



PeruMUN

Rules of Procedure - English
-2020-

GENERAL RULES

RULE 1 - SCOPE

These rules are applicable to all PeruMUN Committees and are self-sufficient. The Committee Director and/or Moderator has the power to provide alternative rules based on the nature of the Committee. In the event of a conflict, those rules will always take precedence over these.

RULE 2 - LANGUAGE

The official language during sessions is the one designated for each Committee. Delegates who attend Committees in English are restricted to speaking exclusively in English when in session. Delegates who attend Committees in Spanish are restricted to speaking exclusively in Spanish when in session.

RULE 3 - DELEGATIONS

In a Committee, each Member State will be represented by one delegate. Each Member State will have only one vote in each committee and will be issued only one placard (or its equivalent in virtual sessions).

RULE 4 - THE CHAIR

The chair is the group of people that conduct the debate and lead the committee session. They are responsible for assigning awards and giving delegate feedback after the conference. The chair is composed of three main actors:

Director: the director is the head of committee, he/she has the power to approve documents, such as Working Papers and Draft Resolutions. The Director may interrupt committee proceedings at any time to give instructions.

Assistant Director: Assistant Directors help directors oversee the committee.

Moderator: The Moderator facilitates the debate by keeping a speakers list, taking motions from delegates and calling on delegates to speak. The Moderator reserves the right to speak, announce decisions, rule on procedural points and keep the debate on track. The Moderator may transfer his/her duties to the Director or the Assistant Director at any time.

The committee chair members may advise delegates on the possible course of debate. Ruling on all motions is subject to the discretion of the chair.

RULE 5 - QUORUM

The Chair will declare a Committee open and allow debate to proceed when at least one third of the members are present. The presence of a simple majority will be required for any substantive vote. A quorum will be assumed to be present unless specifically challenged and shown to be absent.

RULE 6 - COURTESY

Delegates will show courtesy and respect to the Committee Chair and to other Delegates. When the Committee is in session. Talking is not allowed during sessions, unless an Unmoderated Caucus has been entertained.

RULE 7 - ELECTRONIC DEVICES

The use of laptops, tablets, smartphones or similar devices is forbidden during committee sessions. Laptops may only be used inside the Committee room during unmoderated caucuses and at all times outside the Committee room. This rule does not apply in online sessions held on Zoom.

RULES GOVERNING DEBATE

RULE 8 - POINTS

At all times during debate, there are three types of points that Delegates can use. These can never be used to interrupt a speaker.

1. Point of Personal Privilege: Whenever a delegate experiences personal discomfort preventing him/her from engaging in the course of debate, he/she may raise a Point of Personal Privilege. A Point of Personal Privilege may interrupt a speaker only if the speaker is inaudible. Delegates should use this power with the utmost discretion.

2. Point of Parliamentary Inquiry: Whenever a delegate is unsure about a specific aspect of parliamentary procedure, he/she may raise a Point of Parliamentary Inquiry. These should always be phrased as a question.

3. Point of Order: They are used to point out mistakes in parliamentary procedure. Example: When the moderator does not call a Delegate when he or she was next on the list of speakers.

RULE 9 - ROLL CALL

All Delegates in Committee will be called out by the Moderator in alphabetical order. If the Delegate is in Committee he/she must respond.

RULE 10 - AGENDA

The first order of business for the Committee will be to set the Agenda. As PeruMUN's Committees will only feature one topic, the agenda is automatically set to it, but a motion to set the agenda will still be required, though voting will not be carried out on said motion.

RULE 11 - SPEECHES

No delegates may address a session without having previously obtained the permission of the Moderator. The dais may call a speaker to order if his/her remarks are not relevant to the subject under discussion or are offensive to Committee members or Staff.

Speeches must be made in the third person and no delegate may directly address another delegation. When a delegate exceeds his designated speaking time, the Moderator may call the speaker to order.

FORMAL DEBATE

RULE 12 - SPEAKERS' LIST

After the Agenda has been set, the Committee will have an open Speakers' List for the topic being discussed.

- The Committee will have an open Speaker's List. To fill it, the Moderator will call out all delegates wishing to speak (those who are raising their placards) in any given order.
- A country may add its name to the Speakers' List by submitting a written request to the Chair, if he didn't raise his/her placard when asked.
- Formal debate is used to deliver opening speeches. These are the first speeches the delegates deliver before the Committee. The usual time provided to deliver the speech is between 45 seconds to 1 minute. An opening speech is a way for the delegates to express their country's general policy on the topic and their country's view on how the issue can be solved.
- During speeches in formal debate, delegates should listen to the policies of their fellow delegates, understand their policies and see whom they could work with.
- This Speakers' List will be followed for all debate, except when interrupted by procedural motions (moderated or unmoderated caucuses), discussion of amendments, or the introduction of a Draft Resolution.
- When the chair feels they've heard a good amount of opening speeches, the moderator will open the floor to motions, giving the delegates the opportunity to transition from formal debate into informal debate.

RULE 13 - YIELDS

After delivering the opening speech, each delegate may yield his/her remaining time in one of the three ways:

- a. Yield to another delegate:** The speaker's remaining time will be offered to the delegate mentioned. If the delegate accepts the yield, the Moderator shall recognize the delegate for 30 seconds, unless the remaining time was longer than that. The delegate must speak in relation to the previous delegate's speech and may not make any further yields.

b. Yield to questions: One question will be granted for every 15 seconds of time remaining. Delegates asking questions will be selected by the Moderator and limited to one question each. Questions must be related to the delegate's speech. Each question will be limited to a thirty second response.

c. Yield to the chair: The Moderator will move on to the next speaker.

RULE 14 - COMMENTS

If a delegate forgets to yield their remaining time, the floor will be open for comments. The Moderator will call one delegates for every 15 seconds left. Each delegate will be given 30 seconds to comment on the specific content of the speech just completed.

INFORMAL DEBATE

RULE 15 - MODERATED CAUCUS

- Delegates can propose motions for moderated caucuses at any time when the floor is declared open for motions, up until the closure of debate.
- The purpose of a Moderated Caucus is to guide the debate to a more specific sub-topic from the general topic on the agenda.
- In their speeches, delegates should discuss the specific subtopic chosen in more detail.
- The overall time is usually no longer than 15 minutes and the speaker's time is shorter (between 30 seconds and 45 seconds).
- At the end of each speech, it is not necessary for the delegate to yield his/her remaining time and no comments will be allowed.
- Moderated caucuses are requested in the following way:
“(Country name) would like to propose a (number of minutes the caucus will last) minute moderated caucus, (total number of seconds per speaker) seconds per speaker, on the topic of (subtopic)”.
- A majority is required for a motion for a moderated caucus to pass.
- The Moderator may end a moderated caucus early at his/her discretion.
- It is important to note that if no moderated caucuses are presented or passed, the Moderator will return to the Speakers' list. The Moderator may also rule a motion for a moderated caucus dilatory and choose not to accept it.

RULE 16 - UNMODERATED CAUCUS

- A motion for an unmoderated caucus is in order at any time when the floor is open to motions, prior to closure of debate.
- Unmoderated caucuses are 10 minute to 20 minute segments in which delegates can negotiate and write documents, like Working Papers or Draft Resolutions.
- A majority of members is required for the motion to pass.
- Unmoderated caucuses are requested as shown in the following example:
“(Country name) would like to propose a (number of minutes the caucus will last) minute unmoderated caucus”.
- The Moderator may end an unmoderated caucus early at his/her discretion.
- The Moderator may also rule a motion for an unmoderated caucus dilatory and choose not to accept it.

RULE 17 - WORKING PAPERS

- A working paper is a word document with no particular format, listing all proposed solutions.
- Working papers must contain signatories (the names of countries that support the document), but there is no minimum number of signatories required per working paper or a limited number of working papers per delegate.
- The method to hand in papers is decided by the chair.
- All working papers are printed (for in-person conferences) and handed out for all delegates to read.
- Once working papers have been distributed, Delegates can discuss them through moderated caucuses.

RULE 18 - DRAFT RESOLUTIONS

- Reaching a resolution is the objective of the debate. Draft resolutions are formal documents in which a group of delegates present their proposed solutions to address the topic.
- A minimum number of signatories per draft resolution will be required. The number varies depending on the committee size and will be announced by the moderator during committee.
- The deadline for handing in draft resolutions will be announced by the moderator during debate and depends on how far and how quickly the delegates advance.
- Draft resolutions must address all the ‘Questions a Resolutions Must Answer (QARMAs)’ included in the committee Study Guide. They must also include updates presented to the topic during the course of debate.

- Severe grammar errors as well as not complying with the document format or not including all QARMAs will result in a draft resolution not being accepted, but rather being sent back for corrections.
- No pre-written draft resolution will be allowed and plagiarism will not be tolerated.
- A Draft Resolution must be approved by the director and, once approved, it can be introduced by the Committee. Delegates must raise a motion to introduce draft resolutions.

RULE 19 - AMENDMENTS

- Delegates can amend any draft resolution that has been introduced by adding, deleting or modifying clauses.
- An amendment requires a minimum number of signatories that the moderator will announce during debate.
- A motion to introduce an amendment is in order when the floor is open to motions. Only one amendment can be introduced at a time.
- Once an amendment is introduced, the moderator will select two delegates to speak in favor of the amendment and two delegates to speak against it. After discussing the amendment, delegates will vote on the amendment.
- Once an amendment is introduced and before the speakers in favor and against are called, delegates can motion to skip debate on the amendment and move straight to voting on it. This motion needs simple majority to pass.

RULES GOVERNING VOTING

RULE 20 - SUSPENSION OR ADJOURNEMENT OF THE SESSION

Whenever the floor is open, a delegate may motion to suspend debate (suspending all committee functions until the next scheduled session) or to adjourn debate (this ends the committee definitively for the conference).

RULE 21 - CLOSURE OF DEBATE

When the floor is open for motions, a Delegate may move to close debate on the general topic. Closure of debate requires the support of two-thirds of the Committee. Once the closure of the debate has been declared, the committee moves immediately to voting procedure, during which time no delegates are allowed to enter or exit the room.

RULE 22 - PROCEDURAL VOTING

All voting is considered procedural with the exception of voting on draft resolutions and amendments. Delegates must vote on all procedural motions.

RULE 23 - SUBSTANTIVE VOTING

The only substantive voting is on draft resolutions and amendments. During substantive voting delegates may vote 'Yes', 'No' or 'Abstain'.

RULE 24 - REORDERING OF DRAFTS

Motions for reordering of drafts will only be allowed after closure of debate. The moderator will take all the motions for reordering draft resolutions and then vote on them in the order in which they were presented. The committee will vote until one motion passes, if every motions fails, then the committee will vote draft resolutions In their original order.

RULE 25 - ROLL CALL VOTING

Motions for roll call voting will be allowed after closure of debate, as an alternative way to vote on draft resolutions. The motion requires simple majority to pass. The moderator will call each country in alphabetical order to record their vote.

PREAMBULATORY CLAUSES

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

OPERATIVE CLAUSES

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