



MUNACTIVE₂₀
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RULES OF PROCEDURE

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1. Scope

The rules included in this guide are applicable to all of the committees unless it is stated otherwise by the Secretariat.

2. Dress Code

All of the delegates are expected to attend formal attire and abysmal décolleté is strictly prohibited.

3. Language

The official language of MUNACTIVE'20 is English. Use of other languages are prohibited and the committee board has the capability of warning delegates.

4. Use of Electronic Devices

Electronic devices are allowed to be used for committee functions. The use of them during the session is not allowed unless it is related with the committee functions.

5. Communication

The provision of communication between delegates and chair board members will be via the chat box of each meeting under the discretion of the chair board of each committee.

6. General Duties of the Committee Board

The Committee Board of UNODC, FCC, HC will consist of an under-secretary general, a president chair and a vice chair. For our UNHRC there will be a president chair and a vice chair. The chair board will have complete control of the proceedings at any meeting, direct the flow of debate, grant the right to speak, rule on points of order, and enforce adherence to these rules.

7. Roll-Call

At the beginning of each session, Committee Directors will call on Member States of the committee in English alphabetical order to state their status of presence that is referred to as Roll Call. Member States may reply “present” or “present and voting”. When a delegate reply as president and voting they will not have a right to stay abstain. Quorum is met if at least one-quarter of the registered delegates are present in the committee in this Conference.

8. Position Papers

A Position Paper, also known as Policy Paper, is a strategic document that gives an overview of a delegate's country position. Position papers should be written in a specific format. It should include the name of the country, the topic and the committee. These should be included in a position paper:

- 1) Topic Background
- 2) Past International Actions
- 3) Country Policy
- 4) Possible Solutions

Here is a short example:

Country: Republic of Angola
Committee: The Food and Agriculture Organization (FAO)
Topic: Combating Global Hunger

Angola feels that in this day and age hunger should be a thing of the past. However, in 2018 over 795 million people do not have enough food to lead a healthy active life. This does not count the half of the world's population, more than 3 billion people, living on less than \$2.50 a day. For better or worse, the road to more and cheaper food is strongly related to water supply. Some countries have an abundance of water such as Canada, Scotland and Switzerland. Others have next to no water, like Yemen, Libya and Djibouti or low rainfall like Namibia and Sudan which creates water scarcity and desertification. The solution to all of these problems is the weather control that comes from cloud-seeding with richer countries already reaping the benefits. The National Center of Meteorology and Seismology (NCMS) witnessed an increase in rainfall of 10–15% in polluted air and 30–35% in clean air. China uses cloud seeding over several increasingly arid regions including Beijing, the capital. In 2017, the United Arab Emirates launched 235 cloud-seeding operations by five cloud-seeding planes based in Al Ain. The use and success proves the technology works but only those who can afford it setting up the mechanisms to cloud seed or pay for the chemicals from companies like Bayer, Dupont and Dow Chemical Company who control the patents and sales rights.

9. General Speakers' List

The Committee will take a GSL list for the topic area being discussed. A member may add its name to the Speakers' List, remove its name from the Speakers' List. Speeches should not exceed the given 1.5 minute.

10. Right of Reply

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply only in writing to the Committee staff. The Chair will grant the Right of Reply at his/her discretion; this decision is not appealable. A delegate granted a Right of Reply will not address the Committee except at the request of the Chair. A Right of Reply to a Right of Reply is out of order.

11. Frequently Used Points

a. Point of Personal Privilege

This point is usually used by delegates when they have concerns or disturbances. It is also possible for delegates to raise this motion if they are facing audibility problems

b. Point of Information

This point can be raised by delegates wishing to ask any questions regarding the conference or the committee.

c. Point of Order

This point is raised by delegates if they believe that there is any problems or inaccuracies regarding the procedure or the flow of the session.

d. Point of Parliamentary Inquiry

This point may be used by delegates in order to ask any questions regarding the rules of procedure.

12. Yields

a. Yield to Another Delegate

This yield is used by the delegate to give their remaining time to another delegate and invite them to deliver a speech. The delegate who is invited to the floor is not obliged to deliver a speech unless they except the yield.

b. Yield to Questions

This yield may be used if the delegate wishes to open themselves to any points of information during their remaining time to deliver a speech. After the yield, the chair asks the house if there are any points of information. Delegates are allowed to answer as much questions as they wish to unless they exceed the 1.5 minutes that they are given.

c. Yield to the Chair

If the delegate is finished their speech and they do not want to use their remaining time, delegate might yield the time to the chair and take their seat.

13. Lobbying

Lobbying is based on unmoderated caucus. This is a meeting where resolutions are drafted and submitted to the chair. When resolutions are submitted, lobbying time will elapse and debate will begin on the submitted texts.

14. Frequently Given Motions

a. Motion to Suspend/Adjourn the Meeting

“Motion to suspend the meeting” is raised when the floor is open and the allocated time for the sessions elapsed in order to suspend the formal session. For the last session of the conference the delegates need to raise a “Motion to adjourn the meeting” in order to end the meeting.

b. Motion for the Closure of the Debate

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. When debate is closed on the topic area under discussion, this motion has the effect of the committee entering into voting procedure on draft resolutions. The Chair may, subject to appeal, rule any motion to close debate dilatory. When closure of debate is moved, the Chair may recognize up to two speakers’ against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present and voting. If there are no speakers’ against the closing debate, the Committee Chair will ask the delegates if there are any objections to voting by unanimous consent). If there are no objections, the motion to close debate will automatically be adopted and the Committee will move immediately to substantive voting procedure.

c. Motion for a Moderated Caucus

A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. A moderated caucus may be extended only once, but only after the caucus has ended, and the combined length of a moderated caucus and its extension may not exceed 20 minutes. Delegates cannot yield their remaining speaking time during moderated caucuses.

Here is a sample: Motion to have a moderated caucus in order to individual time being..... minutes/seconds, total time being minutes

d. Motion for an Unmoderated Caucus

A delegate may motion for an unmoderated caucus at any time when the floor is open, prior to closure of debate. The delegate making the motion must specify a time limit for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote and will pass given a simple majority. In the case of multiple unmoderated caucuses, the Chair will rank the motions in descending order of length, and the Committee members will vote accordingly. An unmoderated caucus may be extended only once, and the combined length of an unmoderated caucus and its extension may not exceed twenty minutes.

Here is a sample: Motion to have an unmoderated caucus in order to Total time being..... minutes.

e. Motion for Termination

This motion may be raised by the delegates any time during any caucus if they believe that they have talked enough about the topic and need to move on with another topic.

f. Motion for an Extension

This motion may be raised if the delegates believe they haven't had a proper discussion due to time constricts or after an unmoderated caucus where they have to continue to work on the committee documents. If the floor is closed, any motion for an extension is prioritized. An extension of a motion can't be longer than the previous motion and a motion can only be extended once.

15. Caucuses

a. Moderated Caucus

During a moderated caucus delegates are expected to deliver speeches regarding the motion without exceeding the set individual speaking time. The chair board has the capability of choosing delegates with the priority of the ones that have raised their placards but they can choose a delegate randomly. The order in the house is completely compulsory while the committee proceeds with the speeches. The chair board will take speakers until the allocated time for the moderated caucus elapses. It is prohibited to use any electronic device.

b. Unmoderated Caucus

During an unmoderated caucus, delegates are allowed to cross talk and there is not a specific time limit for each individual speaker. Usage of electronic devices are in order as long as it is related to the committee. Delegates are expected to work on committee documents during the caucus and the chair board will notify when the allocated time for the caucus elapses.

16. Committee Documents

a. Working Paper

A working paper is the preparation for a draft resolution which is not counted as an official document. They are written in order to summarize solution ideas without following any structure or format. It may be explained as a less formal version of the draft resolution.

b. Draft Resolution/ Resolution

A draft resolution should be written following the proper structure and including detailed solutions answering all WH questions (When, Why, What, Where, Who and How). Preambulatory and Operative Clauses should be written during the unmoderated caucuses in order to solve the issue at hand. When a draft resolution passes in a committee it becomes a real resolution.

c. Resolution Format

All resolution should be written following a certain procedure. The sections that should be included are the heading, perambulatory clauses and operative clauses.

i. Heading

The heading of a resolution should include the agenda item, committee name, main submitters and co-submitters. If a delegate signs a resolution it doesn't indicate that they will be supporting the ideas or voting in favour. Co-submitters are not official sponsors of a draft resolution and all co-submitter countries should be written in English alphabetical order.

Here is a sample heading:

FORUM: General Assembly 6 – Legal

QUESTION OF: Initiative to counter manipulative news

MAIN SUBMITTER: Russian Federation

CO-SUBMITTERS: Australia, Brazil, China, France, Germany, Iraq, Spain, Turkey

ii. Preambulatory Clauses

Preambulatory clauses are written to explain the past actions that have been taken, agreements that are made and the main reasoning behind writing the resolution. Phrases in front of them should be written in italic.

Here are a few preambulatory clauses:

Acknowledging The Federal Law which guarantees freedom of dissemination of information unless it is aimed at “propaganda of war or incitement of national, racial or religious hatred and enmity as well as other information for the dissemination of which criminal or administrative responsibility is provided,

Aware of the far-right groups develop techniques of “attention hacking” to increase the visibility of their ideas through the strategic use of social media as well as by targeting journalists to help spreading content,

Being aware that The Information Law provides for the right to research, disseminate, produce and transfer information. Article 8 of the law provides that citizens and organizations must have the right to access *inter alia*, regulatory legal acts affecting the rights, freedoms and duties of a person and citizens, as well as those governing the legal status of organizations and prescribing the powers of state bodies and those of actual government,

Deeply conscious of the effect of a possible economic crisis on the rise or the swing on pluralism and social activism which will enable a chance for the political relevance to regain its importance on serving public interest,

Believing that the self-censorship of each government has become ubiquitous, though the degree of self-restriction may vary significantly since journalists operate by the grace of the government,

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iii. Operative Clauses

Operative clauses address the main point of the resolution and offer applicable solutions including the answers for all WH questions. Phrases in front of them should be written italic.

Here is a sample operative clause:

- 1) Calls for greater commitment by state members to safeguard journalists' security and freedom which will be able to:
 - a) uphold media pluralism and independence by:
 - i) encouraging states to implement rules on its concentration
 - ii) setting a public interest test to assess the permissible concentration
 - iii) guaranteeing that citizens have the access to a minimum level of diversity in editorial lines to ensure that a minimum level of plurality of media outlets is accessible in a said geographical area
 - iv) developing rules aiming at restricting concentration in the media sector to guarantee the minimum level of external pluralism
 - v) proposing rules on concentration and competition, as well as regulation on any economical aspects of the activity of the media
 - vi) ensuring the implementation of the rules with regards to its impact on freedom, pluralism and independence of the media, rather than with regards to the functioning of a free market
 - b) the implementation of an effective protection of journalism and the safety of journalists and other media actors by OHCHR in order to:
 - i) provide a technical assistance to member states to enhance the safety of journalists and the systematic measurement of progress on the issue, including through mainstreaming safety into the UPR.
 - ii) develop a compilation of existing international human rights law and international humanitarian law standards and principles relevant to the safety of journalists,
 - iii) support increased engagement by human rights treaty bodies with the issue of safety of journalists, in particular through consideration of States' parties periodic reports, individual complaints and country inquiries,
 - iv) consider adopting an all-of-government approach to the issue of safety of journalists to avoid fragmentation or poor co-ordination, especially between ministries for law enforcement and security, human rights, justice, information/media/communications, gender, and foreign affairs, and ensure liaison with independent Human Rights institutions including relevant ombudspersons
 - c) ensure transparency of the operation of regulatory bodies and their provisions for their appointment
 - d) secure the independence of mandate and powers from any influence especially from the government

iv. PHRASES

Preambulatory Phrases:

Acknowledging

Acting

Affirming

Alarmed by

Alarmed

Anxious

Appreciating

Approving

Aware of

Bearing in mind

Believing

Cognizant

Concerned

Confident

Conscious

Considering

Contemplating

Convinced

Declaring

Deeply concerned

Deeply conscious

Deeply convinced

Deeply disturbed

Deeply regretting

Deploring

Desiring

Determined

Emphasizing

Encouraged

Expecting

Expressing appreciation

Noting with approval

Expressing concern also

Expressing concern

Expressing its appreciation

Expressing its satisfaction

Expressing satisfaction

Firmly convinced

Fulfilling

Fully alarmed

Fully aware

Fully believing

Further deploring

Further recalling

Guided by

Having adopted

Having considered

Having considered further

Having devoted attention

Having examined

Having heard

Having received

Having reviewed

Recognizing

Recognizing also

Recognizing with satisfaction

Referring

Regretting

Reiterating

Reiterating its call for

Reminding

Seeking

Seized

Stressing

Taking into account

Taking into consideration

Taking note

Taking note also

Taking note further

Underlining

Viewing with appreciation

Viewing with apprehension

Welcoming

Welcoming also

Operative Phrases

Accepts

Acknowledges

Adopts

Advises

Affirms

Also calls for

Also recommends

Also strongly condemns

Also urges

Appeals

Appreciates

Approves

Authorizes

Calls

Calls for

Calls upon

Commends

Concurs

Condemns

Confirms

Congratulates

Considers

Decides

Declares

Declares accordingly

Demands

Deplores

Designates

Directs

Draws the attention

Emphasizes

Endorses

Expresses its appreciation

Expresses its hope

Expresses its regret

Further invites

Further proclaims

Further recommends

Further reminds

Further requests

Further resolves

Has resolved

Instructs

Introduces

Invites

Notes

Notes with satisfaction

Proclaims

Reaffirms

Recalls

Recognizes

Recommends

Regrets

Reiterates

Reminds

Renews its appeal

Repeats

Requests

Requires

Solemnly affirms

Stresses

Strongly advises

Strongly condemns

Strongly encourages

Encourages

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d. Directives

Directives are written by delegates in order to take action in detailed way, answering WH questions. There are three types of them: Personal Directive, Joint Directive, Committee Directive. The difference between them are the signatories of each one. A personal directive is written as behalf of one person in case of secret plan or a basic concern. Joint Directives are written by multiple members of the committee who wish to be a part of taking a specific action. A committee directive is used when the whole committee agrees upon an idea. All of these directives are sent to the crisis team and they either approve or reject them

Here is a sample personal directive:

- 1) The National Bureau comes up with an applicable security plan in order to strengthen the security of The National Bank including:
 - a) advocation to have cyber risks and cyber threat discussions in management board meetings
 - b) a layered approach to network security with the addition of a protective framework to the data with encryption which makes it possible to remain in control of the data protection regardless of where it is located
 - c) a strictly required multi- factor authentication to layer the system and avoid it from being misused in any way
 - d) the provision of a reliable hardware security module to citizens which will manage, process and store digital keys in a secure, tamper resistant device provided by the government
 - e) the provision of sensitive electronic alarms to alert the central office during off duty hours to alert the central office
 - f) monitorization of behavior activities and information for precaution purposes with the use of e-surveillance in order to observe citizens and their financial transactions from a distance and report vigilantly in case of a inordinary event
 - g) IoT solutions with wireless security cameras significantly reduce the over-dependence on physical security guards even at odd hours which ultimately cut down the expenses on hiring them

e. Press Release

Press releases are speeches that are published by members of the committee to share information and express an opinion. They may include uncorroborated information which will aim to lead the government in a certain way. Press releases may be done by a person or as behalf of a community. They will be sent to the crisis team and evaluated.

Here is a sample press release:

As it has been stated, the French government is currently in a devastating situation regarding the burglary and both INTERPOL and The French Government can assure that the problem is being handled in the utmost appropriate and secure way. The amount of money that has been deducted is clear and many organizations and bureaus have started to conduct investigations and the specific borders that the crime boss has passed are specified. In addition, the French Bureau came up with a secure and applicable plan to take precautions against any inconvenient law violations regarding the security of The National Bank. We are aware that the citizens may be starting to lose their fate but we are dedicated to solve the issue at hand properly and the INTERPOL will definitely come up with applicable solutions. We do not desire to damage our relations with our own citizens since we are occupied in providing them a healthy and secure environment.

f. Amendments

Another part of the process of writing a resolution is amendments. Their purpose is to modify the draft resolution by changing the current operative clauses (pre-ambulatory clauses cannot be changed). An amendment can make one of three things: add a clause, strike out a clause or change a clause.

17. Voting Procedures

a. Procedural Voting

Voting on any matter other than draft resolutions and amendments is considered procedural. Each and every member of the committee must vote on all procedural motions, and no abstentions will be allowed. A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. A two-thirds vote will require at least twice as many “Yes” votes than “No” votes.

b. Division of the Question

Division of the Question is done when all delegates agree upon a resolution as a whole but do not support 1-2 clauses. It means to vote on each operative clause of a draft resolution separately.

c. Roll Call Voting

During a Roll Call vote, the Director shall call upon all member states that have stated to be present or present and voting during the attendance roll call or in some other way communicate their attendance to the Director in English Alphabetical order. In the first sequence, delegates may vote yes, yes with rights, no, no with rights, abstain or pass. A delegate voting ‘pass’ in the first sequence shall either vote yes or no in the second sequence. After the Roll Call vote, before the announcement of the voting results, the Director shall call upon the delegations that have requested the right to explain their votes and grant them a time to explain their votes for one and a half minutes.