



# Rules Of Procedure

## Specialized Agencies

### **Guide to Rules of Procedure**

Continuous Crisis Committees

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## INTRODUCTION

In its second intra-school iteration, Shishukunj MUN brings to you the guide to Rules of Procedure to be used in the Specialized Crisis Committees. Crisis committees are completely insubordinate to and different from the normal GA and EPS committees.

They have usually relaxed, but challenging, procedures that need to be mastered by the delegates for the crisis committees to be a success. These crisis committees work in a completely different atmosphere of committee time, and thus, follow specially crafted procedures.

In a crisis committee, there isn't a fixed agenda, in the sense that the agendas continuously change as new crises are introduced to the committee. Hence, such a committee needs more focus on actions than parliamentary procedures.

All delegates are requested to read through this guide thoroughly to clearly understand how committees will flow and proceed.

For any doubts regarding the rules of procedure, feel free to contact the following.

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## GENERAL RULES

- I. A committee will be presided over by the bureau, which shall be appointed by the Shishukunj MUN Secretariat. It will typically constitute a Chairperson, a Vice-Chairperson, and a Rapporteur.
- II. A delegate may only speak when the presiding official gives implicit or express permission. This does not apply during unmoderated caucuses (point 5[b]).
- III. Delegates will be allowed to use electronic devices for reference and reading out, as well as drafting of working papers and resolutions, without internet connectivity.
- IV. The official language of the Shishukunj MUN is English. All communication among delegates must happen in English only. All committee proceedings will take place in the official language only.
- V. Any argument, solution, reply, clarification, and other content-related matters can only be presented by delegates through speeches or through notes.
- VI. Notes, or chits, can be passed by delegates to communicate with other delegates and the bureau. All notes can be subject to inspection by the members of the logistics team, bureau, and/or secretariat. The presiding official can regulate and/or completely stop the passing of notes in the committee at his/her discretion.
- VII. Motions are indications to change the state of the committee. These are raised by delegates when asked for by the presiding official by raising their placards. If a raised motion is in order, it is moved to vote, where the presiding official calls for delegates for the motion to raise their placards, followed by delegates against the motion. **It is compulsory for delegates to vote either for or against a motion.** Only if the number of delegates who voted for the motion is greater than the number of those who voted against it, does the motion pass.

The presiding official may pass or fail a certain motion at his/her discretion, notwithstanding the outcome of the vote on the motion.

VIII. Points can be raised by delegates for better facilitation of the committee.

Note that these are not used to put forth one's ideas but for committee conduction. There are four points.

- a. Point of Personal Privilege: These are raised to solve issues regarding the audibility of a speaker, permission to move out of committee, and logistical issues.
  - i. For audibility, delegates may raise their placards during a speech, interrupting it. For the other matters, indications of point of personal privilege are up to the discretion of the presiding official, but it must never interrupt a speaker.
- b. Point of Order: These are used to point out a procedural deviation by the presiding official.
  - i. These are indicated by a 'T' formed with the placard on top and a hand below.
- c. Point of Parliamentary Inquiry: These are used to ask doubts and questions related to procedure and flow of debate.
  - i. Parliamentary Inquiry can be raised only through notes or by approaching the bureau.
- d. Point of Information: These are used to clarify content/agenda related doubts from the presiding official.
  - i. Points of Information can be raised only through notes or by approaching the bureau.

IX. Right to Reply: A Delegate whose personal or national integrity has been impugned by another Delegate's comments may rise to a Right to Reply. The Bureau will recognize the Right of Reply at their discretion as well as decide on how to resolve the motion. This point may not interrupt a speaker but should be addressed the moment they have finished their speech. Should the Bureau rule the Right to Reply out of order, their decision cannot be appealed. No delegate may call for a Right to Reply on a Right to Reply. The Delegate that has been granted the Right to Reply, shall have one minute to reply to an insult.



X. Crisis: On the introduction of a crisis in the committee, all the previous work and procedures are suspended and the committee enters a state of emergency debate.

The emergency debate starts with a fresh Provisional Speakers List. However, to hasten up the debate procedures, the floor may be open to motions for other forms of debate.

XI. Emergency Debate: Emergency debate constitutes the introduction of the crisis, with the crisis being read out before the committee and all the points of information to the crisis update being addressed.

After this, a motion for an unmoderated caucus for documentation and enactment procedures is exercised. The crisis is considered to be solved when the committee passes its directive.

Often, a situation arises when a crisis is being dealt with and another crisis piles up. Following the emergency debate procedure, all work is stopped and the fresh crisis has to be solved first. If in case the fresh crisis is solved, the committee will automatically start dealing with the previous crisis, until all the crises are solved.

XII. Committees will aim to solve crises and prepare outcome documents and have them agreed upon by the members of the committee in consensus. These may be one of four types. More details are provided in points 7-10.

- a. Committee Directives
- b. Committee Communiques
- c. Press Release



## COMMITTEE PROCEDURE

1. **Bureau Briefing:** The committee begins with an agenda briefing by the bureau, where the agenda is explained in detail to all delegates present. The delegates can ask questions to the bureau during this time, after the basic briefing.

2. **Roll Call:** The presiding official takes a roll call of all delegates, to identify the number and countries of delegates present, and to set the quorum at the lowest whole number greater than or equal to one-fourth of the committee. As their names are called out, delegates say present if they are present.

3. **Motion to set the Agenda:** The presiding official calls for motions, where a motion to set the agenda must be raised. A delegate must raise a motion as *"Motion to set the agenda to \_\_\_\_."* By setting the agenda, the General Speakers List is automatically opened.

4. **Provisional Speeches:** When the agenda is set, the committee automatically moves ahead with the Provisional Speakers' List (PSL). This is also known as formal debate. The presiding official may ask for delegates wishing to add their names to the PSL, at which point such delegates must raise their placards. The delegates may speak more than once in the PSL. Delegates may also get their names added to the PSL by sending a note to the bureau. This speech sets the stance of a certain delegate on the agenda.

The time limit on speeches in the PSL is **90 seconds**, by default. The presiding official has the discretion to increase/decrease it to 60-120 seconds. *If the time of a speaker is left, they may not yield the time they have left.*

5. **Informal Debate:** After considerable time has been spent on the PSL, the presiding official may guide the committee in the way it can move forward. These would include forms of informal debate. The presiding official may ask for motions from the committee when one of the following can be raised.

a. **Unmoderated Caucus:** These are informal sessions where the delegates are allowed to move around the committee room, lobby (persuade) with other



delegates, form groups or blocs, and work on drafting outcome documents. It can be raised as *“Motion for an unmoderated caucus of total time \_\_\_\_ minutes (max. 15 min.).”*

b. **Extension:** These are motions raised to extend an elapsed caucus (whose total time has gotten over). An extension may be granted for a maximum of half of the total time of the original moderated caucus or a maximum of 10 minutes for the unmoderated caucus.

6. After the elapsing of a caucus (if there is no extension), the committee generally moves back to formal debate. However, the presiding official may ask for new motions before any general speech. After several such sessions, the presiding official may ask the committee to move into an unmoderated caucus to draft outcome document(s).



## OUTCOME DOCUMENT

**7. Committee Directive:** A committee directive is an action that the committee wants to take in response to a crisis.

One of the major differences between a resolution and a directive is that a directive contains actionable measures and not mere recommendations; they have an immediate application and action and are not just proposed solutions.

The directives don't have a specific format- they simply need a heading, which can be anything, and all the actions the committee wishes to take, laid down in points.

**8. Committee Communiqué:** A communiqué sent from the committee can be written to anyone on behalf of the whole committee. It usually addresses another nation or an international organization. It is needed to be approved by the committee and subsequently by the crisis staff. For example, assume that the committee wishes to have a special question answer session with the President of China for interrogating as to why the Chinese border with India has been militarized. In such a case, if approved by the crisis staff, a guest delegate acts as the President of China and comes to the committee to answer the questions it would like to ask.

**9. Press Release:** A press release is any release of information from the committee into the international media. It requires committee approval by consensus and can be presented through any news agency of the sponsor's choice.

For example, if the committee is the cabinet of a particular country and it decides to declare and release the information that it is now a socialist economy and not a capitalist economy, this has to be done via a press release.

These can be introduced and passed during any point of the committee, given that it has consensus.

Sample Press releases:

Ex:1 PRESS RELEASE

The Republic of India and the Russian Federation have shared cordial bi-lateral historic ties and that is the reason that even in the ongoing Ruso-Ukeraime War, the Republic of India has remained nutral and has supported Russia in many instances. However, the respect for rights and the ideals listed in the UN charter lie above all relations. India will not stand with a nation that conducts such breach of privacy, acts of extortion and cyber terrorism. Thus keeping in mind the increasing relations with the United States of America, the Republic of India declares that here after the nation of India will not be participating in any trade with the Russian Federation and officially withdraw all support from the Russian Federation in the International Country.

Mrs. Dhropadi Murmu

The Republic of India

Ex:2Press Release

Adolf Hitler,

Greater German Reich will be withdrawing troops from the Republic of Turkey as the following conditions have been met:

1. The Republic of Turkey and the Greater German Reich renew the Treaty of Friendship of 1941
2. The Republic of Turkey restart trade of Chromite with Nazi Germany at a subsidized rate of 15%
3. The Republic of Turkey pays 12 tonnes of gold reserves to the Greater German Reich as compensation for breaking the Treaty of Friendship

4. The Republic of Turkey re-establish German banks, insurance companies, and firms among others in Turkey

5. The Republic of Turkey maintain a solely neutral stance showing no aggression towards Germany or the Allied powers

Germany also issues a public apology for resorting to kidnapping to get the attention of the Allies when no other option seemed viable.

Sample Directive:

Ex:1

Directive #1

1. Urgent communication and discussion should be started between al-Naft and the government

on the specific reason why they left-

a. This will help us understand how to prevent other private companies from leaving,

b. We will explain to them that Iraq is not stable right now, and may have economic

sanctions in the future,

c. The Iraqi government will have a huge influence on the Business Policies and internal

decisions on the businesses operating in Iraq, thereby restricting their economic

freedom,

d. We will also communicate with them on how USA is providing military support as al-Naft

believe that we are not protecting the state;

2. The Cabinet of Kuwait also agrees to al-Naft's terms-

a. It agrees to reduce the export duties by 7%,

b. It agrees to reduce public government stake in private ventures by 5%;

3. Secure and safeguard the imports and exports of the country-

a. The Minister of Foreign Affairs will communicate with countries to ask them to continue

trading with Kuwait, to make sure the business stays strong,

- i. This will support in-house companies,
- b. Provide maritime military support via a portion of the maritime military the USA

provided to safeguard the ports and ships going in and out of the ports,

- i. This way, other countries are ensured that their goods will be protect while being sent to Kuwait.

Ex:2 COMMITTEE DIRECTIVE PLAYGROUND

1. Germany to withdraw troops from half of both Ukraine ( Wolhynien-podolien, shitomir) and Lithuania in the same way Poland was negotiated upon.
2. Forces of the USSR, Germany as well and Poland to only work in Switzerland for the finding of Adolf Hitler and no other means such as capturing it.
3. If any attempts to capture Switzerland are made by any nation all armed support from any other nation of the world is to be pulled out, a treaty of Versailles to be put in order and nations to face consequences for the same.
4. Germany will be decommissioning all concentration camps such as Auschwitz and will be accepting Jews, pols and disabled Germans with open arms as citizens of Germany.
5. Japan will be getting Korea, the Philippines Formosa and all the other small islands in the Pacific region along with New Guinea.
6. Japan will be giving back Manchuria and the annexed parts of China, Burma, and French Indo-China.
7. The territories to be given to Germany as mentioned in the previous directive stand the same and German forces are not to withdraw from there as all the points were made with full consensus.
8. Adolf Hitler is sent to the Permanent Court of International Justice and a fair

trial to be held

towards him, where he would face consequences for his actions, will be held accountable as well

as Hitler to suffer from the same.

9. USSR to pull out all support in case Germany does not stand by its words.

10. Nazi party in Switzerland will be boycotted for harbouring Adolf Hitler

11. The first location that the armed forces will check for Adolf Hitler will be the offices of the Nazi

parties

12. Military aid will be provided to the Swiss Confederation if and only the Germans, Polish and

USSR soldiers engage in any war crimes and try to fulfil their territorial greed.

13. Setting up Collective Intelligence Agencies and special forces to launch covert operations to find

Adolf Hitler

14. Humanitarian Aid to be provided by the ICRC as stated in Article 25 of the covenant

15. Economic aid packages shall be provided by allies of the Swiss Confederation to maintain

essential services for the damage control done by the German, Polish, USSR soldiers during its

search to capture Adolf Hitler

Sample Communique

To: The Secretary General of The United Nations

From: The United Nations Security Council

Honourable Secretary General,

In 1945, one of the most successful and beneficial organs of the United Nations was formed.

Under Article 76 Subsection 2 of the United Nations Charter, it is clearly stated that the functions

of the trusteeship system include 'to promote the political, economic, social, and educational

advancement of the inhabitants of the trust territories, and their progressive development towards

self-government or independence as may be appropriate to the particular circumstances of each territory and its peoples and the freely expressed wishes of the peoples concerned, and as may be provided by the terms of each trusteeship agreement'. This is precisely what the condition of the war-torn middle eastern countries that lack a stable governance structure requires. Thus the Security Council calls for the re-establishment of the Trusteeship Council under the following terms:

1. The trusteeship council be comprised of the P5 powers namely the United States of America, the United Kingdom, the Peoples's Republic of China, the Russian Federation and the French Republic along with the top ten economies of the world, namely Japan, Federal Republic of Germany, Republic of India, Republic of Italy, Dominion of Canada and Korean Republic;
2. The trusteeship system be reinstated as an independent organ of the United Nations and work in collaboration with the Security Council to achieve its objectives;
3. The trusteeship system follows the guidelines, functions and powers mentioned in the United Nations Charter under Articles 75 to 91 for its proceedings;
4. The new trust territories for which the council will be working towards are Iraq, Yemen and Libya. New territories such as Syria may be recognised as trust territories upon recommendation by the Security Council. The aim of the council must be to make all trust territories capable of self-governance;
5. The Trusteeship Council shall promote peaceful and cooperative relations

among the trust

territories and between them and neighboring states;

6. The Trusteeship Council shall have jurisdiction over all trust territories, as defined by the

UN Charter, until their transition to self-governance has been achieved;

7. The trusteeship council be redissolved only after its aims have been fulfilled in all trust

territories. It can further be re-established if the need arises;

8. The funding of the trusteeship council will be in the following ways:

a. 5% of the United Nations annual budget be pledged to the functioning of the trusteeship council,

b. Following the funding process of other organisations that aim at providing humanitarian, economic or administrative aid to nations, the major funding of the

Trusteeship Council would be through donations of various nations to carry out

operations in the various trust territories,

c. 7% of the overall donations that the trust territories by the various nations must be

pledged to the functioning of the Council in the territory.