

**RULES OF
PROCEDURE
CIMUN VII**

[Introduction]

1. Language Policy

For the inclusion of all delegates, CIMUN will mandate English as the official language for all conference-related discussions.

2. Decorum

All delegates must follow the instructions provided by the CIMUN secretariat and the corresponding chair and dais. Failure to do so after repeated warnings may result in possible disqualification and dismissal from the conference.

3. Secretariat's discretion

When conflicts or problems arise within the conference, the secretariat will mediate and address the issues. Upon the secretariat's discretion, delegates under severe violations, such as the use of violence, of the CIMUN policy may be dismissed from the conference. The secretariat will respond to all problems that may occur during the conference.

4. Rights of the Chairs

CIMUN grants chairs the right to take full control and responsibility of the corresponding committee. The Head Chair, Assistant Chair, and Deputy Assistant Chair will serve as members to encourage fruitful discussions and a smooth flow of proceedings. All matters related to the preceding within a committee will be subject to the chair's rights.

When delegates believe that an issue has arisen regarding the chairs, awards, or any conference-related content, please consult the secretariat. If chairs do not deviate substantially from the Rules of Procedure or the CIMUN Policy, delegates are encouraged to abide by the commands of the chairs. Failure to do so may result in meetings with the secretariat.

5. Dress Code

CIMUN will mandate a western formal attire for all sessions.

6. Misdemeanour

The use of alcohol, tobacco, and non-medical drugs is forbidden during the conference. Possession of these items will result in immediate suspension from the conference. Parents will be informed and will be prohibited from joining the conference in the future.

Any inappropriate relationship between the participants can also be subject to similar penalisation. These include:

1. Romantic relationships leading to unjust rulings during committee procedures,
2. Any form of inappropriate physical contact between the participants,
3. Discrimination, violence, bullying, and harassment of any form.

7. Plagiarism

Any conference materials from the delegates that infringe on others' intellectual property by using works without the proper attribution or reference will be considered "plagiarised materials" in CIMUN. When plagiarism occurs, the secretariat will remove the plagiarised material from the conference immediately.

8. Participation

Delegates are expected to attend a minimum of $\frac{2}{3}$ of all committee sessions. If delegates fail to meet such deadlines, they will not be eligible for the certificate of participation or included in the consideration for any type of awards.

[Committee Proceedings]

1. Roll Call

At the beginning of each session, the chairs will conduct a roll call in alphabetical order. Delegates may reply by saying "present" or "present and voting". When the committee meets the quorum of more than $\frac{1}{2}$ of the delegates, the committee may proceed with debate. Note that tardiness would require delegates to send a note to the chairs. Informing the chairs when late is solely the responsibility of delegates.

2. Choosing the Agenda

All committees in CIMUN have two topics. As such, delegates must vote on the agenda preference at the beginning of the conference.

A motion to set the agenda must be raised. The chairs will accept two delegates for and two delegates against the motion in alternating order, each speaker speaking for 60 seconds. Depending on the number of delegates wishing to speak for or against the motions, the chairs may reduce the number of speakers under the chair's discretion. Once all speakers for and against have spoken, the committee automatically enters the voting procedure for the motion to set the agenda, requiring a simple majority to pass.

If the motion passes, the committee will enter debate on the corresponding agenda. If the motion fails, the committee will automatically enter debate on the other agenda.

3. Speaker's List

CIMUN will conduct opening speeches as soon as an agenda is set. Delegates will speak in alphabetical order, each delegate receiving speaking time of 60 seconds. When called, delegates must approach the podium and entertain their speeches. Once opening speeches are over, the committee will take motions.

If there are no motions, or if all raised motions fail, the committee will enter the general speakers list automatically. Furthermore, at any given time in a committee, the chair may call for a general speaker's list under the chair's discretion. The standard speaking time for the general speaker's list is 90 seconds, which may be altered by a motion to set speaking time. This motion cannot be entertained once a session enters a specific motion. Delegates may not speak unless granted specific permission from the chair. The chair, if considered disruptive or irrelevant, may call delegates to order.

4. Yielding Time

Delegates after addressing the committee may yield the speaking time when there are more than 30 seconds remaining. If the time is less than 30 seconds, the remaining time will be automatically yielded back to the chair. There are three types of yields:

- a. Yield time back to the chair: The delegate renounces the ownership of the time to the chair. The chairs will then entertain the next speaker.
- b. Yield time to another delegate: The delegate may give the remaining time to another delegate. If the recipient delegation is added to the GSL, accepting the yield would result in his/her removal from the GSL. The chairs will ask the receiving country whether they accept or reject the yield. Once accepted, the delegate may speak for the remaining time. Second degree yielding will not be in order.
- c. Yield time to Points Of Informations (POI): The delegate may yield time to points of information, or questions about the content of the speech. Once yielded, chairs will

entertain delegates to ask questions, then allow the delegate to reply to the question. The delegates may specify the number of questions or receive any and all.

5. Right of Reply

When a delegate makes a grave personal or national insult during formal debate, the chair may recognize a “right of reply”. The delegate feeling insulted, must send a note with the right reply and the justification. When the chairs see merit, the delegate will be provided 30 seconds to explain his/her opinion on the matter. Then, the delegate who has made the insult will receive 30 seconds in order to explain and apologize for the previous statements.

[Points and Motions]

1. **Point of Personal Privilege** - A point of personal privilege can be raised at any point during the conference, and must pertain to comfort issues. Point of Personal Privilege for emergency situations or audibility may interrupt the speakers, but delegates are generally advised against it. Other circumstances such as restroom usage must wait until the chairs are available. The chair may rule the point dilatory if deemed unnecessary or disruptive to the committee.

2. **Point of Order** - When the chairs deviate substantially from the ROP during the conference, delegates may raise a point of order to correct the chairs. The chair may rule against the point if the chairs deem that a deviation of the ROP to a certain degree is necessary for committee proceedings. When delegates and chairs cannot come to a consensus, the secretariat will mediate the issue.

3. **Point of Inquiry** - Delegates may ask questions regarding the committee proceedings or any clarification on the ROP during the session. The point may not interrupt a speech.

4. **Point of Information** - When a delegate yields his remaining time to Points of Information, other delegates may raise their placard to ask specific questions. Delegates must be recognized by the chairs before standing. A follow-up may be requested. Here, delegates must refrain from direct conversations and must wait for the chair’s approval for a second-degree question.

5. **Point of Clarification** - During the introduction of resolutions and amendments, the chairs will entertain POCs. After the main submitter of the material reads out the operative clauses, the chair will look for POCs in the committee, which must pertain to questions about meaning of words or phrases used within the resolution or amendment. The chairs may rule against a POC if it is seen as another form of question.

6. **Motion to Set Agenda** - At the beginning of the conference, chairs will entertain a motion to set agenda. When such motion is introduced, the chairs will entertain two speakers for and against the motion in alternating orders. Motion requires a simple majority ($\frac{1}{2}$) to pass.

7. **Motion to Set the Speaking Time** - A general speakers list will be set to 90 seconds. Delegates may change the speaking time in units of 10 seconds. The Motion requires a simple majority to pass ($\frac{1}{2}$).

8. **Motion to move into a Moderated Caucus** - A moderated caucus refers to formal debate time that allows delegates to speak on specific matters within the agenda. When raising this motion, delegates must state the purpose, total speaking time and individual speaking time. The total speaking time will dictate how long the moderated caucus session lasts, with the individual speaking time dictating the maximum time a delegate may speak. When recognised, delegates will rise from their seats to give the remarks. Moderated Caucuses may not exceed 20 minutes of total speaking time.

9. **Motion Move into an Unmoderated Caucus** - An unmoderated caucus refers to informal debate time that grants delegates to freely move around the room to discuss matters with delegates. Delegates may form blocs, draft working papers, resolutions, and amendments. When Raising this motion, the delegate must specify the total time and purpose.

10. **Motion to Close Debate on resolution/amendment/agenda** - When delegates believe that there has been sufficient debate on the content of a resolution, amendment or the agenda as a whole, they may raise a motion to close debate. When introduced, the chairs will entertain 2 speakers against this motion. Then, the committee will enter voting procedure, and the motion passes if it exceeds the super majority ($\frac{2}{3}$).

11. **Motion to adjourn session** - Delegates may raise this motion for the purpose of moving into breaks or lunches. Delegates may also adjourn the session if the day is almost over. The motion requires a simple majority ($\frac{1}{2}$) to pass.

12. **Motion to adjourn meeting** - Delegates may raise this motion when they believe that there has been enough debate on all materials across the committee, and believes the committee has finished the conference. This motion requires a simple majority ($\frac{1}{2}$) to pass, and the committee will resume on the next conference.

13. **Motion to Introduce Draft Resolution** - When a bloc's resolution has been thoroughly reviewed and approved by the secretariat, the chairs will inform the main submitter about the resolution being passed. When a delegate raises a motion to introduce a draft resolution, it passes without a voting procedure. Chairs will request the main submitter to read out the operative

clauses only of the resolution, then entertain 2 POCs. Then, the main submitter has 5 minutes for the speech. When there are more than 30 seconds remaining, yielding functions equally to GSL. After the authorship speech, the chairs will entertain 2 POI in the committee. Note that if yielding to another delegate, the recipient delegate must answer the POIs. If time is yielded to POIs in the authorship speeches, chairs will not entertain extra POIs. Then, the resolution is introduced to the committee, and the scope of debate is now limited to the specific Draft Resolution.

14. Motion to Introduce Amendment - When a delegate wants to make changes to a draft resolution, the delegates may submit an amendment to the chairs. When approved, delegates may motion to introduce amendments.

A friendly amendment requires all sponsors within a bloc to approve the amendment. When approved as a friendly amendment, the delegate may approach the podium, read out the change, and then answer 2 POCs. Once finished, the corresponding changes are automatically made to the resolution.

On the other hand, an unfriendly amendment is when not all sponsors agree to the content of the amendment. When approved as an unfriendly amendment, the delegate may raise a motion to introduce the amendment, approach the podium, and then read out the content of the amendment. Chairs will entertain 2 POCs, followed by a 3-minute authorship speech. Time yielding is equivalent to GSL. When finished, chairs will entertain 2 POIs if not already yielded to. Then, the amendment is formally introduced. The scope of debate will be limited to the content of the amendment only. When delegates deem the discussion on the amendment to be sufficient, they may raise the motion to close debate on the amendment.

15. Precedence (Most to Least Disruptive) - When there are two or more motions on the floor, the order of precedence, or what motion is more disruptive to the committee, dictates which point or motion will be put to a vote first. The order of precedence is as follows:

1. Point of Personal Privilege
2. Point of Order
3. Point of Inquiry
4. Motion to Introduce Draft Resolution
5. Motion to Introduce an Amendment
6. Motion to Set Speaking Time
7. Motion to Move into a Moderated Caucus
8. Motion to Move into an Unmoderated Caucus
9. Motion to Close Debate on the Amendment/ Resolution/ Agenda (In that order)
10. Motion to Adjourn Session

11. Motion to Adjourn Meeting

[Voting]

1. Voting Count

All voting required voting count for motions will be simple majority, with the exception of the motion to close debate. Most voting procedures, with the exception of voting on the content of resolutions or amendments, are procedural voting, which prohibits delegates from abstaining during voting procedures.

2. Substantive Voting Procedures

During substantive voting procedures, delegates may vote for, against, or abstain from the voting procedure. Note that delegates who replied with “present and voting” during roll call may not abstain from voting.

3. Voting Number

A simple majority requires **more than** $\frac{1}{2}$ of the total committee members to pass. A super majority requires $\frac{2}{3}$ **or more votes** to pass.

Security Council (If applicable)

1. **Veto Power** - The Permanent Five nations (P5) of the Security Council (United States of America, United Kingdom, France, Russian Federation, People’s Republic of China) are granted with ‘veto power’ during all substantive voting procedures. When at least one of the P5 nations votes against in a substantive vote, their veto power will automatically be exercised, and the vote will fail. However, the voting procedure, regardless of its failure, should be conducted fully;
2. **P5 Caucus** - A P5 caucus is a caucus held exclusively between the P5 nations to discuss the usage of veto power during a substantive vote. The caucus is held when one of the P5 nations raises a ‘Motion for a P5 Caucus,’ after at least one veto power has been exercised during a substantive vote. This motion will automatically pass without a vote. When the motion passes, the P5 nations will enter a separate room and hold the caucus for 5 minutes. After the caucus, the P5 nations will move back into the conference room, and the student officers will conduct a re-vote on the previous substantive vote.