

HASMUN

Kadir Has University
Model United Nations

Rules of Procedure
for

HASMUN Junior Conferences

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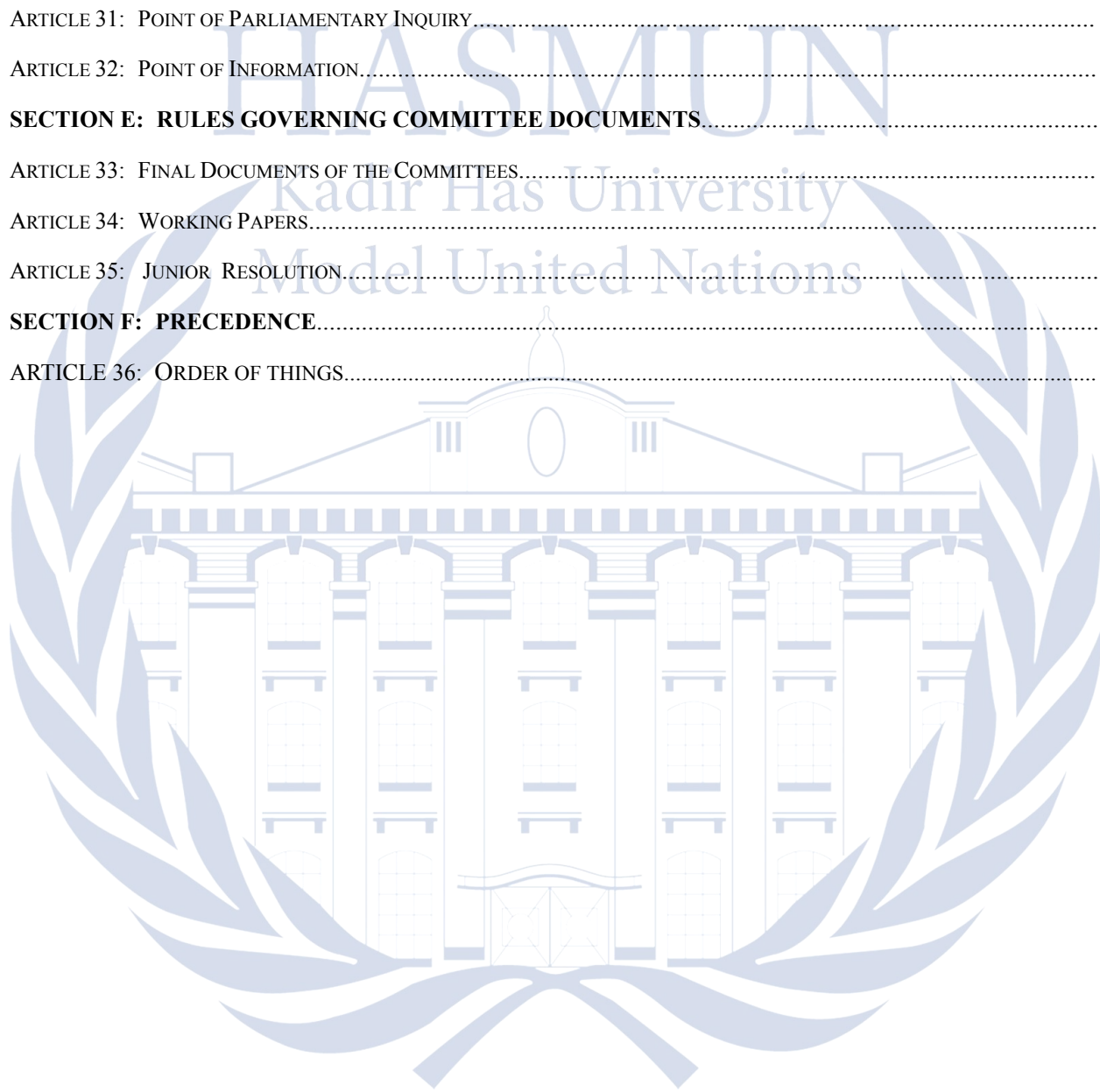
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SECTION A: GENERAL CONSIDERATIONS

Article 1: Scope of the Rules

- These rules are for all Model UN conferences in the General Assembly (GA). Other kinds of conferences have different rules.
- Participants should always follow the rules of the United Nations. If something unexpected happens, the secretariat will decide what to do.

Article 2: Official Language

- English is the official language of the conference.
- Participants should only speak English when talking about the committee topics, even outside of the main meeting room.

Article 3: Representation

- **Countries:** Every country will have a single representative in each committee, there cannot be multiple representatives of a country in a committee.
- **Observers:** Some groups such as teachers can watch the meeting but can't vote.

Article 4: Credentials

- Participants must wear a special badge that will be given on the first day of the conference to prove that they are allowed to be at the meeting.
- The administrative team will make sure everyone's badge is correct and visible.

Article 5: Diplomatic Courtesy

- All participants should show proper manners at all times.
- Misbehaving will not be tolerated and may receive academic warnings, restricted rights, or expulsion based on the decision of the Secretary-General.

Article 6: Dress Code

- The Dress Code is formal business clothes and is a must during the conference.
- Participants might not be allowed in the committee if they do not follow the dress code.

Article 7: Mandate of the Secretariat

- The President and Deputy Chairs, who are designated Academic Advisors and agents of the Secretary-General and Deputy Secretary-General are collectively referred to as the Secretariat.
- The Secretary-General, the Deputy Secretary-General or a member of the Secretariat designated by them, at any time can give either spoken or written speeches to the Committees. The Secretariat will receive, approve, print, and distribute documents, reports, and resolutions of the Committee to the participants.
- President Chairs have the right to remove the authority of the chair board members provided.
- This decision requires explicit authority from the Secretary-General, upon direct consultation.
- The decisions of the Secretariat will be final.

Article 8: Director-General and the Organization Team

- The Secretariat and the Organization Team shall help the Secretary-General and the Director-General.
- Change of rights, privileges, or credentials of any Participant may not be done without the written approvals of the Secretary and Director Generals.

Article 9: The Secretary-General

- The Secretary-General will officially announce the opening and closing of the conference.
- If the Secretary-General cannot attend the session, the Deputy Secretary-General will take their place and have the same authority as the Secretary-General.
- Delegates may contact their Chairs to request a spoken or written statement by the Secretary-General or Deputy Secretary-General if they have any questions under their consideration.
- Each delegation undertakes to exclusively respect the Secretary-General and their staff and their responsibilities.
- The decisions taken by the Secretary-General are final.

SECTION B: GENERAL RULES ON THE COMMITTEE: COMPOSITION AND THE SESSIONS

Article 10: Definition

- In these Rules of Procedure, the Committee shall refer to all the separate meetings of the conference.

Article 11: Quorum

- The committees need at least two-thirds of the members to be present to start a meeting.
- The majority of the delegates is required for any voting upon a motion.

Article 12: Members of the Committee

- The Committee is made up of the people representing countries (Delegates) and the people in charge (Chair Board).

Article 13: Delegates

- Each Member will be represented by one Delegate with one vote in each Committee.

Article 14: Chair Board Members

- The Chair Board is made up of the main authority (President Chair) and the assistant (Academic Assistant).
- The Chairboard starts and ends the meeting.
- The President Chair is in charge of the meeting.
- The President Chair can ask for help from their Academic Assistant.
- The chairboard can decide to do things differently than the standard procedure if needed, but they will have to explain the reason.
- When necessary, the Chairboard can choose someone else to be in charge for a limited amount of time.
- The admins will work alongside the Chairs.

Article 15: Communication

- Delegates communicate formally through written notes, known as Message Papers.
- Message Papers are distributed by the Secretariat.
- Delegates cannot deliver Message Papers to other Delegates.

- Message Papers should be relevant to the ongoing discussion, except for personal excuses addressed to the Chair Board.
- The Secretariat may reject Message Papers with inappropriate language or content.
- Note-passing is prohibited during roll-call, unmoderated caucuses, and voting procedures.
- The Chair Board may also suspend note-passing at their discretion.

Article 16: Electronic Devices

- The use of electronic devices is generally prohibited during formal debate and moderated caucuses.
- The Chair Board may allow the use of electronic devices in certain circumstances.
- Delegates can request permission to use electronic devices for specific purposes. The Chair Board will decide whether to grant the request.

SECTION C: COURSE OF PROCEDURAL EVENTS

Article 17: Official Opening

- The Secretary-General starts the conference.

Article 18: Roll Call

- At the beginning of each meeting, the Chairboard checks who is present by doing an alphabetic roll call.
- Delegates must say "Present" or "Present and Voting" to show they are in the meeting room.
- If a delegate is not present at the roll call they will have to send a message paper to the Chairboard stating that they are either "Present" or "Present and Voting", until they state their presence the delegates cannot participate in any of the debates or the votings.
- If a delegate misses more than half of the meeting they cannot join the debate or any of the votings.

Article 19: Speeches

- Delegates require permission from the Chair Board to address the Committee.
- Delegates who exceed their given speaking time may be called to order by the Chair Board.
- Speeches must be relevant to the topic under discussion. Irrelevant or offensive remarks may lead to interruptions or termination of the speech.
- Discussions can take place in three formats: General Speakers' List, Moderated Caucus, and Unmoderated Caucus.

Article 20: Debate and the General Speakers' List

- General Speakers' List will be established after the Agenda Item is set. Speakers may speak generally on the topic.
- Anyone can add their name to the General Speakers' List.
- Delegates have one and a half minutes to talk in the General Speakers' List.
- Delegates can yield the floor to another delegate to talk instead.
- The Chairboard will ask for people who want to be added to the General Speakers' List.

Article 21: Yields

- Yields can only be made during the General Speaker's List.
- Yields are to be made by the end of the speeches, if there is remaining time.
- Only one yield can be made per speech.
- Types of yields: delegates may yield their remaining time of speech to another Delegate, to questions from other delegates, or back to the Chair Board.
- If a Delegate yields the floor to another Delegate, that Delegate can accept and speak or refuse the yield. If they do not accept, the chairboard takes the floor.
- If a Delegate yields the floor for questions, the Chair Board entertains questioners.
- Questioners are granted one question each. If there are no more questions, follow-up questions may be allowed.
- Only the speaker's answer shall be deducted from the speaker's remaining time.

- A Delegate has the right to either accept the question or refuse the question. If the Delegate refuses the question, the Chair Board will again look for any questioners, if there are none, time is automatically yielded to the Chair Board.
- If the remaining time of a speech is yielded to the Chair Board, the Chairs will then move on with the session.

Article 22: Right of Reply

- If a Delegate's personal or national integrity is insulted by another Delegate, they may submit a written request for a right of reply to the Chair Board. The request should specify the offensive statement and the desired response.
- The Chair Board will decide if the request is valid and grant the right to speak. If granted, the Delegate will only address the Committee at the Chair Board's request.

Article 23: Moderated Caucus

- **Definition:** A Moderated Caucus is a formal meeting within a committee session where delegates discuss a specific topic.
- **Approval:** A majority vote is required to initiate a Moderated Caucus.
- **Focus:** The primary topic of the committee session is temporarily suspended during a Moderated Caucus.
- **Proposal:** Delegates can propose a Moderated Caucus.
- **Time Limit:** The Delegate who proposed the Moderated Caucus sets the duration of a Moderated Caucus.
- **Participation:** Delegates can request to speak during a Moderated Caucus.
- **Termination:** The Chair Board has the discretion to end a Moderated Caucus early.

Article 24: Unmoderated Caucus

- **Definition:** An Unmoderated Caucus is a formal meeting within a committee session where delegates can engage in informal discussions.

- **Approval:** A majority vote is required to initiate an Unmoderated Caucus.
- **Electronic Devices:** The use of electronic devices is prohibited during Unmoderated Caucuses, except for drafting purposes.
- **Focus:** The primary topic of the committee session is temporarily suspended during an Unmoderated Caucus.
- **Extension:** Delegates can propose to extend an Unmoderated Caucus. It can only be extended for once.
- **Termination:** The Chair Board has the discretion to end an Unmoderated Caucus early.

Article 25: Closure of Debate

- **Motion to Close Debate:** A Delegate can propose a Motion to Close Debate at any time during a discussion.
- **Chair Board Decision:** The Chair Board may reject the motion.
- **Objection:** Up to two Delegates can speak against the motion.
- **Passing:** A two-thirds majority is required to pass the Motion to Close Debate.
- **Vote:** If the motion passes, the Committee immediately votes on the resolution.

Article 26: Suspension and Adjournment of the Meeting

- **Motion to Suspend the Meeting:** A Delegate can propose a Motion to Suspend the Meeting at the end of each session.
- **Motion to Adjourn the Meeting:** A Delegate can propose a Motion to Adjourn the Meeting at the end of the last session.
- **Chair Board Decision:** The Chair Board may reject these motions.
- **Passage:** A simple majority is required to pass either motion.

Article 27: Procedural Voting

- **Procedural Voting:** Voting on matters such as the order of speakers or voting procedures is considered procedural voting, including the Junior Resolution.

- **Universal Participation:** All Delegates have equal voting rights in procedural matters.
- **No Abstentions:** Delegates cannot abstain from procedural votes.
- **Voting Method:** Procedural votes are typically conducted by a show of hands.

Article 28: Official Closing

- The Secretary-General ends the conference.

SECTION D: RULES GOVERNING POINTS

Article 29: Point of Personal Privilege

- Delegates can say if there is something wrong that is stopping them from participating in the meeting like the room is too hot or cold.
- If a delegate can't hear, they can interrupt the person who is talking.

Article 30: Point of Order

- If someone is not following the rules, participants can say "Point of Order."
- The Chairs will decide if the person was doing something wrong.
- If the person was doing something wrong, the Chairs will fix it.
- participants can't talk about the topic if participants say "Point of Order."

Article 31: Point of Parliamentary Inquiry

- Delegates can ask the Chairs a question about the rules.
- Delegates can't ask this question while another delegate is talking.

Article 32: Point of Information

- Delegates can ask the Chairs a question about something that is not covered by the other rules.
- Delegates can ask the person who is talking a question about what they said.
- Delegates can only ask this question after the person has finished talking.
- The delegate who is talking can decide if they want to answer the other delegate's question.

SECTION E: RULES GOVERNING COMMITTEE DOCUMENTS

Article 33: Final Documents of the Committees

- The final document of the committee will be a solution.
- These rules apply to all final documents unless there are different rules.

Article 34: Working Papers

- Delegates can propose working papers for the Committee's consideration.
- Working papers can be prepared individually or collaboratively.
- Working papers can be prepared outside of committee sessions.
- Working papers do not require signatures.
- Working papers do not need to adhere to the same formatting rules as official documents.
- Working papers must be approved by the Chair Board before being distributed to the Committee.
- An approved working paper can be introduced to the Committee through a motion, which is automatically passed.
- Working papers are not subject to voting.

Article 35: Junior Resolution

- A junior resolution can be presented to the Committee if approved by the Chair Board and signed by at least one-fifth of the present Delegates.
- Signing a junior resolution does not indicate support for it.
- Junior resolutions must be made during the Committee session ONLY. Pre-written or externally prepared resolutions are NOT allowed.
- A junior resolution requires approval from the Chair Board before being presented to the Committee.
- The introduced resolution is subject to voting.
- A motion to introduce a Junior resolution requires a majority vote.

- The resolution becomes a separate agenda item, requiring a new Speakers' List.
- Debate on a resolution continues until postponed, closed, or concluded with a vote (Motion to Close the Debate).
- During debate, only motions related to the resolution are permitted.

SECTION F: Precedence

Article 36: The Order of Things

- Points are more important than motions.
- Here is the order of things:
 1. Point of Personal Privilege
 2. Point of Order
 3. Point of Parliamentary Inquiry
 4. Point of Information
 5. Motion to Adjourn the Meeting
 6. Motion to Suspend the Meeting
 7. Motion to Close the Debate
 8. Motion to Conduct Procedural Voting
 9. Motion to Introduce a Junior Resolution
 10. Motion to Extend Previous Caucus
 11. Motion for a Moderated Caucus
 12. Motion for an Unmoderated Caucus
- **Multiple Moderated Caucuses:** If there are multiple proposed Moderated Caucuses, the one with the longest duration will be voted upon first.
- **Equal Duration:** If proposed Moderated Caucuses have the same duration, the one with the longest individual speaking time will be prioritized for voting.

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