure for Delegates to form Draft Resolutions.

4. Resolutions

- Your solution to the problems that the committee confronts take the form of a Resolution. Resolutions represent the committee's final attempt to draw together the interests of many competing nations into a comprehensive solution that serves the interests of the collective world community. From the

procedural perspective, the resolution is the formal document upon which the committee will act via the amendment and voting processes.

- A Resolution is a complex document that follows a strict format and reflects the negotiation, debate, and innovative proposals that the committee has produced. Before a resolution can be formally introduced into a committee, it must receive the approval of the Chair. The Chair will sign a Resolution if it demonstrates an adequate understanding of the issue, answers the questions posed in the Background Guide, and has a wide base of support. A well-written Resolution exhibits the following qualities
 - a) Familiarity with the problem: Relevant background information and previous UN actions should be referenced. In addition, a good resolution should keep in mind the actual power and influence of the committee. An ambiguous, unenforceable resolution is useless.
 - b) Recognition of the issues: At the very least, the resolution should address the ideas in the 'Guiding Questions' section of the Background Guide.
 - c) Concision: Every clause and phrase has a purpose.
- After debate on a Resolution has been closed, voting procedure is fairly standard. There is no turning back once debate has been closed; the committee moves directly into voting procedure. The voting itself, however, can then be altered by moving for a Roll Call Vote, Division of the Question or Re-Ordering the Resolutions.
- By adopting a Resolution, the committee has agreed by a majority vote that the Resolution is the best possible solution to the current problem. Discussion of the second topic area begins once a Resolution on the first topic has been passed or the committee has moved to close debate on the topic after a proposed resolution has failed.

General Rules

- The Preambulatory clauses are not numbered.
- The Operative clauses are to be numbered.
- The Preambulatory and operative phrases are to be bold, italic and underlined. E.g. Declaring - Each Preambulatory clause must end with a comma. (,)
- Each operative clause must end with a semicolon. (;)
- Only the last operative must end with a full stop. (.)

Format

Heading

Centered in capital letters above the main body of the resolution -Two lines below the heading, the committee name followed by the topic addressed by the resolution and the submitters on the next line

Body

Written in the form of a long coherent sentence divided into clauses and sub-clauses -Each clause deals with a certain aspect of the problem

1. The resolution begins with the name of the committee
2. Preambulatory clauses deal with background information including: the problem addressed, recalling actions taken in the past, explains the purpose of the resolution and elucidates reasons for taking actions in the operative clauses, and the purpose of the resolution. Each clause starts with an underlined word or phrase and ends with a comma.
3. The next section contains numbered operative clauses which suggest actions that should be taken by the UN to resolve the problem, justifying the 'who' and 'how' involved in implementing the suggested actions. Each clause starts with a strong, active verb in the present tense, ends with a semicolon except for the last, which ends with a period and is numbered.

Sample Resolution

Issue- Cyber-Attacks on Financial Institutions

Main Submitter- United States of America

Co-Submitter- Russian Federation, United Kingdom, Republic Of Austria

Preambulatory Clauses

Expressing its appreciation that NATO is extremely active in cyber-defense activities, it has developed a Concept and adopted a policy and appointed a cyber-defense management authority for the alliance.

Viewing with appreciation that the INTERPOL is committed to becoming a global coordination body on the detection and prevention of digital crimes worldwide.

Alarmed by the recent cyber-attack of the biggest U.S bank 'JPMorgan Chase', the Sony assets were compromised that, and all previous systems around the world that have been compromised,

Operative Clauses

1. **Recommends** the use of a new Internet Transmission Protocol (ITP), which is devised for the use within international financial institutions and corporations;
 - a) Unlike the current ITP system which makes it easier to find loopholes and acts as a manipulative framework,
 - b) The new ITP system would only correlate between Financial Institutions and World Bank, which require both parties to sign a security and penalty contract,
 - c) The new ITP system would have the ability to instantly create new algorithms in the event of a cyber-attack; this would act as a permanent defense,
2. **Proposes** the use of intelligence agencies to study the potential and past attackers, their motivations and methods;

Create a separate organization within each country dedicated to analyzing cyber-attacks that have affected all parties to formulate a constructive cyber defensive system.

3. **Further Recommends** awareness and education programs to individuals using the cyberspace about defending themselves from basic hacking like email phishing, cyber anonymity, and need of cyber security;

4. **Requests** the use of new technological systems and measures in the Cyber-Security Systems like;
 - a) Implementation of virtual execution engines to detect malicious activities;
 - b) The use of analytic data to predict and find suspicious and harmful data;
 - c) Analysis of website traffic monitoring;
 - d) Use of multiple layer authentication procedures instead of the ordinary password systems;
 - e) Regular penetration testing;
 - f) Restricting user access rights and login times, reviewing anti-malware and anti-virus defenses, implementing anomaly detection and utilizing IPS and “white-lists” to prevent connections to suspicious sites.
5. **Urges** the nations to develop a Cyber Attack Response Plan (CARP) to effectively take immediate decisions against the attack;
6. **Authorizes** the govt. of any nation to survey and intercept all the internet transmission made from the country;

This would not violate any privacy rights as only the structure of data intercepted would be surveyed and not the actual content.

7. **Suggests** the implementation of nationwide firewall by methods like IP blocking, DNS filtering, packet filtering, active IP probing, VPN/SSH traffic recognition, etc.;
8. Affirms that the basic privacy rights of every citizen would not be violated in executing this resolution;
9. Calls for a specialized new committee named by “International Partnership for Cyber Defense (IPCD)” that consists of leading cyber-security firms such as Kaspersky Lab, Symantec and Fire-Eye who are affiliated with the USA and the Russian Federation. These corporations have the latest technologies in cyber defense systems. As a result, UN member countries are encouraged to join this committee, should they lack infrastructure in securing their financial institutions and corporations from cyber-attacks;
 - a) Registered members within the IPCD will be individually analyzed in terms of their infrastructure and risk of attack. With this, a set amount of fee will be requested to be paid annually.
 - b) The IPCD is responsible to ensure the maximum possible cyber defense for all its registered members.

SAMPLE PREAMBULATORY CLAUSES

Affirming	Expressing its appreciation	Keeping in mind
Alarmed by	Expressing its satisfaction	Noting with deep concern
Approving	Fulfilling	Noting with regret
Aware of	Fully alarmed	Noting with satisfaction
Bearing in mind	Fully believing	Noting further
Believing	Further deploring	Noting with approval
Confident	Further recalling	Observing

Contemplating	Guided by	Reaffirming
Convinced	Having adopted	Realizing
Declaring	Having considered	Recalling
Deeply concerned	Having devoted attention	Recognizing
Deeply conscious	Having examined	Referring
Deeply convinced	Having heard	Seeking
Deeply disturbed	Having Received	Taking into account
Deeply regretting	Having studied	Taking into consideration
Desiring	Emphasizing	Taking note
Expecting	Welcoming	Viewing with appreciation

SAMPLE OPERATIVE CLAUSES

Accepts	Draws the attention	Proclaims
Affirms	Emphasizes	Reaffirms
Approves	Further invites	Recommends
Authorizes	Encourages	Regrets
Calls	Expresses its appreciation	Reminds
Calls upon	Expresses its hope	Requests
Condemns	Further invites	Solemnly affirms
Confirms	Further proclaims	Strongly condemns
Congratulates	Further reminds	Supports
Considers	Further recommends	Takes note of
Declares accordingly	Further requests	Transmits
Deplores	Further resolves	Trusts

RULES OF PROCEDURE

I. General Rules

1. Language

English will be the official and working language of the conference. Delegates are not permitted to use Personal Pronouns once the committee is in session.

2. Delegations

Each member state will be represented by one Delegate and shall have one vote on each committee. The Secretary-General will provide a list of Member States and their representatives to the Executive Board.

3. Statements by the Secretariat

The Secretary-General or a member of the Secretariat whom he/she/they designates may make either written or oral statements to the committee at any time.

4. General Powers of the Committee Staff

The Chair will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, he/she will have complete control of the proceedings at any meeting – will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. In the exercise of these functions, the committee staff will be at all times subject to these rules and responsible to the Secretary-General.

5. Quorum

The Chair may declare a committee open and permit debate to proceed when at least one-fourth of the voting members of the committee is present. The presence of a majority of the members will be required for a vote. A quorum will be assumed to be present unless specifically challenged by a point of order and shown to be absent. A Roll Call is never required to determine the presence of a quorum.

6. Courtesy

Delegates will show courtesy and respect to the NMMUN Staff and to other Delegates. The Chair will immediately call to order any Delegate who fails to comply with this rule.

7. Electronic Devices

No laptops, tablets, cell phones, or other electronic devices may be used during council sessions, without permission from the chairpersons.

8. In-Council Communication

Cross talk during council sessions is prohibited. If a delegate wishes to communicate with another delegate or a Chairperson while council is in session, the delegate may request the runner to send a chit to the recipient.

Remaining-On Policy

Delegates representing countries or characters are reminded to adhere to the official policies of their government/individual. Delegates are individuals or ambassadors representing countries, not their own views.

II. Rules Governing Debate

8. Agenda

- The first order of business for the committee, if the committee has more than one topic area to discuss, will be the consideration of the agenda.

- A motion should be made to set the agenda to one of the committee's topic areas as stated by the Chair in the committee Background Guide.
- When debate is closed, the committee will proceed to an immediate vote on the motion. A simple majority is required for passage.
- If the motion fails, the other Topic Area will automatically be placed before the committee.
- When voting procedure is complete on the first topic area, the second topic area is automatically placed before the committee.
- In the event of an international crisis or emergency, the Secretary-General or his or her representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. Under such circumstances, a delegate may motion to table the topic and temporarily set the agenda to the crisis situation. After a resolution has been passed on the crisis, the committee will return to debate on the tabled topic.

9. Moderated Caucus

- A motion for a Moderated Caucus is in order at any time when the floor is open, prior to closure of debate.
- The Delegate making the Motion must briefly specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes, for the caucus.
- Once raised, the motion will be voted on immediately, with a simple majority required for passage.
- The Chair may also rule the motion dilatory, and his or her decision is not subject to appeal. It is possible, in this scenario, that there will exist several such motions – in which case, Chairs will note each one down in order of recognition and proceed to an informal vote on each, to determine the sequence in which these motions will take the floor.
- Only speeches will be counted against the overall time of the caucus, and each speech will be counted as taking up the full duration of the speaking time.
- If no delegates wish to speak, the Moderated Caucus will immediately conclude, even if time remains. The Chair may also decide, subject to appeal, to suspend the caucus early. Each delegate is required to take one mandatory Point of information (refer section 24) after their speech. Additional Points of information may be asked at the discretion of the chairperson. If a delegate is unable to answer a point of information after their speech, they may answer later via a diplomatic note.

10. Unmoderated Caucus

- A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate.
- The Delegate making the motion must briefly explain the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The Motion will be put to a vote immediately, and a simple majority is required for passage.
- The Chair may rule the Motion dilatory and his/her decision is not subject to appeal. The Chair may prematurely end an Unmoderated Caucus if he/she feels that it has ceased to be productive, and this decision is not subject to appeal.

11. Recess and Adjournment of Meeting

During the discussion of any matter, a Delegate may move for a recess of the meeting. Such motions shall be put to a vote. After recess, the committee shall reconvene at its next regularly scheduled meeting time. The Chair may rule the Motion dilatory and his/her decision is not subject to appeal. Recess of the final meeting is known as 'adjournment' and will result in the final adjournment of debate in a committee.

12. Motion to Table

During discussion on any matter, a Delegate may move to table the topic being discussed followed by 30 second For and Against Speeches. This will then be put to vote by simple majority. If a Motion to Table is passed, the topic is considered dismissed and no further action will be taken on it. A debate topic may be removed from the table by a 2/3rd majority vote.

13. Closure of Debate

A Delegate may move to a Closure of Debate on the item under discussion, followed by 30 second For and Against Speeches. If 2/3rd of the committee votes in favor of this motion, the Chair shall declare Closure of Debate and immediately move to vote on all proposals introduced under this agenda item.

14. Submission of Proposals

Resolutions and Amendments shall normally be submitted to the Chairs in writing. Appeals on procedural motions may also be submitted to the Chairs in writing.

15. Appeal

Any Delegate may appeal to the decision of the Chair, except when pertaining to Roll Calls or explanation of votes. The motion is debated in favour by the Delegate who proposed appealing the Chair and the Chair will speak to uphold his/her decision. Each speaker is accorded in one minute, in this scenario. Succeeding this, the appeal is put to vote. Unanimous consent of all Delegates is required to overrule the decision of a Chair.

III. Rules Governing Speech

16. Speeches

No Delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion, or offensive to committee members or staff. Delegates who are absent when recognized by the dais automatically forfeit their time, and debate will continue.

17. Yields

A delegate granted the right to speak from a speakers' list may, after speaking, yield in one of three ways: to another Delegate, to questions, or to the Dais.

- a) Yield to Another Delegate: Any remaining time will be given to that delegate, who may not, however, then yield any remaining time to a third delegate. To turn the floor over to a co-delegate is not considered a yield.

- b) Yield to Questions: Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
- c) Yield to the Chair: Such a yield should be made if the delegate has finished speaking and does not wish to yield to another delegate or to questions, and further does not wish his or her speech to be subject to comments. The Chair will then move to the next speaker. A yield to the Chair is in order, but not automatic, when a speaker's time has elapsed.
- d) Yields are in order only on substantive speeches and not during Moderated Caucus.

18. Comments

If a substantive speech is followed by no yields, the Chair may recognize two Delegates, other than the initial speaker, to comment for thirty seconds each on the specific content of the speech just completed. Delegates who make comments may not yield. No comments will be in order during debate on procedural motions, Moderated Caucus, or debate on Amendments.

19. Right of Reply

A Delegate whose personal or national integrity has been impugned by another Delegate may request a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Chair's decision whether to grant the Right of Reply cannot be appealed, and a Delegate granted a Right of Reply will not address the committee until requested to do so by the Chair.

20. Limitation of Speaking Time

Upon the recommendation of the Chair or any Delegate, the committee shall limit the amount of time allowed to each Speaker. This can be called to order with an informal vote producing simple majority.

IV. Points

21. Point of Personal Privilege

Whenever a Delegate experiences personal discomfort which impairs his or her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege may interrupt a speaker, Delegates should use this power with the utmost discretion.

22. Point of Order

During the discussion of any matter, a Delegate may rise to a Point of Order to indicate an instance of improper use of parliamentary procedure. The Point of Order will be immediately ruled upon by the Chair in accordance with these Rules of Procedure. The Chair may rule out of order those points that are dilatory or improper; such a decision cannot be appealed. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.

23. Point of Parliamentary Inquiry

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this point but should rather approach the committee staff at an appropriate time.

24. Point of Information

A Delegate raises a Point of Information to the Speaker in order to pose a question to during formal debate. The Speaker chooses whether or not to yield his or her time to points of information after having finished the policy statement. The Chair limits the number of such points. - Request to Follow-Up: A Delegate can call this after the Speaker has finished responding to the Delegate's original Point of Information – this is an additional question to the Speaker on something brought up, or failed to be brought up, in their answer.

V. Motions

25. Motion to extend time For/Against

This Motion adds time for speakers to either or both sides of debate. The amount of time and speeches allowed is the discretion of the Chair.

26. Motion to move to Voting Procedure

This is used when Delegates feel that debate upon a particular Resolution has stretched for too long, and that their decision on the Resolution has been made, therefore moving to Voting Procedures.

27. Motion to move to Unmoderated Caucus

The Delegate can use this Motion to allow time for lobbying-merging. This can last for no longer than 30 minutes, succeeding which the Motion has to be re-iterated. The Delegate making the motion must briefly explain the purpose of the motion and specify a time limit for the caucus.

28. Motion to move to Moderated Caucus

A motion for a Moderated Caucus is in order at any time when the floor is open, prior to closure of debate. The Delegate making the Motion must briefly specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes.

29. Motion to Re-Order the Question

Under normal conditions, the order for reading out of Draft Resolutions is based upon the number of signatories, or (if equal) based on the order they were handed in to the Dais. But, if a Motion to Re-Order the Question is passed, Resolutions can be read in a non-sequential order as specified by the Delegates in unanimity. This Motion also extends to Re-Ordering of Resolutions while voting.

30. Motion to Challenge

A Delegate can put forward a Motion to Challenge another Delegate over a particular issue for a specified period of time; this may be over a particular subtopic or country policy. This may be a one on one, two on two etc. debate. A challenge may not exceed 3 minutes.

Motion to move into Question-Answer Session

This Motion is put into play when many Delegates wish to ask questions to a Speaker. Any Delegate may call for the same and the committee can ask a maximum of up to ten questions (a maximum of two follow-ups each) to that Delegate. - Non-Substantive Questions: Used to correct grammar, spelling, punctuation, or to clarify (without changing) any part of the Draft Resolution - Substantive Questions: Used to question the meaning and intentions of the Draft Resolution. Chairs must encourage their Delegates to focus on Substantive Questions.

NOTE: Voting on Procedural matters is mandatory for all delegates regardless of whether they answered present or present and voting during roll call. Most procedural motions require a simple majority to pass.

VI. Rules Governing Substantive Matters

31. Nature of Resolution

A Resolution is called a 'Working Paper' prior to submission to the Dais, a 'Draft Resolution' after submission and prior to subjection to voting, and a 'Resolution' if passed upon being subject to voting.

32. Resolution Requirement

A Resolution requires a minimum of one Author and three Signatories to be introduced to council. This minimum requirement holds true for every council irrespective of the council size. An Author is one who formulates the Resolution and cannot vote against the Resolution, whereas a Signatory is a person who simply consents to having the resolution being discussed in council and can exercise his/her vote in the way he/she pleases.

33. Multiple Resolutions

In case of multiple Draft Resolutions being brought to the Chairs at the same time, the one with more number of Signatories shall be put to the committee first. Should the number of Signatories be equal, Draft Resolutions will be introduced to the committee in the order they came in. A Draft Resolution, before being introduced, requires the prior approval and signature of the Chair.

34. Pre-Written Resolution Policy

Pre-written Resolutions include language, clauses or directives that were written before debate upon a topic opens during committee. Research and planning when crafting your position and writing your Position Paper is encouraged; however, writing collective action documents beforehand not only disadvantages Delegates who receive positions close to the conference, but undermines the spirit of collaborative diplomacy that we strive to maintain.

35. Division of Question

Delegates may propose the Division of Question in order to retain a single clause, should the remaining Draft Resolution be unworthy of further deliberation.

36. Amendments

Delegates may amend any resolution that has been introduced. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. An amendment adds to, deletes, or revises part of the operative measures in a proposal. Pre-ambulatory Clauses cannot be amended. Amendments must be submitted to the Chair in writing at any time while questions are under discussion. Both Friendly and Unfriendly Amendments require the approval of the Chair. A Friendly Amendment is one that all Authors of a Draft Resolution agree to; such an Amendment is adopted automatically. Unfriendly Amendments i.e. ones that the Authors of said Draft Resolution do not agree to are subject to a For and Against Speech each, following by formal voting.

37. Sample Amendment

Amendment to Morocco's resolution Submitted by Algeria Deletes sub clause 2(a) Replaces sub clause 2(c) with: "Requests developing countries to contribute 5% of overall budget collectively. Allocated distribution will be decided on by the UND panel."

VII. Rules Governing Voting

38. Voting Rights

Each Delegate shall have one vote.

39. Present and Voting

The phrase 'Present and Voting' refers to those members casting affirmative or negative votes only. Delegates who abstain are considered not voting. In order to abstain during a vote, a Delegate must respond 'Present' during Roll Call at the beginning of the session.

40. Voting

Once committee is in Voting Procedure and all relevant motions have been entertained, the committee will vote on the Draft Resolutions on the floor. Voting occurs on each resolution in succession; once a resolution has been passed, no further resolutions will be voted on. After the Chair has announced the beginning of voting, no Delegate will interrupt the voting except on a Point of Personal Privilege or on a Point of Order in connection with the actual conduct of the voting. A Simple Majority requires more "Yes" votes than "No" votes; abstentions are not counted toward either total. A Two Thirds Majority Vote requires at least twice as many "Yes" votes as "No" votes. A Procedural Vote is a vote on any matter besides an amendment or resolution, and requires every country to vote either "Yes" or "No" on the question.

41. Roll Call Method of Voting

The committee shall normally vote by a show of placards, but any representative may request a Roll Call Vote. A Roll Call Vote may also be taken at the discretion of the Chair. It is taken in English alphabetical order of the names of the Delegations.

- a) In the first sequence, Delegates may vote “Yes,” “No,” “Abstain,” “Yes with Rights,” or “No with Rights.”
- b) A Delegate who abstains during the first sequence of the roll call must vote “Yes” or “No” during the second sequence. The same Delegate may not request the right of explanation.
- c) A delegate may only request the right of explanation if his or her vote appears to constitute 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 round of voting. After all delegates have voted, delegates who stated their vote with rights will be granted 30 seconds each to explain their votes. d) The Chair will then announce the outcome of the vote.

42. Voting on Unfriendly Amendments

Unfriendly Amendments to a Draft Resolution shall be voted upon before voting upon the Draft Resolution as a whole. When two or more Amendments are proposed concurrently, the committee shall vote on them in the order the Chairs have received them. This calls for an adoption by simple majority.

43. Re-Ordering of Resolutions

The default order in which resolutions are voted on is the order in which they were introduced. After debate on a topic has been closed, a Delegate may Motion to change the order in which Resolutions on the committee floor will be voted on. Such a Motion must specify a desired order. Once such a motion has been made, the Chair will accept alternative proposals for ordering. This Motion takes precedence over a Motion to Divide the Question on a Resolution. Proposals will be voted on in the order in which they were received and require a simple majority to pass; once a proposal has been passed, all others are discarded and Resolutions will be voted on in that order.

44. Conduct While In Voting

After the Chair has announced the beginning of voting, no representative may enter or leave the room. Doors shall be secure during this time. Members may vote in favor, in favor with rights, against, against with rights, abstain. However, voting with rights is only possible during Roll Call Vote. The Chair may also call upon Delegates to explain their vote – this is reserved for those Delegates who appear to be voting out of policy.

45. Passage of Resolutions

If a vote does not result in simple majority in favor, the Resolution will be regarded as rejected.

VIII. Precedence of Motions

Motions will be considered in the following order of preference. If a Point or Motion is on the floor, Points or Motions lower on this list are out of order:

- Parliamentary Points
 - a) Points that may interrupt a speaker
 - : Points of Personal Privilege

- : Points of Order
- b) Points in order only when the floor is open
 - : Points of Parliamentary Inquiry
 - : Points of Information
- Procedural motions that are not debatable
 - : Adjournment of the Meeting
 - : Suspension of the Meeting
 - : Unmoderated Caucus
 - : Moderated Caucus
 - : Motion to Limit Speaking Time
 - : Motion to Extend Debate
 - : Motion to move to Against/For
 - : Introduction of a Draft Resolution
 - : Introduction of an Amendment
- Procedural motions that are applicable to a Resolution or Amendment under consideration
 - : Closure of Debate
 - : Re-Ordering the Question
 - : Division of the Question
- Substantive motions
 - : Amendments

Exceptions to Procedure

- Certain exceptions to the stipulated Rules of Procedure are made for the United Nations Security Council. In this Council, Opening Speeches are not entertained, and Clauses are voted upon instead of Draft Resolutions.
- In the United Nations Security Council, there are Five Permanent Members with Veto Power: China, France, Russia, United Kingdom, and United States. Veto Power enables the P5 to prevent the adoption of any Draft Resolution. However, should this power be exercised, the representing Delegate may be asked to explain his/her vote in front of the council.
- Delegates representing countries with Veto Power must be well-acquainted with their national interests in order to determine the effect of a proposed resolution on the same. Knowledge is crucial for representatives of these countries, in order for them to be able to estimate just how much they would be willing to compromise with regards to the given agenda.

GOOD LUCK!