

World Model United Nations

# Rules of Procedure

English Committee

Tae Hyun Kim, Hyunjin Woo\_ Department of Chair Management

# WMUN Rules of Procedure

---

All actions of the World Model United Nations are regulated to the following rules.

The following rules should be read considering the contents below.

- Rules are ultimately interpreted by the Secretary General.
- When there are contradictions between rules, the detailed one should be applied.

---

## Organization

---

### 1. Secretariats

- A. Secretariats are responsible for all matter related to the conference.
  - i. Secretary General (SG, 사무총장)
  - ii. Department of Chair Management (DOCM, 의장 교육국)
  - iii. Department of Staff Management (DOSM, 스태프 교육국)
  - iv. Department of Finance (DOF, 재정 관리국)
  - v. Department of Management Support (DOMS, 관리 지원국)
  - vi. Department of Design (DOD, 디자인국)
  - vii. Department of Marketing (DOM, 홍보국)
- B. Members of the secretariats report indication matters and guidelines of action
- C. Members of the secretariats have the right to deliver announcements during the conference through oral statements of documents. Delegates, Staffs, and Chairs are obligated to follow instructions

### 2. Chairs

- A. Chairs are responsible for the belonging committee.
- B. Chairs are divided into Head Chairs and Deputy Chairs.
- C. Chairs should carry out the following duty.

- i. Chairs should guide the delegates to participate in the conference actively.
- ii. Chairs should precede the conference by using only third person pronouns.
- iii. At least one chair should be present in the committee room during the session.
- iv. Chairs should consistently report the progress of the committee to the Department of Chair Management.

D. Chairs have the following rights.

- i. Designating the award nominee according to the criteria given by the secretariats.
- ii. Some parts of the following rules may be deferred.

E. Delegates are obliged to follow the chairs directions.

### **3. Staffs**

A. Staffs are composed by the following manner.

- i. Secretariat Staffs
- ii. Committee Staffs
  - 1. Head Staff
  - 2. Deputy Staffs
- iii. Each committee is organized into 1 Head staff and 2 Deputy Staffs.

B. Staffs should carry out the following duty.

- i. Staffs are in charge of note passing during the session.
- ii. Staffs should count the votes during the session.
- iii. Staffs are in charge of transferring contact.
- iv. Staffs should supervise the facilities for the sake of smooth flow of the conference.
- v. Staffs are responsible for guiding the delegates.
- vi. At least one staff should be present in the committee room during the session.

- C. Delegates are obliged to follow the staffs' directions.

#### **4. Delegates**

- A. Participants are considered as delegates during WMUN, which represent the nations that the secretariats have assigned, and the secretariats must not designate multiple delegates in one nation in the same committee.
- B. Delegates must follow the rules of procedure, and if infringed, sanctions may be imposed.
- C. Delegates can only use third person pronouns, and first or second person pronouns are strictly prohibited.

---

### **Regulations**

---

#### **1. English is the only allowed language of all English sessions.**

- A. All procedure, position paper, note passing and guidelines should be conducted in English.
- B. English may not be used in the following circumstances.
  - i. Between the members of the Secretariats.
  - ii. Between the members of the Secretariats, Chairs, and Staffs.
  - iii. Between the participants and outsiders.
  - iv. With the Secretariats' permission.
- C. All documents violating the rules are immediately discarded.
- D. Chairs should warn the delegates violating the rules, and if consistent, the delegates are excluded from awards due to the secretariats discretion.

#### **2. Electronic Devices**

- A. Delegates are prohibited to electronic devices such as laptops, tablet PCs, computers, and cell phones unless the following circumstances.
  - i. With the permission of the Chairs
  - ii. With the purpose of searching and writing resolutions in an unmoderated caucus
- B. Delegates may use electronic devices when the meeting is adjourned.
- C. Chairs should warn the delegates violating the rules, and if consistent, the delegates are excluded from awards due to the secretariats discretion.

### **3. Impropriety**

#### **A. Prohibited Actions**

- i. Alcoholic Drinking, Smoking, and use of Antimedical Drugs
- ii. Bribery
- iii. Breach of the Korean law

#### **B. Secretariats judge the delegates improprieties, and decide punishments according to the degree of infringement.**

- i. Withdrawal from the committee.
- ii. Confiscation and disposal of the violated property.
- iii. Notification to delegate's school authorities.
- iv. Notification to delegate's parents or guardian.
- v. Legal measures.

#### **C. Chairs must recognize all improprieties and apply it to the awards.**

#### **D. Secretariats have the obligation to consider legal actions for the victim of the prohibited actions.**

### **4. Relations**

#### **A. All participants should maintain public relations.**

#### **B. All participants should maintain mutual respect and use respect forms during conversations.**

### **5. Dress Code**

#### **A. All participants should wear formal dress attires during the World Model United Nations session.**

- i. Men are required for a suit with a necktie and jacket.
- ii. Women are recommended to wear achromatic- colored clothes.

#### **B. The participation may be rejected if the dress code violates the regulation.**

### **6. Plagiarism**

#### **A. W Model United Nations strictly prohibits plagiarism of documents.**

#### **B. Secretariats determine the criteria of plagiarism.**

- C. Delegates and Chairs whom have plagiarized may be excluded from the awarding list.

#### **7. Beforehand Composition of Resolutions**

- A. Resolutions that are written beforehand are illiterate and strictly prohibited.
- B. If the resolutions are written before the session, the corresponding delegates may be excluded from the awarding list.

#### **8. Entry**

- A. All delegates from W Model United Nations should not leave the committee room for more than 20 minutes.
- B. Absence time may be adjusted with the Secretariats discretion.
- C. Any delegates who miss more than two-thirds of the conference without the Secretariats' permission are automatically disqualified from receiving their certificates.

#### **9. Position Paper**

- A. Delegates must prepare a position paper in their countries' position that gives suggestions and proposes solutions about the agenda.
- B. All delegates are recommended to prepare a position paper since the submission and contents are later included in the criteria of the awarding list.

---

### **Rules of Procedure of Conference**

---

#### **1. Agenda**

- A. Committees should proceed with the conference according to the agenda set by the Secretariats and Chairs.
- B. Motion to set the agenda is eliminated since W Model United Nations English Committee is met with a single agenda

#### **2. Roll Call**

- A. The committee session always start with a roll call.
- B. When the Chair calls out the delegation in an alphabetical order, all delegates must raise their placards and say "Present"
- C. Any delegate tardy at the conference shall inform the fact that he or she has arrived at the conference room to the Chairs via note-passing.

- D. The Chairs can proceed with the session only when the quorum is met. If not, the Chairs should immediately contact the Secretariat Office. The quorum is met when there are more than two-thirds of the committee members.

### **3. Opening Speech**

- A. The Chairs must start the debate by Opening Speeches, which must be conducted by all delegates.
- B. Opening Speeches will be delivered by all delegates present in an alphabetical order.
- C. Each delegate will come up to the podium and have 90seconds to speak.
  - i. Delegates may go back to their seats when 90 seconds have elapsed or when they yield their remaining time back to the Chair.
  - ii. The remaining time may not be yielded to another delegate. Using the time for Point of Information is also not allowed.

### **4. Speaker's List**

- A. The Speaker's List is divided into General Speaker's List, which is opened in a general session, and Limited Speaker's List, which is opened during discussing about a specific topic.
- B. When the Speaker's List has been open, each delegate can speak up to 90 seconds unless the individual speaking time has been set.
- C. After the speech, delegates may yield their remaining time in the following choices.
  - i. Yield Back to the Chair
    - 1. Delegates may go back to their seats after yielding the remaining time back to the Chair.
  - ii. Point of Information
    - 1. Remaining time should be 20 or more seconds.
      - A. Chairs should inquire to the delegates about how much Point of Information they would accept.
      - B. Point of Information should be in a question format.
      - C. Remaining time is exhausted during the delegate's replying time, not during the question.

- D. Delegates may reply orally at the podium or via note-passing later on.
    - E. Re-asking can be done up to 2 times with the Chair's approval.
  - iii. Yield to Another Delegate
    - 1. Remaining time should be 30 or more seconds.
      - A. If the yield was made to the speaker that is on the speaker's list, the delegate that has accepted the yield would be automatically removed from the speakers list and is allowed to make a speech for the same amount of time the previous delegate has yielded.
      - B. Delegates that have been yielded may refuse the yield.
      - C. If refused, the delegate that has raised the yield may point out another delegate or use the remaining time in a different form.
      - D. Yield cannot be yielded again.
      - E. The next delegate that is on the list cannot be yielded.
    - 2. During the Limited Speaker's List, which the individual speaking time has been set, yielding to another delegate is not allowed.
    - 3. Delegates wishing to be added on the list may send up a note to the Chairs.

## **5. Voting Procedure**

### **A. Voting Procedure**

#### **i. Procedural Vote**

- 1. Procedural Vote is a vote on procedural matters such as motions.
- 2. Simple Majority (exceeding half of the delegates present) is required to pass.
- 3. Delegates may vote either 'For' or 'Against'. Abstention is not allowed.

#### **ii. Substantive Vote**

- 1. Substantive Vote is a vote on resolutions and amendments.
- 2. Super Majority (two-thirds majority) is required to pass.
- 3. Delegates may vote 'For', 'Against', and 'Abstaining'



## B. Roll Call Vote

- i. Roll Call Vote is a voting procedure that is done from the Chairs by calling out the delegations.
- ii. Roll Call Vote is implemented with the Chair's discretion, when the number of delegates and number of votes do not match, or when the delegates ask for this procedure.

## C. Simple Majority and Super Majority

- i. Simple Majority
  1. Simple Majority passes when the votes 'For' exceed half of the delegates present.
- ii. Super Majority
  1. Super Majority passes when the votes 'For' meet or exceed two-thirds of the delegates present.

## 6. Right of Reply

- A. The Right of Reply can be brought up when a delegate feels personally insulted by another's speech.
- B. Requires a written note passed to the Chair to be invoked.
- C. Chairs pass a note to the delegate if the Right of Reply is approved.
- D. Approval

---

## Points and Motions

---

### 1. Point of Personal Privilege

- A. Point of Personal Privilege may be raised whenever he or she experiences personal discomfort.
- B. Point of Personal Privilege cannot be raised during other delegate's speeches.
- C. Point of Personal Privilege must be concise and should include specific contents about his or her discomforts and solutions.

### 2. Point of Order

- A. Delegates may raise Point of Order when the Chair has made a procedural mistake.
- B. Point of Order cannot be raised during other's speeches unless the sequence

of speech has been out of order.

### **3. Point of Inquiry**

- A. Delegates may raise Point of Inquiry to ask a question to the Chairs regarding the Rules of Procedure.
- B. Point of Inquiry cannot be raised during other's speeches.

### **4. Motion to Set the Agenda**

- A. WMUN skips this process since it is proceeded with one agenda
- B. Setting the other agenda can be done after the previous agenda has been closed.
- C. After the Motion to Set the Agenda, 2 speakers for and 2 speakers against can be entertained. Individual speaking time is 60 seconds.
- D. The committee shall move directly into a procedural voting procedure that requires a simple majority to pass.

### **5. Motion to Suspend Rules**

- A. Motion to Suspend Rules may be raised if the Rules of Procedure interrupts the smooth progress of the conference.
- B. Motion to Suspend Rules cannot be raised during other's speeches.
- C. The delegate that proposes the motion must specify the rules that need to be suspended, purpose, and duration time.
- D. The committee shall move directly into procedural voting procedure that requires a super majority to pass.
- E. After the motion has been passed, inform the Secretariats for the final approval.

### **6. Motion to Adjourn the Session**

- A. Once the remaining time of the session does not exceed 30 minutes, a delegate may raise a motion to adjourn the session.
- B. Delegates must specify the time of resumption and purpose.
- C. The committee shall move directly into procedural voting procedure that requires a super majority to pass.

### **7. Motion to Adjourn the Meeting**

- A. Once the remaining time of the meeting does not exceed 30 minutes, a delegate may raise a motion to adjourn the meeting.
- B. Delegates must specify the time of resumption and purpose
- C. The committee shall move directly into procedural voting procedure that requires a super majority to pass.

#### **8. Motion to Change the Speaking Time**

- A. Delegates may raise Motion to Change the Speaking Time when adjustment of the individual speaking time in the Speaker's List is needed.
- B. Delegates must specify the adjusted individual speaking time and purpose.
- C. The committee shall move directly into procedural voting procedure that requires a super majority to pass.

#### **9. Motion for a Moderated Caucus**

- A. Any delegates wishing to speak may raise their placards when the Chairs ask. Once the delegate is recognized, one will stand up from their seats and deliver their speech.
- B. Delegates can make a motion to move into a Moderated Caucus by including purpose, total duration time, and individual speaking time.
  - i. The maximum duration time for a moderated caucus is 30 minutes.
  - ii. The maximum time for an individual speaking time is 120 seconds.
  - iii. The individual speaking time and total duration time should be a divisor and multiple.
  - iv. The committee shall move directly into procedural voting procedure that requires a simple majority to pass.

#### **10. Motion for an Unmoderated Caucus**

- A. A delegate may propose a Motion for an Unmoderated Caucus to freely trade opinions about the given agenda.
- B. Once in an Unmoderated Caucus, delegates are free to move around and speak with other delegates but are forbidden to deliver a speech at the podium.
- C. The delegate that proposes the motion must specify the length of the Unmoderated Caucus as well as the purpose of it.

- i. The maximum time allotted to Unmoderated Caucus is 20 minutes.
  - 1. If the purpose of the Unmoderated Caucus is for the writing of the draft resolution, the time can be extended to a maximum 40 minutes.
- ii. The motion shall be put into a procedural vote and requires a simple majority to pass.

## **11. Motion to Introduce a Draft Resolution**

- A. Only Draft Resolutions approved by the student officers may be introduced to the committee.
- B. Once the Motion to Introduce a Draft Resolution is proposed, the student officers should continue the conference with the following procedures.
  - i. The delegate who made the motion is obligated to read out the operative clauses of the resolution.
  - ii. Under the student officers' instructions, the delegate will be given two points of elaboration.
  - iii. After receiving the points of elaborations, the student officers will ask the following delegate about whether they wish to give a speech of a maximum 5 minutes to introduce the resolution.
  - iv. After the speech introducing the resolution, under the instructions of the student officers, the delegate will receive two questions.

## **12. Motion to Introduce an Amendment**

- A. Amendments that are delivered through notes to the student officers and approved can be officially introduced to the committee.
- B. The Motion to Introduce an Amendment can only be proposed by delegates belonging to countries that have submitted the following resolution.
- C. Once the motion is proposed, the student officers will immediately follow these procedures.
  - i. The delegate to propose the amendment shall come up to the podium to read out the amendments.
  - ii. After reading out the amendments the student officers will receive two points of elaboration.
  - iii. If the amendment deals with the deleting content from the resolution, there will be no points of elaboration.

- iv. After the points of elaboration the student officers must ask the following delegate whether they would like to take a maximum of three minutes to give a speech introducing the amendment.
  - v. After the speech introducing the amendment, under the instructions of the student officers, the delegate will receive two questions.
- D. Once the following motion is in order, the Limited Speakers List will open, and debates on topics other than the current motion shall be yielded until the end of the following motion.

### **13. Motion to Postpone Debate**

- A. Motion to Postpone Debate is in order if the committee wishes to postpone the current debate and move on to a different debate.
- B. The student officer shall open a Limited Speakers List on this motion allowing two speakers in favor and two speakers against, each allotted 60 seconds of speaking time.
- C. The motion requires a two-thirds majority to pass.
- D. Once the following motion is passed, the debate on a resolution that had been in session cannot be resumed until a Motion to Resume Debate is made.

### **14. Motion to Resume Debate**

- A. A Motion to Resume Debate is in order if the committee wishes to resume the postponed debate on an amendment or a resolution.
- B. The student officer shall open a Limited Speakers List on this motion allowing two speakers in favor and two speakers against, each allotted 60 seconds of speaking time.
- C. The motion shall be put into a procedural vote and requires a simple majority to pass.

### **15. . Motion to Close Debate on an Amendment or a Resolution**

- A. A Motion to Close Debate on an Amendment or a Resolution is in order when the committee believes the amendment or resolution being debated has been thoroughly discussed.
- B. The student officer shall open a Limited Speakers List on this motion allowing two speakers in favor and two speakers against, each allotted 60 seconds of speaking time.
- C. The motion shall be put into a procedural vote and requires a simple majority

to pass.

---

## **Resolutions and Amendments**

---

### **1. Resolutions**

- A. Resolutions are the final product of deliberation in the committee.
- B. The number of resolutions that can be approved or rejected will not be limited
- C. . All resolutions must be written in proper format which will be decided by the student officers beforehand.
- D. For there to be more than two resolutions in debate, a Motion to Postpone Debate on an Amendment or a Resolution and a Motion to Resume Debate on an Amendment or a Resolution must be made.
- E. A maximum of two resolutions will be written per agenda.
- F. The resolution must include the following
  - i. Main Submitting Country
    - 1. The Main Submitting country is selected as the country with the greatest level of contribution in the writing of the resolution.
    - 2. The Main Submitting country is given the right to propose a motion introducing the draft resolution.
  - ii. Co-Submitting country
    - 1. All countries that contributed to the writing of the resolution can be selected as a Co-Submitting country
    - 2. At least, 1/3 of the countries in committee need to take part as a Co-Submitting country.
  - iii. Signatory country
    - 1. Countries that have not contributed in the writing of the resolution but wish to debate the resolution can be selected as a signatory country.
    - 2. At least, 1/3 of the countries in committee or more than five countries need to be a Signatory country.
    - 3. A country cannot be a Signatory country and a Co-Submitting

country at the same time.

iv. Committee Name

1. Agenda

2. The Preamble

- A. The preamble must only list facts and information to help with the comprehension of the resolution.
- B. After the resolution is introduced to the committee, the preamble is forbidden from revision.
- C. There is no limitation on the number of preambles.
- D. The preamble must start with the words that the secretariat provides which is the following.
  - i. Affirming, Alarmed by, Approving, Bearing in mind, Believing, Confident, Contemplating, Convinced. Declaring, Deeply concerned, Deeply conscious, Deeply convinced, Deeply Disturbed, Deeply Regretting, Desiring, Emphasizing, Expecting, Expressing it's appreciation, Fulfilling, Fully aware, Further deploring, Further recalling, Guided by, Having adopted, Having considered, Having examined, Having received, Keeping in mind, Noting with deep concern, Nothing with satisfaction, Noting further, Observing, Reaffirming, Realizing, Recalling, Recognizing, Referring, Seeking, Taking into consideration, Taking note, Viewing with appreciation, Welcoming

3. Operative Clauses

- A. The Operative Clauses states what the clause will essentially be doing regarding the agenda.
- B. Operative Clauses can be divided into clauses, sub clauses, and sub-sub clauses.
- C. Operative Clauses can be edited after the draft resolution is introduced to the committee.
- D. The Operative Clauses must start with the words that the secretariat provides which is the following.
  - i. Accepts, Affirms, Approves, Authorizes, Calls, Calls upon, Condemns, Confirms, Congratulates, Considers, Declares

accordingly, Deplores, Designates, Draws the attention, Emphasizes, Encourages, Endorses, Expresses its appreciation, Expresses its hope, Further invites, Further proclaims, Further reminds, Further recommends, Further requests, Further resolves, Has resolved, Notes, Proclaims, Reaffirms, Recommends, Regrets, Reminds, Requests, Solemnly affirms, Strongly condemns, Supports, Takes note of, Transmits, Trusts

- v. Resolution voting is substantive voting and a two-thirds majority is required to pass.
- vi. Clapping is temporarily in order after the resolution is passed.

#### G. Approving Resolutions

- i. The approval of the resolution is decided by the Department of Chair Management and other departments within the Secretariat.
- ii. The standards for a passing resolution are the following.
  - 1. Whether the number of Co-Submitting and Signatory countries meet standards.
  - 2. Grammar
  - 3. Validity
  - 4. Redundancy
  - 5. Format
- iii. Once the resolution is approved by the secretariat, it will receive a serial number.

## 2. Amendments

- A. Amendments are submitted to modify, remove, or add a part in an approved resolution.
- B. Amendments can only be submitted about resolutions that have been officially introduced to the committee.
- C. An amendment can only be introduced once during the meeting and a Motion to Postpone/Resume Debate cannot be proposed regarding amendments.
- D. Amendments can be categorized into the following.



- i. Removal: Removal can be submitted as an amendment in the following situations.
  - 1. If a word, phrase, or clause is inappropriate
  - 2. If the clause is invalid or redundant.
  - 3. If the clause is inappropriate for the committee's circumstances.
  - 4. If there are other valid reasons.
- ii. Modification: Modifications can be submitted as an amendment in the following situations.
  - 1. If a word, phrase, or clause is inappropriate or ineffective and can be replaced with a different element.
  - 2. If a word, phrase, or clause is too broad.
  - 3. If there are other valid reasons.
- iii. Addition: Addition can be submitted as an amendment in the following situations.
  - 1. If a clause requires additional explanation.
  - 2. If there are other valid reasons.
- iv. Voting regarding amendments is substantive voting and requires a simple majority to pass.
- v. If an amendment is passed through voting, the committee must follow the amended resolution.

#### E. Approving Amendments

- i. Delegates must submit amendments through note papers to the student officers.
  - 1. One amendment can only amend one part of the resolution.
- ii. The student officers decide the approval of the amendment.
- iii. The student officers should follow the following guidelines in the approval of the amendment.
  - 1. Amount of time remaining of the session or meeting.
  - 2. Suitability with the resolution
  - 3. Validity with the agenda

- 4. The suitability of the time and content
- iv. Once the amendment is approved by the student officers it will be given a serial number.

**3. Order of Procedural Motions (left precedes the right)**

- A. Point of Personal Privilege
- B. Point of Order
- C. Point of Inquiry
- D. Motion to set the agenda / to suspend the rules
- E. Motion to postpone the meeting / adjourn the session
- F. Motion to set the speaking time / move into unmoderated caucuses / move into moderated debate
- G. Introduction of a Draft Resolution / amendment
- H. Motion to postpone debate / resume debate / close debate / adjourn meeting