



NOTTSMUN 2024
RULES OF
PROCEDURE



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0 INTRODUCTION

Whether this is your first MUN, or been doing MUN for years, this Rules of Procedure (RoP) guide will give you the information needed to understand the rules and flow of MUN. Every conference has slightly different rules, though the main principles usually remain the same.

All committees (with the exception of SC and Crisis) will follow the same RoP. In the case of the Security Council, they have the added veto rules. Crisis operated by entirely different rules from the other committees.

At its core, **Model United Nations**, or **MUN** for short, is a roleplaying game, in which students learn about diplomacy and the United Nations. Sometimes there are also simulations of other international organizations and unions such as NATO, ASEAN, and the League of Nations. In addition to being a great tool for learning about diplomacy and understanding geopolitics, participating in MUNs builds skills such as public speaking, writing, teamwork, leadership, and critical thinking.

Each participant is assigned a country and represents that country in a given committee. In each committee, one or two topics will be discussed until the delegates find a solution that satisfies all (or most) countries and solves the issue at hand. This solution or agreement will then be presented in the form of a document called a **resolution**.

DIFFERENT ROLES

Chairs are the moderators of the debate. They decide who speaks when and they ensure that the debate flows smoothly and does not exceed the time constraints. A committee will usually have 2-3 chairs. The chairs are collectively referred to as the dais.

Delegates are the people representing countries, the main part of every MUN. Their task is to debate and hopefully solve the issue presented to them. A committee, depending on its type, will usually have between 10 to 30 delegates.

Crisis directors are responsible for controlling the crisis committees. They have the final word in every decision, they control the speed at which the crisis progresses and are the ultimate authority in both the backroom and the front room.

Secretariat are the organizers of the conference as well as the highest authority during conference when it comes to all logistical and academic decisions.



2 GENERAL CONFERENCE RULES AND INFORMATION

2.1 AUTHORITY OF THE SECRETARY GENERAL

The Secretary-General reserves the right to determine the interpretations of the rules and make decisions regarding any conference matters not covered in the Rules of Procedure, after consultation with the Secretariat.

The Secretary General may delegate the right to exercise their authority and duties to members of the Secretariat, in the following order of priority unless otherwise determined by the Secretary General:

- Deputy Secretary General
- USG Academics
- USG Delegate Affairs
- USG Publicity
- USG Socials

2.2 AUTHORITY OF THE SECRETARIAT AND CHAIRS

Deputy Secretary General: The Deputy Secretary General will operate as the most senior member of the Secretariat, following the Secretary General. The Deputy Secretary General will assist and advise the Secretary General on situations and decisions pertaining to the conference.

USG Academics: The USG Academics will be the first point of contact for appointed Chairs to raise questions with the Secretariat. They will also review all submitted study guides to ensure that they maintain and adhere to conference standards and rules.

USG Delegate Affairs: The USG Delegate Affairs will be the first point of contact for Head Delegates, Faculty Advisors, Chairs and Delegates to raise questions with the Secretariat. They will address all matters pertaining to conduct of the secretariat, chairs, delegates, non-participating members and report to the Secretary General.

USG Publicity: The USG Publicity will be charged with maintaining external relations and producing and administrating promotional conference materials.

USG Socials: The USG Socials will be charged with organizing Socials for NottsMUN 2024. They will oversee the directing all conference participants to social events and liaising with third parties involved in the organization of socials.



2.3 EXPECTATIONS FOR CONDUCT

All Secretariat members, chairs, delegates and non-participating members are expected to adhere to the Harassment and Misconduct Policy of NottsMUN 2024. Any participants found in violation of this policy will either receive warnings, suspensions or expulsion, at the discretion of the Secretariat. It is expected that chairs report any delegate misconduct issues to the USG Delegate Affairs. In the case of chair misconduct, delegates or anyone who witnesses such misconduct should also approach the USG Delegate Affairs.

NottsMUN 2024 aims to set professional standards that truly lend themselves to a realistic simulation of UN debate, which necessitates that all participants behave in a civil and diplomatic manner. Any discriminatory or abusive behavior will result in immediate suspension or expulsion from the conference. Any disputes between delegates should be addressed by chairs and the Secretariat. NottsMUN 2024 will also maintain a business formal or cultural dress code throughout the conference. It is the responsibility of the secretariat to address any violations of the dress code.

2.4 PLAGIARISM AND PRE-WRITTEN MATERIAL

Plagiarism (the passing off of another delegate's work as your own) is prohibited at NottsMUN 2024. Violations of this rule could result in suspensions or removal from consideration for delegate awards. The use of pre-written resolutions, or working papers is also prohibited and will lead to suspensions or removal from award consideration if any delegate is found with pre-written materials. Ç



3 COMMITTEE AND CHAIR RELATIONS RULES

3.1 AUTHORITY OF THE DAIS AND THE SECRETARIAT

The dais of each committee will be charged with the responsibilities of managing sessions in their specific committees, including the opening and closure of sessions, recognizing delegates, directing the flow of debate, managing voting procedures and the maintenance of parliamentary procedure.

The dais may determine the speaking times of delegates in matters including speeches during speakers lists, moderated caucuses and speeches on motions and points. The dais may determine if motions and speeches are in keeping with the agendas of their committees and determine the appropriateness of statements.

The dais is expected to conduct themselves with professionalism and unbiasedness and must maintain the expectations of conduct and the NottsMUN 2024 Harassment and Misconduct Policy. The decisions of the dais are subject to the direction of the Secretariat and some decisions may be subject to appeal.

3.2 APPEALS

An appeal to the authority of the dais constitutes a motion raised by a delegate that requires a second. Appeals may be made by a delegate to question a decision of the dais unless otherwise stated in these rules of procedure.

Once this motion is raised and a second is recognized, the dais has the right to make a statement to the committee in the defence of their authority. Once this has been completed, the motion is set to a vote that requires a 2/3 majority to pass. It is necessary that all delegates, including member states and observers, vote in the instance of an appeal to the authority of the dais.

Decisions of the dais that are not subject to appeal:

- i) Decisions regarding the approval of resolutions and amendments.
- ii) Decisions on whether to adopt unmoderated caucuses, moderated caucuses and extensions.
- iii) Decisions on the order of motions entertained, when to vote on motions and whether motions are being entertained.
- iv) Decisions on the opening of the debate, closure of the debate and adjournment of the meeting

3.3 PARTICIPATION OF OBSERVERS

An observer constitutes any delegate present who represents a state, organization or individual that is not a full member of the United Nations.

All delegates present in a committee may engage with resolutions as signatories and sponsors. They may also vote in procedural matters. However, during voting procedures on substantive matters, that is resolutions and amendments, observer entities may not vote for, against or abstain. Their votes will not be counted in the determination of decisions or majorities.



4 MOTIONS

4.1 PRIORITY OF DEBATE-RELATED MOTIONS

Motions regarding debate will be given priority in the following order from most superseding to least superseding.

- i) Adjourning the Meeting
- ii) Suspending the Meeting
- iii) Closing Debate
- iv) Suspend Debate
- v) Resuming Debate
- vi) Introducing Draft Resolutions
- vii) Consultation of the Whole
- viii) Introducing Amendments
- ix) Introducing a Friendly Amendment
- x) Introducing Working Papers
- xi) Unmoderated Caucus
- xii) Moderated Caucus

4.2 PRIORITY OF RESOLUTION-RELATED MOTIONS

Motions regarding resolutions will be given priority in the following order from most superseding to least superseding.

- i) Splitting the House
- ii) Reordering Draft Resolutions
- iii) Division of the Question
- iv) Roll Call Vote



5 RULES OF DEBATE

5.1 PROCEDURAL RULES

Roll Call:

At the beginning of each session, the committee dais must carry out a roll call to determine the attendance of delegates. When called upon by the dais, member states who are present must say 'Present and Voting' if they intend to vote for or against on procedures and resolutions while they may say 'Present' if they only intend to abstain. Observer entities must simply state 'Present' as they do not have voting rights on procedural matters or resolutions.

Setting the Agenda:

Upon the conclusion of roll call and the formal commencement of session, the committee will set the agenda, the agenda being one of the topics or topic determined by the dais and secretariat beforehand.

A motion, including a second, should be made to set the agenda. If there are no objections, the motion shall be considered as automatically adopted by the committee. If there are seconds and objections, a speakers' list will be established to discuss the motion, followed by a procedural vote on which agenda to adopt.

General Speakers' List:

Following the adoption of the agenda, the dais shall open a General Speakers' list that will be open throughout the sessions, except during caucuses. The general speakers' list gives delegates the opportunity to make a statement pertaining to the agenda, for a period specified by the dais.

Delegates may enter the speakers' list by raising their placards when the dais asks whether anyone wishes to be added to the speakers' list or by sending a written note to the dais. Delegates may similarly withdraw themselves from the speakers' list by writing a note to the dais. A delegate may not appear on the speakers' list twice during any one point in time.

Moderated Caucus:

Delegates may suggest a motion for a moderated caucus at any time during the session when the dais calls for motions. When delegates propose a moderated caucus, in addition to the title, they must also state the period and number of speakers they wish the moderated caucus to be open for. The Dais must also ask the proposer if they wish to speak first or last on the moderated caucus.

The adoption of a moderated caucus requires a second, and in the case of an objection, will require a majority procedural vote. The dais may adopt or repudiate a motion at their discretion, within the limits of the agenda. During a moderated caucus, recognized delegates may make statements on the adopted caucus topic and be open to points of information from the committee at the discretion of the dais. At NottsMUN a moderated caucus cannot last longer than **20 minutes** and cannot be extended by more than **10 minutes**. The maximum speaker time cannot exceed 2 minutes.



Unmoderated Caucus:

Delegates may suggest a motion for an unmoderated caucus at any time during the session when the dais calls for motions. Delegates proposing an unmoderated caucus must provide a reason for the unmoderated caucus and the period for which the caucus will last.

The adoption of an unmoderated caucus requires a second, and in the case of an objection, will require a majority procedural vote. The dais may adopt or repudiate a motion at their discretion, within the limits of the agenda.

During an unmoderated caucus, the moderation of the session will be in the hands of the delegates of the committee, subject to monitoring by the dais. Parliamentary procedure will not be in place during unmoderated caucuses. At NottsMUN an unmoderated caucus cannot last longer than **20 minutes** and cannot be extended by more than **10 minutes**.

Consultation of the Whole:

A consultation of the whole constitutes a motion that would temporarily suspend formal parliamentary procedure. The time limit for a consultation of the whole is at the discretion of the chair and requires a second to pass and a simple majority vote in the case of an objection.

Closure of Debate:

A motion for the closure of debate ends any discussions on the agenda and can only be followed by voting on draft resolutions and then the adjournment of the meeting. A motion for the closure of debate requires a second, as well as a procedural vote requiring a 2/3 majority vote to pass.

A delegate may propose a closure of debate at any point when the dais is open for motions. The dais has the discretion to determine if such a motion is appropriate at that time.

Suspension of the meeting:

A motion for the suspension of the meeting will be used to suspend debate for a temporary period, for example, the end of the day or lunch breaks. This motion requires a second a majority vote to be adopted. It may also be adopted or repudiated at the discretion of the dais.

Adjournment of the meeting:

Once the meeting is adjourned, all conference activities in that committee will end until the NottsMUN 2025 session. This motion requires a majority procedural vote or may be adopted at the discretion of the dais, following consultation with the secretariat.

Objections: Delegates may object to motions under the grounds of a motion not fitting into the agenda, violating the sovereignty of a nation or a topic having already been discussed at length.



5.2 SPEAKING RULES

The Right to Speak: Delegates may not address the committee during moderated sessions without the prior permission of the dais. Delegates' statements must pertain to the agenda under discussion and be delivered in the third person. Additionally, no delegate may interrupt another delegate when they are addressing the committee.

Time limits to speeches: Each delegate's speaking time is at the discretion of the dais, except in the case of the general speakers' list, which will last 2 minutes per delegate. When delegates have concluded their two minutes, the chairs may tap their gavel on the table to signify the end of the delegate's opportunity to address the committee.

Yielding: Following the conclusion of a delegate's speech, if they have time remaining on their allocation, they may yield this time to another delegate, to points of information or to the dais.

Right to Reply: A right to reply can be invoked by a delegate when they feel that their country's sovereignty has been infringed or the integrity of their government is put into question. The delegate to whom the right to reply is directed is guaranteed an inherent response. A right to reply may not be followed by a right to reply aimed at the delegate who made the initial right to reply.

5.3 POINTS

Point of Personal Privilege: A delegate may raise a point of personal privilege if they find themselves in discomfort or if there are logistical issues preventing them from fully participating in the debate. If a delegate is unable to hear a speaker on the floor, then only may they interrupt the speaker to raise a point of personal privilege.

Point of Information: A delegate may raise a point of information to another delegate following a statement if it is in order or at the discretion of the chair. This will constitute a question to a delegate regarding the delegate's statement, policy or any matter pertaining to the agenda. A point of information is recognized by the dais and is not subject to a vote.

Point of Parliamentary Inquiry: A delegate may raise a point of parliamentary inquiry during moderated sessions to ask questions clarifying parliamentary procedure.

Point of Information to the Chair: A delegate may raise a point of information to the chair if they wish to clarify questions unrelated to procedure and related to the conference or to clarify a previous speaker's statements.

Point of Order: A delegate may raise a point of order if a delegate or a member of the dais does not act in accordance with the parliamentary procedures. It is the responsibility of the dais to address points of order by consulting these rules of procedure to determine the necessary action.



5.4 RESOLUTION RULES

Working Papers: Delegates may introduce a working paper by raising a motion to introduce a working paper. A working paper does not need to contain official resolution language, nor will it be considered an official committee document. A working paper is a document that may summarize or suggest ideas to the committee to aid in the drafting of resolutions. The introduction of a working paper requires a majority vote.

Draft Resolutions: A draft resolution may be introduced by multiple delegates assuming the role of Sponsors/authors given that the resolution contains over a fifth of the committee in signatories plus sponsors. Draft resolutions require official language in writing and are subject to discussion and amendments.

A draft resolution must be approved by the dais before one of the sponsors raises a motion to introduce the draft resolution. The motion will require a second and in the case of objections will require a majority procedural vote. Once a draft resolution has been introduced for discussion, the sponsors must first present the draft resolution to the committee in a panel of authors and may be open to points of information regarding the resolution. Following this, the committee may move into open debate on the draft resolution where delegates may voice their countries' views on the paper.

Panel of Authors: A panel of authors refers the convening of the sponsors of a draft resolution to present the resolution, answer clarifying questions and determine the nature of amendments. The creation of a panel of authors is at the discretion of the dais.

Amendments: A delegate may propose an amendment make changes to a draft resolution including deleting, rewording or adding to it. Amendments may be submitted to the dais in writing or by raising a point to introduce an amendment. If the point to introduce the amendment is accepted by the dais, the delegate must read their amendment and will be required to justify the suggested revision to the committee. At the dais' discretion, the delegate may be open to points of information. The dais may also entertain speeches for and against the adoption of the amendment.

A friendly amendment may be added to a draft resolution at the discretion of the sponsors and will not require a vote. An unfriendly amendment is an amendment that the sponsors do not wish to add to the resolution and will require a majority procedural vote to be added to the resolution.



5.5 VOTING RULES

Procedural voting: All delegates, including observers have one vote on all procedural matters. During procedural votes, all delegates must vote for or against, abstentions are not in order.

Substantive voting: During substantive voting (voting on amendments and draft resolutions), only present and voting member states have voting rights. During substantive voting, delegates may vote for, against or abstain.

Motion to reorder draft resolutions: By default, draft resolutions are discussed in order of submission to the dais. A delegate may raise a motion to reorder the discussion of the draft resolutions. This motion requires a second to be adopted and a simple majority vote in the case of objections.

Motion for the division of the question: Following the closure of debate and before voting starts, a delegate may suggest a motion for the division of the question. This motion allows for amendments and draft resolutions to be voted on separately. After raising the motion, the delegate must suggest how the draft resolution may be divided into separate sections.

Motion to split the house: If adopted, a motion to split the house would require all delegates except observers in the committee to vote. In this situation no delegates may abstain from voting. A motion to split the house must be raised before voting has started on draft resolutions.

To be adopted, a motion to split the house requires a second as well as a vote that requires a 2/3 majority to pass.

Motion for a roll call vote: By default, delegates will vote by raising their placards when the dais calls for votes for, against and abstentions. If a motion for a roll call vote is adopted, the dais will call upon all member states present in alphabetical order and they must state if they are voting for, against or abstaining. A motion for a roll call vote can only be raised for voting on draft resolutions and the delegate raising the motion must specify which draft resolution they wish to address the motion to.

Right to explain vote: A sponsor of a resolution may vote against their sponsored resolution in the scenario that it has been amended. A right to explain vote grants the sponsor the right to make a statement explaining their decision to vote against their proposal. The statement may be made following the conclusion of voting on draft resolutions. Delegates wishing to explain their votes must submit a request to the dais in writing.



6 SECURITY COUNCIL

Unlike the DISEC, SOCHUM and COP, all security council votes (procedural and substantive) will require a 2/3 majority of members present to pass.

All members of the Security Council may invoke the right to explain their vote following the closure of voting on draft resolutions to justify their votes.

The permanent members of the Security Council (the United States, the United Kingdom, France, Russia and China) have the right to veto any draft resolution discussed in the committee. A vote against a draft resolution by any of the permanent five members will be considered a veto and said draft resolution will not be adopted.

All other procedural rules presented in this document apply to the Security Council.



7 CRISIS COMMITTEE

Many of the previously detailed rules of procedure will not be implemented in NottsMUN 2024's crisis committee. This committee will follow its own set of rules as detailed below.

Like all other committees, the crisis committee will conduct roll call at the start of each day and the beginning of each session.

7.1 STRUCTURE OF THE COMMITTEE

The committee will be in the primary charge of the Crisis Director who will be responsible for preparing a study guide that details the context, current state and characters in the crisis. The crisis director reserves the right to determine the direction of the crisis and the results of all actions taken by characters in the committee. At their discretion, they may delegate this responsibility to their backroom staff and chairs.

The committee will consist of one cabinet of characters, led by a chair who will assume the role of the leader of the assembly at the start of the first committee session. The chair will decide on speaking limits, granting meetings and recognizing motions and points. Decisions of the chair will be subject to the direction of the Crisis Director and the Secretariat.

7.2 BACKROOM STAFF

The delegates of the committee will be representations of characters that are not tied by default to a greater entity but will act as individuals with motivations as outlined in the Crisis Director's study guide. These characters may take individual decisions for whatever reason with the resources at their control. The results of these decisions will be determined by the Crisis Director and their backroom staff.

7.3 UPDATES

As the crisis continues, the Crisis Director may formulate general updates to the situation that will be announced to the entire cabinet. General updates may include one or more of the characters in the cabinet. General updates will be relayed to the cabinet and the chair by the Crisis Director, either orally or in writing. It is recommended that the Crisis Director and backroom staff raise a general update at least once every three hours of committee session.

The Crisis Director and backroom staff will also provide updates on all individual and multilateral directives and decisions made by characters. If a covert directive is made by an individual or set of individuals, the update on this directive must only be sent to the individual or set of individuals who undertook the directive, unless it is part of a general update.

Characters may send messages to the backroom staff if they have not been updated on a directive for over 30 minutes. It is the responsibility of the Crisis Director to ensure that all directives are answered. The Crisis Director and backroom staff may hold individual or multilateral meetings with characters to determine the nature and purpose of a directive.



7.4 PROCEDURAL RULES

The Forum: The NottsMUN 2024 Crisis committee will not maintain a general speakers list, but rather operate as a forum wherein all delegates are free to speak for as long as they wish and may interrupt each other. Delegates need not raise their placards to speak or ask questions but simply exclaim the point they wish to make (e.g.: point of information) and the chair may accord them the right to speak. The chair may determine if a speaker must conclude their statement or if their statement is within the agenda. All points detailed in section 4.3 will operate as normal except that delegates may interrupt each other to raise these points.

Motion of No Confidence: Any delegate in the crisis committee may raise a motion of no confidence against another delegate or delegates, including the chair, at any point. A motion of no confidence requires a 2/3 majority to pass and would result in the suspension of that delegate from their position and rights for a period of one hour. In the scenario that there is a successful motion of no confidence against the chair, they will vacate their position in the cabinet but maintain the rights of the chair.

Motion for Transfer of Power: If a motion of no confidence against a delegate has passed, delegates may raise a motion for transfer of power. A motion for transfer of power would allow a delegate to assume the mantle and resources of a suspended delegate for the period of suspension. Delegates raising such a motion must specify which delegate's mantle will be assumed and to whom it should be transferred. A motion for transfer of power would require a 2/3 majority to pass.

Motion for Change of Majority: A motion for the change of majority would allow delegates to change the required majorities for the passing of a motion. This motion may apply to votes on a specific motion or on all votes, at the discretion of the delegate proposing the motion. By default, this motion requires a 2/3 majority to pass. The Crisis Director reserves the right to deny such a motion if they believe it is not in the best interest of the cabinet.

Constitutional Clauses: Delegates may submit constitutional clauses to the cabinet orally or in writing to the chair. Constitutional clauses will be presented by the proposer/s and discussed by the forum. All constitutional clauses will be voted on individually following the closure of debate and, by default, require a simple majority to pass unless the required majority is changed.

Amendments: Delegates may submit amendments to the constitution or to constitutional clauses before the closure of debate. All amendments are subject to a simple majority vote to pass.

Motions for the closure of debate, adjournment of the meeting, and suspension and resumption of the debate will operate the same as in other committees.



7.5 DIRECTIVES

Directives are decisions that individual delegates may make or suggest to the cabinet. Any delegate may submit directives at any point to the Crisis Director and the backroom staff through the provided Google forms. When delegates submit their directives, they must indicate the type of directive they are submitting.

Individual Directives Individual directives are unilateral decisions taken by characters in the cabinet and pass by default, unless otherwise determined by the Crisis Director. The chair must announce individual directives to the cabinet and delegates are free to announce their individual directives and their results, once confirmed, to the cabinet if they wish.

Covert Directives: Covert directives will not be announced to the cabinet and their results must only be communicated to the submitting delegate, unless otherwise determined by the Crisis Director. Covert directives may include one or more characters making unilateral or multilateral decisions.

Multilateral Directives: Similar to individual directives, multilateral directives and their results may be announced to the entire cabinet. Multilateral directives are directives submitted by multiple characters taking collective action.

Cabinet-Wide Directives: Cabinet-wide directives may be suggested by one or more delegates and constitute a request for the entire cabinet to take a specified collective action. Cabinet-wide directives must be announced to the cabinet by the chair and require a simple majority to pass. Delegates may choose to unilaterally repudiate cabinet-wide directives at the risk of retribution by the cabinet.

7.6 MEETINGS

At any point, a delegate may request a meeting with another delegate or set of delegates. The delegate may request this from the chair orally or through writing. Either a member of the backroom staff or the Crisis Director must be present at all meetings. Meeting requests are subject to the approval of the Crisis Director. Once a meeting has concluded, delegates are free to announce the results of the meeting to the cabinet if they wish.