Model United Nations Preparatory Conference (PREPMUN) 2020
Online Crisis Simulation

Rules of Procedure

Where Socially and Globally Aware Leaders are Born

1.   GENERAL RULES

1.1   Scope of this Document

1.1.0.1 The rules included in this document are applicable to all committees within the Online Crisis Simulation of the Model United Nations Preparatory Conference (PREPMUN). Each rule is self-reliant unless otherwise modified by the Crisis Team as expressed in **Rule 1.1.0.2**. If a situation arises that has not been addressed by the Rules of Procedure, the Committee Dais will be the final authority on what procedure to follow.

1.1.0.2 The rules herein may be adapted by the PREPMUN Crisis Team to better reflect the nuances of the Crisis and events which transpire during it. Such modifications will be explicitly raised to the relevant parties as and when they occur during the course of the Crisis. All adaptations to the relevant Rules of Procedure by the PREPMUN Crisis Team would supersede the rules in this document. Note that the PREPMUN Crisis Team refers to the Crisis Directors, as well as members of the Crisis Team who are empowered to organise the crisis, either in the capacity of Frontroom chairs for individual councils, or as members of the "Backroom" who direct the events of the Crisis.

1.1.0.3 The Dais shall be responsible for monitoring and presiding over debate within the committees. They shall monitor the substantive content contained within debate, grant delegates permission to speak, and decide on procedural matters. They shall ensure that debate within the committees is carried out in an efficient and productive manner.

1.1.0.4 The PREPMUN Crisis Team and Secretariat reserves the right to call to order delegates who are found in contravention of the rules contained within this document. The PREPMUN Crisis Team and Secretariat also reserves the sole right to withdraw delegate rights and privileges upon contravention of the rules; which will be executed by the Dais. Do note that privileges awarded to delegates may also be revoked as a consequence of the events which transpire in the Crisis.

1.2   Working Language

1.2.0.1 English shall be the official working language of the conference and all of the three committees within the Crisis. All debates conducted and documents circulated should be in the working language unless expressly permitted by the Crisis Team. Delegates should refrain from communicating to other delegates or to conference staff in non-working languages, to avoid disadvantaging delegates due to linguistic segregation. Documents or speeches given in slang forms of English or other languages will not be entertained and the PREPMUN Crisis Team reserves the right to revoke privileges of non-cooperative delegates. Names or information in Chinese, relevant to the Crisis and used appropriately are exempt from this restriction, subject to the discretion of the dais.

1.3   Representation and Portfolio Powers

1.3.0.1   The abilities, resources, influence, and power of individual allocations in PREPMUN Crisis is referred to collectively as "Portfolio Powers". Each delegate's assigned individual has various portfolio powers assigned to him from the start of the Crisis. These portfolio powers are subject to favourable or unfavourable change based on the actions of delegates as well as events which transpire during the Crisis.

1.3.0.3 Each person within a committee will only be represented by one individual delegate. If persons or portfolios remain vacant due to a delegate's absence, the PREPMUN Crisis Team will decide as to whether the portfolio powers of that delegate will be modified, reassigned, or left vacant. Requests made by delegates to assume the portfolio powers of absent delegates will not be entertained.

1.3.0.4 Should there be changes in the Portfolio Powers of individual delegates due to the events of the Crisis, the PREPMUN Crisis Team will inform the affected delegates of these changes.

1.3.0.5 Each individual is entitled to a single vote on procedural and substantive matters within his/her committee.

1.4   Quorum

1.4.0.1 Quorum is set at **one-third** of the member entities of the committee, unless ruled otherwise by the PREPMUN Crisis Team. The committee shall only commence debate when quorum is reached, or at the discretion of the Crisis Team.

1.5   Decorum during Council Session

1.5.0.1 Delegates are expected to treat the PREPMUN Crisis Team, PREPMUN Secretariat, Conference Staff and other delegates with the utmost respect. Acts committed with a disrespectful, derogatory or offensive intent or nature will not be tolerated. The PREPMUN Secretariat reserves the right to expel delegates found in contravention of this rule from the conference.

1.5.02 As delegates are representing individuals and take action and speak as these individuals, they are expected to speak in first-person during committee sessions.

1.5.0.3 The Qing Court, Rebel Councils and Governor Councils are meant to represent discussions and collective actions made by individuals with mostly similar or coinciding interests. Hence, within the world of the Crisis, these three Councils, and where applicable, their subordinate groupings, refer to physical meetings of all the individuals within where these meetings require the formality and decorum described in this document.

2.   VOTING RULES

2.1   Definitions concerning Votes

2.1.0.1 The conference shall adhere to the following rules contained below concerning voting.

2.1.0.2 'Simple majority' is defined as half plus one of the total delegations present.

2.1.0.3 'Two-thirds majority' is defined as two-thirds of the total delegations present.

2.1.0.4 'Abstentions' do not count as a vote and vote totals shall be counted without the inclusion of abstentions. However, the numbers of delegates who wish to abstain on a substantive matter shall be tracked and recorded by the Committee Chairs during substantive matter voting.

2.1.0.5 'Consensus' is defined as the absence of any 'No' vote. Abstentions do not negate consensus.

2.1.0.6 'Procedural voting' applies to parliamentary procedures in Council Sessions, such as motions, and no abstentions are allowed for Procedural voting, which means that all individuals present must vote.

2.1.0.7 'Substantive voting' applies to the passage of documents such as council directives or unfriendly amendments. Abstentions are allowed for Substantive voting and the doors are to be sealed in order to prevent any changes to the total delegations present until voting is concluded.

3. MOTIONS

3.1 General Rules Concerning Motions

3.1.0.1 Motions require seconds to be considered; motions without seconds will automatically be failed.

3.1.0.2 Motions can be objected to; motions with seconds and objections will move into a procedural vote.

3.1.0.3 The dais will entertain seconds, objections, and if necessary, direct voting procedures in the order of disruptiveness as described in **Section 4.6**.

4. DEBATE PROCEDURES

4.1 Roll Call

4.1.0.1 Committee sessions are to begin with a roll call. The Crisis will not commence during the roll call and directives submitted before the Crisis commences will not be entertained (See: **Section 4.2**).

4.1.0.2 Delegations are to unmute themselves and announce that they are "present and voting".

4.1.0.3 Delegates who have missed the roll call are to indicate their voting and attendance status by writing to the dais immediately.

4.1.0.4 Upon reaching quorum and the completion of roll call, the Chairs will announce to the council the session's simple majority and two-thirds majority.

4.2 Crisis Commencement and Crisis Events

4.2.0.1 Due to the nature of PREPMUN Crisis, there will be no setting of the agenda. Once the first council session begins in all committees the Crisis will have begun. Directive submissions will be entertained and updates will be released to delegates regarding events which transpire during the Crisis.

4.2.0.2 Updates for the Crisis will not be released when debate is suspended. In addition, Directives submitted by delegates will not be entertained if they are received after debate has been suspended.

4.2.0.3 The Crisis does not follow a fixed timeline in relation to the passage of time in real life during council sessions. In general, however, the PREPMUN Crisis Team will seek to ensure a consistent and reliable time progression.

4.3 Opening Speeches and General Debate

4.3.0.1 Upon setting the agenda, the floor will be open to opening speeches, **only for the Qing Court**. Opening speeches will be 90 seconds long and are expected to describe delegates' stances to the first topic. During opening speeches, points of information are not permitted. The **Rebel Councils and Governor Council will enter the General Speakers List by default**, forgoing opening speeches.

4.3.0.2 Following opening speeches **for the Qing Court**, a General Speakers' List (GSL) would be declared open. Delegates wishing to be added to the GSL are to indicate their interest as requested by the chairs.

4.3.0.3 In their speeches, delegates can speak about any matter related to the crisis, limited to the following:
  a. Topics directly involving and related to the Crisis.
  b. Events which have transpired in the Crisis or might plausibly transpire in the future.
  c. Committees or individuals within the Crisis.
  d. Actions which they, other individuals, their council, or other councils might take during the Crisis.

4.3.0.4 Speaking time for each speaker is set at **ninety** (90) seconds, unless otherwise declared by the Dais. Delegates can change this by a *Motion to Amend Speaking Time*. This is subject to the discretion of the Dais, and requires a procedural vote with a simple majority to pass.

4.3.0.5 At the end of a Committee session, delegates can **only** *Motion to Suspend Debate*, which suspends debate until the next convening of the Committee. There is **no** *Motion to Adjourn Debate* as debate will only be adjourned by the Crisis Team at the end of the Crisis.

4.3.1 Yielding

4.3.1.1 Delegates who have not utilised the full duration of their speaking time may yield their remaining time in the following three ways, as listed below.

4.3.1.2 *Yielding to the Dais* allows the Dais to call upon the next speaker, and rescinds the delegate's speaking rights if they have time remaining. Delegates must yield to the dais once their time elapses.

4.3.1.3 *Yielding to Points of Information* opens the delegate holding the floor to a number of Points of Information (POI), which can be specified by the delegate holding the floor at the discretion of the Dais. POIs should be phrased in the form of a single question, and must be kept brief and concise.

4.3.1.4 *Yielding to another Delegate* allows the delegate holding the floor to call upon another delegate to speak with the remaining time. The delegate called upon must agree to the yield.

4.3.1.5 Yielding to either POIs or to another delegate is not in order if the remaining time of the delegate is less than **fifteen** (15) seconds. A maximum of three points of information can be answered in a single speech.

4.3.1.6 Yields to the second degree are not in order.

4.4 Caucuses

4.4.0.1 Caucuses are a departure from the GSL to enter a different mode of debate. There are two causes available — **moderated** and **unmoderated**.

4.4.0.2 A motion to move into a caucus is in order when the dais calls for such motions.

4.4.0.3 The maximum length of any caucus is **twenty** (20) minutes, and can only be extended by a *Motion to Extend Caucus* to a maximum of **thirty** (30) minutes (inclusive of the original time for the caucus).

4.4.1 Moderated Caucuses

4.4.1.1 A moderated caucus refers to a formal debate on a specified topic within set time limits. It serves to focus the debate on one area of the Crisis by narrowing the scope of discussion. Such a caucus can be entered with a *Motion for Moderated Caucus*, and the total duration of caucus, individual speaking time, and topic of caucus must be specified. This is then procedurally voted upon requiring a simple majority to pass the motion.

4.4.1.2 Yielding, as mentioned in **Rule 4.3.1**, is not in order during the caucus.

4.4.1.3 If there is time left in the moderated caucus, and there are no further speakers wishing to speak, the moderated caucus will automatically elapse and the Committee will return to the GSL.

4.4.2 Unmoderated Caucuses

4.4.2.1 An unmoderated caucus refers to an informal debate phase where delegates can engage in deliberations without moderation from the Chairs of the Crisis. Such a caucus can be entered with a *Motion for Unmoderated Caucus*, and the total duration of caucus must be specified. This is then procedurally voted upon requiring a simple majority to pass the motion.

4.4.2.2 Delegates are advised to utilise an unmoderated caucuses to discuss issues or events within the Crisis in an informal setting, formulate Joint or Council Directives, or write individual directives.

4.4.2.3 At the end of an unmoderated caucus, the delegation calling for the unmoderated caucus has to summarise the proceedings of the unmoderated caucus with a **one** (1) minute speech to the council.

4.4.2.4 To facilitate productive debate, the **Qing Court will only be allowed a maximum of 15 minutes of cumulative unmoderated caucus time per council session**, to be divided as the Court wishes.

4.4.2.5 The committee will return to the GSL upon the end of an unmoderated caucus.

4.5   Points

The following points are in order in PREPMUN 2020:

4.5.0.1 A *Right to Reply* can be raised only **immediately after** a speech in which a delegate feels that the integrity of their person has been compromised. In this context, the integrity of their person refers to the appearance or identity of the delegate themself, not the individual they represent within the Crisis. The Dais may, at their discretion, require the delegate holding the floor to apologise for their remark/comment.

4.5.0.2 A *Point of Personal Privilege* can be raised when the environment is unconducive to debate, such as due to audibility issues. It can be raised **at any point** in time, but delegates should aim to be non-disruptive to the flow of debate.

4.5.0.3 A *Point of Order* can be raised when a delegate feels the Dais has committed an error in executing the Rules of Procedure. This point can only be made between speeches.

4.5.0.4 A *Point of Parliamentary Inquiry* can be raised when a delegate wishes to clarify the Rules of Procedure with the Dais. This point can only be made between speeches.

4.5.0.5 A *Point of Information* can be raised when a delegate wishes to ask the delegate holding the floor a question. This can only be raised when the delegate holding the floor has yielded to Points of Information, and the Dais calls for such Points from the council. Points of Information must be phrased in the form of a single question, and should be kept concise.

4.6   Precedence of Points and Motions

4.6.0.1 All points and motions will be seconded and objected to, as well as voted upon in order of most disruptive to least, as follows:

1. Point of Personal Privilege. It is the only point that can interrupt a speaker.
2. Point of Order
3. Point of Parliamentary Inquiry
4. Right to Reply
5. Motion to Suspend Debate
6. Motion for Unmoderated Caucus
7. Motion for Moderated Caucus
8. Motion to Table Council Directive
9. Motion to Table Amendment
10. Motion to Introduce Council Directive
11. Motion to Introduce Amendment
12. Motion to Move into Direct Voting Procedures
13. Motion to Form a New Government

When in voting procedures on a Council Directive, the following motions are considered in order of most superseding to least:

1. Motion to Divide the House
2. Motion for a Roll Call Vote

Due to the lack of a set format for directives, there is no Motion to Divide the Question.

4.7 Documents

4.7.1 General Rules Concerning Debate of Council Documents

4.7.1.1 There are two types of debate, defined as follows, when dealing with council documents:

- *Closed Debate*, where delegates are limited to yielding to the chair, and must conform to a particular topic — for/against a council document. Delegates are also not allowed to motion in this debate mode.
- *Open Debate*, where delegates can engage in all forms of yielding, and are free to motion to alter the flow of debate.

4.7.2 Working Papers

4.7.2.1 Working papers are unofficial documents that contribute substantially and uniquely to the ideation or planning made by a council during the crisis. Working papers have no fixed format.

4.7.2.2 Before introducing a working paper, delegates must submit it to the Dais for vetting and approval. Only after the working paper has been approved can it be introduced when the delegate is holding the floor during the GSL.

4.7.2.3 No motion or vote is required for the introduction of a working paper, but the delegate must request before the beginning of his speech for the dais to screen the delegate's working paper.

4.7.2.4 The content of the working paper must be relevant to Crisis, unique in nature and constructive for debate. The Crisis Team reserves the right to reject working papers that do not fulfil any one of these criteria.

4.7.2.5 Working papers only require the names of the submitter(s) and do not have signatories.

4.7.2.6 No working paper is to be distributed to the committee prior to approval by the Dais and the official introduction of the paper.

4.7.3 Directives, Individual and Joint Directives

4.7.3.1 A directive refers to any document submitted by a delegate, group of delegates, or council which seeks to utilise their available resources, power, or influence to effect an action of any sort within the Crisis. Directives have no fixed format although delegates may at their own discretion use a fixed formatting or clauses to help structure them for ease of understanding.

4.7.3.2 Three different forms of directives are recognised in PREPMUN Crisis; Individual Directives, Joint Directives, and Council Directives (See: **Section 4.7.4**). The form of directives will not prejudice their impact and all directives, regardless of their length, form, or format, are treated equally by the PREPMUN Crisis Team and their impact depends on the merit of the directive.

4.7.3.3 Individual directives refer to directives submitted by a delegate where only the portfolio powers of the delegate submitted by the delegate are utilised. Such directives are to be submitted directly to the PREPMUN Crisis Team through the approved medium, whereupon their merits, feasibility, and impact will be assessed by members of

the Crisis Team. They will then take effect upon the Crisis in a manner which the Crisis Team deems is logically sound and conducive for the progression of the Crisis.

4.7.3.4 Directives can be rejected by the Crisis Team if they are unrealistic, utilise portfolio powers not under the control of the submitter(s) of the directive, cannot be understood by the Crisis Team, or are otherwise detrimental to the Crisis. If a directive is rejected, the Crisis Team will inform the delegate involved of the rejection and the reasons for the rejection.

4.7.3.5 If the submitters of a directive do not receive a response from the Crisis Team regarding their directive, it does not mean that the directive has been rejected. The Crisis Team may not provide an immediate response to the submission of a directive for various reasons, including the time needed for the actions stipulated in the directive to take effect, time for unintended or unexpected consequences of the directive to be visible, or the effects of the directive not being visible.

4.7.3.6 Joint Directives refer to directives submitted by more than one delegate which seek to use the portfolio powers of two or more delegates. Besides the number of submitters, all other mechanisms of Joint Directives are identical to Individual Directives and they are processed by the Crisis Team in the same manner as Individual Directives.

4.7.3.7 There is no limit to the number of submitters to a Joint Directive and delegates from different councils can be submitters to the same Joint Directive. All submitters to a Joint Directive are treated equally as submitters to the same Joint Directive and all portfolio powers of the Submitters of the Joint Directive can be utilised to achieve an outcome.

4.7.4   Council Directives

4.7.4.1 A Council Directive is a directive which utilises the combined portfolio powers of the entire council. Similar to an individual or joint directive, there is no fixed format to a Council Directive.

4.7.4.2 Council Directives must fulfill the following format to be submitted to the Dais:
- The committee name displayed at the top of the Council Directive
- Names of submitters and signatories, listed in alphabetical order

The content of the directive itself, which while not being in any fixed format, should be readable and understandable by other delegates within the Council and the PREPMUN Crisis Team.

4.7.4.3 The number of submitters and signatories required for a Council Directive is to be determined by the Dais, and announced at the start of Committee session. By default, at full attendance, each Council Directive must have at least one submitter, and **one-tenth** of the council, rounded up, as signatories.

4.7.4.4 Council Directive is to be introduced with a *Motion to Introduce Council Directive* by one of its submitters. Such a motion requires a procedural vote and a simple majority to pass, following which, the directive would be screened to the rest of the council and one of the submitters asked to give a one minute speech explaining the purpose and scope of the directive. The council will then return to the GSL.

4.7.4.5 There can be several Council Directives on the floor at the same time, and debate can be either general — pertaining to several Council Directives through the GSL — or specific — pertaining to a single Council Directive.

4.7.4.6 Council Directives can be removed from debate by a *Motion to Table Council Directive*. This motion involves a substantive vote and a **two-thirds majority** to pass.

4.7.5 Amendments

4.7.5.1 Amendments to a Council Directive enable any form of changes to the Council Directive. There are two types of amendments:

- **Friendly amendments** do not require voting and are added to the Council Directive once agreed upon by all submitters, as well as at the discretion of the Dais.
- **Unfriendly amendments** are substantive amendments to the Council Directive that require council debate.

4.7.5.2 Amendments may only be proposed when a Council Directive is being debated upon.

4.7.5.3 Unfriendly amendments must be written such that they describe or list the changes they seek to make to the Council Directive.

4.7.5.4 Unfriendly amendments may be proposed by either a single delegate or multiple delegates.

4.7.5.5 Before the introduction of any amendment, delegates are required to submit the amendment in writing to the Dais and the Dais has discretion over whether to entertain said amendment.

4.7.5.6 To introduce unfriendly amendments, one submitter of the amendment must *Motion to Introduce Unfriendly Amendment*. This motion involves a procedural vote and a simple majority to pass. Once an amendment is introduced, closed debate of **one** speaker for and against the amendment will occur. Should there be no speakers, time for closed debate will automatically elapse. Following the conclusion of closed debate, the Committee will move into open debate on the amendment.

4.7.5.7 To vote on amendments, a *Motion to Move into Direct Voting Procedures* must be raised. This motion involves a procedural vote and a simple majority to pass. Upon passing this motion, the amendment would be voted upon substantively, and it requires a **two-thirds** majority to pass.

4.7.5.8 Amendments can be removed from debate by a *Motion to Table Amendment*. This motion involves a procedural vote and a **two-thirds** majority to pass.

4.7.5.9 *Motion for Roll Call Vote* and *Motion to Divide the House*, are all in order during voting on the amendment.

4.7.6 Voting Procedures for Council Directives

4.7.6.1 The committee enters into voting procedures upon a single Council Directive by passing a *Motion to Move into Direct Voting Procedure*, which requires a procedural vote and simple majority to pass. The delegate who proposed this motion must specify

the Council Directive he/she wishes to move into Direct Voting for if there are multiple Council Directives on the floor.

4.7.6.2. The Council Directive requires a **two-thirds** majority in a substantive vote to pass.

4.7.6.3 The following motions are in order during voting procedures:

- *Motion to Divide the House*. This is a motion removing the right to abstain for all members of the Committee. This motion involves a procedural vote and a simple majority to pass. This motion may be raised both before and after a vote.
- *Motion for Roll Call Vote*. This is a motion to mandate each delegate to verbally announce their vote to the Committee. This motion involves a procedural vote and a simple majority to pass. Once passed, delegates' names are called in alphabetical order, after which they are to indicate their vote for, against, or an abstention.

4.7.6.4 There is no limit to the number of council directives which can be passed by a council in the course of the Crisis.

4.8   Inter-Council Communication

4.8.0.1 Using illicit electronic communication services or messaging services for the purpose of directly communicating with other delegates is treated as a breach of decorum and delegates caught doing so may face forms of punitive action by the PREPMUN Crisis Team and the PREPMUN Secretariat. This also includes the messaging feature in Discord, whether in private or in a public text channel without the Dais' explicit approval.

4.8.0.2 To facilitate communication, be it between delegates in the same call, across different calls, or across different councils, delegates may send a message through a provided Google Form, with the target delegate stated explicitly. The message will be forwarded to the target delegate following a time delay based on the distance between the 2 delegates.

4.8.0.3 Inter-call consultations can be raised through directives to extend an invitation from one party to another. Upon approval from the Crisis Team and agreement from both parties, direct consultations between the involved parties will take place with a time delay based on the distance between the relevant delegates.

4.9 Merging of Councils to form New Government

4.9.1   Delegates from different councils can merge to form a new government by introducing a Joint Directive to Form a New Government. The text of this directive should specify the suggested members of the new government and their newly proposed positions, in an Eligibility List that they must submit to the Crisis Team. All members in the Eligibility List must be a submitter of the Joint Directive.

4.9.2   Once the directive is approved by the Crisis Team, submitters of the Joint Directive will be moved into a separate call, which will be subject to a time delay. They will be briefed on the portfolio powers of their new positions. Subsequently, they will automatically move into 10 minutes of Unmoderated Caucus, subject to the discretion of the Dais. Following which, they will be called to vote to Form a New Government. This vote requires a **two-thirds** majority to pass. No abstentions are in order.

4.9.3   If the vote to Form a New Government passes, delegates who vote in favour will be assigned their new positions and powers in the new government, while delegates who vote against will be returned to their original calls. If the vote to Form a New Government fails, all delegates will be returned to their original calls.

4.9.5   The New Government will follow the Qing Court's ROP and will enter opening speeches immediately after the formation of the government. The total time spent in unmoderated caucuses in the newly-formed government cannot exceed a maximum of 15 minutes per council session.

4.9.6   After opening speeches, delegates may call for a "Vote of No Confidence" to remove any specific delegate from the New Government. A substantive majority is required for this to pass. When passed, the target delegate will be removed from the government with immediate effect and be returned to their original call.

4.9.7   Delegates can only be added into a New Government upon approval from the New Government through a Council Directive, which must specify the target delegate(s) and their proposed position. If the invited delegate accepts this invitation, they will join the New Government.

4.9.8   In the absence of any changes to the rules of procedure by the Crisis Team or by delegates, the New Government will be treated as one single council during procedural votes, with each individual delegate in the government entitled to a single vote.

5. SPECIAL COUNCIL FEATURES

5.1   Qing Court

5.1.1   By the orders of Empress Dowager Longyu, the Qing Court is required to convene for extended council sessions, which will be **1.5 hours long, instead of 1 hour.**
5.1.2   The Qing Court can mandate governors to carry out certain actions through council directives.

5.2   Governors

5.2.1   Governors have the freedom to disregard Qing instructions, although this may lead to future consequences.
5.2.2   Governors enjoy smaller meeting sizes and fewer administrative hindrances, allowing them more informal debate.

5.3   Rebels

5.3.1   Rebels are not bound by bureaucracy, allowing them faster travel time between various areas and meetings, compared to the Qing or Governors.
5.3.2   Rebels enjoy smaller meeting sizes and fewer administrative hindrances, allowing them more informal debate.

-       THE END   -