

# SGMUN

## 2024

### Rules of Procedure for the SGMUN Conference and Guidelines for participant behavior

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## A. Scope of this Document

The guidelines within this document apply to all committees of the SGMUN Conference, within or without committees, and the Rules of Procedure part of this document applies fully to the General Assembly committees and applies only to the extent decided by the Chair Board or any other responsible member of the Secretariat to other committees. Exceptions, additions, and amendments to the rules may be made by the Secretariat.

## B. Rules of Procedure

### 1. Working Language

Committees (excluding the German Committee, whose working language is German) conduct their work in the English language. This means that any written, verbal, or visual/auditory material needs to be in English. Deviations from this rule can be made only with the approval of the chair board and/or the Secretariat, and the person providing the materials in a foreign language should be able to provide a translation upon the request of any party.

### 2. Role of Delegates

A member of the Committee is either:

- 1) a representative in the SGMUN Conference in General Assembly and Special Assembly Committees, whose participation in the conference has been confirmed by the Secretariat;
- 2) or an “actor” of a historical/fictional figure to be played in Crisis Committees, whose participation in the conference has been confirmed by the Secretariat.

Each member of a committee is granted one (1) vote.

### 3. Statements by the Secretariat/SGMUN Team

The Secretariat and the wider SGMUN team reserve the right to address the committee through written or oral statements at any time within sessions.

### 4. The Authority of the Chair Board

The Chair Board consists of the Chair and, depending on the committee, several or no Assistant Chairs. Each session is started and ended by the Chair (Board), who may also propose the adoption of any procedural motion to which there is no

significant objection. The Chair, within the scope of the rules, has complete control over the proceedings at any meeting. The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these rules. If necessary, the Committee Chair may also choose to suspend the rules for a limited time in order to clarify a certain substantive or procedural issue.

The Chair (Board) also has the right to interrupt debate in order to show external content or invite in an observer or guest speaker. Furthermore, the distribution of any print material within the committee is subject to the approval of the Chair Board.

## 5. Quorum

Quorum refers to the minimum number of delegates required to be present to start debate or initiate a vote.

Quorum is  $\frac{2}{3}$  by default, except the Historical Security Council, where the five permanent members need to be present.

Furthermore, committee work may be started without a quorum in Crisis Committees, should the chair see it fit.

## 6. Use of Electronic Aids

Delegates are only permitted to use electronic devices during sessions if the Chair agrees to this beforehand. The Chair Board may suspend a delegate from debate if they are seen using electronic devices without approval.

There is no restriction on electronic device use during breaks.

## 7. Absences

A delegate absent during roll call is considered absent until a note has been sent to the Chair Board stating that the delegate is now present. A delegate who is recognized but is not present is considered to have yielded their time to the Chair, and debate continues normally.

In case a delegate in a Crisis Committee has been absent for more than 30 minutes, any cabinet directive may be sent without their signature and still be considered valid.

A delegate must be present in at least 7 sessions to be eligible for a certificate and an award.

## 8. Agenda

A committee with only one Agenda Item is considered to have adopted that Item by the 1<sup>st</sup> session without debate.

Otherwise, the committee should bring forth a motion to decide on an Agenda Item to be discussed. The Chair may override the committee's choice should it be infeasible to continue with the committee's choice.

## 9. Debate

The agenda is followed by starting a new and continuous General Speakers List, which is used to begin and continue general debate. This Speakers List will decide on the order of speakers for all debates on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a draft resolution.

The debate shall be structured in these three modes:

1. Formal Debate,
2. Moderated Caucus,
3. Unmoderated Caucus.

When recognized by virtue of being on the General Speakers List, delegates may speak on the Agenda Item being considered or may touch on any draft resolution currently on the floor. Once a draft resolution has been introduced to the floor, it remains on the floor and may be debated until it fails/passes or the debate on it is postponed.

## **10. Unmoderated Caucus**

A delegate may put forth a motion for an unmoderated caucus at any time when the floor is open. The delegate making the motion must specify a time limit and a topic of discussion for the caucus, not exceeding twenty minutes. The motion is immediately put to a vote and passes when a simple majority votes yes. In the case of multiple motions for unmoderated caucuses being put forth, the Chair will rank the motions in descending order of length, and the committee members will vote in this order. The Chair may rule the motion dilatory, and their decision is not appealable. An unmoderated caucus may be extended only twice.

## **11. Moderated Caucus**

A moderated caucus is meant to facilitate substantive debate during critical points in the general debate. During a moderated caucus, the Speakers List is no longer followed. The motion for a moderated caucus can be put forth at any time when the floor is open. The delegate motioning must explain briefly the purpose of the moderated caucus, and specify a total and per delegate time limit. The total time may not exceed twenty minutes. Once raised, this motion is voted on immediately and needs a simple majority to pass. If there are multiple motions for moderated caucuses at the same time, the motions are ranked in order of total speaking time and voted on in that order. The Chair may rule the motion dilatory, and their decision is not appealable. A moderated caucus may be extended only twice. There is no yielding of time.

## 12. Closure of Debate

When the floor is open for motions, any delegate may put forth a motion to close debate on the matter being discussed. Specifically, delegates may motion to close debate on the general topic, on the agenda, or on an amendment. The Chair may rule the motion dilatory, but this decision is appealable. When a motion for closure of debate is put forth, the Chair may recognize up to 2 speakers against, and no speakers for the motion. The motion requires a two-thirds majority to pass.

## 13. Suspension or Adjournment of the Meeting

The suspension of a meeting refers to the postponement until the next meeting of all committee functions. An adjournment refers to the postponement for the duration of the conference. Whenever the floor is open, a delegate may put forth a motion for the suspension of or adjournment of the meeting. The Chair may overrule the motion, and their decision is not appealable. When in order and not overruled, such motions are not debated upon but immediately put to a vote, assuming there are no other motions taking precedence, and require a simple majority to pass. A motion to adjourn is out of order until the last half of the last meeting of the Committee.

## 14. Postponement and Resumption of Debate

Whenever the floor is open, a delegate may put forth a motion for the postponement of debate on a draft resolution, amendment, or topic currently on the floor. This motion, otherwise known as “tabling,” requires a two-thirds vote to pass and will be debatable by two speakers, one in favor and one opposed. No debate about or vote on a tabled item is allowed. A motion to resume debate on an amendment, draft resolution, or topic requires a simple majority to pass and will be debatable by two speakers, one in favor and one opposed. Resumption of debate cancels the effects of postponement of debate.



## 15. Reconsideration

A motion to reconsider is considered in order when a draft resolution or amendment has been adopted or rejected, and when made by a member who voted with the majority on the substantive proposal. The Chair Board will recognize up to two speakers opposing the motion after which the motion will be immediately voted upon. A two thirds majority of the members present is required for reconsideration. If the motion passes, the Committee will immediately vote again on the draft resolution or amendment being reconsidered.

## 16. Appeal

Delegates may only appeal on procedural matters. All decisions of the Chair Board are appealable unless the contrary is explicitly stated in the Rules of Procedure. The right to appeal exists only immediately after the ruling has been made. The delegate will be given adequate time to explain the reasons behind the appeal, and the Chair Board member who made the decision being appealed may defend the ruling should they wish to do so. The appeal is then put on a vote, and the decision stands unless overruled by a two-thirds majority. A “Yes” vote indicates support of the Chair’s ruling; a “No” vote indicates opposition to that ruling.

## 17. Speakers List

The Committee shall at all times have an open Speakers List pertaining to the Agenda Item currently being discussed. The Chair may either set a speaking time or entertain motions to set a speaking time. Separate Speakers Lists may be established as needed for procedural motions and debate on amendments should the Chair Board see it fit. A delegate may add their name to the Speakers List by submitting a request in writing to the Chair, provided that the delegate is not already on the Speakers List, and may remove their name from the Speakers List

by submitting a request in writing to the Chair. At any time, the Chair may call for members that wish to be added to the Speakers List. If no motions are on the floor, debate automatically returns to the Speakers List. A motion to close any Speakers List is never in order.

## 18. Time Limit on Speeches

The Chair may limit the time allotted to each speaker. The minimum time limit is ten seconds. When a delegate exceeds their allotted time, the Chair may call the speaker to order without delay. However, the Chair also has the discretion to be flexible (within reason) about the time limit to allow a delegate to wrap up their thoughts, in order to account for the varying fluency of English among conference attendees. The time set for delegates on General Speaker's List must be at least 60 seconds whenever time permits.

## 19. Yields

A delegate granted the right to speak on a substantive issue may yield in one of three ways at the conclusion of their speech:

- i. to another delegate,
- ii. to questions,
- iii. or to the Chair.

A delegate must yield the floor at the conclusion of their speech.

*Yield to another delegate:* The speaker's remaining time will be offered to the delegate. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time. The second delegate speaking may not yield back to the original delegate.

*Yield to questions:* Questions will be selected by the Chair and be limited to one question per delegate. Follow-up questions are allowed only once. The Chair

reserves the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical, leading, and/or not designed to elicit information. Only the speaker's answers to questions count toward the remaining speaking time.

*Yield to the chair:* Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker. Only one yield is allowed per speech.

There are no yields allowed if the delegate is speaking on a procedural matter. A delegates must yield their remaining time when concluding their speech.

Delegates cannot yield if they run out of time. Yields only need to be made when debate proceeds according to a Speakers List.

## 20. Comments and the Right of Reply

If a speech on substantive matters ends without any yields, and if there is still time remaining, the Chair Board may recognize up to two delegates to comment on the speech and its content. There is no yield after comments, there are no comments on procedural matters.

The right of reply refers to the right of a delegate, whose integrity has been damaged by another delegate. A delegate claiming that their integrity and dignity has been damaged may exercise their right of reply by submitting this request in written form to the Chair Board. The Chair Board makes the final decision on whether to grant the right of reply, and this decision is not appealable. A right of reply to a right of reply is out of order.

## 21. Points

### i. Points of Order

During the discussion of any matter, a delegate may rise to a Point of Order to indicate improper parliamentary procedure. The Point of Order will be

immediately decided by the Chair, considering these rules of procedure. A delegate rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not interrupt a speaker during their speech. The delegate who rises to a point of order must wait until the end of the speech. Additionally, the Chair has the right to address a delegate if proper parliamentary procedure is not being followed

## ii. Points of Parliamentary Inquiry

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair Board questions regarding proper procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the Committee staff during caucus or send a note.

## iii. General Rules About Points

No point can interrupt a speech, except:

- i. A “point of personal privilege due to audibility”, if the delegate cannot hear the speech. In this case, the reason (“due to audibility”) shall be explicitly stated,
- ii. A point or order, when a speech by another delegate includes serious violations of the rules of procedure.

## 22. Notes and Note Passing

Written notes are the means of communication between delegates not recognized to speak. Notes are distributed by the Administrative Staff present in each committee. All notes must be in English and their content shall be relevant to committee work. If deemed necessary, the Chair Board reserves the authority to

suspend note-passing, where only the notes directed to the Chair Board will be delivered.

Notes may be read by the Administrative Staff. Do not write personal information in notes. Do not assume notes are private. Notes are meant for committee work. Should a delegate need to speak to another delegate urgently on private matters, the correct way is to request permission from the Chair Board.

## 23. Working Papers and Draft Resolutions