

RULES OF PROCEDURE

PART ONE. GENERALITIES

1. *Scope of Application.* The present rules of procedure are applied in the following Committees of the Sistema Incorporado de la Universidad Nacional Autónoma de México Model of United Nations (SIMUN):

- a. United Nations Educational, Scientific and Cultural Organization (UNESCO)
- b. United Nations Security Council (UNSC)
- c. International Bioethics Committee of the United Nations (IBC)
- d. United Nations Office of Counter-Terrorism (UNOCT)

In case any dispute concerning the interpretation or application of the present Rules may arise the General Secretary, she shall have the right to decide over such matters. Her decision is not subject to appeal.

2. *Language.* The official working language for the Committees mentioned before will be English. No other languages may be allowed at any time, any motion for the modification of the working language is out of order.

3. *Warnings.* Any delegate who fails to comply with these rules of procedure will receive a warning. If a Delegate receives two warnings during the same working session, he or she will be suspended from it and will not be able to participate until the next session. If a Delegate receives three warnings during the event, the Secretariat will consider the possibility of suspending him for the rest of the online Conference.

4. *Electronic devices.* Since this edition of SIMUN will be held online, the use of electronic devices is obviously inevitable. Therefore, electronic devices are required to follow through the working sessions and to consult any information needed. However, Delegates should refrain themselves from being distracted through social media to make sure that the debate comes out as productive as possible.

5. *Academic dishonesty.* SIMUN severely sanctions academic dishonesty, as in

the form of plagiarism (any act or conduct by which a Delegate tries to present a third party's ideas as his own without the appropriate reference) or by presenting a document that has been previously prepared or that is not a product of the working sessions. Every document concerning the Model should be both created and edited online by each working Committee.

6. Respect. SIMUN grows proud of its diversity and celebrates different personalities, religions, gender, sexual orientation and physical conditions that may exist. Participants are expected to join this ideal.

7. Harassment. SIMUN heartens a learning and amusement environment, free of any misconduct that constitutes harassment. The Organizing Committee will not tolerate any violation of this ideal by any of the participants, even if those misconducts are held online.

8. Dress code. The Delegates must dress properly in casual clothes during the Model. The use of ties, heels and extremely formal garments will not be required. The Delegates can dress in the typical clothes of their countries if they chose to as long as they meet the correctness required for a Model UN.

9. Awards. Under an academic, protocol and centered person methodology consistent in the opinion examination of the Academic Chair, Delegates and the consultant academic team, SIMUN will recognize those Delegates who stood out for their participation. The decision made is final.

PART TWO. PARTICIPANTS

10. Secretariat. The Secretariat shall consist of the people tasked with the organization and execution of SIMUN. It consists of a:

- a. General Secretary;
- b. Secretary of Protocol;
- c. Secretary of Logistics;
- d. Secretary for Academic Purposes;
- e. Secretary of External Affairs;
- f. Secretary of Internal Affairs;
- g. Secretary of Communication Affairs.

11. Chairs. Each Committee shall be directed by a Chair, whose duty is to ensure the highest academic quality throughout the working sessions of the Committees. Each Chair shall consist of:

a. President. Is the highest authority within the Committee, having the power of taking and announcing the decisions he deems appropriate. Moreover, he has the obligation to look after the academic quality of the debate, as well as guide the Delegates during the debate. Additionally, he has the power to declare the session officially open and adjourned, and must ensure compliance with the Rules of Procedure. Lastly, he is able to address the forum at all times and shall approve the development of working papers and resolutions.

b. Moderator. The Moderator has the duty to directly conduct the working sessions within the Committee. He has the power to decide over the admissibility of motions, questions and any other process directly related to the debate. In the absence of the President, the Moderator shall assume his functions temporarily until the General Secretary decides differently.

c. Conference Officer. The Conference Officer is in charge of ensuring that all the administrative acts related to the proper working of the debate are fulfilled. In this sense, he shall administer the Speakers List, the time allotted for each Delegate, and every other function whose ultimate aim is to enhance the flow of the debate.

12. Ushers. Since this edition of SIMUN will be held online, it is impossible for ushers to help us ease the dialogue among Delegates. Therefore, every Delegate will be able to access the online chat to relatively establish direct contact with another Delegate.

a. Delegates must address each other with respect. Exchanged messages shall be read by the Chair to assure that they are written in a proper manner.

b. Delegates must use the chat moderately to avoid overloading the exchange of ideas.

13. Delegations. Each student represents the delegation of the State assigned inside a specific Committee. For the working sessions, they shall refer to themselves in the third person at all times and shall refer to other Delegates as “Member State”, “Delegation” or “Representation” indistinctively. They have the following obligations:

- a. Delegates must make proper use of the present Rules of Procedure, and abstain from thwarting the flow of the debate in any manner.
- b. Communication and direct contact between Delegates is restricted to the online chat designated for that matter.
- c. Delegates must turn in via email a position paper to the Chair, reflecting the general criteria under which the representation of the country will develop throughout the working sessions. This document will be clear and concise, and should not exceed three pages. The failure to deliver the Position Paper within the first two working sessions will cause a warning.
- d. Delegations can be Member States or Observers inside the Committee, depending on their membership to that specific organ of the UN. The Observers may vote on every procedure except for the final voting procedure and may take the floor in accordance with the present Rules of Procedure.

14. Faculties. Faculties will act as a link between the Secretariat and the Delegates and the coordination of their respective delegations. During working sessions, faculties are strictly forbidden from engaging in direct contact with any Delegate, even during an unmoderated caucus. When authorized, faculties may only observe the development of the online working sessions.

15. Visitors. A visitor is any person authorized by the Secretariat to attend the online working sessions of any Committee. Every visitor will be able to watch the debate without interfering in it. The Chair can deny access to any visitor if they consider it appropriate. Visitors must be properly accredited at all times.

PART THREE. PROCEDURE

16. Quorum. For a Committee to initiate any of its working sessions, sufficient quorum must be online, which requires a simple majority of attendance (50% +1 Delegates). Delegates must keep their cameras turned on and their microphones turned off at all times, unless they receive a different instruction from the Chair. At the beginning of each session, the Conference Officer will conduct a roll call to ensure that enough quorum exists. Subsequently, the President will declare the session open.

17. Motions. Any Delegate may use motions to introduce the consideration of an alteration to the normal course of the debate. Delegates must let the Chair know that they intend to participate by using the icon designated for that matter. Only when the Chair requests the intervention of a Delegate, he shall turn on his microphone. The Delegate must specify the motion he intends to use after the Moderator acknowledged him. He may use the terms point or motion interchangeably. SIMUN recognizes four types of motions:

a. Motion/Point of procedure. A motion of procedure is used to introduce any formal matter to the debate, *inter alia* the setting of the agenda, the opening of a speaker list and an extraordinary session of questions. It may be in order solely when the floor is open, and they must be seconded by another Delegate in order to move to a vote. The voting will be carried out in the manner specified by these rules and must obtain a simple majority to pass (50% +1).

b. Motion/point of parliamentary inquiry. A motion for parliamentary inquiry is used to raise questions regarding the Rules of Procedure or the procedure itself. It is formulated only when the floor is open.

c. Motion/point of order. A motion of order is used when a Delegate detects misuse of the procedure, a mistake in the application of the Rules of Procedure or any other improper conduct. The Chair will estimate its appropriateness, and whether it is or not in order. A motion of order can be introduced at any time. There is no point of order following a point of order.

d. Motion/point of personal privilege. A motion of personal privilege is introduced when a Delegate wants to denote a circumstance that prevents him to develop properly, but that is unrelated to the procedure. The Moderator must obligatorily hear the content of the motion before

dismissing or accepting it. It can be raised at any time, although discretion in its use is highly recommended. If it is not an urgent issue, a written online message should be used to submit the motion. The Moderator shall decide over the appropriateness of every motion when it is introduced to the forum, and the decision he renders *is not subject to appeal*.

18. Agenda. Since each and every Committee will discuss one topic only, it will not be necessary to establish the agenda once the session is opened.

19. Speakers List. The Speakers List shall begin the debate, by a motion of procedure requesting the opening of a Speakers List and establishing the time allotted for each speaker. This motion shall be seconded and put to vote. Once it has been approved, the Chair will proceed to include the delegations wishing to participate in the Speakers List, beginning with the delegation that proposed the motion and the delegation who seconded the motion. Afterward, the Moderator shall appoint at its discretion the order of the Delegates in the Speakers List.

a. Delegates can request to be included at any time through an online written message sent to the Chair; however, a Delegation cannot be twice in the Speakers List.

b. Should the Speakers List become empty, and no Delegation expresses its wish to be included, the Moderator shall appoint at his discretion the number of Delegates necessary to continue with the debate flow.

c. A Delegate can yield its time whenever it has not elapsed completely.

The time can be yielded to:

i. The Chair. The time will be considered as moot, being a protocolary gesture to yield the time to the Chair.

ii. Questions. The Delegate may yield the time to questions, in which the Moderator shall decide the Delegates that will have the opportunity to ask. The time will begin to be discounted when the Delegate initiates its answer.

iii. Commentaries. When time is yielded to comments, the Moderator shall decide which Delegate may take the floor to present his opinion about the speech that was presented to the forum.

iv. *Another Delegate.* When the time is yielded to another Delegate, the Moderator shall ask that delegation whether he accepts or not the time. In case he refuses, the Delegate who yields the time will receive a warning. The Delegate who was given the time cannot yield again.

v. If the delegate does not yield his time, the chair will absorb it.

d. Any Delegate can submit to the Committee a proposal to alter the speaker's time through a motion of procedure, which shall be seconded and voted upon.

20. *Extraordinary Session of Questions.* Any Delegate can introduce a motion of procedure for an extraordinary session of questions if the floor is open. The inquiring Delegate shall establish the number of questions, and must be seconded to put the motion to a vote. The delegation who will answer the questions can decide whether or not he accepts the questions. In the case he does not, the motion will be called out of order. In case it does, the chair will proceed to the voting of this motion.

a. The inquiring Delegate may ask for a preamble to explain its position or make reference to a point previously addressed by the other Delegate through a motion of personal privilege. In the same guise, a single follow-up may be in order whenever the answer to the previous question was not a monosyllabic word; however, it cannot have a preamble.

b. The inquired Delegate may answer as he deems appropriate, as long as the answer is respectful to the entire Committee and the delegations therein.

21. *Caucus.* A Caucus/Simple Caucus is a deviation of the Speakers List where direct online contact is permitted. The Caucus should be used to negotiate directly the main points of the debate without the formalities involved in the Speakers List. The Caucus is introduced through a motion of procedure, indicating duration and objectives. The Caucus can be extended once, and the duration must be shorter than the previous Caucus.

22. *Moderated Caucus.* A Moderate Caucus is a deviation from the Speakers List

where the Moderator directly chooses the intervening Delegations in order to fasten the course of the debate. It is introduced to the forum via a motion of procedure and must be seconded and voted. Out of courtesy, the Delegate who proposed the motion will be given the first intervention and the one who seconded it shall be given the second intervention. After these two delegations conclude, the Moderator will yield the floor at his discretion to the Delegates who request it by raising their placard. The Moderated Caucus can be extended once, being obligatorily shorter than the original Moderate Caucus.

23. Adjournment of the session. Any Delegate can propose the session to be adjourned only in accordance with the official schedule through a motion of procedure.

24. Closure of the Debate. A motion of procedure will be presented to the Committee in order for the final voting procedure to take place in connection with a draft resolution. The motion must be seconded and voted, recognizing two Delegates to express their reasons in favor, and two against the closing of the debate for no more than 30 seconds. Should no Delegate wish to speak against, the Committee will automatically turn to vote the motion. Once debate has been closed, no motion will be recognized as being in order, nor is any amendment to the draft resolution permitted.

PART FOUR. RESOLUTIONS

25. Working Papers. The Working Papers presented to the Chair are documents whose primary objective is to point out the most important issues that were discussed during the online working sessions. They do not require a special format; however, they need the approval of a third of the Delegates present to be considered. Once it has gathered the required approval, it will be turned to the President for consideration. There is no limit of Working Papers for Committees; nor are Delegates restricted to firm a maximum of Working Papers. However, the President has the discretion to reject Working Papers whenever it could disrupt the course of the debate.

- a. The President can return the Working Papers as many times as necessary in order to ensure the most important points are addressed, and that they are correctly written. A Working Paper that is not the product of discussions or reflects the debates throughout the online working sessions will not be accepted.

- b. Once the President recognized the Working Paper, a motion of procedure to read the document, and subsequently a motion to open a moderate caucus will be in order.

26. Draft Resolution. A Draft Resolution is a document with a specific format that has as a basis one or more Working Papers. The Draft Resolution must reflect the work done throughout the online sessions and shall encompass viable solutions. It must be divided into a preambulatory and an operative section. It must gather two-thirds of the Delegates' approval to be considered.

- a. The President can return the Draft Resolution as many times as necessary in order to ensure the most important points are addressed, and that they are correctly written. A Draft Resolution that is not the product of discussions or reflects the debates throughout the online working sessions will not be accepted.

- b. Once the President has acknowledged the Draft Resolution, a motion of procedure to present the document will be in order. The Delegate who presents the motion and the one who seconds it shall present the Draft Resolution.

27. Amendments. The amendments are corrections that alter either the substance or format of the Draft Resolution. They are divided into two types of amendments, friendly and hostile. They are submitted to the Chair with the use of a Motion of Procedure.

- a. *Friendly Amendments.* Friendly Amendments can only be proposed by the Sponsoring States, they will only modify the format of the Draft Resolution and they will be automatically added to the Draft Resolution.

- b. *Hostile Amendments.* Hostile Amendments can be submitted by any member of the Committee and it must have approval from at least, one-fifth of the Delegations. Afterwards, the Motion will be put to a vote, it will be adopted into the Draft Resolution if it passes with a simple majority (50% +1).

PART FIVE. VOTING PROCEDURES

28. Standard Voting. Every motion of procedure should be seconded and put

to a vote. They need unless stated otherwise, a simple majority to be accepted (50% +1). In a standard voting procedure, Delegates may vote in favor, against or abstain themselves from doing so.

29. Final Vote. After the process of amendments is closed, a motion of procedure to close debate will be in order. If the motion passes, then the final voting procedure will take place. Just the Member States of the respective Committee shall have the right to vote in this procedure, and a qualified majority (66.6%) is necessary for the Draft Resolution to pass. SIMUN recognizes three rounds of voting:

- a. *First Round.* Delegates will have the option of voting in favor, against, abstention, pass, in favor with right of explanation and against with right of explanation.
- b. *Second Round.* The President shall recognize each of the Delegates who asked for the right explanation to give the reasons for their vote in less than one minute. The floor will not be open, motions will not be recognized and time cannot be yielded.
- c. *Final Round.* During the final round, Delegates can only vote in favor, against, or abstention.