

## RULES OF PROCEDURE

### PART ONE. GENERALITIES.

1. ***Scope of Application.*** The present rules of procedure are applied in the following Committees of SIMUN 2021:
  - a. Youth Forum (UNESCO-YOUTH).
  - b. International Organization for Migration (IOM).
  - c. Office of the United Nations High Commissioner for Human Rights (OHCHR).
  - d. United Nations Office for Outer Space Affairs (UNOOSA).

In case any dispute arises concerning the interpretation or application of the present rules, the Secretary General has the right to decide over such matters. His decision is not subject to appeal.

2. ***Language.*** The official working language for the aforementioned Committees is English. No other language 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 the Chair considers it pertinent. If a Delegate receives two warnings during the same working session, they will be suspended from it and will not be able to participate until the next one. If a Delegate receives three warnings during the event, the Secretariat will consider the possibility of suspending them for the rest of the Model.
4. ***Electronic devices.*** In order to encourage the minimum usage of printed sheets, the use of any electronic device is allowed during working sessions; however, social networking during the working sessions is forbidden.
5. ***Academic dishonesty.*** SIMUN severely sanctions academic dishonesty, as in the form of plagiarism (any act or conduct in which

a delegate tries to present a third party's ideas as his own without the proper references) or by presenting a document that has been previously prepared or that is not a product of the working sessions.

6. **Respect.** SIMUN grows proud of its diversity and celebrates different personalities, religions, genders, sexual orientations and physical conditions that may exist. Participants are expected to fulfill this ideal.
7. **Harassment.** SIMUN heartens an educational and amusement environment, free of any verbal and/or physical misconduct. The Organizing Committee will not tolerate any violation of this ideal by any of the participants. Sanctions will be applied in case a member of the Model incurs in this situation.
8. **Dress code.** Delegates must dress properly, but not necessarily in formal attire during the Model, since it is hosted online.
  - a. Delegates are free to choose their own dress code, as long as it does not imply the usage of pants, pajamas, bathing suits, sweatshirts, or any other garment that is considered too informal.
  - b. Delegates may dress in their Delegation's typical clothes if they desire, as long as they meet the required attire for the Model.
  - c. The Secretariat or Chair may request a Delegate to change attire at their discretion, if they do not comply with the aforementioned rules.
9. **Awards.** Under an academic, protocol and centered methodology, based on the opinion of the Academic Chair, Delegates and Secretariat, SIMUN will recognize those delegations that stood out for their participation. The decision made is final.
  - a. Best delegate. An award will be given to the Delegate who contributed the most to the adequate flow of the Debate, as well as the Resolution.
  - b. Best speaker. An award will be given to the Delegate who

contributed the most in oratory, motivated other delegations to participate and constantly had solid arguments that led to an adequate flow of the Debate.

- c. The same Delegate cannot be given both awards.

## 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. Secretary General;
- b. Deputy Secretary General;
- c. Secretary of Protocol;
- d. Secretary of Logistics;
- e. Secretary for Academic Purposes;
- f. Secretary of Political Affairs;
- g. Secretary of Internal Affairs;
- h. 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 consists of:

- a. **President.** Highest authority within the Committee, possesses the power of taking and announcing the decisions that seem appropriate. Moreover, they have the obligation to look after the academic quality of the Debate, declare the session officially open and adjourned, and must ensure compliance with the Rules of Procedure. Lastly, they are able to address the forum at all times and shall approve the development of Working Papers and Resolutions.
- b. **Moderator.** The Moderator directly conducts the working sessions within the Committee. They have the faculty 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 their functions temporarily until the Secretary General decides differently.

c. *Conference Officer.* The Conference Officer is in charge of ensuring that all the administrative acts related to the proper functionality of the debate are fulfilled. In this sense, they shall manage the Speaker's List, the time allotted for each Delegate, and every other task with the ultimate aim of enhancing the flow of the Debate.

12. *Ushers.* Given that this SIMUN edition will be held online, it is impossible for ushers to help 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 a State, expert or personality assigned within the context of a specific Committee. For working sessions, they shall refer to themselves in third person at all times and must conduct to other delegates as "Member State", "Delegation" or "Representation", indistinctively. The only Delegates allowed using first person to refer to themselves and others are the ones that participate in UNESCO-YOUTH, as Delegates in this Committee do not represent a State, but otherwise their own person. All Delegates have the following obligations:

a. They 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 Classroom a Position Paper to the Chair, reflecting the general criteria under which the representation of the country, organization or personality will develop throughout the working sessions. This document must be clear, concise, and should not exceed three pages of length. The failure to deliver the Position Paper within the first two working sessions will result in a warning.
- d. Delegations can be Member States or Observers inside the Committee, depending on their membership to that specific United Nations organ. Observers may vote on every procedure except for the final voting and may take the floor in accordance with the present rules of procedure.

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

- a. Faculties must follow the dress code in the same way as Delegates.
- b. Faculties may reach out to the Secretariat in case an unexpected situation arises in the Committee they are observing.

**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 view the debate without interfering in it.

- a. The Chair can deny access to any visitor if they deem it appropriate.
- b. Visitors must be properly accredited at all times.
- c. Visitors must follow the dress code in the same way as Delegates.
- d. Visitors may reach out to the Secretariat in case an unexpected

situation arises in the Committee they are observing.

### PART THREE. PROCEDURE.

16. **Quorum.** For a Committee to initiate any of its working sessions, sufficient quorum must be held. It requires a simple majority of attendance, which means 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 there is enough quorum. 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, they shall turn on their microphone. The Delegate must specify the motion intended to use after the Moderator acknowledges them. They 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’s list, an extraordinary session of questions, among others. It is in order solely when the floor is open, and they must be seconded by another Delegate so it can be voted. The voting process will be carried out in the manner specified by these rules and must obtain a simple majority to pass.
  - 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. It does not need to be seconded nor shall be voted.

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. The Chair's decision is not subject to appeal. It does not need to be seconded nor shall be voted.

d. *Motion/point of personal privilege.* A motion of personal privilege is introduced when a Delegate wants to denote a circumstance that prevents them from properly developing, 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 the motion when it is introduced, and the decision it renders is not subject to appeal. It does not need to be seconded nor shall be voted.

18. **Agenda.** At the beginning of the first session, the only motion that would be in order is a motion of procedure to establish the agenda. The Delegate who introduces the motion shall establish the order in which they prefer the topics to be discussed. The motion must be seconded, and immediately thereafter, the Moderator shall follow the order consisting of two speakers in favor and two against the setting of the Agenda.

a. The two speakers in favor will be the Delegate who proposed the

motion, and the Delegate who seconded it. The two speakers against will be chosen by the Moderator at his or her discretion.

- i. If only one Delegate wishes to speak against, the Delegation who proposed the motion will be the only one to speak in favor.
  - ii. If no Delegates want to speak against, the voting process will automatically be held.
  - iii. No motions or yielding of time are allowed.
  - iv. The time allotted for each intervention is one minute.
- b. The delegations will alternate between in favor and against, until all delegations have spoken.
  - c. The voting process will proceed, with a simple majority required to be accepted. In the event that it is rejected, the order of the topics will be inverted without repeating the process.
    - i. The motion can only be voted “in favor” or “against”.

19. ***Speaker’s List.*** After the Agenda is set, the speaker’s list shall begin the Debate, by a motion of procedure requesting the opening of a speaker’s list and establishing the time allotted for each speaker. This motion shall be seconded and voted, but it can only be voted “in favor” or “against”. Once it has been approved, the Chair will proceed to include the Delegations wishing to participate in the speaker’s list, beginning with the Delegation that proposed the motion and the Delegation who seconded it. Subsequently, the Moderator shall appoint at its discretion the order of the Delegates in the speaker’s list.

- a. Delegates can request to be included on the speaker’s list at any time, via an online message sent to the Chair or by a Point of Personal Privilege. However, a Delegation cannot be written down more than once at a time.
- b. Should the speaker’s list become empty, and no Delegation





expresses its wish to be included, the Moderator shall appoint at its discretion the Delegates necessary to continue with the Debate.

- 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*. A Delegate may yield the time to questions, in which the Moderator shall decide how many and which Delegates will have the opportunity to ask.
    - I. The time will begin to be discounted when the Delegate initiates its answer.
  - iii. *Comments*. When time is yielded to comments, the Moderator shall decide how many and which Delegates may take the floor to present its opinion about the speech that was presented to the forum.
    - I. The time will begin to be discounted when the Delegate initiates its comments. It will be stopped when it finishes them.
  - iv. *Another Delegate*. When the time is yielded to another Delegate, the Moderator shall ask that delegation whether it accepts or denies the time allotted. In case of refusal, the Delegate who yielded the time will receive a warning.
  - v. If the delegate does not yield his time, the Chair will absorb it.
  - vi. Time cannot be yielded both to comments and questions.
- d. Any delegate can submit a proposal to the Committee wishing to alter the speaker's time through a motion of procedure, which must be seconded and voted upon.

**20. *Extraordinary Session of Questions***. Any Delegate can introduce a motion of procedure for an extraordinary session of questions. The

inquiring Delegate shall establish the number of questions.

- a. The Delegation who will hypothetically answer will be asked whether it accepts or denies the questions.
  - i. In case it denies them, the motion will be called out of order.
  - ii. Two is the minimum of questions that can be asked.
  - iii. There is no maximum; however, the Chair may ask the Delegate to reestablish depending on what it considers appropriate.
- b. If the Delegate accepts them, another Delegation will have to second the motion.
  - i. In case no Delegation wishes to second it, the motion will be called out of order.
- c. A voting process will be held afterwards.
  - i. If the motion passes, the inquiring Delegate may ask for a brief preamble to explain its position or make reference to a point previously addressed by the other Delegate. This is made through a motion of personal privilege.
  - ii. In the same guise, a single follow-up may be in order.
    - I. The follow-up cannot have a brief preamble.
  - iii. All the inquiring Delegates may have a brief preamble and a follow-up.
  - iv. There is no follow-up of the follow-up.
- d. The inquired Delegate may answer as it deems appropriate, as long as the answer is respectful to the entire Committee and the delegations therein.
- e. The questions can be asked to any Delegate, not necessarily the Delegation that had just spoken in the speaker's list.

21. **Simple Caucus.** A simple caucus is a deviation of the speaker's list in which direct contact is permitted. The caucus should be used to negotiate directly the main points of the Debate without the

formalities involved in the speaker's list. It is introduced via a motion of procedure, indicating duration. It must be seconded and voted. The caucus can be extended once, but the length of the extension must be shorter than the previous caucus by at least one second.

**22. *Moderated Caucus.*** A moderated caucus is a deviation from the speaker's list in which 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, indicating duration. It 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 or her discretion to the delegates who request it by raising the icon designated for the matter. The Moderated Caucus can be extended once, being shorter than the original moderated caucus by at least one second.

**23. *Session Adjournment.*** Any Delegate can propose the session to be adjourned only in accordance with the official schedule through a motion of procedure, which has to be seconded and voted.

**24. *Closure of the Debate.*** A motion of procedure will be presented to the Committee for closing the Debate, in order for the final voting procedure to take place, in accordance with a draft resolution. The motion must be seconded and voted. Once the Debate has been closed, no motion will be recognized as being in order, nor is any amendment to the draft resolution permitted.

- a. The amendments can be introduced through a motion of procedure when no delegation has proposed the closure of the Debate and the floor is open.

## 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 throughout the working sessions.

- a. They do not require a specific format.
- b. One third of the Committee's signatures are required.
  - i. The same Delegate may sign more than one Working Paper.
- c. It will be turned to the President for consideration via an online message.
- d. There is no limit of Working Papers in a Committee.
  - i. The President can reject a Working Paper whenever it could disrupt the course and objectives of the Debate.
  - ii. 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 Debate will not be accepted.
- e. Once the President recognizes the Working Paper, a motion of procedure to read the document will be in order.
  - i. If a Delegate fails to read exactly the same words established in the document, they will be given a warning.
- f. After the document has been read, a motion of procedure to open a simple caucus, a moderated caucus or an extraordinary session of unlimited questions to the Delegation who read it would be in order.

**26. *Draft Resolution.*** A Draft Resolution is a document with a specific format based on the Working Papers. The Draft Resolution must reflect the work done throughout the sessions and shall encompass viable solutions.

- a. It must contain a preambulatory and an operative section.
- b. It must gather at least half of the Delegates' signatures to be considered.
- c. At least three Delegations are needed as Sponsoring States.
  - i. There is no maximum Sponsoring States.
- d. The President can return the Draft Resolution as many times as necessary, in contemplation of ensuring that the most important points are addressed, and that they are correctly written.
  - i. A Draft Resolution that is not the product of the Debate will not be accepted.
- e. 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.
  - i. If a modification is needed, a Delegate may propose it via an amendment.

**27. Amendments.** The amendments are corrections that alter either the substance or format of the Draft Resolution. There are two types of amendments, friendly and hostile. They are submitted to the Chair through a motion of procedure.

- a. *Friendly Amendments.* They can only be proposed by Sponsoring States, as only the format of the Draft Resolution will be modified.
  - i. They will automatically be added.
- b. *Hostile Amendments.* Hostile Amendments can be submitted by any member of the Committee with the approval from at least one-fifth of the Delegations. Afterwards, the Motion will be voted. It will be adopted into the Draft Resolution if it gets a simple majority.
- c. Trying to amend and amendment is not in order.

## PART FIVE. VOTING PROCEDURES.

28. **Standard Voting.** Every motion of procedure should be seconded and voted. They need, unless stated otherwise, a simple majority to be accepted (50%+1). Delegates may vote in favor, against or abstention in a standard voting procedure, unless stated differently.
29. **Final Voting.** After the process of amendments is closed, in case there were any, a motion of procedure to close the Debate will be in order. If the motion passes, the final voting procedure will take place. Only Member States of the respective Committee have the right to vote in this procedure, and a qualified majority is necessary for the Draft Resolution to pass, which equals two-thirds of the Delegates. SIMUN recognizes three rounds of voting:
- a. *First Round.* Delegates will have the option of voting:
    - i. In favor.
    - ii. Against.
    - iii. Abstention.
    - iv. Pass.
    - v. In favor with right of explanation.
    - vi. Against with right of explanation.
  - b. *Second Round.* Before the actual voting, the President shall recognize each one of the Delegates who asked for the right of explanation to give the reasons for their vote in less than one minute. The floor will not be open; therefore, motions will not be recognized, and the time cannot be yielded. Afterwards, Delegates will have the option of voting:
    - i. In favor.
    - ii. Against.
    - iii. Abstention.
    - iv. Pass.

- c. *Final Round.* The final round determines whether a Resolution is accepted or not. The Delegates may vote:
  - i. In favor.
  - ii. Against.
  - iii. Abstention.
- d. Once the voting process has concluded, the Chair will determine if the Resolution was accepted or not. Then, the Committee will begin discussing the second topic. A motion of procedure to open the speaker's list would be in order.