

1st ACGMUN Conference

Rules of Procedure

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General Information

Official Language

English is the official and working language of this conference and therefore it is to be used in all proceedings and all kinds of communication between the delegates. This rule applies to all the committees and the school premises at all time.

Delegations and Delegates

During formal procedures delegations can only communicate with each other by the means of note-passing.

All participants should always wear their accreditation; the Security Staff has been instructed to not allow anyone enter a committee room without their badge. If the badge is lost it can be replaced for the appropriate fee.

Delegates need placards to vote in their committees. It is essential that delegates do not lose them. However, if a delegate loses his/her placard he/she should immediately request a new one from the Admin Staff in their committee room.

Each participant is responsible for his/her personal belongings for the duration of the conference.

Every delegate/advisor will be provided with three lunch tickets without which they will not be able to get lunch.

Dress Code

Formal attire is required as expected from diplomats and international staff, meaning that male delegates are requested to wear a suit or jacket combined with dress pants and a dress shirt, tie, dress shoes and socks. Female delegates should wear a suit, dress slacks or a skirt, of an appropriate length, together with a blouse, or a dress with a dress shoes and stockings. The ACGMUN Staff will warn delegates who are inappropriately dressed only once. If the delegates do not comply with the rules of conduct, they will be asked to leave and will only be allowed to return to their committee once they have changed into clothes that abide by the dress code.

Student Officers

The student officers include all Chairs of all committees as well as the president of the GA, the Secretary General of the GA and their deputies. The Chairs will be responsible for the operation of their own committee, while the Secretariat positions will be responsible for the

operation of the GA and the conference as a whole. However, their duties will be thoroughly examined when the applicants are chosen and will be afterwards trained accordingly.

The Secretariat reserves the right to ban any participant failing to adhere to the rules of the Conference.

Other

All mobile phones and electronic devices must be switched off. Laptops are allowed during lobbying.

No smoking or alcohol consumption is allowed on the premises.

Delegations

Delegations

Each delegation is composed of as many delegates as the number of forums the delegation holds a seat on. Each delegation has only one representative in each forum. There are 3 kinds of delegations:

1. **Member delegations:** the sovereign states that have officially United Nations membership.
2. **Observer delegations:** these territories have been granted an observatory status at the United States, meaning that they can only be involved in the discussions of the issues, and shall not have a right to vote.
3. **NGOs:** standing for “non-governmental organizations”. These organizations are allowed to participate in the discussions but cannot vote as well. In this category fall also the UN bodies and agencies.

Ambassadors

Every delegation should appoint an ambassador who will act as its official representative. That means that it is the job of the ambassador to guide and aid the delegates in regard to the procedures, policies and general behavior. The ambassador represents the interests and policies of his/her country. If a situation arises in which the country is involved, it is the ambassador that will be summoned to the Security Council or the International Court of Justice.

Rules of Procedure and Conduct

Scope

These rules of procedure shall apply to the General Assembly and all the forums of the General Assembly, the Economic and Social Council, the World Health Organization, the African Union and the Security Council. Where one such forum has separate sets of rules, these modifications will be presented in this document.

Committee Session

Rule 1: No delegate has the right to question the authority of the United Nations. The decisions of the Secretariat and the Chairpersons are final.

Rule 2: All participants are expected to behave in an appropriate manner and respect other delegates, chairs and staff; participants who fail to comply with the aforementioned will be expelled from their committee and/or the conference.

Rule 3: If any delegate finds that it is impossible for them to attend their Committees for any reason they must inform their Chairpersons and their Advisor.

Rule 4: Roll Call Quorum – Verification of Quorum

The Chair or President shall conduct attendance by Roll Call at the beginning of every committee session. A quorum constitutes the majority of the membership of each forum. Proceedings may not commence before a quorum has been established.

Rule 5: It is vital that every delegate wishing to address the committee or make a motion obtains the floor beforehand. Once the floor is open, the delegate must be recognized to do the aforementioned.

Lobbying

There will be separate time for lobbying on each issue and the time will be allocated appropriately by the student officers of the committee.

Debate

Modes of Debate:

1. **Closed debate:** under this format there is a distinction between time in favor of the draft resolution debated upon and time against.
2. **Open debate:** under this format the above distinction does not exist and therefore delegates are given the floor in an order without regard to their support or opposition to the proposal.

Rule 6: The Chairpersons of each Committee set debate time for the subjects which if necessary, can be extended.

Rule 7: No motion or point can interrupt the speaker, except for the point of personal privilege when it refers to audibility problems. The point of order can only interrupt the voting procedure.

Rule 8: Moderated Caucus and Unmoderated Caucus constitute informal debate. A motion is required for both. During Moderated Caucus delegates may speak either in favor or against the topic, proposals of other delegates or resolutions.

Rule 9: During debate a delegate may yield any remaining time at the end of their speech to:

1. Questions
2. Another delegate
3. The chair
4. Or declare a no yield (If there is no yield by the delegate, then the Directors will automatically grant two 30-second comments pertaining to the previous speech. More specifically, two delegates will take the floor and speak regarding the speech made or a topic raised by the previous delegate).

Rule 10: All forums shall commence under the open debate format, while the closed debate format is to be used due to time constraints or when debating an amendment.

Rule 11: Right of Reply

The Director will recognize the Right of Reply. A delegate whose personal or national integrity has been impugned by another delegate's comments may request a Right of Reply. Disagreement with the content of a delegate's speech is not on grounds for a Right of Reply.

Resolutions

Rule 12: All resolutions shall be checked and approved by the authorized Approval Panel. The Chairpersons will decide which resolutions of the General Assembly Committees will be discussed in the General Assembly.

Rule 13: No resolution can contain financial amounts but can refer to possible financial resources without specifications of exact amounts.

Rule 14: Signatories

Each resolution shall have a Main Submitter and Co-Submitters. Signatories are recognized as those delegates who wish to see the Draft Resolution debated and should constitute **1/3** of the total members present in the committee. Signatories are not required to support the Draft Resolution during voting procedure; they only agree to put their names as those who

are interested in seeing the Working Paper nominated as a Draft Resolution for further debate. Signatories can sign only one resolution per topic. However, there is no restriction in the voting procedure.

Amendments:

Rule 15: All amendments shall be submitted during the Committee sessions on the official amendment sheet.

Rule 16: The Chairperson decides when the proposals that refer to amendments shall be discussed. The amendment is entertained after the floor has been yielded by the Chairperson to the submitter.

Rule 17: When a delegate moves the amendment, the Chair reads it out slowly and clearly for all delegates to note down.

Rule 18: Only one amendment per amendment sheet will be in order.

Rule 19: Delegations can vote for, against or abstain an Amendment.

Voting

Rule 20: During all voting procedures in the Committees the guests may stay in the room, the members of Admin Staff must take their place for the voting procedure and the members of the Security Staff must seal the doors.

Rule 21: Each country represented shall only have one vote per voting procedure; NGOs are not allowed to vote.

Rule 22: During the voting procedure delegates raise their placard, to vote in favor of, against or abstain. However, when the motion to divide the house is entertained, abstentions will not be allowed.

Rule 23: Abstentions will be allowed on both resolutions and amendments. On procedural matters (motions) abstentions are not allowed.

Rule 24: If the Committee votes come to a tie then the proposal will be rejected.

Rule 25: A resolution will pass if the number for exceeds the number against, regardless of the number of abstentions; i.e. abstentions do not count either for or against the adoption of a resolution;

Rule 26: Clapping is only allowed when a resolution passes.

Rule 27: Veto Power

The Permanent Members of the Security Council have the right to issue a veto (to be used when a measure proposed is against the country's international policy or threatening its

nation sovereignty). If the delegation of a P-5 country disagrees with a specific idea or clause but does not wish to issue a veto, then a vote to abstain is taken. After a veto has been issued, the Permanent Member of the Council may move to a P-5 Caucus, a closed discussion that takes place immediately after a veto has been issued, while other members continue to debate; once a decision has been reached in the P-5 Caucus, it will be taken to the Council.

Points and Motions

Name	Description	Debatable	Vote	Second Required	May Interrupt the Speaker
Point of Personal Privilege	Register a complaint	No	-	No	Yes
Point of Order	Enforce the rules	No	-	No	Yes
Point of Parliamentary Inquiry	Clarify a rule	No	-	No	No
Motion to Adjourn/Take Recess	Close meeting	No	Majority	Yes	No
Motion to Divide the House	Demand a rising vote	No	2/3	No	No
Motion to Divide the Question	Divide resolution to clauses (SC)	No	2/3	Yes	No
Motion to Amend	Modify wording of clause	Yes	Majority	Yes	No
Motion to Reconsider	Retake vote	Yes	2/3	Yes	No
Limit or Extend Limits of Debate	Define speaking time	Yes	2/3	Yes	No
Motion to Move the Previous Question	Moving to voting procedures	No	2/3	Yes	No
Motion to Set the Agenda	Make a follow	Yes	Majority	Yes	No