



# GENERAL

RULES OF PROCEDURE



**AML-MUN**

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**CONFERENCE 2025**

# PROCEDURE



- 1) Roll Call
- 2) Announcing the topic and the submitters of the resolution
- 3) Resolution read out by the main submitter( only operative clauses)
- 4) Setting the debate time
- 5) Asking for a speech
- 6) Points of Information
- 7) Yielding
- 8) Entertaining amendments( if necessary)
- 9) Voting



# General Notes

- English is the official language of the conference!!!
- Delegates should not use personal pronouns, such as:
  - I/me/mine etc.
- Instead they may use:
  - “The delegate”/”The delegation of”/”We”



# ROLL CALL

- When you hear your delegation's name raise your placard and state either:
  - Present
  - Present and voting (If they do not wish to abstain)
- First thing when entering the committee
- After:
  - Lobbying
  - Every Break



# POLICY STATEMENT

- A short speech made by a delegate in a committee explaining their delegation's position on specific topic.
- It must be fully original and be structured as a speech
- You have maximum 45 seconds
- No points of information are allowed
- One for both topics



# Lobbying and Merging

- One for each topic(approximately 1 hour each)
- Takes place at the beginning of the first day of the conference
- During this time, you form alliances by discussing ideas and sharing the resolution of your delegations.
- Afterwards, you merge suggestions and create a new resolution for your alliance
- You agree on A Main Submitter and the rest of the allies co-sign the resolution as Co-Submitters
- Only countries with similar views are allowed to merge

# Resolution



- It is a document with proposals to solve the problem stated in the committee topics.
- They must have a heading in the beginning
- The resolution is split into two parts:
  - The preambulatory clauses: In these clauses you briefly state the situation (historic background, past UN resolutions and decisions, current events).
  - The operative clauses: These clauses contain delegates' solutions to the issue. (research by each delegate is needed)



# Resolution

- A clause can be further split into sub- and sub-sub-clauses
- Semi-colons (;) separate two full clause
- Colons (:) separate a clause from its sub-clauses
- The only full stop/period (.) comes after the final operative clause.
- The correct font and size for resolutions is Arial, size 11



# Resolution Headings



**FORUM:** Social Cultural and Humanitarian II

**QUESTION OF:** The question of modern slavery

**SUBMITTED BY:** Mexico

**CO-SUBMITTED BY:** Czeck Republic, France, Italy, Hungary, Turkey, South Africa, Nigeria, China, Iran



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**QUESTION OF:** The question of modern slavery

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The Social Cultural and Humanitarian,

## ***Preambulatory clauses***

*Reaffirming* that in 2018 two key pieces of modern slavery legislation enacted in Australia, the Australian Modern Slavery Act 2018 and the NSW Modern Slavery Act 2018,

*Affirming* that United Nations initiative encourages businesses worldwide to adopt sustainable and socially responsible business practices and it is the world's largest sustainability initiative,

## ***Operative clauses***

- 1) **Suggest** that governments enforce stricter laws against forced labor, human trafficking and exploitation such as but not limited to:
  - a) if 10% of employees are illegal, the companies will be forced to pay fines to the government,
  - b) if the company has received the notice and has paid the fine and still operates using illegal personal, the person responsible will be imprisoned,
  - c) if the enterprise has been punished for ignoring the first notice, it will be forced to close,
  - d) so that companies are required to comply with their efforts to combat modern slavery;
- 2) **Strongly encourages** Technology can play a vital role in the development of modern work. With the help of AI Technology can play a vital role in the development of modern work. With the help of artificial intelligence, the conditions that are required for daily work can be monitored and thus, when the required conditions are not met in a workplace, it can be prosecuted,
- 3) **Further** recommends that member states prioritize the eradication of child slavery, including forced marriages and child labor, by implementing targeted programs to protect children and ensure their access to education and social services.

# DEBATE MODE



- ***Main procedure:***

- Open Debate: no restrictions related to the positions on which the delegates can take the floor

- ***Amendments:***

- Close Debate: time in favor and time against is equally allocated by the Chairs.

- ***Guillotine time:***

- Total time that will be spent debating on a resolution
- Consists of the open debate time, the closed debate time, and every other procedure during the debate on a resolution.



# Points

- **Point of Order:** Delegates use this point when they believe there has been a breach of procedure or rules of the conference.
  - If the point is invalid, explain very briefly and politely to the delegate why, otherwise accept it and correct the error.
- **Point of Parliamentary Inquiry:** Delegates raise this point to seek clarification about the rules or procedures.
- **Point of Personal Privilege:** This point is raised when a delegate's well-being is affected, such as a problem with temperature, noise, or technical issues.
  - It's the only point that can interrupt the speaker.
  - It may only interrupt a speaker if it refers to audibility.
- **Point of Information:** The delegate asking the Point of Information may only speak if recognized by the Chair.
  - Must be formulated in the form of a question



# Motions(1)

- **Motion to Extend Debate:** A delegate can propose this motion, so the time of the debate may last longer and more speeches will be made.
  - It requires a second.
- **Motion to Follow up:** This motion is requested when the delegate's question to the speaker on the floor has not been clarified or wishes for additional questions.
  - Chairs will decide if it is grounded or not.
- **Motion to Table the Resolution:** This motion is used to propose to stop considering a resolution if it has little support and is pointless to debate.
  - It requires a second.
  - If anyone objects, the debate continues normally.
- **Motion for a Roll Call Vote:** A delegate can request a formal roll call vote.
  - It requires a second.



# Motions (2)

- **Motion to Move the Previous Question:** This motion is used to propose to end the debate and to vote on the resolution in question.
  - It requires a second.
  - If anyone objects, the debate continues normally.
- **Motion to Divide the House:** This motion is made when delegates want the whole committee to vote again. Delegates may vote in favor or against but not abstain.
  - It requires a second.
- **Motion to Pass this Amendment as Friendly:** A delegate can propose it to end the debate of an amendment.
  - It requires the main's submitter approval.
- **Motion for a Recess:** A delegate can request a temporary break in the session.
  - It requires a second.

# Motions (3)



- **Second:** A delegate can use it when a motion is proposed and they want it to get accepted.
- **Objection:** A delegate can use it when a motion is proposed and they disagree with its acceptance



# Yielding

- Once POI's have been answered the delegate will be asked how to they wish to yield the floor.
- They can:
  - Yield the floor to the chairs
  - Yield to X delegation (only one time)
    - exp. Norway→India→Chairs





# Amendments

- Proposals made by delegates during debate to change the resolution being discussed in some way during the debate.
- An amendment is only in order if it has been submitted to the chairs on the official Amendment Sheet.
- There are three categories of amendments:
  - *First-Degree Amendment*
  - *Friendly Amendment*
  - *Second-Degree Amendment*



# Amendments

## *First-Degree Amendment*

- They should aim at improving the resolution, leading to achieving a wide consensus that will help the resolution to pass
- The Chairs set the debate time in favor and against and after this,
- In the voting procedure, every delegate should only vote in Favor or Against
- Amendments focusing on grammar, format and syntax pass automatically.
- There are 3 types of amendments:
  - Add a Clause
  - Strike out a clause
  - Alter a Clause



# Amendments

- **Friendly Amendment:** is immediately adopted in the resolution without it being debated upon, should the Main Submitter agree to it. It can be introduced either by a note to the chairs or the Motion to Pass this Amendment as Friendly
- **Second-Degree Amendment:** It is an amendment to another one, to clarify it or slightly change it.

# Note Passing



- Notes are a way for the delegates to communicate with an allied delegation.
- Their content is personal and private.
- Only english is allowed
- No offensive language
- The are given to the Staff.



# Voting

- All guests to exit the room and instruct the members of the Admin Staff to take their voting positions and the Security Staff to seal the doors. Only the members of the Secretariat are allowed to be present during the voting Procedure.
- Note-Passing is suspended.
- Delegations voting for resolutions or amendments can vote in favour, against or abstain(\*motion to divide the house)
- Clapping is only allowed when a resolution passes.(never in amendments)
- If tied,the voting is repeated. If tied again the resolution does not pass.