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Foreword

This document is meant to get you up and running for everything that is bound to happen in this edition of IașiMUN, whether you are a Chairperson, Delegate or otherwise.

MUN type conferences (Model United Nations) aren't just simple debates. A conference like this academically simulates the meetings of the UN and aims to challenge delegates on big stages such as international politics, health problems, security issues, crisis situations, human rights affairs and also the economic and social.

During an MUN, every participant gets to be the delegate of a certain country, representing it in one of out of 6 committees:

1. SPECPOL (The Special Political Committee);
2. ECOSOC (The Economic and Social Council);
3. Crisis;
4. UNHRC (The United Nations' Human Rights Council);
5. WHO (The World Health Organisation);
6. UNSC (The United Nations' Security Council).

An MUN far exceeds one's ability to debate, almost immediately triggering something that simply cannot be described in words. Every delegate must do their research on every topic to make sure they respect their country's position, perspectives and policies while trying to find viable solutions for the given issues and write their set of solutions.

As you can see, we have updated the Rules of Procedure. This will be in everyone's benefit for two simple reasons. The first one is that we noticed that the old one needed some clarification. It had a few mistakes, a few unaddressed issues, as well as some contradictions. And because of that, we paid a lot of attention to all the details, in order for it to be 100% clear and leave nothing uncovered. The second reason is that we wanted to make the conference experience be as close as possible to a real UN experience, wanting to bring it to universal standards even according to other local Conferences. For such reasons, we have added a few motions and have learned how to perfect a debate and leave it as much as possible up to the delegates themselves.

That being said, it is our absolute interest that you understand what you have to do in what is about to come in your MUN Adventure and we thank you for choosing IașiMUN.

Andrei Loghin
IașiMUN Secretary-General 2019

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IașiMUN Deputy Secretary-General 2019

Definitions

1. An **MUN Conference** is an academic simulation of the United Nations where students play the role of delegates from different countries and attempt to solve real world issues with the policies and perspectives of their assigned country. Technically speaking, an MUN is like an improvised play, where everyone has to play a different role.
2. A **Committee** is the assembly of countries whose delegates are debating specific topics, while being moderated by a Chairperson.
3. A **Delegate** represents the Member State in the Committee they are assigned to and follows their country's policies and perspectives in finding a solution to the given topics.
4. **The Quorum** signifies the minimum number of delegates who need to be present in order to open the Committee Session for debate. The Quorum is met when at least one-third of all delegates in the Committee are present at the Committee Session.
5. **Chairpersons** (abbr. **Chairs**) are the people in charge of moderating the committee debates, setting debate times, asking for motions, writing the topics for their committees, assigning countries to delegates and helping delegates write draft resolutions. There are typically 2 or 3 Chairs per committee.
6. A **Resolution** represents the set of solutions proposed for a specific topic. A resolution can address *only one* topic. There *must* be at least 2 resolutions (which have different approaches towards solving the specific issue) per topic, depending on the committee (check the **Security Council** procedure). More information regarding resolutions and how to write them will be provided later in this document.
7. A **Signatory List** is the document representative of one resolution that *must* be signed by at least a simple majority of delegates in order to make the Chairpersons recognise that resolution and have it eligible for debate the next day.
8. A **Main Submitter** is the delegate who has helped the most in writing the clauses of a resolution and whose country is most interested in solving the issue.
9. A **Co-submitter** is an assistant of the main submitter.

10. An **Amendment** is a modification, for the resolution being debated, suggested by a delegate. Amendments will be discussed more in-depth further in this document.
11. **Notes** are (private) messages that can be sent from a delegate to another or from a delegate to a chair (and vice versa in both cases) which *should* have the main subject be the debate or the Conference itself. They are expected to be written in English and can be sent *only if* the chair(s) stated that “**Note passing is in order**”.
12. **Junior Administrative Staff** are the students responsible for passing notes from a delegate to another, counting votes and serving delegates with cups of water or other such miscellaneous tasks.
13. **Administrative Staff** are responsible for the logistics of the Conference and also distributing lunch to delegates and chairs.
14. **The Press Corps** constitute the department who interview delegates and chairs and write articles that present the Conference for the purpose of creating the IașiMUN Observer (the Official IașiMUN magazine - one per day of Conference).
15. The **Conference Manager** is the person in charge of coordinating and cooperating with the Head of Administrative Staff, the Head of Junior Administrative Staff and the Head of Press, whilst ensuring the proper unfolding of the Conference.
16. The **IașiMUN Advisor** is the coordinating teacher of the IașiMUN Conference.
17. The **Secretary-General** is the Chairperson responsible for the whole organisation of the Conference.
18. The **Vetting Committee** is the commission *of teachers* who highlight and correct any grammatical errors in the resolutions written by the delegates.

NOTE: The prefix “Deputy” before the role of a person in the Conference means that it is either their first time in the function at the Conference or that they are an assistant.

19. A **Caucus** is (short for) when the Committee discusses a particular issue or wishes to work together towards a common goal:
- ☪ **Unmoderated Caucus** is the Caucus in which delegates are allowed to stand up, walk in the Committee Room and speak informally with other delegates or Chairs;
 - ☪ **Moderated Caucus** (abbr. **Mod**) is the Caucus in which every delegate who has something to say takes the floor and holds a speech regarding their country's view for the issue discussed in that specific Moderated Caucus, without being able to entertain Points of Information.
20. A **Closed Debate** is the means of processing a resolution which has the first half (duration) reserved for Speeches For the resolution *only* and the second half for Speeches Against the resolution *only*.
21. An **Open Debate** is like a Closed Debate, but any delegate can hold a speech either For or Against (in no particular order) for the entire duration of the Open Debate. **Note:** If the Committee is in Open Debate, every delegate will be asked to state the nature (kind: For / Against) of their speech before holding it.
22. A **Point** is a right that a delegate may exert upon themselves.
23. A **Motion** is a proposal made by a delegate for all other delegates to decide what will happen in the Committee. **Note:** A motion may only be raised if the Chairperson states that the floor is open to any motions.
24. The **General Assembly** (abbr. **GA**) – always taking place during the last day of the Conference – is the meeting of all non-specialised Committees (and the Security Council) for the purpose of debating on every resolution that had passed (to the GA) the prior day. Delegates who have the same country, but who are from different Committees, will form a delegation and will sit together during the entire GA.
25. The list of Committees that are conjoined in the General Assembly is as follows:

Committee Name	Committee Abbreviation
The United Nations' Human Rights Council	UNHRC
The Special Political Committee	SPECPOL
The World Health Organisation	WHO
The United Nations' Security Council	UNSC

General Rules of Conduct

Participants of IașiMUN are expected to be respectful towards other in the interest of productive discussion and learning. They are also representatives of themselves, their schools, place of origin and country. Therefore, participants will be held to the highest standards of behaviour, inclusive of the following rules and procedures of the Conference.

1. The official language of IașiMUN is ***English*** and all delegates are expected to communicate during the Conference in English, without exception.
 - a. Profane language is strictly prohibited and insults against other participants (direct or otherwise) are forbidden.
2. The **Dress Code** for the Conference is *strictly formal* with **black and white** apparel *only* (with the exception of social events).
3. Smoking is prohibited on the school premises.
4. Alcohol consumption, use, as well as being under the influence of alcohol or other substances which cause a state of ebriety is *strictly forbidden* during the Conference.
5. Delegates are expected to be familiar with the rules of procedure of IașiMUN.
6. Use common sense and treat the Conference space respectfully.

NOTE: Misconduct (especially Rule 3 and/or 4) can and **will** result in the immediate dismissal of the participant from the Conference.

The Powers and Responsibilities of a Chairperson

Chairpersons are responsible for interpreting the rules and procedures in their Committee. Moreover, Chairs are used as intermediaries when it comes to communication between delegates during debate or Moderated Caucus.

Chairpersons have the following responsibilities and powers:

1. Setting debate time, speech time and number of Points of Information (also their order);
2. Extending or reducing debate time;
3. Conducting and counting votes;
4. Rejecting amendments on the grounds of redundancy or lack of substance;
5. Overrule motions at their own discretion;
6. Clarifying Points of Information;
7. Issuing warnings and dismissing delegates;
8. Managing (Junior) Administrative Staff when the Head of (Junior) Administrative Staff is absent;
9. Break any tie-votes (tie-votes are later discussed in this document).

The Powers and Responsibilities of a Delegate

Delegates represent the country they are assigned in a specific Committee while following its perspectives and policies so as to find the best solutions for the given topics.

Once Debate (either Closed or Open) or Moderated Caucus is declared in session, delegates must:

- a. Use the 3rd form, instead of using the 1st person singular pronoun (“I”), when talking about themselves **or** when addressing another delegate (e.g. “The delegate of X”);
- b. Yield the floor back to the Chairs before the debate or Moderated Caucus can continue (use the phrase: “This delegate yields the floor back to the chairs.”).

During a Committee Session, a delegate may raise the following points and motions:

Points:

1. The **Point of Information:**

- i. May be addressed to the delegate who has the floor *and* has finished holding their speech *only if* they clearly state they are open to Points of Information;
- ii. Must be a question and must directly refer to the resolution being debated;
- iii. If a delegate has asked their Point of Information and wishes to ask another, they can ask their Chairperson for a Follow-Up (can be denied or granted by the Chairperson);
- iv. Delegates need to raise their placard to ask a Point of Information;
- v. May not interrupt a Speaker;

2. The **Point of Personal Privilege:**

- i. Should be used *only* when there is a problem with audibility or comfort (i.e. the room is too hot, the delegate of X is not speaking loudly enough);
- ii. Is the only point that can interrupt a Speaker;

3. The **Point of Order:**

- i. Should be used if the delegate believes the Chairperson made a mistake in following the procedure;
- ii. May not interrupt a Speaker;

4. The **Point of Parliamentary Inquiry:**

- i. Should be used if the delegate is uncertain regarding a technical aspect concerning the rules;
- ii. May not interrupt a Speaker;

5. The **Point of Personal Inquiry:**

- i. Is used to ask a question that is not appropriate for any other point or motion;
- ii. May not interrupt a Speaker;

Motions:**1. The Motion to Verify the Quorum:**

- i. This motion is raised at the beginning of each Committee Session and passes automatically;
- ii. Chairpersons shall make a rollcall of all Member States in the Committee in order for them to state their status of attendance;
- iii. Delegates may reply only with “Present” or “Present and voting”;
Note: *If a delegate replies with “Present and voting”, they will have no right to abstain from any vote.*
- iv. If any delegates were not present during the roll call, upon their arrival they shall send a note to the Chairperson clarifying their status of presence;
- v. Upon establishing the Quorum, the Chairpersons will state the Simple Majority and Two-thirds Majority;

2. The Motion to Introduce a (Draft) Resolution:

- i. Should be proposed, after The Quorum has been verified, if there are any resolutions to be debated (cannot be used on the first day);
- ii. Must also include the topic and main submitter of the resolution being proposed to be debated;
- iii. This motion requires a second and a simple majority to pass;

Note: A resolution is called a “Draft Resolution” if it has not (yet) passed to the General Assembly.

3. The Motion to Move into Open Debate:

- i. May be used when the time for Closed Debate has elapsed or when there are no more against speeches during the Closed Debate;
- ii. The time for Open Debate must not exceed the time reserved for the previously elapsed Closed Debate;
- iii. This motion requires a second and a simple majority in order to pass;

4. The **Motion to Extend Debate/Caucus Time**:
 - i. May be used at the end of debate/caucus time if a delegate believes there needs to be more debate on the given resolution;
 - ii. Must also state the duration by which debate/caucus should be extended;
 - iii. The extended time cannot exceed the initial time;
 - iv. This motion requires a second and a simple majority in order to pass;

5. The **Motion to Move into Moderated/Unmoderated Caucus**:
 - i. May be used at any point in the debate if a delegate feels that it is necessary to discuss with other delegates to write an amendment or re-organise support/opposition against the resolution;
 - ii. Delegates must also state the duration of the proposed Caucus;
 - iii. This motion requires a second and a simple majority;

6. The **Motion to Move into Voting Procedure**:
 - i. May be used at any point during the debate of a resolution (as long as at least one For Speech and one Against Speech have been held) if a delegate feels that further debate will not change the outcome of the vote;
 - ii. This motion requires a second and a two-thirds majority in order to pass;

7. The **Motion to Split the House**:
 - i. Can only be used in the voting procedure;
 - ii. Can be smiled upon by the Chairperson if (either 1 or 2):
 1. Votes Against + Abstentions > Votes For;
 2. Votes For + Abstentions > Votes Against;
 - iii. This motion requires a two-thirds majority and a second;
 - iv. This motion is voted upon;

8. The **Motion to Vote by Roll Call**:
 - i. This motion can only be raised prior to the start of the voting procedure;
 - ii. This motion can pass automatically, should the Chairs allow it;
 - iii. This motion is **not** voted upon and is **not** debateable;

9. The Motion for the Suspension of the Meeting:

- i. Requests the Suspension of the Meeting for a given period of time;
- ii. Is used when it is time to go into the Lunch Break or Coffee Break;
- iii. This motion can automatically pass at the discretion of the Chairs;

10. The Motion to Adjourn the Session:

- i. May only be raised at the end of the Conference;
- ii. This motion requires a second and a simple majority;
- iii. This motion is voted upon;

Note: For all motions that require a second, the Committee will be asked for seconds and objections:

1. If there are objections, The Committee moves into voting procedure for this motion and then acts according to the votes;
2. If the motion is seconded, the Chairpersons will move into the certain procedure.

Note: Whenever a delegate wishes to introduce a motion or use a point, they must raise their placard.

The Procedure for Non-Specialized Committees

Day 1:

1. The Committee Session begins with a Motion to Verify the Quorum (Roll Call);
2. After the Quorum is established, a Motion to Move into Moderated Caucus for the Opening Speeches should **either** be raised **or** smiled upon by the Chairs (if delegates don't raise it first);
3. This motion passes automatically at the discretion of the Chairs, having the possibility of extension *if* there is not enough time for all delegates to hold their speech;
4. Every delegate takes the floor, in alphabetical order, holds their Opening Speech and then yields the floor back to the Chairs;
5. After the Moderated Caucus time elapses **or** every delegate has held their speech, a Motion to Move into Unmoderated Caucus for the purpose of writing resolutions is **either** raised **or** smiled upon by the Chairs;
6. Upon the passing of the motion, the Committee is in Unmoderated Caucus and delegates form alliances and discuss possible solutions for the topics. They then proceed to writing the resolutions. While the resolutions are being written, a delegate from every resolution should go to other delegates and convince them to sign the Signatory List so as to ensure that their resolution will be debated on the next day.
7. After the resolution is written, partially or completely, it is printed and submitted to the Vetting Committee to correct any grammatical errors.

Note: Step 7 is repeated until the resolution is completely written **and** has passed through Vetting without any grammatical mistakes. Delegates are free to go home afterwards.

8. When the remaining delegates finish Step 7 with the last resolution, the Unmoderated Caucus elapses, the Quorum is re-established and a Motion to Adjourn the Session until the next day is raised.

Day 2 (Processing Resolutions):

1. The Committee Session begins with a Motion to Verify the Quorum;
2. After the Quorum is established, a motion to introduce a Draft Resolution should **either** be raised by a delegate **or** smiled upon by the Chairpersons;
3. After this motion passes, the main submitter of the specific resolution is invited to take the floor and read the Clauses of their resolution;

4. Upon reading the Clauses, the Chairperson sets debate time of Closed Debate and asks the main submitter to hold a For Speech on their resolution;
5. After the delegate finishes holding their speech, the Chairperson will ask whether they are open to any Points of Information and then will act accordingly;
6. After the Points of Information are answered by the Speaker, the Chairperson will take back the floor.

Note: Only the main submitter (after their first For Speech) and first co-submitter (if they were yielded the floor by the main submitter) are allowed to yield the floor to a co-submitter. No other delegate-to-delegate yields are in order.

7. The Chairperson will repeat steps 5-6 for each delegate that speaks about the resolution being debated:
 - Ⓜ If For Speech time elapses or there are no more For Speeches (minimum required: 2), Against Speeches will be instantiated and will then repeat steps 5-6;
 - Ⓜ After the first Against Speech, the Motion to Move into Open Debate (until debate time elapses) will be in order;
8. Once debate time has elapsed, the Chairperson will initiate the Voting Procedure to determine whether the resolution passes;
9. After a resolution is debated, the Chairperson will repeat steps 2-9.

Note: After all resolutions in the Committee have been debated, the Committee will decide which resolution (out of all that had passed in the Committee Session) will pass to the General Assembly (except for ECOSOC).

Day 3:

On Day 3, the UNHRC, SPECPOL, WHO and UNSC Committees are conjoined and debate using the rules from Day 2 (including UNSC), but on the GA Resolutions.

Note: On Day 3, the Motion to Introduce a Draft Resolution will become the “Motion to Introduce a Resolution”.

Note: The ECOSOC Committee will debate using the same rules as on Day 2, but in the Committee Room.

Special Rules for the Security Council

1. The General Speakers' List:

- a) During 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. Representatives 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.
- b) A Representative may request to have the name of the Delegation added to the Speakers' List by raising the placard upon general invitation of the Chairpersons or by sending a note to them. If circumstances do not allow determining clearly which Representative 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.
- c) A Representative whose Delegation's name is already included in the Speakers' List shall not be added again until given the floor or asked to be removed from the Speakers' List.
- d) Should the Speakers' List elapse, the debate on the agenda item shall be considered finished and the Committee shall move into voting procedure.

2. Yields:

At the end of a formal speech (during the General Speakers' List) a representative is required to yield their remaining time. They may:

- a) Yield to the Chairs.
- b) Yield to Another Representative: A representative may yield their time to another representative. The Chairs will ask the other representative whether they would like to accept the yield. If the representative accepts the yield, then they will have the remaining time to address the Committee. This time cannot be extended nor yielded to another representative.
- c) Yield to Questions: A representative may yield their time to questions. The Chairs will ask the Committee if there are any points on the floor at which time representative may raise a Point of Information to ask a question to the speaker. The Chairs will pause the time in order for the question to be phrased. The speaker will have the remaining time to answer the question.

3. Right of Reply:

A representative whose personal or national integrity has been infringed upon by another representative may, after the latter's speech, request a Right of Reply by raising their placard. The Chairs shall decide upon the request immediately and may or may not grant it. The decision of the Chairs is not subject to appeal. If the Right of Reply is granted, the allotted speaking time is 30 seconds. A Right of Reply to the Right of Reply is out of order.

4. Special Motions:**a) Motion to Change the Speaking Time on the General Speakers' List:**

- i) A representative deeming that extending or reducing the time limit for individual speeches on the General Speakers' List would be beneficial to the debate may raise a Motion to Change the Speaking Time on the General Speakers' List at any time when the floor is open.
- ii) The Motion shall be immediately ruled upon by the Chairpersons at their discretion.
- iii) The decision of the Chairpersons is not subject to appeal.

b) Motion to Split the Topic Area:

- i) This motion enables the committee to debate on subtopics within the agenda item and produce a resolution for each one of them.
- ii) The motion requires an explanation on the subtopics that the agenda item would be split into and provide justification for the necessity to split the topic area.
- iii) This motion requires a second, two speakers in favour and two speakers against and needs a 2/3 majority to pass.

c) Motion for a Minute of Silence:

- i) Any delegate may motion for a minute of silence before the start of a committee session. They must indicate the reason behind the minute of silence.
- ii) This motion is immediately adopted unless deemed out of order by the Chairs.
- iii) This motion may only be proposed once per session.

d) Motion to Divide the Question:

- i) A Motion to Divide the Question requests that specific clauses of the Draft Resolution are voted upon separately.
- ii) The Motion will be in order immediately after the Closure of Debate, but before the Committee starts voting on any of the Draft Resolutions.
- iii) If the motion passes the Draft Resolution is divided into different parts accordingly, and a separate substantive vote will be taken on each divided part. Parts of the Draft Resolution that are approved by the Committee will be recombined into a final document and put to a substantive vote as a whole.

e) Motion to Declare the Vote Substantial:

- i) This motion may be proposed, when the floor is open, on any procedural vote. The purpose of this motion is to make a procedural vote into a substantial vote. If a procedural vote, such as a motion for a moderated caucus, becomes substantial then it follows the rules regarding substantial voting procedure. Representatives may vote “Yes”, “No” and “Abstain” on the vote. If a procedural vote is made substantial then it requires nine votes in favour to pass. If a Permanent Member uses their veto, then the motion automatically fails.
- ii) When this motion is proposed, the procedural motion, in question, is declared substantial. The Chairs will then ask if there are any objections. If there is an objection then the committee votes on whether to redeclare the motion procedural.
- iii) This motion to re-declare the motion procedural is a substantial vote.

f) Motion for the Invitation of an Ambassador:

- i) Any Member State of the United Nations, which is not a member of the Security Council, may be invited to participate without a vote in the discussion on the topic area when the Security Council considers the interests of that Member State to be of importance to the topic.
- ii) This motion is not debatable and is at the discretion of the Chairs whether it is possible at the time of the proposal.

g) Motion for a Closed-Door Session:

- i) During a Closed-Door Session only representatives of the Member States, the Chairs, the Secretariat and persons authorized by the Secretary General may attend the meeting.
- ii) The time for the Closed-Door Session is specified by the representative. Rules for the Moderated Caucus shall apply.

- iii) A representative may ask for a Motion for a Closed-Door Session at any time the floor is open, but not during speeches.
- iv) The Motion requires a second, is not debatable and shall immediately be put to vote. It needs a qualified majority (2/3) in order to pass.
- v) The Chairs may rule out the Motion.
- vi) The time for a Closed-Door Session may be extended once.

h) Motion for a P5 Caucus:

- i) Any Permanent Member of the United Nations Security Council may propose this motion when the floor is open.
- ii) The P5 Caucus will be held in a separate room with the participation of the Permanent Members and one of the Chairs.
- iii) The P5 Caucus will take the form of an informal debate in order for the Permanent Members to come to a consensus.
- iv) The Chairs will entertain this motion at their discretion. If there are any Permanent Members who object to this motion, then the motion will be overruled.

5. Presidential Statement:

- a) The Security Council may choose to issue a Presidential Statement on issues not warranting a Resolution.
- b) The Statement may either be produced as “Presidential Statement” or as “Presidential Statement of Consensus”.

6. Votes in the Security Council:

- a) For all votes in the Security Council (both procedural and substantive), nine (9) “Yes” votes are required. In the event that not all the representatives are present for the council meeting, the Secretary General may move to change this with qualified majority. The decision rests solely on the Secretary General and it is not subject to appeal.
- b) During voting on procedural matters there are no veto rights. During substantive matters, the Permanent Members of the Security Council (China, USA, UK, France, Russian Federation) must vote either “Yes” or “Abstain” in order for a substantive matter to pass.
- c) 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 the matter fails immediately.

The Crisis Committee

Day 1, 2, 3:

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 do research about 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 receive 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 with the purpose of writhing the Set of Directives. If not, the crisis will not be solved and a new one will be introduced.

The Voting Procedure

The Voting Procedure applies to Motions (if there are objections), Amendments and Resolutions.

Delegates will be asked to raise their placard to vote For, Against or Abstain the Motion/Amendment/Resolution.

Note: Note-passing is not permitted during the Voting Procedure.

Note: An abstention means that a country does not feel convinced enough to vote for or against the Resolution.

Majorities

Simple Majority $\geq \text{floor} \left(\frac{\text{Quorum}}{2} \right) + 1$;

Two-thirds Majority $\geq \text{floor} \left(\frac{2 \cdot \text{Quorum}}{3} \right)$.

Edge Cases

- ☞ If any of the conditions from the Motion to Split the House apply, then the motion comes in order and should be raised;
- ☞ If *even after* the Motion to Split the House, the votes For are equal to the votes Against (For = Against), the Chair will **either**:
 - i. ask for one speech For and one Against and retake the vote
 - ii. **or** also vote For or Against the Motion/Amendment/ Resolution. This procedure is called **breaking the tie-vote**.
- ☞ If, at any times during the voting procedure, the sum of all votes does not equal to the Quorum ($\text{For} + \text{Against} + \text{Abstentions} \neq \text{Quorum}$), the Chairperson will smile upon a Motion to Vote by Roll Call.

Note: The Motion to Vote by Roll Call can also be raised by any delegate during the voting procedure, even if the previously mentioned condition does not apply.

Resolutions

A resolution is the document that contains a specific topic that the Committee wants to solve and the proposed solutions to it. The main author of a resolution is called a **main submitter** and the delegates who also contributed to writing it are **co-submitters**.

Note: A resolution may have up to 5 co-submitters.

Resolutions are divided in three main parts:

- A. Topic, Main Submitter, Co-Submitters, “The <Committee Name>,”;
- B. Preambulatory Clauses;
- C. Operative Clauses.

B. Preambulatory Clauses (PCs):

- a. Contain all the significant information, risk factors and the things that require considering for the specific topic;
- b. Every Preambulatory Clause must be followed by a comma (“,”);
- c. Every Clause will begin with a Preambulatory Phrase from the given list (delegates will receive a folder in which they will find this list, or it can be found on the website);
- d. Their Preambulatory Phrases must be written in *italics*;
- e. Must not be numbered.

C. Operative Clauses (OCs):

- a. Contain all the solutions proposed for the specific topic;
- b. Every Operative Clause must be followed by a semicolon (“;”);
- c. Every Operative Clause will begin with an Operative Phrase from the given list;
- d. The Operative Phrases will be written in **bold**;
- e. The last Operative Clause must end with a full-stop (“.”);

Amendments

An Amendment is a request (made by a delegate) to modify the resolution being debated. One can **add**, **remove** and/or **modify** the resolution through the Amendment.

Amendments are debated on identically as resolutions, but in far less time.

Note: Amendments are sent to the Chairs as regular notes, having appended “Amendment” at the top. They can be sent at any point during the debate of a resolution and must always be related to the resolution.

Note: Chairpersons can deny Amendments on the grounds of redundancy, lack of substance or time restrictions.

Note: Debate time on an Amendment overlaps the debate time on the resolution.

Note: Delegates **may not** abstain on voting on an Amendment.

The Warning System

Delegates will receive 3 warnings for misconduct:

- i. On the first warning, no punitive action will be taken;
- ii. On the second warning, the delegate will lose the right to speak;
- iii. On the third warning, the delegate will lose the right to vote;
- iv. On the fourth warning, the delegate will be immediately removed from the Conference.