



# **RULES OF PROCEDURE**

## **GITOMUN'22.2**

**POWER OF THE PAST,  
PEOPLE OF THE FUTURE.**

## **RULES OF PROCEDURE**

### **GROUND RULES**

A general MUN conference will be divided into different sessions with its respective functions, to discuss the given agenda(s). There will be a flow as delegates immerse in the official sessions.

### **LANGUAGE**

For GITOMUN'22.2 the official and working languages will be English for FCC, The Cabinet of Elizabeth I., ECOFIN, UNHCR, HUNSC, ILO, UNOOSA committees and will be Arabic for مجلس الأمن الوطني and جامعة الدول العربية committees.

### **ELECTRONIC DEVICES**

No laptops, tablets, cell phones, or other electronic devices may be used in the committee room during formal debate or moderated caucus. They can only be used for research purposes and with the permission of the Chairboard.

### **MESSAGE PAPERS**

Delegates can send message papers to another delegate or to the Chairboard. Message papers are required to be in English for FCC, The Cabinet of Elizabeth I., ECOFIN, UNHCR, HUNSC, ILO, UNOOSA committees and be in Arabic for MGK and Arab League committees. Message papers can only include topics that are related to the agenda item, and should not include daily and informal writings.

### **QUORUM**

The quorum is the number of Member States who need to be present for the Chair to open a meeting and for the GA to take decisions. The quorum for opening a GA meeting is *one-third (1/3)* of the Member States.

This rule is usually mentioned at the beginning of a session, based on the recommendation of the General Committee. The quorum for the adoption of resolutions/decisions and elections is a simple majority of Member States.

### **ROLL CALL**

The first order of business in a Model UN committee, whereby the Chair or Vice Chair will see whether each Member State is 'present', 'present & voting' or 'absent'.

After the Committee Board has finalized the attendance, they are able to calculate the majority that is needed within the voting procedures.

When a delegate, when hears their country/character name being called, they will reply with;

- Present or,
- Present and Voting

GITOMUN'22.2 won't deliver participation nor award certificates to delegates who have missed more than two sessions without any reasonable excuse.

### **SETTING THE AGENDA**

Agenda setting shall be made by a motion proposed by delegates stating that they would like to set the agenda. For the committees that include two agendas, it is needed to specify which agenda they would like to discuss first. Below is the format to be used during the conference;

The Delegate of (assigned country/character), would like to raise a motion, to set the agenda as (one of the agenda item's names).

If the simple majority (50%+1) approves this motion, the motion passes.

### **POSITION PAPERS**

Position paper is a document that covers the countries' stance regarding the problems given for each committee.

Each position paper has three basic parts: delegates' countries' national interests, the countries' national policies, and delegates' opinion on potential resolution components.

A position paper should include three sections, outlined below:

A. Background of the Topic: In countries' opinion, what are the main elements of the problem? What are the roots of those elements?

B. Position taken by the delegates: What are the national interests in the situation? What are the nation's policies on the topic? What steps would delegates like to see taken to deal with the problem?

C. Proposed Solutions: What does the nation believe needs to be done to solve the problem? What do delegates predict will be the main opposition to the proposals?

GITOMUN'22.2 *DOES NOT REQUIRE* delegates to submit a position paper, however for the ones that would like to send, they can submit their position papers to: [gitomunsecretariat@gmail.com](mailto:gitomunsecretariat@gmail.com) until 3rd of December 2022.

### **OPENING SPEECH**

This area functions to provide delegates an opportunity to explain about their assigned country's stance or policy, and the key sub-issues that they would like to touch upon in the official sessions during the conference.

The delegates will be called by the Chair or Vice Chair in alphabetical order, and will proceed with their opening statement. Delivering an opening speech is *MANDATORY* for each delegate. They will be given for one (1) minute and (30) thirty seconds at maximum.

To make an effective and influential statement, delegates are advised to;

Prepare a summary of their country's position with facts,

Briefly suggest solutions and how they would drive the discussions,

Call to action to all delegates on the floor.

Opening speeches are crucial when it comes to deciding which bloc delegates will attend to, and further on creating draft resolutions with other delegates.

The next process is the General Speaker's List.

### **GENERAL SPEAKERS' LIST (GSL)**

This list is included in every beginning of the official sessions. The given time for each speaker on the list will be one (1) minute and thirty (30) seconds.

Countries or individual representatives can ask to be added to the list, taking turns to speak in the order the Chairs have provided.

GSL list cannot be empty in any circumstances. In a case where there are less than 3 delegates on the list, the committee happens to fail. The Chairboard has the full authority to add any delegates to the list that has been chosen randomly.

Delegates are allowed, within their GSL time, to suggest a direction where they would like the discussion to be. If delegates complete their speech before the time is over, the Chair or Vice Chair will ask where they will yield the remaining time to. There are three type of yields:

Yield to Chair: Giving the remaining time back to the Chair.

Yield to Another Delegate: Giving the remaining time to another delegate.

Yield to Questions: Asking another delegate in reference to make their speech during the official sessions.

Delegates are able to raise a Point of Information during GSL time.

### **RAISING MOTIONS**

Following the agenda, the committee will be expecting the fellow delegates to raise a motion to start off the debate.

The Chair or Vice Chair will acknowledge a delegate, and the selected delegate will raise a motion in an orderly manner. Below is the format to be used during the conference;

The Delegate of (assigned country/character), would like to raise a motion, to have a (Moderated Caucus/Unmoderated Caucus/Semi-moderated Caucus), to discuss (suggested topic), with a total time of (proposed time), with total speakers being (in seconds or minutes). Only a simple majority (50% + 1) is needed for a motion to pass.

The procedure of a motion voting is as follows: The Chairboard will first ask for the seconds and then the objections, even if there is one objection; the Chair will move on with the placard voting. In placard voting the Chair will ask for in favors first and then againsts, the delegates are expected to raise their placards accordingly. Then both of the numbers are being counted by the Chairboard and the motion is being accepted or failed. Types of motion are listed below:

Motion to Terminate Current Motion: If there are no delegates wishing to speak upon the current motion, this motion can be proposed to terminate the current motion.

Motion to Extend the Previous Motion: If the time for a motion is finished but the delegates would like to move on with their speeches or writings, this motion can be proposed. The duration must be specified; such as, 'Motion to Extend the Previous Motion for 15 minutes'. The maximum time that can be given depends on the previous motion. The time for an extension must be shorter than the previous, actual motion. An extension can be given per motion.

Motion to Introduce the Draft Resolution(s): One of the delegates must propose this motion in order to move on with the introduction of the draft resolution(s).

Motion to Move on with the Voting Procedure: One of the delegates must propose this motion in order to move on with the voting procedure of the draft resolution(s). The type of voting procedure must be specified (see also substantive voting).

Motion to Move to the Previous Question: Used to move on with the supplementary part of the procedure.

Motion to Suspend the meeting: Used before having coffee breaks to have a resting time.

Motion to Adjourn the meeting: Used in the very last session. It means that the meeting has been completed until another meeting starts.

If a delegate proposes a motion and it fails nor isn't voted upon; for a delegate to repropose that motion, rephrasing the motion is a requirement.

Motions cannot be proposed in a question form.

Right of Reply: A delegate whose personal or national integrity has been impugned by another delegate may request to use a Right of Reply. The Chair's decision whether to grant the Right of Reply cannot be appealed. Right of Reply can be used for Moderated Caucus speeches.

### **MODERATED CAUCUS**

During this session, the delegates are required to focus and discuss topics that are related to the set committee agenda. The delegates are expected to raise a motion on a certain topic, specified with the total time (in minutes), with the total number of speakers.

Those who are interested in raising a motion are required to raise their placards. The Chair or Vice Chair will then acknowledge those to raise their motions accordingly.

After the delegates have raised a motion (in the format given), the committee will then proceed with the voting procedures to vote upon the motion. For a motion to pass, the votes must reach a simple majority of (50% + 1).

The individual speaker's time of the moderated caucus must be divisible with the total time of the caucus and the maximum time that can be proposed as the total time is twenty (20) *minutes per caucus*.

### **UNMODERATED CAUCUS**

This session consists of discussions amongst the delegates without the moderation of the Chair or Vice Chair, and they are allowed to be informal to one another. However, during the official sessions the

delegates must speak English for FCC, The Cabinet of Elizabeth I., ECOFIN, UNHCR, HUNSC, ILO, UNOOSA committees and Arabic for MGK and Arab League committees.

This is an ideal time for the delegates to recognize and find their allies to work on draft resolutions and working papers. For delegates to raise a motion for an unmoderated caucus, they must include;

-Purpose of the unmoderated caucus,

-Total time of the unmoderated caucus.

The time of an unmoderated caucus can be twenty (20) *minutes at maximum*.

### **SEMI-MODERATED CAUCUS**

Semi-moderated caucus is a time where delegates are able to discuss a topic without the order of the Chairs. The delegates are in need to be seated in their places when they are not speaking, however the Chairboard won't determine the order of the delegates that would like to speak.

The time of a semi-moderated caucus can be twenty (20) *minutes at maximum*.

Delegates must be careful of not interrupting each other's speeches as semi-moderated caucuses take part in the official sessions. In a case where the Chairboard warns the delegates repeatedly, the Chairboard has the full authority to end the caucus and moves on with the GSLs or motions.

### **PROCEDURAL VOTING**

This voting process is simply voting upon *motions*; and abstentions are not allowed. Therefore, delegates that chose either Present or Present & Voting must vote 'Yes' or 'No' to motions raised.

When the delegates propose motions, the Chair will put the Motions to vote in the order below:

- Motion of extension to the previous motion
- Motion of unmoderated/semi-moderated caucus
- Motion of moderated caucus with the longest total time
- If there are two moderated caucuses that have the same total time, the one with the longer individual speaker time is voted upon first.

### **SUBSTANTIVE VOTING**

This voting process focuses on voting of *amendments and draft resolutions*. For the delegates that chose Present, they are able to vote 'Yes', 'No' or 'Abstain'.

Whereas for the delegates that opted for Present & Voting, they can only vote 'Yes', or 'No'. Abstentions are not allowed. Substantive Voting Motions:

a.Motion for Roll Call Voting: After debate is closed on any topic area or amendment, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive motions.

In a roll call vote, the Chair will call all countries noted by the dais to be in attendance in alphabetical order. In the first sequence, delegates may vote "Yes," "No," "Abstain," "Pass," "Yes with rights," or "No with rights." A delegate who passes during the first sequence of the roll call must vote "Yes" or "No" during the second sequence. After all delegates have voted, delegates who stated their vote with 'rights' will be granted 30 *seconds* each to explain their votes. The Chair will then announce the

outcome of the vote. Delegates who have stated their presence as ‘Present & Voting’ must vote, abstentions are not allowed.

b. Motion for Voting by Acclamation: Adopting a draft resolution by acclamation is when the committee feels there is consensus. If the motion passes, the Chair will then ask if there is any objection to the adoption by acclamation. If there is no objection, the draft resolution passes. If even one delegate votes against adopting by acclamation, the draft gets voted on by the regular majority.

c. Motion of Division of the Question: A motion to “divide out” some of the operative clauses into a new draft resolution, to be voted upon separately. If the motion passes, the two draft resolutions are voted on separately.

d. Motion for Placard Voting: In this voting procedure, delegates use their placards to vote the draft resolution or amendments. It is similar to procedural voting. The Chair asks delegates if they are in favor or against and delegates raise their placards accordingly. Abstentions are not allowed for delegates that are present & voting.

e. Motion to Reorder Draft Resolutions: When there is more than one draft resolution on the floor, a delegate can motion to reorder the draft resolutions by proposing an order different from the default, which is the order in which they were recognized by the Chair. If the motion passes, the draft resolutions are voted upon in the new order.

f. Motion to Vote Clause by Clause: Each clause in the draft resolution is voted on separately.

g. Motion to Divide the House: This motion can be raised following a vote where there were a large number of abstentions (larger than the number for or against). This is essentially calling for a roll-call vote where abstentions are no longer permitted. Objections are not permitted, but it is ultimately up to the Chair’s discretion.

### **WORKING PAPER**

Working Paper is a precursor document of the draft resolution and consists of a solution without having any specific format.

The submission of the working paper will be determined by the respective Chairboard during the day of the committee session.

### **DRAFT RESOLUTION**

A draft resolution is a document which centers on the proposed solutions of the committee agenda and includes the contribution of the delegates.

This will be based on their country's stance, policy, and perspective of the issues at hand. The resolution must include the Main-Submitter and Co-Submitters.

Main-Submitter: initial drafter of a document, and is the main contributor to the operative and preambulatory.

The Main-Submitter is expected to be fully supportive of it, and may be called upon by the Chair or Vice Chair to explain the Draft Resolution’s contents.

Co-Submitters: delegates who assist, approve, or support a document, and wish to see it in the voting bloc.

Heading: This includes the committee, agenda, list of main-submitter and co-submitters.

Preambulatory Clauses: References to the UN Charter, citations of past UN resolutions or treaties on the topic under discussion, recognition of the efforts of regional or nongovernmental organizations in dealing with the issue, and general statements on the topic, its significance and its impact.

Operative clauses: Operative clauses identify the actions, solutions or recommendations made in a resolution.

Each preambulatory/operative clause begins with a verb (called a preambulatory/operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, sub/sub-sub clauses can also be used. After the last operative clause, the resolution ends in a period.

For more details about Draft Resolution visit this link:

[https://docs.google.com/document/d/1wF2HIz3QThm5jIXCGdasCzlaU\\_d\\_qfxjtgw2qNGSIKI/edit](https://docs.google.com/document/d/1wF2HIz3QThm5jIXCGdasCzlaU_d_qfxjtgw2qNGSIKI/edit)

### **CLOSING OF DISCUSSION**

If there is more than one (1) draft resolution, the committee will proceed to vote on the first handed draft resolution. If there are two blocs defending different ideas, there might be two separate draft resolutions; however in a case where there are two blocs defending similar points and writing similar draft resolutions, the Chairboard can suggest delegates to merge their resolutions. In that case one voting will be applied.

If there is enough time, under the Chair's discretion, below will be the outline to Introduce the DR. There will be no amendments allowed due to the possibility of time limitation.

Below is the recurring process in the Introduction of the Draft Resolution(s):

- Motion to Introduce Draft Resolution
- Resolution 1.x
- Silent Reading
- Explanation
- Question & Answer

### **VOTING PROCEDURES**

Voting of the Draft Resolution is considered as a Substantive Voting

#### **PRESENT**

Have the choice to vote 'Yes', 'No', or 'Abstain'.

#### **PRESENT & VOTING**

Have the choice to vote 'Yes', or 'No'. Abstentions are not allowed.

For a resolution to pass, it requires a two-thirds (2/3) simple majority.

## **POINTS**

**Point of Parliamentary Inquiry:** Used when a delegate has a question about the Rules of Procedure.

**Point of Order:** Used when a delegate believes that there was a mistake made regarding the Rules of Procedure made by the Chairboard.

It is important to note that this point should only be used when there is certainty about the Chairboard's mistake.

**Point of Personal Privilege:** Used when a delegate experiences personal discomfort that prevents their ability to participate in committee.

No point can interrupt a delegate's speech. However, if a delegate cannot be heard by some of the delegates, 'Point of Personal Privilege Due to Inaudibility' can be used and the Chair will ask the delegate to raise their voice.

**Point of Information:** Is only raised during a GSL if delegates have any questions directed to the current speaker regarding their speech.

## **AWARDS**

Best Delegate

Outstanding Delegate

Honorable Mention

The awards are given with the decision of the Chairboard.

## **CONTACT DETAILS**

Regarding any enquiries, do reach out to us at the contacts provided below:

Email Address: [gitokaihlmun@gmail.com](mailto:gitokaihlmun@gmail.com)

Instagram: [@gitomun](https://www.instagram.com/gitomun)

