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BHMUN'23

GUIDE TO RULES OF PROCEDURE



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CHAPTER 1: CODE OF CONDUCT

Communications

1. Delegates are expected to be respectful to each other.
2. Attacking to someone's personality or country is unwarrantable.

Badges

1. All the members of the Conference are required to carry their badges during the official sessions.
2. They should be worn in a clearly visible way.

Placards

1. Organisation team is responsible for providing placards for members.
2. Placards should be left in the committee room during the duration of conference.
3. After the ending of the last session, delegates will be allowed to take their placards with them.

Dress Code

1. Clothing of attendees should be in the most professional manner.
2. Jacket and tie are mandatory for male delegates.
3. For female, skirt length should be borne in mind, too short skirts are not allowed.
4. If a delegate spotted not adhering this rule, may be warned, and asked to leave conference and come back re-dressed.
5. These two rules apply to Academic and Organization Team similarly.
6. Only Admins can be excluded from certain points for comfort.
7. Traditional, ethnic dresses are allowed. But require a prior permit from the Secretariat.

Discrimination and Harassment

1. In no form of discrimination and harassment will be tolerated.
2. If such event occurs, It will be immediately investigated by Secretariat.

Committee Room

1. Delegates are required to show respect to chamber and school buildings.
2. Fixtures should be used appropriately, and not to be damaged in any way.
3. Consumption of anything other than water is forbidden inside the Committee rooms.

Academic Honesty

1. Academic honesty is something we give our particular importance.
2. This may be caused by these:
 - a. Plagiarism,
 - b. Cheating,
 - c. Creating fake data,
 - d. Changing an existing data,
 - e. Acting like some other delegate.
3. The responsibility with this academic honesty is bound to the individual, whether a delegate or Academic Team Member.
4. In case of a misconduct, Secretariat will take action accordingly.

Attendance

1. All delegates are expected to attend sessions on time.
2. In case of late attendance, procedure in Rules of Procedure shall be followed.
3. Delegates can only miss 2 sessions without any viable excuse. Exceeding this will result in losing certificate of participation.

Consumption of Substances

1. Exceeding amount of smoking and use of alcohol is strictly prohibited.
2. If a delegate found to have failed to adhere this rule, will be expelled from the conference.
3. This rule shall prevail not only in the conference premise, but also during the social events.

Remember, guidelines are there to protect us, not to restrain.

CHAPTER 2: GENERAL PROVISIONS ON THE CONFERENCE

Article 1: Scope

1. Following rules given below shall apply to all sessions of the conference.
2. Some special committees, like NATO and UNSC, may have additional rules.
3. Charter of the United Nations will be applicable for GAs and UNSC.
4. In the case of a conflict, this Rules of Procedure guide has the precedence.
5. If a case is not given in either of the guides, committee directors will have the authority over the matter.
6. These rules are self-sufficient, except for modifications provided by the Secretariat, and will be considered to be adopted in advance of the session.

Article 2: Language

1. Official language will be English in the entirety of the conference.
2. If a delegate wishes to use another language, they must provide English translation by:
 - a. A written document,
 - b. Direct oral translation.

Article 3: Representation

1. A member of the committee is a representative who is officially registered with the Conference.
2. Each member will be represented by only one delegate.
3. Chair board members have to recognize members with their full recognized name.
4. In case of infringement of 3.3, delegates have the right to invoke point of order only during the roll calling.

Article 4: Courtesy

1. Delegates must accord diplomatic courtesy towards other Delegates, Committee members or Secretariat.
2. This includes not only the formal sessions, but also informal sessions, and breaks.
3. Violation of this will result in with a verbal warning in the first instance.

4. In the cases of recurring, the chair board may file complaint and secretariat will take the necessary action.

Article 5: Statements by Secretariat

1. Secretariat may want to make announcements to the committee.
2. In such cases, formal sessions should be paused temporarily.
3. Organization team members cannot barge into committee unannounced. They must deliver a written note beforehand through the admins inside the committee.
4. Committee members have the authority over giving them access to committee.

Article 6: Dress Code

1. The dress code is formal business attire.
2. This is mandatory during all official sessions of the conference.
3. Secretariat has the right to loosen or exclude this rule for certain academic or organization team members in certain circumstances.
4. Delegates are allowed to wear historical or traditional attire of the country they represent. However, secretariat approval is required.
5. Non-compliance of rule may result in warnings.

Article 7: Use of Electronic Aids

1. During the formal sessions, use of electronic devices is strictly prohibited.
2. Under chair discretion, chairs can enable the use of them only during the “Unmoderated caucus.”

Article 8: Appealing Chair’s Decisions

1. An appeal can only be made to procedural matters, not substantive ones.
2. It is in order unless stated in Rules of Procedure that is non-appealable.
3. Delegate can appeal immediately after announcement of the ruling and will be given 30 seconds to explain for appeal.
4. Chair board may speak briefly for the defense of their action.
5. Appeal shall be put into vote.

6. It requires 2/3 of the members, otherwise, chairboard decision will stand.
 - a. Yes → Supports chairboard,
 - b. No → Against chairboard.
7. Chairboard may decide not to sign a draft resolution, and this is non-appealable.

CHAPTER 3: COMPOSITION AND SESSIONS

Article 9: Committee Staff

1. Committee staff shall be consist of;
 - a. Under Secretary General
 - b. President & Vice Chair
 - c. Rapporteurs (optional)
 - d. Admins (at least 1)
2. President Chair conducts the chairing throughout the session from beginning to end.
3. The Chairs will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these rules.
4. For clarification purposes, under their discretion, they can pause the formal session temporarily.
5. During this session use of Turkish may be allowed but should be kept in minimal.
6. The Chairs can choose to temporarily transfer his or her duties to another member of the Committee, including admins.
7. Direct interaction or through note passing Delegate – USG interaction is prohibited. Delegate should direct to chairs and if they deem necessary, they might consult with the USG.

Article 10: Quorum

1. Quorum is the minimum number of delegates that needed to be inside the chamber for discussions to begin.
2. Quorum shall be met at least ¼ of delegates remain present.
3. This number also represents the number of delegates required for substantive decisions.

4. Quorum will be assumed to be existing unless specifically challenged by the chamber.
 - a. It can be conducted via Point of Parliamentary Inquiry or private messaging.
 - b. Chair board has right to rule this motion dilatory.
 - c. Appealing shall be out of order.

Article 11: Roll Call

1. Chairs are required to conduct roll calling at the beginning of each session.
2. The roll call shall be performed in alphabetical order.
3. Delegates shall raise their placards and state whether they are “present” or “present and voting.”
4. Delegates who raised “present and voting,” cannot remain abstain and have to vote for every substantive matter until next session.

Article 12: Absence

1. If a delegate is not present during the roll call, they will be considered as absent.
2. If they join later, they have to state their present status (11:2) in a message paper. Otherwise, 12:1 will continue.
3. If a delegate is recognized but not present at the session, it is considered that their time is yielded to chair, and debate shall continue.
4. Without presenting any viable excuse, delegates have only right to miss 2 sessions. If exceeded, they cannot retrieve the “certificate of participation.”
5. Assessment of the excuse is under Secretariat’s discretion.

Article 13: Communication

1. Written notes or note passing are the means of communication between Delegates and committee staff.
2. Any audial interaction is considered cross-talking, and cross-talking is prohibited.
3. All notes are to be distributed with the control of the administrative staff.

4. All notes should be in English and written with an appropriate language.
5. Upon the check, if they deem necessary, administrative staff may take the note to the committee directors for investigation.
6. If decided inappropriate, committee directors may prevent the message in question from passing.
7. Committee directors have right to suspend note passing at any time.
8. This decision is not appealable.

CHAPTER 4: RULES GOVERNING PARLIAMENTARY DISCUSSIONS

Article 14: Setting the Agenda

1. Each committee shall begin meeting with the consideration of the agenda.
2. If the committee has only one agenda, the given agenda is automatically set.
3. If the committee has more than one agenda items, a specific motion should be raised in order to prioritize topics.
 - a. "Motion to set the agenda to topic a..." e.g.

Article 15: General Speakers' List

1. Having set the agenda General Speaker's List opens and needs to be established.
2. There is not a topic restriction; delegates may speak generally on the topic and may address any resolution currently on the floor.
3. Duration of speeches is generally 90 seconds, but this can be increased at the beginning of each session:
 - a. "Motion to set GSL time into 2 minutes."
4. Unless interrupted with procedural motions, session proceeds with General Speakers' List.
5. Under no circumstances can be exhausted. Chairboard cannot allow it to have fewer than at least 3 delegates.

Article 16: Yields

1. A delegate has right to yield their remaining time of speech to:
 - a. Chair

- b. Another delegate,
 - c. Point of Information.
2. If the time yielded to chair, no further action needed.
3. If the time is yielded to another delegate:
 - a. Chair board need to ask the delegate in question if they would like to accept,
 - b. If accepted, they deliver their speech,
 - c. If not accepted, the remaining time is automatically yielded to chair.
4. If a delegate wants to open themselves for Points of Information;
 - a. Chairboard announces,
 - b. If there is a question;
 - i. Delegate asks the question to chair board,
 - ii. Chair board asks the delegate on the floor if they would like to answer.
 - iii. If they want to answer, they can deliver their speech,
 - c. If there is not any question, the time is yielded to chairboard.
5. Only one yield can be made per speech.
6. Opening speeches cannot be yielded.

Article 17: Right of Reply

1. A Delegate whose personal or national integrity has been infringed by another Delegate may submit a right of reply only in writing to the Committee Staff.
2. The message paper sent by the Delegate asking for a right of reply should comprise of what part of the given speech breaches the Delegate's personal or national integrity, and the response that the Delegate wishes to give.
3. It is under chairboard's discretion to grant the right of reply.

Article 18: Moderated Caucus

1. It is a caucus that takes place within the formal proceedings of the committee session.

2. It purposes to facilitate the debate on specific issues.
3. Temporarily suspends GSL and for a specified time.
4. It can be raised any time when the floor is open.
5. The delegate raising the motion must briefly explain the purpose of the moderated caucus, specify a total time limit and an individual speaker limit.
 - a. Total time cannot exceed 20 mins,
 - b. Individual speaker time is bound to GSL, cannot exceed GSL time. (see 15:3)
 - c. If the time specified by the delegate is out of order for some reason, chairboard has right to alter it to make it in order.
6. It requires simple majority to pass.
7. Chairboard has right to rule out motions, and this is non-appealable.
8. The delegate who raised the motion has right to be the first speaker if they like. If not, they can be raised randomly.
9. Once the total time limit has come to an end, if there are no other motions, session continues with GSL.

Article 19: Raising Moderated Caucus motion

1. “Motion for moderated caucus in order to discuss about(topic), for total time being (total time), and individual speaker time being.....”

Article 20: Unmoderated Caucus

1. After a certain amount of moderated caucuses has passed and talked, unmoderated caucus can be raised when the floor is open.
2. This generally designated as 8, but with Secretariat discretion, under some circumstances can be reduced.
3. The delegate raising the motion must specify a reason and total time limit.
4. Total time limit cannot exceed 20 minutes.
5. A simple majority needed for it to pass.
6. Cannot be raised at the beginning of a session, there has to be at least 2 moderated caucuses has passed.

Article 21: Extensions

1. When the time allocated for a moderated or an unmoderated caucus has come to an end, extensions shall be in order.
2. It cannot exceed the time limit of the original motion.
3. A caucus can only be extended once.

Article 22: Termination of Caucuses

1. A delegate may raise motion to terminate a caucus at any time during the caucuses.
2. Requires simple majority to pass.
3. With chairboard discretion, caucuses may be terminated automatically if there is no other speaker.
4. Chairboard can overrule this motion and it is non-appealable.

Article 23: Suspension and Adjournment of the Meeting

1. A delegate can propose a motion to suspend the meeting for a specified time until the next session.
2. Adjournment is only used when there is no other next session.
3. Therefore, it is only in order only when the ¾ of the last session of the conference has elapsed.

Article 24: Table and Resumption of the Debate

1. At any time, the floor is open, a Delegate may rise for the postponement of debate on a resolution currently on the floor.
2. This motion requires a two-thirds majority to pass and will be debatable to the extent of one speaker in favour and one against.
3. No debate or action will be allowed on any resolution on which debate has been postponed.
4. A motion to resume debate on a resolution or a substantive amendment on which debate has been postponed will require a simple majority to pass and will be debatable to the extent of one speaker in favour and one against.

Article 25: Closure of Debate

1. When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion.
2. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment.
3. When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favour of the motion will be recognized.
4. Closure of debate requires the support of two-thirds of the members present and voting.
5. If there are no objections, the motion to close debate will automatically be adopted and the Committee will move immediately to substantive voting procedure.

CHAPTER 5: RULES GOVERNING POINTS

Article 26: Point of Personal Privilege

1. Delegates may request chairboard to correct their discomforts that possibly hamper their participation to debates, like audibility issues or room temperature.
2. It is the only point that can interrupt speaker.
3. It is recommended that delegates to use message papers for this point.

Article 27: Point of Order

1. At any point when a committee is in session, a delegate may rise to a Point of Order to indicate their belief that the rules of procedure are not being properly followed.
2. The Point of Order will be immediately decided by the Chair in accordance with these rules of procedure.
3. A Point of Order may never interrupt a speaker.

Article 28: Point of Parliamentary Inquiry

1. A delegate may raise to a point of parliamentary inquiry to ask the Director a question regarding the rules of the procedure.

Article 29: Point of Information

1. A Delegate may raise Point of Information only to ask questions about the agenda item, study guide or a term.
2. If used incorrectly, chairboard may overrule the point and request it to be re-raised in correct way.

CHAPTER 6: RULES GOVERNING RESOLUTION

Article 30: Working Paper

1. Delegates/Delegations may propose working papers for the consideration of the Committee.
2. They are intended to direct and elaborate the discussion or to specify the position of a certain Delegation or Delegations.
3. Working papers are not subject to resolution formatting rules.
4. They are not official documents, but they still need to be signed by the Director and copied and distributed to the whole Committee.
5. Working papers do not have to be formulated within the Committee sessions.
6. Working Papers shall not be voted upon.

Article 31: Draft Resolution Paper

1. A draft resolution may be introduced when it is approved by the Director and signed by one-fifth of the number of delegations that are present and voting at the beginning of the Committee session.
2. Signing a draft resolution does not automatically amount to support the resolution, but it just indicates the will of the signatory Delegation to bring that resolution on the floor.
3. Introducing either pre-written resolution prior to the Committee sessions or resolutions that are formulated by other delegates outside the Committee is strictly forbidden and will not receive the approval of the Director.
4. All the documents presented will be scanned against plagiarism.

Article 32: Introduction of the Draft Resolution Paper

1. A draft resolution may be introduced when it receives the approval of the Chair and is signed by 20 members in the General Assembly, or 5 members in the Crisis Committees.
2. Signing a draft resolution need not indicate support of the draft resolution, and the signatory has no further rights or obligations.
3. Signing a draft resolution only indicates a desire for the draft resolution to be discussed in Committee.
4. There are no official sponsors of draft resolutions.
5. Signatories should be listed in alphabetical order on every draft resolution.
6. A draft resolution requires a simple majority of members present to pass.
7. Only one draft resolution may be passed per agenda Item.
8. After a draft resolution is passed, voting procedure will end and the Committee will move directly into the second agenda item.

Article 33: Adoption of the Resolution

1. As a general rule, resolutions require a simple majority of the Delegations to pass, and the vote is substantive in the Committees.
2. United Nations Security Council shall adopt its resolutions with nine votes including the concurring votes of the delegates of China (People's Republic of), France, Russian Federation, United Kingdom of Great Britain and Northern Ireland and United States of America.
3. Once a resolution has been adopted by the Committee, no other substantially contradictory resolution may be addressed in the Committee.

Article 34: Competence of the Committee

1. A motion to question the competence of the Committee to discuss a resolution or amendment is in order only immediately after the draft resolution has been introduced.

2. This motion needs a simple majority to pass and is debatable to the extent of one speaker for and one against.
3. If the motion to question the competence of the Committee passes; the substantive document subject to the questioning shall automatically fail.

Article 35: Amendments

1. Delegates may amend a resolution that has been introduced.
2. Amendments to amendments are out of order yet amended parts of a resolution may be further amended.
3. Pre-ambulatory clauses cannot be amended.
4. There are two types of amendments:

Article 36: Friendly Amendment

1. Indicates that the amendment being suggested doesn't contain anything against some countries in the committee or entirety of committee.
2. Therefore, this amendment doesn't require to be voted upon.

Article 37: Unfriendly Amendment

1. This indicates that, the proposed amendment is against some countries or entirety of committee.
2. Therefore, this one requires to be voted upon.

**CHAPTER 7:
RULES GOVERNING VOTINGS**

Article 38: Procedural Voting

1. Procedural voting is in order in all cases except for voting on a resolution or substantive amendment.
2. Procedural voting does not accommodate abstaining, thus requires all delegations to cast an affirmative vote or a negative vote.
3. Procedural voting procedures will be exercised through raising placards unless the Committee Directors choose to ease the process via seconds and objections.
4. The chairboard will ask for seconds and objections. Delegates shall say "Second," for in favour of the motion; "Objection" for the against.

5. If there are no seconds raised, the motion shall automatically fail and if there are no objections raised, the motion shall automatically pass without a voting procedure.
6. If the consent of the Committee is thus confirmed; the Committee shall surpass the procedure envisaged in relevant Articles.

Article 39: Substantive Voting

1. The only substantive voting is on resolutions or substantive amendments with each delegate having one vote.
2. Once the committee closes debate on the general Topic Area, it will move into substantive voting procedures.
3. At this time, the chambers are sealed, and no interruptions will be allowed.
4. The only motions that will be in order are:
 - a. Motion to Divide the Question,
 - b. Motion to Reorder Draft Resolutions,
 - c. Motion to Vote by Acclamation,
 - d. Motion for a Roll Call Vote.
5. If there are no such motions, the Committee will vote on all draft resolutions in the order in which they were introduced.
6. For substantive voting, each member will have one vote. Each vote may be a 'Yes,' 'No,' or 'Abstain.'
7. Abstaining members are not considered to be voting and are subtracted from quorum for the purposes of calculating a simple majority.
8. All matters will be voted upon by placards unless a motion raised and accepted for a roll call vote.
9. A tie in the number of for and against votes designates a failure for the substantive document.
10. Abstentions shall not damage consensus. They shall be added to both for and against votes.
11. Once any Resolution has been passed, the voting procedure is closed, as only

one Resolution may be passed per Topic Area.

12. NGOs, Observer Nations, and Third-Party Actors will not be able to vote on draft resolutions and/or amendments.
13. In the Security Council, the five permanent members have the power to veto any substantive vote.
14. A "No" vote by one of the five permanent members in the Security Council is considered a veto, and the draft resolution will be failed.
15. Here goes the sequence for a resolution voting:
 - a. Motion for Closure of Debate,
 - b. Motion for Introduction of draft resolution,
 - c. Voting procedure motion,
 - d. Announcing the outcome.

Article 40: Vote by Acclamation

1. The chairboard has right to suggest the chamber to vote by acclamation.
2. If any of committee member raises a requests to be voted upon that way, and no objection comes, then the motion will automatically be adopted without going into voting procedure.
3. If no request comes from committee, the normal voting procedures shall be followed.

Article 41: Roll Call Voting

1. A delegate has the right to request a roll call vote after debate on a draft resolution is closed.
2. A roll call vote can only be in order for substantive votes.
3. In a roll call vote, the Chair will call members in alphabetical order starting with a randomly selected member.
4. In the first sequence, delegates may vote "Yes," "Yes with Rights", "No," "No with Rights", "Abstain," or "Pass."
5. Delegates who vote either "Yes with Rights" or "No with Rights" reserve the right to explain his/her vote only when the delegate is voting against the policy of his/her country.
6. The delegate will only be allowed to explain an affirmative or negative vote, not an abstention from voting.

7. A delegate who voted “Pass” during the first sequence of the roll call must vote during the second sequence.
8. All delegates who had requested the right of explanation will be granted time to explain their votes.
9. The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds.
10. The Chairboard will then announce the outcome of the vote.

Article 42: Reordering Draft Resolutions

1. A Motion to Reorder Draft resolutions will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions.
2. If the motion receives the simple majority required to pass, the Chair will take all motions to reorder draft resolutions and then vote on them in the order in which they were introduced.
3. Voting will continue until either a motion passes, receiving a simple majority, or all of the motions fail, in which case the Committee will move into voting procedure, voting on the draft resolutions in their original order.
4. Only one motion to reorder draft resolutions is in order in each round of voting procedures.

Article 43: Division of the Question

1. After debate on any topic has been closed, a delegate may move that the operative parts of a draft resolution be voted on separately.
2. Preambulatory clauses and sub-operative clauses may not be altered by division of the question.
3. A motion for the division of the question is in order only for voting draft resolutions.
4. The delegate raising the motion shall indicate how he/she wishes to divide the draft resolution that is to be voted and group the operative clauses accordingly.

Article 44: Division of the House

1. A motion to divide the house can only be made if the number of abstain votes could sway the vote.
2. For example, if the vote on a draft resolution was in 50 favour, 60 against, and 15 abstentions, a delegate may move to divide the house.
3. If that motion passes those who voted “abstain” are forced to vote “yes” or “no” on the document.

**CHAPTER 8:
PRECEDENCE**

1. Points shall always have precedence over motions.
2. The precedence of points and motions as follows:
 - a. **In any time, including substantive voting phase:**
 - i. Point of Personal Privilege
 - ii. Point of Order
 - iii. Point of Parliamentary Inquiry
 - b. **In order only when the floor is open**
 - i. Closure of the Debate
 - ii. Table the debate
 - iii. Adjournment of the Meeting
 - iv. Suspension of the meeting
 - v. Resume the debate
 - vi. Introduce an amendment
 - vii. Introduce a Working Paper
 - viii. Unmoderated caucus (Extension has priority)
 - ix. Moderated Caucus (Extension has priority)
 - c. **In order after the Closure of the Debate**
 - i. Reorder Draft Resolutions
 - ii. Divide the Question
 - iii. Rollcall Voting

3. If more than one unmoderated caucus motion is raised, the one with longer time becomes disruptive and shall put to vote first.
4. 7:3 applies to moderated caucus similarly. If total time are the same, the one with longer individual speaker time becomes disruptive.



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