

IsarMUN x UN75

2020 AND BEYOND

SHAPING
OUR
FUTURE
TOGETHER

RULES OF PROCEDURE



ISARMUN

IsarMUN 2020 - Rules of Procedure

IsarMUN 2020 x UN75 will not have the same rules of procedure as regular Model United Nations conferences, since this is a think tank rather than a MUN. The conference will nonetheless use certain MUN style rules, described in the following guide, to conduct an efficient debate. This includes setting the agenda, opening speeches, unmoderated caucus, moderated caucus, a right of reply if one's personal opinion is attacked, and ultimately writing a solution paper. A major difference that delegates should take into consideration is that they will NOT be representing different country policies in this conference, but are rather encouraged to speak their personal opinion, in the realm of the allotted sector (law, social, financial, political). This think tank aims to create a platform for highly-engaged young adults to debate current affairs and conceptualize the fix to issues of the 21st century, creating a better tomorrow.

Index

1. General Rules	4
1.1 Scope	4
1.2 Language	4
1.3 Dress Code	4
1.4 Chairpersons	4
1.5 Delegates	4
1.6 Secretariat	5
1.7 Executive Board	5
1.8 Attendance	5
1.9 Personal Conduct	6
2. Rules Governing the Opening of Debate	6
2.1 Roll Call	6
2.2 Quorum	6
2.3 Agenda	6
2.4 General Power of the Chairpersons	7
2.5 Chairperson's Discretion	7
2.6 Opening Statements	7
3. Rules Governing Debate	7
3.1 General Speaker's List	7
3.2 Speeches	7
3.3 Right of Reply	8
4. Rules Governing Points	8
4.1 General Rules on Points	8
4.2 Point of Personal Privilege	8
4.3 Point of Order	9
4.4 Point of Parliamentary Inquiry	9
5. Rules Governing Motions	9
5.1 General Rules of Motions	9
5.2 Motion for an Unmoderated Caucus	10
5.3 Motion for a Moderated Caucus	10
5.4 Motion for an Extension of a Previous Caucus	11
5.5 Motion for an Adjournment of the Meeting	11
5.7 Motion for the Closure of Debate	11

6. Writing a Solution Paper	11
6.1 Preambulatory Clauses	11
6.2 Operative Clauses	12
7. Frequently Asked Questions (FAQs)	12

1. General Rules

1.1 Scope

- a) The rules included in this guide apply to all Committees. Each rule is self-reliant unless modified by the Secretariat, in which case, the modification will be deemed adopted before the session begins.
- b) No other rules of procedure apply. If a situation arises which has not been addressed by the Rules of Procedure, the Committee Chair will be the authority on which rule to apply.

1.2 Language

- a) English is the official and working language of IsarMUNxUN75.
- b) If a delegate wishes to present a document written in a language other than English, the delegate will have to provide a translation to the Committee staff that will then distribute the translated version to the rest of the Committee.
- c) If a delegate wishes to use a phrase, quote, or saying in the language of their respective country while giving a speech; they will be required to provide the direct translation to the rest of the Committee.

1.3 Dress Code

- a) Chairs and staff are expected to wear western business attire. This is defined as a formal suit, tie, business shirt, and pantsuits/suit skirts.
- b) Delegates are expected to dress in business casual attire and dressing respectively as experts will be present.

1.4 Chairpersons

- a) The Chairpersons of a selected Committee shall preside over their Committee's formal sessions. The Chairpersons shall declare the opening and closure of each Committee session, suspend the session for a limited amount of time in case of need, grant the right to speak, propose limitations on the speaking time and announce decisions.
- b) The body of Chairs shall conduct the debate in a fair and balanced manner and have discretion over most matters arising in the Committee. They shall strive to further the goals and principles of IsarMUN.
- c) They may rule on the interpretation of the present Rules, subject to appeal by the Committee or overriding decision by the Secretariat.

1.5 Delegates

- a) The term "Delegate" shall be understood as a generic term, referring hereinafter to every participant in a Committee, except for the Chairpersons.

- b) As opposed to a regular Model United Nations conferences, delegates partaking in this think tank do NOT represent member states and advocate their sole opinion, keeping the topic and allotted focus area of their respective committee in mind.
- c) Delegates are asked to collaborate with fellow delegates diplomatically whenever possible.

1.6 Secretariat

- a) The Secretariat acts as the governing body of IsarMUN. All matters on the general conduct of the debate shall be referred to them.
- b) The Secretary-General and Deputy Secretary-General shall issue the final rulings over the interpretation of this document. All decisions made by the Secretary-General shall be considered final and without appeal.
- c) The Under-Secretary Generals have responsibility for the specific conduct of the Committees. They may rule over or refer matters arising in any Committee to the Secretary-General, including but not limited to:
 - i. Decisions made by the Chairs over the conduct of the Committee;
 - ii. Decisions made by the Chairs over the interpretation of the Rules of Procedure, irrespective of whether they have been challenged or not;
 - iii. Behavior of delegates.
- d) The Secretary-General or a member of the Secretariat designated by him/her may at any time reserve the right to make either written or oral statements to the Committee.

1.7 Executive Board

- a) The Conference Managers are in charge of the Executive Board.
- b) The Executive Board is in charge of the organizational, logistical, and other provisions necessary for the proper functioning of the Conference.
- c) The Executive Board has custody of the documents in the archives and, if applicable, prints and circulates official documents. In the unlikely event of a conflict between a Member of the Organising Board and a Delegate or between a Member of the Executive Board and a member of the Secretariat, the persons concerned shall refer to the Secretary-General, Deputy Secretary-General and the Conference Managers for mediation.

1.8 Attendance

- a) The presence of the delegates during the committee meetings is mandatory. The reason for any absence must be communicated to the Chairpersons concerned.
- b) Only Delegates who attended 90% of the Committee meetings are eligible for any Awards or certificates of participation.

- c) An exclusion or a partial exclusion from the Committee meeting necessarily entails the exclusion from all social events and may result in the Executive Board not providing the Delegate with a certificate of participation.

1.9 Personal Conduct

- a) Delegates, Chairs, and all other participants shall show common courtesy and respect towards each other at all times.
- b) Respect academic integrity; plagiarism will not be tolerated.
- c) Abuse of language or otherwise uncivil behavior shall not be tolerated and the Secretariat reserves the right to sanction such deviations from diplomatic conduct.
- d) No Screenshots are allowed to be taken and/or published in our online format. Delegates must respect the data privacy of all involved in the conference.
- e) More detailed rules of personal conduct and safety mechanisms can be found in the official IsarMUN Code of Conduct (CoC).

2. Rules Governing the Opening of Debate

2.1 Roll Call

- a) The first session of debate each day shall start with a roll call. The chair board shall name each delegation supposed to be present in alphabetical order.
- b) Delegates who fail to answer will automatically be considered absent. They may change this status to either present or present and voting by sending a note to the chairpersons specifying their desired status. The chairpersons shall publicly acknowledge their new status.

2.2 Quorum

- a) Quorum denotes the minimum number of delegates who need to be present to open debate.
- b) Quorum is met, and the Chair declares a Committee open to proceed debate when at least one-third (33%) of the members of the Committee (as declared at the beginning of the first session) are present. A quorum will be assumed to be present unless specifically challenged and shown to be absent.

2.3 Agenda

- a) The Agenda determines the topic that will be discussed in the Committee.
- b) As there is only one Topic Area in each committee, the Agenda will be considered automatically set.
- c) The Chairpersons hold the right to modify the Topic Area at their discretion.

2.4 General Power of the Chairpersons

- a) The chair board consists of two committee Chairs.
- b) Each Committee session will be announced open and closed by the acting Chair, who may also propose the adoption of any procedural motion to which there is no significant objection.
- c) The Chairpersons, subject to these rules, will have complete control of the proceedings at any meeting.
 - i. The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and ensure and enforce the adherence to these rules.
 - ii. If necessary and given no objections, the chairpersons may choose to suspend the rules to clarify a certain substantive or procedural issue.
 - iii. The Chair also has the right to interrupt the flow of debate to show a presentation or to bring in a guest speaker or an expert witness.

2.5 Chairperson's Discretion

- a) If a situation arises, which has not been addressed in the Rules of Procedure, the Chairpersons of the Committee hold precedent-setting discretion over the decisions in these circumstances, hereby called "Chair's Discretion".
- b) Chair's Discretion decisions must be arrived at through consensus within the chair board and are subject to the review of the Secretary-General, who shall have the final authority over which rule is to be applied, and which course of action is to be pursued.

2.6 Opening Statements

- a) Opening statements are delivered for each agenda item by each delegate according to alphabetical order. The time limit is ninety (90) seconds per speech.
- b) No delegate may interrupt another during a speech, and motions cannot be made until all statements are read. It is considered good manners to open by recognizing the Chair and other delegates before reading your statement.

3. Rules Governing Debate

3.1 General Speaker's List

There will be **NO** General Speaker's List, the debate will begin with each delegate giving an opening speech and moving into a chosen caucus.

3.2 Speeches

- a) No Delegate may address a Committee without having previously obtained permission from the Chairpersons. Essentially, Delegates may request the right to

speak by raising their hand (Zoom Function) when the Floor is open and stating their request after being acknowledged by a Chairperson.

- b) If a Delegate addresses a Committee without permission, exceeds the allowed time for his speech, makes offensive statements, or in any other way violates the present Rules of Procedure, the Chairpersons may call the Delegate to order and thereby revoke her speaking permission. In case of a repeated contempt for the Rules of Procedure, the Chairpersons may call upon the Secretary-General to take appropriate measures to prevent further violations.
- c) The Chair has the discretion to be flexible (within reason) about the time limit to allow a delegate to finish his or her thought to account for the varying fluency of English among conference attendees.
- d) There can be no props (utensils of any kind) used unless the approval of the Chair is received.

3.3 Right of Reply

- a) A delegate whose personal integrity has been impugned by another delegate may ask for a Right of Reply.
- b) The Chair will grant the Right of Reply at his/her discretion; this decision is not appealable. A delegate granted a Right of Reply shall be given 30 seconds to reply.
- c) A Right of Reply to a Right of Reply is out of order.
- d) Diplomatic language shall be used at all times.

4. Rules Governing Points

4.1 General Rules on Points

- a) All Points shall be raised only when the Floor is open unless the present Rules of Procedure explicitly state otherwise.
- b) In order to raise a Point, Delegates shall state the name of their Point in order to enable the Chairpersons to establish the precedence. After being acknowledged, Delegates shall raise her hand (Zoom function) and make their Point.
- c) To “address” the Point shall hereinafter refer to an act of a Chairperson consisting of granting, ruling out, gathering Seconds for and Objections to, or organizing the vote upon the Point, and to any other task provided for by the Rules of Procedure.
- d) All Points are to be considered non-debatable unless explicitly stated otherwise in the Rules of Procedure (Read Technical Guideline for Zoom Instructions).

4.2 Point of Personal Privilege

- a) Whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may rise to a Point of Personal Privilege to request that the discomfort be corrected.

- b) A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible. Otherwise, the delegate rising on the Point of Personal Privilege must always wait till the end of the speech to raise the Point.

4.3 Point of Order

- a) During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure.
- b) The Point of Order will be immediately decided by the Chair following the rules of procedure.
- c) A representative rising to a Point of Order may not speak on the substance of the matter under discussion.
- d) A Point of Order may not interrupt a speaker during the speech.

4.4 Point of Parliamentary Inquiry

- a) A delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure at any time during the debate.
- b) A Point of Parliamentary Inquiry may never interrupt a speaker.
- c) Delegates with substantive questions should not rise to this Point, but should rather approach the Committee staff during caucus or send a note to the dais.
- d) Points of Information do not exist.

5. Rules Governing Motions

5.1 General Rules of Motions

- a) All Motions shall be raised only when the Floor is open unless the present Rules of Procedure explicitly state otherwise.
- b) To raise a Motion, Delegates shall state the name of their Motion to enable the Chairpersons to establish the precedence. After being acknowledged, Delegates shall make their Point or Motion.
- c) To “address” the Motion shall hereinafter refer to an act of a Chairperson consisting of granting, ruling out, gathering Seconds for and Objections to, or organizing the vote upon the Motion, and to any other task provided for by the Rules of Procedure.
- d) All Motions are to be considered non-debatable unless explicitly stated otherwise in the Rules of Procedure.
- e) Motions require the support of a Second Delegate (hereinafter referred to as “Second”) unless explicitly stated otherwise in the Rules of Procedure. The Chairpersons shall ask for such a Second immediately after the Motion is made. If the Motion does not manage to gather at least one Second, it automatically fails. If the Motion receives Seconds, the Chairpersons shall immediately ask for Objections. If there are no Objections to the Motion, it automatically passes.

- f) Once there are no more Motions on the Floor, the Delegates shall vote upon them one by one concerning their disruptiveness in a downward manner (i.e. from the most disruptive to the least disruptive one).
- g) Motions require a simple majority (50% + 1) to pass unless explicitly stated otherwise in the individual rules on the specific Motion.
- h) If there are multiple Motions or Points raised at the same time, the Chairpersons shall address them in the order of disruptiveness.

5.2 Motion for an Unmoderated Caucus

- a) A Delegate shall have the right to raise a Motion for an Unmoderated Caucus. The Delegate may briefly state the purpose of the Unmoderated Caucus and propose a total time of the Caucus.
- b) If multiple Motions for an Unmoderated Caucus are on the Floor at the same time, they shall be voted upon in order of disruptiveness in relation to the Formal Debate, beginning with the most disruptive. Final interpretation on which Unmoderated Caucus is to be considered more or less disruptive is upon the discretion of the Chairpersons.
- c) The Unmoderated Caucus interrupts Formal Debate. While in an Unmoderated Caucus, Delegates are free to move between different break-out sessions (Zoom function). It is used for informal debates and negotiations.
- d) The decision of the Chairpersons to rule out a Motion for an Unmoderated Caucus is not subject to appeal.

5.3 Motion for a Moderated Caucus

- a) A Delegate shall have the right to raise a Motion for a Moderated Caucus. The Delegate shall briefly state the purpose of the Moderated Caucus; propose a total time of the Caucus and an individual Speaking Time per Delegate.
- b) If multiple Motions for a Moderated Caucus are on the Floor at the same time, they shall be voted upon in order of their disruptiveness concerning the General Speakers List, beginning with the most disruptive. Final interpretation of which Moderated Caucus is to be considered more or less disruptive is upon the discretion of the Chairpersons.
- c) The Moderated Caucus presumes after all delegates have presented an opening speech. Delegates may indicate their desire to speak by raising their hand (Zoom function), given that there is no other Delegate exercising her right to speak. The Chairpersons shall designate the speakers taking into consideration equity and good functioning of the Committee. If no Delegate signals her desire to speak within a reasonable timeframe, the Moderated Caucus shall elapse and the Committee shall return to the General Speakers List.
- d) There is no yielding of time in moderated caucuses.

- e) The decision of the Chairpersons to rule out a Motion for a Moderated Caucus is not subject to appeal.

5.4 Motion for an Extension of a Previous Caucus

- a) A Moderated or Unmoderated Caucus may be extended twice.
- b) The motion to extend the Caucus can only be brought forward after the caucus has lapsed, and is subject to the chairperson's discretion and a procedural vote.
- c) The extensions shall not be longer than the original total time of the Moderated Caucus.
- d) The decision of the Chairpersons to rule out an extension is not subject to appeal.

5.5 Motion for an Adjournment of the Meeting

- a) If passed, the Motion for Adjournment suspends the meeting for the rest of the day. The Motion requires a qualified majority (2/3) to pass. This Motion may be ruled out by the Chairs when the conference schedule needs to be taken into consideration.
- b) The Motion for Adjournment of the Debate is debatable.

5.7 Motion for the Closure of Debate

If passed, the Motion for the Closure of the Debate ends the discussion on the Agenda or an Agenda Item and the committee will move into Voting Procedure. The Motion requires a qualified majority (2/3) to pass.

6. Writing a Solution Paper

Each committee will be required to write at least one solution paper. This prospectus should be written more organically than the "usual" MUN-style resolution paper. Each idea/solution should be explained in detail, rather than in bullet points, and should simulate an article. The goal of this conference is to create papers that policy-makers can refer to and take into consideration when discussing current issues. To structure the resolution paper, clauses should be added, however, can further be described in a holistic scheme.

6.1 Preambulatory Clauses (= describe situation, mention actions undertaken)

The purpose of the pre-ambulatory clauses is to state all the issues that the committee wants to resolve on the matter debated. It may describe why the committee is tackling the matter at hand and highlight past international actions undertaken.

To write a preambulatory clause, take the initial statement and combine it with an underlined preambulatory phrase, ultimately ending it with a comma. For example: Alarmed by the statistic that 1 in 5 girls get married before the age of 18,

6.2 Operative Clauses (= what changes should occur/ solution strategy)

Operative clauses state the solutions that the committee proposes to solve the issue at hand. These clauses should additionally refer to the statistics/comments mentioned in the preambulatory clauses. Same as the previous procedure, take the solution and combine it with an underlined operative phrase. This clause allows for further elaboration (online format), so delegates are encouraged to go into detail after procedural phrases. End these statements with a semicolon and number accordingly. For example: Calls upon all economically developed nations to send aid; This aid should be delivered in low-cost loans. The World Bank is currently applying the XX scheme after which the loaning could be designed. Due to its previous experience and international recognition, the committee would recommend involving the World Bank as an operative partner in the loan scheme.

7. Frequently Asked Questions (FAQs)

- What do the interest groups mean and what do delegates represent in the councils?
During the application phase, delegates were able to sign up as representatives of one of the four interest groups (economical, political, legal, and social). The purpose of such distribution is to ensure that there are enough participants representing different sectors and aspects of the issue at hand. Delegates are encouraged to bring up points from their allocated sector during the debate, however, are more than welcome to discuss different matters as well, and do not need to solely conform to the assignment.
- How many delegates participate in each committee session?
Committee sizes will be approx. 10-15 delegates, 16 being the maximum. The reasoning behind smaller committees is due to the fact that such numbers will ensure more effective debate and conversation.
- Can chairs use a MUN software program to facilitate debate?
Chairs are encouraged to use timers and Google Doc, since having additional programs open may present difficulties with the online format. If some feel that this is not the case and it is more productive to use certain applications, this is fine as well.
- How many solution papers can a committee have?
Committees are encouraged to create one solution paper since this event is not about competing for the best articles, but rather finding consensus and working together on solutions as a team.
- Since there is no GSL, how are participants supposed to debate between caucuses?

Although there is no General Speaker's List (GSL) that does not mean that delegates are not able to hold speeches in between caucuses. The purpose of removing the GSL is to ensure that those holding speeches do not speak of a different topic at hand just to give a speech. Delegates can make comments at any time, if allowed by the chair.

- Does each motion proposal have to have seconds/objections?
According to the RoPs seconds/objections are encouraged for interactive participation, however, if chairs deem such actions to be unnecessary this policy doesn't necessarily have to be taken into account. It is solely suggested for productivity, which is something that can be judged by the chairs of the committees.
- Can chairs move between different breakout rooms?
Chairs are allowed to move between breakout rooms to ensure that progress is being made, however, shouldn't observe one committee for a prolonged period. This is due to the belief that delegates might want to discuss amongst themselves without the pressure of being taken word-for-word by a chairperson.
- Does IsarMUNxUN75 offer awards/participation certificates?
Yes, IsarMUNxUN75 does offer awards/participation certificates in individual committees. All participants will receive a digital certificate after the event and the chairs will hand out awards to those particularly poised during committee sessions.
- How should delegates be called over Zoom and named by chairs?
Delegates should use their real names when participating in committee sessions and will be called by their first name by chairs for reasons of simplicity.
- Does IsarMUNxUN75 offer a Gossip Box?
Yes, IsarMUNxUN75 does offer a Gossip Box. Each committee will have individual boxes monitored by chairs and "IsarMUN Live" on Facebook will post memes. Gossip within committees are allowed to refer to names of delegates, as long as not associated with derogatory comments. Please remember to refrain from posting the full name when creating memes to submit to the Gossip Box, but rather use initials.