

The Official Rules of Procedure

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I. Preamble:

Note: *This section of the Rules of Procedure is to be made at the willing of each secretariat using this document.*

II. Code of Conduct:

A. Standard of Behaviour

All participants of this MUN are expected to be respectful towards the others in the interest of productive discussion and learning. They are the representatives of themselves, their place of origin, their schools and their country. Therefore, participants will be held at the highest standard of behaviour inclusive to the following Rules of Procedure and Code of Conduct.

Throughout the entirety of the Conference, all participants are required to exercise Diplomatic Courtesy. In this sense, participants shall only use English as the official language of the Conference during the Committee Sessions. Aggressive behaviour, language, gestures or messages will not be tolerated, as all involved should maintain a diplomatic standard of respect. Mocking religion, ethnicity, and culture is deemed unacceptable. All involved may not intentionally damage the image of other delegates, Chairpersons, members of the Secretariat or the whole conference, as any complaint must be issued formally. Regarding clothing, formal attire is mandatory at all times.

In order to be considered eligible for awards, delegates must attend *all* Committee Sessions. The Consequences of any breach of the Rules of Procedure or Code of Conduct are presented in ***II. Code of Conduct - C.***

B. Roles in the Conference

The Secretariat is composed of, in descending order of power, duties and responsibilities, the Secretary-General, Deputy Secretary-General, President of the General Assembly and Deputy President of the General Assembly. The Secretary-General is the person responsible for the entire organisation of the Conference. His right hand and the second person in command is the Deputy Secretary-General. The Presidency is composed of two members (President and Deputy President of the General Assembly); they are the ones that act like Chairpersons of the General Assembly sessions.

The Members of the Secretariat may intervene directly at any time in the debate to guide it accordingly, as well as taking any measures they might deem necessary even if not specified in the Rules of Procedure. All of these measures must be taken in order to assure the appropriate flow of the debate and of the Conference itself. The Secretariat is responsible for the academic aspects of the conference, appointing the Chairpersons of each committee and intervening in the activity of all Committees if necessary.

During the sessions of the General Assembly, the Secretary-General and the Deputy Secretary-General might moderate the sessions and overrule a decision taken by the Presidency.

The Chairpersons are appointed to a committee and shall provide their delegates with a Study Guide that shall be a unique document, with no plagiarism, for the topic debated in their specific committee, check the Position Papers/Memorial and moderate the committee throughout its sessions. The decision of a Chairperson may be subjected to appeal by a delegate or overruled by a Member of the Secretariat.

Delegates must obey, at any given time, the Rules of Procedure, the Code of Conduct and the decisions taken by the Chairpersons and the Secretariat.

C. The Warning System

In case of any breach in the Rules of Procedure or Code of Conduct provided by the Secretariat prior to the Conference, a Warning System shall be enforced. A delegate may receive a:

→ Verbal Warning:

This is a verbal statement made by a *Chairperson* or a *Member of the Secretariat* in case of a breach that does not significantly impact the flow of the debate or the image of the Conference. However, in the case of a delegate receiving two warnings, the respective delegate will automatically receive a diplomatic warning.

→ Diplomatic Warning:

This is a written document issued by the Secretary-General and the Deputy Secretary-General in case of a serious breach of the Code of Conduct or the Rules of Procedure which has caused significant harm to the flow of the debate or to the image of the Conference. Delegates will receive up to 3 warnings for misconduct:

1. On the **first warning**, the delegate will no longer be eligible for awards;
2. On the **second warning**, the delegate will lose the right to speak and vote during committee sessions;
3. On the **third warning**, the delegate will be immediately removed from the Conference.

→ Dismissal Note:

A Chairperson may receive a Dismissal Note if they have caused intentional disruptions in the flow of the Conference, caused harm to the image of the Conference or refused to abide by the Code of Conduct. This written document can be issued by any Member of the Secretariat. The emission of such a document will result in the immediate removal from the Conference of the respective Chairperson.

III. Rules of the Debate:

A. The General Speakers' List

Once the agenda has been adopted, the Committee shall establish a Speakers' List following the adoption of a Motion to Establish/Verify the Quorum, which does not require a second. The Motion is not debatable, shall not be put to a vote, and shall be automatically accepted by the Chairpersons.

During the formal debate, the Chairpersons shall keep a Speakers' List, which will determine the order of speakers with a specific time per speech, set at 90 seconds. Delegates may raise a Motion to Change the Speaking Time on the General Speakers' List should they feel that extending or reducing the time limit would be beneficial to the debate. The decision to change the speaking time on the General Speakers' List may also be taken by the Chairpersons at their discretion.

A delegate may request to have the name of their Delegation added to the Speakers' List by raising the placard upon the general invitation of the Chairpersons or by sending a note to them. If circumstances do not allow determining clearly which delegate has requested to be included in the Speakers' List first, the Chairpersons shall decide on the order of the speakers by taking into account considerations of equity and the good functioning of the Committee.

A delegate whose Delegation's name is already included in the Speakers' List shall not be added again while they are already on the Speakers' List. A delegation will be removed from the Speakers' List if they have already spoken on the floor, or if they ask to be removed from the Speakers' List. Should the Speakers' List elapse, the debate on the agenda item shall be considered finished and the Committee shall move into voting procedure.

B. Yielding

At the end of a formal speech (during the General Speakers' List) a delegate is required to yield their remaining time and they may:

1. ***Yield to the Chairpersons:*** A delegate may yield their time back to the Chairpersons, meaning they will then be seated and the General Speakers' List will move on to the next delegation;
2. ***Yield to Another Delegate:*** A delegate may yield their time to another delegate. The Chairpersons will ask the other delegate whether they accept the yield. If the delegate accepts the yield, then they will have the remaining time to address the Committee. This time cannot be extended nor yielded to another delegate, or to any Points of Information. It is recommended not to yield to another delegate unless there are 30 or more seconds left of speaking time;
3. ***Yield to Points of Information:*** A delegate may yield their time to Points of Information. The Chairs will ask the Committee if there are any points on the floor at which time the delegate may raise their placards and be recognised by the chairs, up to a maximum of 3 delegations. When called upon, one at a time, the delegations which have been recognised may address a Point of Information to ask a question of the speaker. The Chairs will pause the time for the question to be phrased and will only start it again when the original speaker starts answering. A delegate may only yield to Points of Information when they have at least 5 seconds of speaking time remaining.

C. Points

1. *The Point of Information*

May be addressed to the delegate who has the floor and has finished holding their speech only if they clearly state they yield their remaining time on the General Speakers' List to Points of Information. Must be phrased as a question and the delegate asking the Point of Information has the right to make a brief introductory statement to the point. This, however, should not be a speech and should be as short as possible in order to ask the question.

After the question is asked, the speaker will be asked if the question is "Well Taken", and after the answer the delegate asking the Point of Information will be asked if the answer is "Well Taken". A question or answer being "Well Taken" means that it was understood, and a delegation may only answer with it being "Not Well Taken" when they have not understood the answer (either logically or due to volume), not when they did not like the answer.

If there is still time remaining after all recognised delegates have asked their questions, the original speaker will be asked if they are still open to Points of Information. After a positive answer, the chairs will once again ask for Points of Information. After a negative answer, the delegation will be seated and the Chairs will move on with the General Speakers' List.

If a delegate has asked their Point of Information and wishes to ask another, they may ask their Chairperson for a Follow-Up, which can be denied or granted by the Chairperson regardless of whether there are any other delegations recognised for Points of Information, at their discretion.

Delegates need to raise their placard in order to ask for a Point of Information. This Point may not interrupt the Speaker.

A delegate may also be asked to rephrase or restate a Point of Information, if the delegation did not understand it. Since crosstalking is not in order, any questions for a delegate to repeat or rephrase will be addressed to the chairs, who will then address it further to the delegate.

2. *The Point of Personal Privilege*

Should be used only when there is a problem with audibility or comfort (i.e. a delegate wishes to open a window, a delegate is not speaking loudly enough, when a delegate wishes to go outside of the committee for the bathroom etc.)

Note: *This point **may** interrupt the Speaker.*

3. The Point of Order

A delegate may raise a Point of Order if they consider that the Rules of Procedure were not properly enforced. The Chairs should rule on this point as soon as it is raised. They have the right to argue why they have taken the said decision which caused the delegate to raise a Point of Order. If this point is raised by a delegate, it can be overruled by a Member of the Secretariat if they are present in the Committee at the given time.

Note: *This point may not interrupt the Speaker.*

4. The Point of Parliamentary Inquiry

Should be used if the delegate is uncertain regarding a technical aspect concerning the Rules of Procedure;

Note: *This point may not interrupt the Speaker.*

5. Right of Reply

A delegate that perceives that their own personal or national integrity has been infringed upon by another delegate may, after the latter's speech is finished and only during formal debate, request a Right of Reply by raising their placard. If the Chairpersons allow the Right of Reply, the delegate whose personal or national integrity was infringed shall receive the floor for a short speech, at the discretion of the Chairperson. The Chairpersons shall decide upon the request immediately and may or may not grant it. If the Right of Reply is granted, the delegate who made the statement shall formally apologise. A Right of Reply to the Right of Reply (Right of Defence) is out of order. A Right of Reply may only be requested when present on the General Speakers' List.

Note: *The decision of the Chairpersons (granting the Right of Reply) is not subject to appeal.*

D. Motions

A motion is a formal proposal that could be issued by a delegate, which directly changes the flow of the debate during the Committee Sessions. Motions can only be proposed if the Chairpersons have previously stated that “the Floor is now opened to any Points or Motions”. The Chairpersons have the power to fail / pass any Motion at their discretion.

Motions can be debatable or not, they require a Simple Majority (50% + 1) or a Qualified Majority ($\frac{2}{3}$) and all motions require a second. When a motion is proposed, the Chairpersons should ask for seconds; if there are seconds, they should automatically ask for objections. If there are any objections, the Chairpersons should entertain another Motion. There can be a maximum of 3 Motions on the floor until the Committee will enter into Voting Procedure on the proposed Motions, in order of disruptiveness. When raising their placards for a vote, all delegations must do so simultaneously. If any delegations raised their placards later than when the chair asks for it, the vote will be retaken.

If a motion has no seconds, it automatically fails; if it has no objections, it automatically passes. A delegate can propose a variety of Motions during the debate that can be seen below:

Disruptiveness

The most disruptive motion is the one that is the least similar to the General Speakers' List. In the case where two would be considered just as disruptive, then it is the one that lets the most delegations take the floor.

For example, between a Moderated Caucus and an Unmoderated Caucus, since the Unmoderated one is more distinct from the General Speakers' List, it will be more disruptive. Between a Moderated Caucus with the duration of 12 minutes, individual speaker time 1 minute and a Moderated Caucus with the duration of 12 minutes, individual speaker time 1 minute and 30 seconds, the more disruptive one the one with 12 minutes in total and 1 minute per speaker.

The order of disruptiveness is:

- Unmoderated Caucus
- Consultation of the Whole
- Q&A
- Tour de Table
- Moderated Caucus

Note: *Decisions regarding the disruptiveness can be taken by the chairs at their discretion, combining both the number of speakers in each motion, but also the aforementioned list.*

1. Motion to Set / Verify the Quorum

Chairpersons shall then take attendance via roll call. Delegates may reply with Present or

A delegate may propose this motion only at the beginning of a Committee Session. Present and Voting. If any delegates are not present during the roll call, they shall send a note to the Chairpersons clarifying their presence. "Set" applies only in the first Committee Session, while "Verify" applies to the rest of the Sessions. This motion passes at the discretion of the chairpersons.

2. Motion to Set the Agenda

A delegate may propose this motion only at the beginning of the conference or after the debate has been tabled on the topic which was previously on the agenda. The delegate shall propose the topic of discussion. The motion is debatable, entertaining 1 speaker in favour and 1 speaker against and requires a simple majority to pass.

3. Motion to Establish the General Speakers' List

A delegate may propose this motion in order to establish the main speakers list so that the delegations may begin having speeches. This motion can only be proposed after the Motion to Set the Agenda has been passed. This motion passes automatically passes at the discretion of the Chairpersons.

4. Motion to Change the Time on the General Speaker's List

A delegate may propose this motion in order to modify the time per speaker on the General Speakers' List and must specify the new time. This motion is at the discretion of the Chairpersons.

Note: The decision of the Chairpersons is not subject to appeal in the case of this Motion.

5. Motion for a Moderated Caucus

A delegate may propose this motion when they wish to focus the debate on a specific subtopic. The delegate shall propose the total duration of the caucus, the individual speaker time, and the topic of the caucus. The motion is not debatable and requires a simple majority in order to pass. If the Moderated Caucus has passed, the Delegate that proposed it will be asked if they wish to be the first or the last speaker. All the delegates shall speak in the order in which they were recognised by the chairperson. In order to be recognised, a delegate needs to raise their placard when the chairpersons allow it. The Chairpersons can recognise a maximum of 3 delegates and entertain the speeches of these delegates before asking for other delegations wishing to take the Floor.

6. Motion for an Unmoderated Caucus

A delegate may propose this motion when they wish to debate without the intervention of the Chairpersons. The delegate shall mention the total duration of the caucus and the purpose of the caucus. This motion is not debatable and requires a simple majority in order to pass. If this motion has passed the delegates are allowed to move freely inside the committee room and no major intervention by the Chairpersons, or any points may be addressed during this type of debate.

Note: *Delegations will still have to respect the rules of formality and the official language of the conference during this caucus.*

7. Motion for an Extension of the Caucus

A delegate may propose this motion after the previous one has elapsed. The extension may not be longer than the initial duration of the caucus and an extension of the individual speaker time (see [III. D. 4. Moderated Caucus](#)) is not in order. This motion is not debatable and requires a simple majority in order to pass. Moderated Caucuses can be extended only once, while Unmoderated Caucuses can be extended twice.

8. Motion for a Q&A Session

A delegate may propose this motion if they wish the committee to enter a time frame in which delegates can ask another delegation or a representative questions. When proposing this motion, the delegate must specify the duration of the Q&A Session and the delegate / representative they want to ask questions to. The Chairpersons shall ask the respective delegate if they accept the Q&A Session or not. If the Delegate refuses the Q&A Session, this motion will automatically fail. This motion is not debatable and requires a simple majority to pass. After this motion has passed, the Chairpersons shall ask the delegates wishing to ask a question to stand up, after which they will be recognised in alphabetical order. Delegates must stand up when the Chairpersons ask so; if a delegate stands up during the questioning, they will be asked to be seated. Only the answer shall be deducted from the remaining time, not the question. Delegates may not stand up or stand up again until asked to do so. If the time for the Motion elapses without all the Delegates that have first stood up having the chance to ask questions (applicable only to the first round of questioning), the Chairpersons will entertain questions until the first round is finished. If there is still time after the first round, the Chairpersons may allow multiple rounds, until the time elapses. On rounds other than the first, if the time elapses, all Delegates will be seated.

9. Motion for a Tour de Table

A delegate may propose this motion when they wish for all delegates to take the floor. The delegate proposing this motion must specify the topic and the individual speaker's time. This motion is not debatable and requires a simple majority in order to pass. If this motion passes delegates will be recognised in alphabetical order, with the delegates being demanded to hold a speech on the said topic in the given timeframe. Delegates may yield their remaining time only to the Chairpersons and to Points of Information.

10. Motion for a consultation of the whole

A delegate may propose this motion when they believe that the discussion requires a more organized unmoderated debate between the delegates. The delegate proposing this motion must specify the total duration of the motion and the purpose of it. This motion is not debatable and requires a simple majority to pass. If this motion passes, the delegate that proposed the motion will be the first one to speak, until they decide that they want to yield their time only to another delegate. This process continues until the total duration of the motion has elapsed.

11. Motion for a Minute of Silence

A delegate can propose this motion at the beginning of a Committee Session. They must indicate the reasoning behind this proposal. This motion is at the discretion of the Chairpersons and can be proposed once per session.

Note: *Under rare circumstances a delegate may propose this motion during a Committee Session as well.*

12. Motion to Split the Topic Area

A delegate may propose this motion when they wish to split the main topic on the Agenda into 2 or more sub-topics. After proposing this motion, the delegate must specify the sub-topics in which they wish to see the topic being split and present a reason why they see this split fit to the Committee. This motion is debatable, with two speakers in favour and two against, and requires a qualified majority in order to pass. If this motion has passed, the committee will have to produce a resolution for every sub-topic in which the topic was split.

13. Motion to Table the Debate / Table the Debate on the Topic Area

A delegate may propose this motion when they wish to close the debate on the topic at hand. When proposing this motion, the delegate must come up with an explanation of how closing the work on the current item on the Agenda would benefit the work of the committee (eg. the Working Paper already has all the solutions that are being discussed). This motion is debatable with one speaker in favour and one against and requires a simple majority in order to pass.

If this motion has passed, a new General Speakers List will be established for the new topic and the previous one shall be suspended.

Note: *This motion can fail at the discretion of the Chairpersons, with their decision not being subject to appeal.*

14. Motion to Return to a Tabled Topic

A delegate may propose this motion if they wish to return to the previously tabled topic. This motion is debatable, with one speaker in favour and one against and requires a qualified majority in order to pass.

Note: *This motion can fail at the discretion of the Chairpersons, with their decision not being subject to appeal.*

15. Motion to Introduce a Draft Resolution

A delegate may propose this motion when a working paper has been vetted by the Secretariat and has at least a third of the Committee as signatories. The delegate will need to specify the Main Submitter of the resolution.

16. Motion to Close Debate on a Draft Resolution

A delegate may propose this motion if they wish that the committee ceased all debates on the Draft Resolution under consideration. The committee may not return to a Draft Resolution after this motion passes and the form in which the Draft Resolution finds itself is considered final and shall be put to the vote when the debate is closed on the topic area. This motion is debatable, with two speakers in favour and two speakers against and requires a $\frac{2}{3}$ majority to pass.

Note: *This motion can be smiled upon by the Chairpersons; This motion can also fail at the discretion of the Chairpersons with their decision not being subject to appeal.*

17. Motion to Enter Voting Procedure

A delegate may propose this motion after the Debate on the Draft Resolution has been closed. This motion requires a qualified majority in order to pass.

If the Motion passes, the Committee enters the Voting Procedure. No one is allowed to enter or exit the room. Observers and Members of the Staff and Press shall be asked to leave the room. If there are multiple Draft Resolutions to be voted upon, the Committee will follow the order in which they were introduced.

18. Motion to Vote by Roll Call

During the Voting Procedure, a Delegate may propose this Motion. It requires a second and shall be automatically accepted unless ruled out of order by the Chairpersons. The Voting will take place in alphabetical order, and delegates may vote “In Favour”, “Yes with Rights”, “Against”, “No With Rights”, “Abstain” or “Pass”.

A Delegate may abstain during the Roll Call vote only if they have stated that they are “Present” at the beginning of the Committee session in which the voting takes place.

If a Delegate chooses to “Pass”, they will be called upon to express their vote after all other Delegates have voted. If they do so, they may only vote In Favor, or Against. Abstaining or passing again is not in order.

A Delegate may vote “Yes With Rights” or “No With Rights” only if their vote does not reflect the opinions they have expressed throughout the debate. As such, following the completion of the Voting Procedure, the Delegates who voted with Rights shall be invited to explain their vote. The Chairpersons shall set the speaking time at their discretion.

Any delegation that is a Main Submitter may not vote against their own resolution.

19. Motion to Vote by Raise of Placards

During the Voting Procedure, a Delegate may propose this Motion. This will automatically be the normal voting procedure unless any other motions are proposed. When voting by Raise of Placards, the Chairpersons shall ask for all Delegations in Favor, all Delegations Against, and all Delegations Abstaining, counting the numbers of placards raised each time.

20. Motion to Split the House

A delegate may propose this Motion if they wish that there be no abstentions allowed during the Voting Procedure. This Motion is not debatable and requires a 2/3 majority to pass.

21. Motion to Divide the Question

A Delegate may propose this Motion if they wish that the Committee vote on a group of Clauses within the Draft Resolution. The Delegate shall specify how they want to divide the Operative Clauses.

This Motion is debatable with one speech in favour and one against, with a duration set by the Chairpersons. If this Motion passes, the Committee shall vote group by group, and then vote upon the final Draft Resolution, consisting of all the passed Clauses.

22. Motion to Vote Clause by Clause

A Delegate may propose this Motion if they wish that the Committee vote upon each Operative Clause of the Draft Resolution. It requires a Simple Majority to pass. All Clauses that pass the individual vote will then be cumulated into the final Draft Resolution, which will be voted upon in its entirety.

23. Motion to Retake the Vote

This Motion may be proposed if there is a difference of one between the “In Favour” and “Against” votes. It requires a second and shall automatically pass unless overruled by the Chairpersons. If this Motion passes, the Committee shall automatically have two speeches, one in favour of the resolution, and one against, for the purpose of further debating upon the Draft Resolution. The extension of this Unmoderated Caucus is not in order. The Committee shall then retake the vote, and, if it results in a tie, the first outcome shall be considered final. This Motion may only be used once during the voting of a Draft Resolution.

24. Motion to Appeal the Decision of the Chairpersons

A delegate may propose this motion in order to appeal a Chairperson’s decision. The Chairpersons and the delegate who raised the motion may briefly argue their position in a 30 second speech, before putting it to a vote. If the motion passes the Chairpersons can ask for the Secretariat to intervene, at which point the Secretariat can overrule the motion.

Note: *The decision of the Secretariat is not subject to appeal.*

25. Motion to Adjourn the Session / Meeting

A delegate may propose this motion at the end of a committee session, in order to suspend the activity of the committee until the next scheduled session. The motion is not debatable and is at the discretion of the chairpersons. “Meeting” applies to the last Committee Session, while “Session” applies to the rest.

Motion	Majority	Debatable
Motion to Set / Verify the Quorum	Discretion	×
Motion to Set the Agenda	Discretion	×
Motion to Establish the General Speakers’ List	Discretion	×
Motion to Change the Time on the General Speaker’s List	Simple	×
Motion for a Moderated Caucus	Simple	×
Motion for an Unmoderated Caucus	Simple	×
Motion for an Extension of the Caucus	Simple	×
Motion for a Q&A Session	Simple	×
Motion for a Tour de Table	Simple	×
Motion for a consultation of the whole	Simple	×
Motion for a Minute of Silence	Discretion	×
Motion to Split the Topic Area	Two-Thirds	✓
Motion to Table Debate on the Topic Area	Two-Thirds	✓

Motion to Return to a Dismissed Topic	Two-Thirds	✓
Motion to Introduce a Draft Resolution	Simple	×
Motion to Close Debate on a Draft Resolution	Two-Thirds	×
Motion to Enter Voting Procedure	Simple	×
Motion to Vote by Roll Call	Simple	×
Motion to Vote by Raise of Placards	Simple	×
Motion to Split the House	Two-Thirds	×
Motion to Divide the Question	Two-Thirds	✓
Motion to Vote Clause by Clause	Two-Thirds	✓
Motion to Retake the Vote	Simple	×
Motion to Appeal the Decision of the Chairpersons	Two-Thirds	×
Motion to Adjourn the Session / Meeting	Discretion	×

E. Resolutions

After the Working Paper has been distributed to all the delegates and vetted by the Secretariat, its Main Submitter may propose a Motion to Introduce the (Draft) Resolution. The Chairpersons shall automatically accept it if there aren't any other similar Motions on the Floor.

After the Motion has been accepted, the Main-Submitter shall be invited to read out the Operative Clauses. They will then be allocated a 5-minute speech in favour of the Resolution, which has the unique possibility of double yielding.

The Chairpersons shall afford an appropriate amount of time for correcting any grammar, spelling, or technical errors before the Draft Resolution has been introduced. The appropriate changes shall be adopted without a vote. F

The Committee shall then establish the speakers for the two speeches in favour and the speakers for the two speeches against the (Draft) Resolution. The previous Speakers' List shall be suspended.

Vetting Process

Prior to being debated in the committee, a Draft Resolution must pass grammar checks. After being thoroughly checked by the Chairpersons, a Draft Resolution must also be submitted to the Secretariat in order to be checked by them as well. A Draft Resolution can be introduced in the Committee only after the termination of the Vetting Process.

Withdrawals

A delegate may request that their country name be added or removed from the list of Co-submitters at any time during the debate. The request should be submitted in written form to the Chairpersons and is subject to their approval. The Main Submitter can not withdraw from their position in the resolutions.

Submitters may withdraw from the Draft Resolution before the closure of the debates on the topic area and only unless no unfriendly amendments were incorporated into the Draft Resolution. The request should be submitted in written form to the Chairpersons. If there is no submitter left for a Draft Resolution, it will be automatically withdrawn, unless another delegate claims the role of Main Submitter.

IV. Documents

1. Official Documents:

a. Study Guide

The Study Guide is a formal and official document written by the Chairpersons of each Committee prior to the conference. This document represents the starting point for a Delegate's research on the topic at hand and their country's stance, meaning that it is highly recommended for delegates to do more research than what is in the study guide.

b. Position Paper

The Position Paper is a formal document that has to be written prior to the conference by all Delegates (except those attending the Crisis Committee or the International Criminal Court). This document must follow the following structure, in paragraphs:

- Overview of the Topic;
- Past Actions, taken at both national and international level;
- Country's stance and current situation;
- Solutions proposed by that delegation;
- Conclusion;
- Bibliography;

The Position Paper is a document that is mandatory if a delegate wishes to be considered eligible for awards. This document must be thoroughly checked by the Chairpersons prior to the Conference, and they will give the delegates feedback, at least 24 hours prior to the conference.

c. Draft Resolution

The Draft Resolution is a document that brings together all solutions brought forward by the delegates during the debate on the topic at hand. It is composed of a header including the name of the Committee, the topic, the Main Submitter, the Co-Submitters and the Signatories; Preambulatory Clauses and Operative Clauses.

Any Draft Resolution requires a Main Submitter, a maximum of 3 Co-Submitters and Signatory States. A Delegate can be the Main Submitter or a Co-Submitter of only one Resolution. Signatory States do not have to agree with the content of the Draft Resolution, but rather agree on debating on it.

Any direct changes to the Draft Resolution are not in order after the Motion to Introduce the Draft Resolution has passed. Any changes that are made will be sanctioned.

d. Amendment

Amendments are written notes that suggest changes to the Draft Resolution. They are of 3 types: the strike-out, addition or modification of the Operative Clauses. Amendments related to the Preambulatory Clauses are not in order, other than in special circumstances. They are considered Substantive Matters and require a simple majority in order to pass.

An Unmoderated Caucus following the Introduction of the Draft Resolution is designated for Delegates in order to submit Amendments. The Amendments shall then be introduced by the Chairpersons at a time of their choosing.

Before the introduction of an Amendment, its submitter may withdraw it. The request shall be submitted to the Chairpersons in written form.

Amendments shall be debated upon one by one. After their text is read out, the Main Submitter of the Draft Resolution shall deem the Amendment as Friendly or Unfriendly. If an Amendment is Friendly, it is automatically introduced into the Draft Resolution by the Chairpersons. If an Amendment is Unfriendly, a speech in favour and a speech against the Amendment shall be entertained, with a duration decided upon by the Chairpersons, and the Amendment shall be then voted upon.

Note: *All amendments are substantive and therefore no delegations may abstain during their voting.*

Note: Chairpersons can deny Amendments on the grounds of redundancy, lack of substance, or time restrictions and their decision in this sense is not subject to appeal.

e. Resolution

Following the passing of the Motion to Close the Debate on the Draft Resolution, the Committee shall automatically proceed with the Motion to Enter the Voting procedure, and its subsequent procedures. If a Draft Resolution has passed within a non-General Assembly Committee, it shall be called a Resolution.

In the case of a General Assembly Committee, the Draft Resolution shall be presented and voted upon by all Countries present in the General Assembly (regardless of the Committee they were part of). For any other Committee, no vote shall be taken in the General Assembly.

2. Unofficial Documents

a. Working Paper

A Working Paper is a document written by Delegates in order to set the bases of a Draft Resolution. A Delegate may informally introduce a Working Paper within one of their speeches, or propose a Moderated Caucus to discuss it. For a Working Paper to become eligible to be introduced formally as a Draft Resolution, it must pass through the Vetting process of being verified and corrected by the Chairpersons and members of the Secretariat.

b. Notes

A note is a written document that can be passed between delegates with the aid of members to prevent cross-talking during committee sessions.

V. Special Rules for Committees

A. United Nations General Assembly

The General Assembly shall comprise of reading of all Draft Resolutions, the decision of the International Criminal Court and the outcome of the Crisis Committee. The committees that are part of the General Assembly will also be entering Voting Procedure on their Draft Resolution, having allocated a 5-minute speech in favour held by the Main Submitter of the Draft Resolution, as well as 2 speeches in favour and 2 against, each lasting 1 minute and 30 seconds.

B. United Nations Security Council

1. Permanent Members (the Permanent Five, the P5)

The Permanent 5 Members of the United Nations Security Council are the People's Republic of China, the French Republic, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland and the United States of America and have Veto Power during the Voting Procedure on any Substantive Matters.

2. Votes in the Security Council

For all votes in the Security Council, both procedural and substantive, 60% of votes by the Members of the Committee must be in favour in order for the Motion to pass. During voting on procedural matters, there is no Veto Right. During substantive matters, the Permanent Members of the Security Council must vote either "Yes" or "Abstain" in order for the matter to pass. The "Veto" vote refers to the use of Veto power from a Permanent Member of the Security Council. If one of these States votes "No" on a substantive matter then it automatically fails.

3. Motion to Declare the Vote Substantive

This Motion may be proposed, when the floor is open. The purpose of this Motion is to make a procedural vote into a substantive vote. When this Motion is proposed, the procedural Motion, in question, is declared substantive. The Chairpersons will then ask if there are any objections (on the first Motion). If there is an objection then the Committee votes on whether to redeclare the Motion procedural. This Motion to Redeclare the Motion Procedural is a Substantive Vote. If this Motion passes, Delegates may vote “Yes”, “No” “Abstain” or “Pass”. If a Permanent Member uses their Veto Right, then the Motion to Redeclare the Motion Procedural automatically fails.

4. Motion for a P5 Caucus

Any Permanent Member of the United Nations Security Council may propose this Motion when the floor is open. The P5 Caucus will be held in a separate room with the participation of the Permanent Members and a Chairperson. The P5 Caucus will take the form of an informal debate for the P5 to come to a consensus. The Motion is at the discretion of the Chairpersons. If any Permanent Members have objections the Motion fails.

5. Motion to Introduce an Ambassador

Any Member State of the United Nations, which is not a member of the Security Council, a person, or an organisation, may be invited to participate without a vote in the discussion on the topic area when the Security Council considers the interests of that representative to be of importance to the topic. This Ambassador will then hold a speech, followed by a Q&A, both with a time limit at the discretion of the Chairpersons. This Motion is up to the discretion of the Chairpersons whether it is possible.

6. Motion to Enter an Emergency Special Session

A delegate may propose this motion in the General Assembly if a Draft Resolution has failed in the Security Council due to a Veto of one of the P5 states. If the motion passes, the General Assembly can enter debate and voting procedure on the failed draft resolution, with the Veto right not being enforced. This motion is at the discretion of the Presidency.

C. Crisis Committee

Classic Crisis Procedure

1. The Committee Session begins with a Motion to Verify the Quorum (Roll Call);
2. After the Quorum is established, the crisis will be introduced;
3. Delegates will be given time to research the problems issued by the crisis through a Motion to Move into Unmoderated Caucus that should either be raised or smiled upon by the Chairs;
4. After the Unmoderated Caucus time elapses, a Motion to open the General Speaker's List is either raised or smiled upon by the Chairs;
5. During the General Speaker's List, delegates should raise a Motion to Move into Moderated Caucus to discuss certain aspects of the emergency;
6. Also during the General Speaker's List, the Chairpersons can issue updates related to the crisis that they will introduce to the rest of the committee;
7. By the time the General Speaker's List ends, delegates should raise a Motion to Move into Unmoderated Caucus to write the Set of Directives, or a different document that resolves the crisis, depending on the nature of the Crisis Committee (they can be treaties, conventions, etc.). If not, the crisis will not be solved and a new one will be introduced.

Note: *In the Crisis Committee, the Status Quo is permanently subject to change, and the topic is volatile.*

Directives

1. Directives are the actions that each delegate wants to see happen in the crisis. They should focus on solving the crisis favourably to the delegate;
2. Directives must be detailed and thought out in advance in order for the delegate to gain a positive outcome from the directive, if passed;
3. In terms of secrecy, a directive may be:
 - a. Covert, meaning that it will be secret they are passed by the Chairs;
 - b. Overt, meaning that it will be public information regardless of the outcome;

4. In terms of submitters, a directive may be:
 - a. Individual, meaning that it was submitted by one delegate;
 - b. Group, meaning that it was submitted by two or more delegates;
 - c. Cabinet, meaning that it was submitted by the entire committee;

Note: *For a Group directive, all submitters must be mentioned in the 'Submitter' section;*

5. The submission of directives will be decided by the Chairpersons of the Crisis Committee;
6. A directive must contain the following sections:
 - a. Name of the directive, to be filled out with a suggestive, appropriate name;
 - b. Submitter, to be filled out with the full name of the delegation(s);
 - c. Secrecy;
 - d. Purpose of the directive;
 - e. How it will be achieved - to be filled out with a realistic manner of implementing the directive.

The submission of directives will be decided by the Chairpersons of the Crisis Committee;

Passing Directives

1. Once submitted, a directive will be checked by the Chairpersons for accuracy and overall implications, and will receive a number ranging from 1 to 20, representing its likelihood to happen. Following this, the submitter of the directive will be asked to roll the dice, and this roll will result in the passing or rejection of the directive. If the roll is higher than the number set by the Chairs, it will pass; if not, it will fail (for different Crisis Committees, the Chairpersons may decide to evaluate directives otherwise);
2. If failed, the resubmission of a directive in its same form will not be allowed. If modified, its resubmission may only be done once.