

Rules of Procedure

1. **SCOPE.** These Rules of Procedure are unique and self-sufficient, and will be considered adopted prior to the first session. The Executive Committee will have the last word to settle any controversy regarding its interpretation.

2. **LANGUAGE.** English shall be the official working language of the committee.

3. **THE SECRETARIAT.** It is composed by the Executive Committee (Secretary-General, General Coordinator and Chief of Protocol), Under-Secretary-Generals, Presidents, Moderators and Conference Officials of each committee.

4. **STATEMENTS BY THE SECRETARIAT.** The Secretary-General, or any Member of the ITAMMUN Staff designated by him as a representative, may at any time address the committee.

5. **DELEGATIONS.** Each delegation may be formed by a delegate and a co-delegate, both representing only one country and having the right to only one vote. The actions of both will affect the delegation as a whole, subject to these Rules of Procedure. The delegation must present the official position of the country it represents on the Topic at hand to the Chair in written form at the beginning of the debate.

6. **AMBASSADORS.** Ambassadors have the purpose of establishing a link between the Executive Committee and the delegates, as well as providing advice and coordination between them. They are prohibited from having direct contact with any person inside a committee, except when they have obtained express authorization from the Executive Committee or Chair.

7. **OBSERVERS.** Any representative from any present delegation will be considered an observer when the country or organism represented does not hold the status of member in the committee in question. Observers do not have the right to vote on resolutions and amendments, but may participate in the general debate with the same rights and duties of members once they have been recognized by the Chair.

8. **VISITORS.** The Chair may discretionally grant permission for outside persons to enter the committee. This must be solicited through written means. Visitors may not interfere with the debate in any way.

9. **GENERAL POWERS OF THE CHAIR.** The maximum authority of each committee will be exercised by the President, which will be restricted by these Rules. His decisions shall be unappealable. The President will declare the session open or closed and may also propose the adoption of procedures which he judges beneficial to the debate. The Moderator has the duty of directing the debate, granting the right of word to the delegates and assuring the discussions are fluid and effective. The Conference Official will help the President and Moderator in fulfilling their duties during formal sessions, shall register the delegation's votes, and shall work to resolve any inconveniences delegates may have, facilitating their communication through written and oral messages. The Chair may coach delegates about the possible direction of the debate.

10. **MAJORITY CRITERIA.** There are two criteria for considering a vote passed. In both cases the total number of delegations present and recognized by the Chair to participate in the session is considered, except for votes reserved to members. These Rules shall explain when each is used.

1) Simple Majority: 50%+1 (fifty per cent plus one) of the Delegations present.

2) Qualified Majority: 2/3 (two thirds) of the Delegations present.

11. **QUORUM.** For debate to commence, the President must declare the committee open and allow the debate to start when at least a Simple Majority of the delegations are present. A Simple Majority is also needed to vote over any Resolution or Amendment.

12. **COURTESY.** All delegations must show proper Courtesy towards the Chair and the other delegates at all times.

13. **SANCTIONS.** In case of improper following of any of these Rules, the Chair or any member of the Executive Committee may issue warnings. Any delegation warned twice in one session must abandon the committee immediately and will be barred from participating in the next meeting. Three warnings during the totality of the sessions will mean the delegation will not be able to continue participating in the Model.

14. **OPEN FLOOR.** The floor shall be considered open only when the Moderator or President has expressly specified it to be open.

15. **AGENDA.** The first action shall be to establish the order of the debate, according to the following steps.

1) Delegates must present a Motion to start the debate with any one of the Topics previously selected by the Chair.

2) A list of two speakers in favour and two speakers against opening the debate with the proposed Topic shall be opened.

3) A Motion to vote for the Topic shall be presented. If the Motion passes, debate will start with a discussion of the proposed Topic. If the vote does not pass, debate will immediately start with the other Topic (except if the committee has more than one possible Topic, when the floor will be opened by the Moderator). A Motion to continue with another Topic will only be in order after the committee has accepted or rejected a resolution on the first Topic. In case that a Resolution is not arrived at, a Qualified Majority of those present shall be needed for the closure of debate to be enacted. After the committee has accepted a resolution on the first Topic, discussion on the second Topic shall commence immediately, in case that the committee has only two Topics. In any other case, the floor shall be opened.

16. **SPEAKERS' LIST.** A list with all the Delegations that have asked to exercise their right of word shall be established and permanently shown to the committee. A country may solicit its inclusion in the list if it is absent from it as-of-yet, and must do it through a written message.

17. **SPEECHES.** No delegate may address the forum without explicit authorization from the Chair. Any element of the Chair may call a delegate to attention if the debate has ceased to be relevant to the Topic that is being discussed.

18. **TIME-LIMIT OF SPEECHES.** The Chair may limit the time allotted to each speaker, without going over five minutes or under thirty seconds. The Moderator will call a speaker to attention immediately if he has exceeded his allotted time. The time limit may also be proposed by a delegate and must be seconded and voted favourably by a Simple Majority. The President may declare this Motion out of order and his decision will be unappealable.

19. **YEILDING OF TIME.** A delegate which has been recognized to speak may yield his remaining time in the three ways described below. The delegate must communicate his decision to the Chair at the end of his

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speech. If there is no such announcement, the time will be deemed automatically yielded to the Chair.

1) To Another Delegate. The other Delegate may use the time, but may not Yield it again. In case that the Delegate to whom the time is being yielded does not accept it, the yielding Delegate will be warned.

2) To Questions. The Delegates that shall ask the questions will be chosen by the Moderator and they will only be permitted to ask one. No delegate to whom time has been yielded may ask for questions. Time will be discounted exclusively from the speaker's answers.

3) To Comments. The Moderator may authorize two comments from the forum about the content of the former speaker's speech. The Delegates that comment may not yield their time, which will be of exactly 30 seconds.

4) To the Chair.

20. EXTRAORDINARY SESSION OF QUESTIONS. If any delegate of the committee considers that questions are necessary to clarify the former speaker's speech in any of its points, he may ask the Chair for an Extraordinary Session of Questions. This Motion must be accepted by the Delegate that will be questioned, seconded and accepted by a Qualified Majority of Delegates present. The Motion must include the number of questions to be asked. The Delegate questioning has the right to a follow-up to his question only if this clarifies an earlier question. Follow-ups are independent from the number of questions approved by the committee. It is the questioning delegate's prerogative to establish a brief preamble to his question with the Chair's permission, solicited through a Point of Personal Privilege, However, a preamble is not in order for a follow-up. The delegate being questioned may answer whatever he deems pertinent.

21. POINT OF PERSONAL PRIVILEGE. If a Delegate experiments any discomfort that prevents him or her from participating fully in the proceedings, he may request, through a Point of Personal Privilege, for measures to be enacted to correct this situation. This Point may interrupt a speaker but must be used with utmost discretion.

22. POINT OF ORDER. During the Debate, a Delegate may raise a Point of Order to show that the procedure being followed is incorrect. The Chair must decide the validity of the Point immediately using only these Rules of Procedure. The Moderator may consider these Points out of order

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when they are late, being his decision unappealable. A Delegate presenting a Point of Order may not speak about the Topic being debated, but may only mention the regulatory anomaly he has observed. Any comment about the Point, and the Chair's decision (which is unappealable), is out of order.

23. **POINT OF PARLIAMENTARY INQUIRY.** When the floor is open, a delegate may present a Point of Parliamentary Inquiry to question the Chair about the procedure that must be followed. This point may never interrupt a Speaker and must ask questions relevant to the procedure at hand. Questions related to the Topics must be directed to the Members of the Chair during Caucuses or through a written message.

24. **RIGHT OF REPLY.** A Delegate whose personal integrity or national honour has been harmed by another Delegate may solicit a Right of Reply, through written means. The President will announce the decision of the Chair, which is unappealable. If the President decides the Right of Reply is in order, the Chair shall recognize the offence. A Right of Reply about a Right of Reply is out of order beforehand.

25. **CAUCUS.** A Delegate may propose a Caucus at any moment in which the floor is open. A Caucus consists of a space for Debate without a defined format. Its object is to make communication more fluid between Delegates. The Motion must be seconded and then voted affirmatively by a Simple Majority. The time limit must be specified (and must not exceed 20 minutes) as must be specified its purpose. The Moderator may declare it out of order and this shall be unappealable.

26. **MODERATED CAUCUS.** The committee may also approve a Moderated Caucus with the same limits as a Caucus. It is a space without a defined format but under the authority of the Moderator, that shall help the Delegates by guiding the Debate.

27. **WORKING PAPERS.** A Working Paper is a document in which Delegates will present the most condensed ideas that have been discussed by the committee. It is the step prior to a Proposed Project Resolution. Working Papers do not need a strict format and need only the signature of the President to be presented. Proposed Working Papers may not be talked about until the Approval Board has distributed it to the committee.

28. **APPROVAL BOARD.** The Proposed Project Resolution Approval Board shall be composed by the President and the Moderator. It shall answer directly to the Secretary General. An Undersecretary General or the Chief of Protocol may participate in it. When they are ready, the parties

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to a Proposed Project Resolution must announce to the Chair which Delegations will present it to the forum. The Approval Board will be able to modify the layout and format of it but may not meddle with its content. Proposed Project Resolutions must be in the format the Chair will make available.

29. PROPOSED PROJECT RESOLUTIONS. All Proposed Project Resolutions must contain solutions to the problem at hand, and must be presented to the Approval Board, counting with the avail of a minimum of 30% of the Delegations. Once a Proposed Project Resolution has been accepted by the Approval Board, it will be presented to the committee for it to be debated. No Proposed Project Resolution written before the simulation may be discussed. A Project may only be presented when the majority of the delegations have expressed their point of view, and every delegate has received a copy of it after being signed by the Approval Board. The Chair will ask two Delegates to come forward to present their Project within three minutes. Five questions will be in order, and after these the floor will be opened, with the Proposed Project Resolution remaining in the Debate.

30. AMENDMENTS. Amendments add to, delete from or modify parts of a Proposed Project Resolution. Each Delegation may propose only one Amendment per Project. An Amendment may not transform the original essence of the document and Delegates may not amend an Amendment. Proposed Amendments must be communicated to the Approval Board in a written fashion with the agreement of at least 15% of the Delegations. Amendments are presented when the floor is open, and, if the forum accepts their debate, general discussions will be suspended and a Speaker's List (two delegates in favour, two against and two about) will be opened. Amendments are to be approved by a Simple Majority, excluding observers.

31. CLOSURE OF DEBATE. To vote a Proposed Project Resolution, Debate must be closed. The President shall decide if the Motion is in order and will recognize two Delegates to speak against it. A Vote will then be carried about, and a Qualified Majority will be needed for it to pass. If the Motion is rejected, the forum shall be opened. Once the debate is closed, the Proposed Project Resolution shall be called the Project Resolution.

32. VOTING. Each Member has the right to one vote. Members that abstain are not to be taken into account for the tally. A Simple Majority is needed to approve a Project Resolution. The President will guide the Delegates to vote in alphabetical order following the procedure laid out thus:

1) First Round: Delegates may vote in favour, against, abstain or pass. They may ask the Chair for a Right of Explanation to make an exposition to the committee of the vote's reasoning.

2) Second Round: The Delegates that passed must vote either in favour, against or abstain. After this round the committee will hear the Right of Explanation of the Delegates that have asked for it.

3) Third Round: The Chair will invite the Delegates to reconsider their vote, and it will then call upon them again to vote alphabetically. For a Project Resolution to become a Resolution, it must be voted favourably by a Simple Majority of Delegations (not counting the Delegates that Abstain).

33. **CLOSURE OF THE SESSION.** To Close the Session, the forum floor must be open, and a Delegate must propose either the closure until the next session (leading to a recess) or a definite closure of the simulation (if the current session is the last one). If the Motion passes, Debate will be terminated.

Special Considerations for the
Security Council (SC) and the
Historical Security Council (HSC)

A. **VETO RIGHTS.** Any and all Permanent Members have the right to exercise a “veto” over a Project Resolution, by making it explicit with the terms “veto” or “against” on any voting rounds. If a veto is exercised, the Project Resolution in question will be considered defunct and debate on the Topic shall continue.

B. **RESOLUTION VOTING.** In all issues referring to Article 32, a Resolution will be considered approved when it has been voted in favour by a simple majority of States present (both permanent and non-permanent), and no Permanent Member has exercised its veto power.

C. **PRESENCE OF PERMANENT MEMBERS.** In all issues referring to Article 11, additionally to the need for a Simple Majority, the presence of all Permanent Members is a pre-requisite for Quorum to be declared in the committee, and debate be permitted.



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DRESS CODE

The United Nations, as an international organization, is an example of formality and diplomacy in which our appearance is of vital importance. To make of this simulation one of the best Models, the following dress code will apply:

MEN

Should wear a suit or jacket and dress pants (no jeans are allowed), with a dress shirt and tie. Socks must be worn. No hats or caps will be allowed.

WOMEN

Should wear a dress, suit dress slacks or skirts (no jeans), with a blouse or sweater. Dress shoes must be worn.

Let us remind you that the Chair will strictly overview the following of the dress code, and non-compliance with it will merit a warning, without hesitation. Besides proper attire a delegate's badge must be worn all times. In case of a delegate choosing to assist in traditional or ethnic attire, the Chair must approve to it for him/her to be allowed into the Committee.



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POSITION PAPERS

The position paper is an essay in which the delegates express their nation's policy towards each one of the topics being discussed in the meetings. The essay must have two parts: an introductory page and one with the nation's policy. Every page should have the following heading:

SAMPLE POSITION PAPER

Committee: (the committee in which you are going to participate)

Country: (the country you represent)

Delegate: (your full name)

The introductory page should include basic information about the nation that is relevant to the topics at hand, like social situation, economic and governmental system, historical facts, and international organizations of which the country is a member. The other page(s) should include the relationship between your nation and the committee, how it has voted recently, and your nation's official policy and position on the topics that will be discussed. It is extremely important that the paper be written as an official document from your country. NEVER use first person as in "I think."

WORKING PAPERS

SAMPLE WORKING PAPER

Committee: Disarmament and International Security Committee (DISC)

Topic: The situation in Burundi

Sponsors: The Kingdom of Norway

1. Coup d'état, caused an abrupt and violent interruption of the democratic process initiated in Burundi, the nation must return to the positive reforms.
2. Immediate cease fire from the perpetrators and the return to their barracks.
3. Immediate restoration of democracy and the constitutional regime.
4. Support the efforts being made by the Secretary-General of the UN, the OAU and the countries in the region to promote a return to constitutional order and the protection of democratic institutions in Burundi.
5. Support the Secretary-General's special envoy to Burundi.
6. Emergency humanitarian assistance for Burundi. (members of the UN, international organizations, intergovernmental organizations and non-governmental organizations)
7. Remain seized of the matter until a solution to the crisis is found
8. Violence should be avoided. Active mediation and UN involvement will be necessary.

PROJECT RESOLUTIONS AND RESOLUTIONS

The ultimate goal of any committee is to write a resolution. This is the document that includes every measure the committee will undertake to solve the topic at hand. It is written following international guidelines, and will be the result of all the efforts the committee makes.

Every resolution project is divided in two parts. The first lines of the text serve as the preamble, in which the background and the problem should be exposed, as well as the main purpose of the project, and recall past UN resolution. The rest of the project resolution is formed by operative clauses, which is the action being taken, described in a very specific step-by-step manner. Actions proposed should be realistic, concrete, well structured and correctly written (bad grammar can actually make a resolution fail or be rejected by the President). It is extremely important that the terms used are clear in order to avoid misinterpretations. The correct format is also required for a resolution to be signed by the Chair. Since a resolution is a committee document, there shall be no sponsors.

SAMPLE PROJECT RESOLUTION

Committee: Disarmament and International Security Committee (DISC)

Topic: The situation in Burundi

Date: September 9th, 2005

The Disarmament and International Security Committee (DISC).

1. Having considered the item entitled “the situation in Burundi,”
2. Deeply concerned by the military coup d’etat which took place in Burundi on 21
3. October 1993,
4. Shocked by the cowardly assassination of the President of the Republic and other
5. political leaders,
6. Seriously disturbed by the tragic consequences of the coup d’etat that is plunging
7. Burundi into violence and causing loss of life and mass displacement,
8. a) Unreservedly condemns the coup which has caused an abrupt and violent
9. interruption of the democratic process initiated in Burundi;
10. b) Demands that the perpetrators of the putsch lay down their arms return to
11. their barracks;
12. c) Also demands the immediate restoration of democracy and the constitutional
13. regime;
14. d) Supports the efforts being made by the Secretary-General of the United Nations,
15. the Organization of African Unity and the countries in the region to promote a return
16. to constitutional order and the protection of democratic institutions in Burundi;



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17. e) Commends the Secretary-General of the United Nations for having sent a special
18. envoy to Burundi;
19. f) Requests the States Members of the United Nations, international organizations,
20. intergovernmental organizations and non-governmental organizations to provide
21. emergency humanitarian assistance and/or any other assistance to the people of
22. Burundi;
23. g) Decides to remind seized of the matter until a solution to the crisis is found.

INTRODUCTORY PREAMBULATORY PHRASES:

Affirming	Deeply regretting	Having adopted
Alarmed by	Desiring	Having considered
Approving	Emphasizing	Having considered further
A ware of	Expecting	Having devoted attention
Believing	Expressing its appreciation	Having examined
Bearing in mind	Expressing its satisfaction	Having studied
Confident	Fulfilling	Having heard
Contemplating	Fully aware	Having received
Convinced	Fully alarmed	Keeping in mind
Declaring	Fully believing	Noting to regret
Deeply concerned	Further deploring	Noting with satisfaction
Deeply conscious	Further recalling	Noting with deep concern
Deeply convinced	Guided by	Noting further
Deeply disturbed	Recognizing	Noting with approval
Observing	Referring	Taking note
Realizing	Seeking	Viewing with appreciation
Reaffirming	Taking into account	Welcoming
Recalling		

INTRODUCTORY OPERATIVE PHRASES:

Accepts	Declares accordingly	Further Proclaims
Affirms	Deplores	Further reminds
Approves	Draws attention	Further recommends
Authorizes	Desingantes	Further resolved
Calls	Emphasizes	Further requests
Calls upon	Encourages	Have resolved
Condemns	Endorses	Notes
Congratulates	Expreses its appreciation	Proclaims
Confirms	Expresses its hope	Reaffirms
Considers	Further invites	Recommends
Reminds	Solemnly affirms	Trusts
Regrets	Strongly condemns	Takes note of
Requests	Supports	Urges
Resolves		