



LUBMUN
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Official Delegate's Booklet

Rules of Procedure

I General Rules

1. Official and working languages
 - English shall be the official and working language of all committees during formal and informal debate.

2. Decorum
 - Delegates are to obey instruction given by LubMUN staff. Those who do not obey directions will be dismissed from the conference.
 - The official dress code of the conference is western business attire. Traditional attire of the represented State is also permitted.
 - The delegates are obliged to at all times refer to themselves, as well as other Delegates, the Secretariat and Chairs, in third person.
 - The Delegates at all times show proper courtesy and respect towards other Delegates, Chairs and the Secretariat.

II Secretariat

3. General Functions of the Secretariat
 - The Secretary-general or her representative may make oral as well as written statements to any committee concerning any issue.
 - The Chairperson shall declare the opening and closing of each meeting and may propose the adoption of any procedural motions to which there is no significant objection. The Chair, subject to these rules, shall have complete control of the proceedings at any meeting and shall moderate discussion, announce decisions, rule on points or motions.
 - Any uncertainties concerning understanding of the Rules must be resolved by the Secretariat or their representative.

III Attendance

4. Attendance

- Every sitting will be started by the Chair or President with the roll call procedure to state the attendance of the Member State. The Delegates must state that they are either present or present and voting. After the statement 'present and voting' the delegate may not abstain in any substantive vote.
- The President may declare a meeting open and permit the debate to proceed when at least one third of the members of the General Assembly are present. The presence of a simple majority of the members shall be required for any decision to be taken.
- Absence of any delegate during the roll call procedure will automatically cause the status of an observer.
- The status of attendance during the roll call can only be changed by the conduction of the next roll call.

IV Agenda

5. Adoption of the Agenda

- The first order of business of the committee, after the roll call procedure is conducted, shall be the setting of agenda. The only motion in order at this time will be in the form of 'Motion to set the agenda'. The motion requires a second and is debatable. If there is an objection to the motion about the issue to be discussed, two speeches in favour and against should be delivered (no longer than 60 seconds). Then, the motion should be voted.
- If no agenda is agreed upon within 30 minutes, the Chair is obliged to set the agenda themselves.

V Conduct of business

6. The List of Speakers

- The Chair shall open the speakers list for each topic to be discussed at the request of a delegate. Any delegate wishing to be added to the speakers list shall indicate so when asked by the Chair or shall submit such a request in writing.

- After the provisional speakers list is exhausted the committee shall move into an immediate vote: a simple majority is required for the motion to pass.

7. Limitation of Speaking Time.

- The Chair may limit the time allotted to each speaker. However, delegates can motion to increase or decrease the speaking time.

8. Speeches

- No delegate may address the body without the previously obtained permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

9. Yielding floor

- The delegate, who has been recognised by the Chair to address the body on a substantive issue, should yield the floor back after their speech. Yields may be made in three ways: to the Secretary-General, to the Chair or to the President of General Assembly.

VI Unmoderated Caucus

10. Motion for Unmoderated Caucus

- Motion for Unmoderated Caucus is in order any time the floor is open.
- Unmoderated Caucus allows delegates to have informal discussions.
- The Motion requires simple majority to pass or can be agreed upon by acclamation.
- Time for the Unmoderated Caucus should be suggested by the Delegate raising the motion. The time of thirty minutes cannot be exceeded, however the motion to extend Unmoderated Caucus is in order, once the time is exhausted. If the time for the Unmoderated Caucus cannot be decided upon by the acclamation then the time for the Unmoderated Caucus should be decided by the Chair or the President.

VII Moderated Caucus

11. Motion for Moderated Caucus

- Motion for Moderated Caucus is in order any time the floor is open.
- The Delegate raising a Motion is supposed to state the time of the caucus, the purpose of the Debate and the time per speaker.
- Moderated Caucus must not exceed 20 minutes,
- The Motion needs a simple majority to pass.

12. Rules of the Moderated Caucus

- During the Moderated Caucus, no Speakers' List is created. The Delegates may inform the Chair of their will to speak and once they are asked to do so, they may speak for the time specified in the motion.
- Yielding the Floor is out of order during the Moderated Caucus.

VIII Voting

13. Procedural votes

- Procedural votes regard all the motions and issues with the exception of the matters of
- Working Papers, Draft Resolutions and Amendments.
- No abstentions are allowed on procedural votes.
- If the delegation cannot agree upon consensual vote, the deciding vote lies with the delegate of Security Council. This applies to procedural votes only.
- Procedural matters should be voted upon acclamation, the Delegates raising their placards at the Chair's or President's Demand. This may be changed by the Motion to Vote by Roll Call.

14. Substantive votes

- Substantive votes regard the matters of Working Papers, Draft Resolutions and Amendments.
- In substantive votes a Member State may vote in favour, against or abstain from vote. There is the possibility of abstention unless the delegate stated to be present and voting in the roll call procedure.
- Substantive matters should be voted upon by roll call.

- If the delegation cannot agree upon one consensual vote, the deciding vote lies with the delegate of the committee respective to the committee of Working Paper, Draft Resolution or Amendment discussed. This applies to Substantive Votes only.

15. Conduct While in Voting Procedure

- After the Chair has announced the beginning of voting no representative may enter or leave the room, nor shall any representative interrupt the voting except on a Point of Personal Privilege, Point of Parliamentary Inquiry, or a Point of Order in connection with the actual conduct of the voting. Communication between delegates is strictly forbidden.

IX Points and Motions

16. Motions

- A motion may be withdrawn by its proposer at any time before voting on it has commenced. A motion thus withdrawn may be reintroduced by any member.

17. Point of Information

- Point of Information is addressed to the statement of the previous speaker and must be stated in the form of question.
- Point of Information may not interrupt other speakers.

18. Point of Personal Privilege

- Point of Personal Privilege refers to any type of physical discomfort that hinders their full participation in the debate.
- Point of Personal Privilege may interrupt other speakers if it is relevant at that time.
- Point of Personal Privilege should not be a matter of voting and shall be immediately considered by the President or the Chair.

19. Point of Order

- Point of Order indicates the improper application of the Rules of Procedure.
- The Chair or President is to assess the relevancy of the raised point.
- Point of Order may interrupt other speaker if it is relevant at that time.

20. Point of Parliamentary Inquiry

- A delegate may raise a Point of Parliamentary Inquiry to request clarification of the present procedural status of a meeting.
- Point of Parliamentary Inquiry may never interrupt other speaker.

21. Right of Reply

- Right of Reply is an opportunity for any delegate to address statement or speech made by another delegate, in a form of a statement.
- The Chair may recognise the Right to Reply before the speech has commenced in instances of a grave personal insult.
- Rights of Reply may only be granted after a speech is completed, even if it was recognised earlier.
- There is no Right of Reply to the Right of Reply.

22. Right to Follow Up

- The Right to Follow Up is an opportunity for a delegate to reply to a statement addressed toward them during a discussion.
- Relevancy and thus decision whether Right to Follow Up will be granted or not, lies entirely with the President or the Chair.

23. Motion of Censure

- Motion of Censure is raised to censure the Delegate who violates the Rules of Procedure.
- Motion of Censure may interrupt other speakers if it is relevant at that time.
- The Delegate who violates the Rules of Procedure may be censured by the Chair or President without such a Point raised by any Delegate.
- The relevancy of the Motion of Censure is assessed by the Chair or President and the
- duration of censure is at Chair's or President's discretion.
- The Delegate raising the Motion of Censure must provide a specific reason.

24. Adjournment of the Meeting; Suspension of the Meeting;

- Motion to Adjourn the Meeting closes the current meeting.
- Motion to Suspend the Meeting suspends it for the period of time that should be specified in the motion.
- Motion to Adjourn the Debate closes the debate on the currently discussed topic.
- All the Motions mentioned in the Rule 23. require a simple majority to pass.
- All the Motions mentioned in the Rule 23. may be discredited by the Chair or the President at any time.

25. Appeal

- Motion of Appeal questions the decision of a Chair on a specific matter.
- The decision upon the relevancy of the motion is at the discretion of the Secretariat.

26. Division of the Question

- Motion to Divide the Question allows to vote for separate operative clauses of a Draft Resolution instead of the document as a whole.
- The clauses that are ought to be voted upon must be specified in the motion.
- After the House decides which operative clauses should be included, the new Draft Resolution must be written and then voted upon.
- The motion requires a simple majority to pass.

27. Explanation of a Vote

- Motion to Explain the Vote may be raised if Delegate's vote is perceived as inappropriate and incomprehensible by another Delegate who wishes to hear the explanation.
- The motion may be raised after the voting procedure is completed and cannot interrupt the voting procedure.
- The decision upon the relevancy of the motion is at the Chair's or President's decision.

28. Motion to Split the House

- Motion to Split the House can be raised in order to repeat the voting procedure if there were delegations that abstained. In this voting no Member State is allowed to abstain.
- The motion requires a simple majority to pass.

X Substantive Matters

29. Working Papers

- The sponsor (or submitter) is the Member State submitting a Working Paper and the signatories are the States that wish to discuss upon it.
- No more than three sponsors are permitted for a Working Paper.
- Working Papers should be prepared during the Unmoderated Caucus,
- Working Papers may be submitted by any Delegate to the Chairs or Presidency and it is
- at their discretion whether to accept them.
- Signatories are not necessary for the acceptance of Working Papers.

30. Draft Resolution

- Working Paper becomes a Draft Resolution when it is accepted by the Chairs or Presidency and has signatures of at least one-fifth of the present Member States or is sponsored by three Member States. In the second case, no signatories are needed.
- Once the above-mentioned requirements are fulfilled, a Draft Resolution may be presented to the Committee.

31. Amendments

- Amendments to a Draft Resolution should be submitted to Chairs or Presidency through
- Pages, entitled with the corresponding type of amendments.
- Three types of Amendments are to be accepted – Amendments to add, delete or innovate a part of Draft Resolution.
- Delegate has an opportunity to add a new point or part to the Draft Resolution. Amendment to add must specify both the full text that is ought to be added and the space at which they should be placed.
- Delegate has an opportunity to delete a point or part of the Draft Resolution.
- Amendment to delete must clearly specify the point or part that is to be deleted.
- Delegate has an opportunity to modify the existing point of a Draft Resolution. Amendment to innovate must specify both the point that is to be changed and the exact replacement text.
- Each amendment requires an approval of the Chairs or Presidency.

- An amendment may be declined if it does not fulfil the above conditions, is illegible or out of order.
- An amendment is treated as friendly amendment if it is accepted by all sponsors and thus is accepted without further debate or voting.
- If an amendment does not fulfil the condition stated in the above point, it becomes an Unfriendly Amendment. In this case, the voting procedure upon the amendment is conducted. A simple majority is required for the amendment to be implemented.
- Amendments to amendments are out of order.

32. Resolution

- The Motion to Move to Voting Procedure may be raised by delegate when the floor is open and requires a simple majority. If the motion passes, the House moves to the voting procedure upon the currently discussed Draft Resolution.
- Sponsors are obliged to vote in favour unless there are any unfriendly amendments. This requirement does not apply to the signatories.
- The voting procedure is conducted in accordance with the ‘substantive votes’ Rule.
- A Draft Resolution requires a two-thirds majority in voting in order to be accepted.
- The voting procedure is to be preceded by at least two speeches in favour and against the Draft Resolution, unless the General Assembly decides otherwise or The Motion to Move to Voting Procedure passes earlier. The default time of speech is 90 seconds.
- A Motion to Split the House can be raised.
- A Draft Resolution that passes a vote becomes a Resolution.

XI Delegate Papers

33. Opening Speech

- Opening Speech is a first speech made by the representative of a delegation during Opening Ceremony, addressing all of the topics that the delegation will discuss, and outlining (without details) country's approach toward these problems.
- Opening Speech should focus superficially on all committees in which delegation will participate, and shall include general aims and hopes of the delegation regarding conference

- Opening Speech is a default responsibility of the Delegate of Security Council, however shall the delegation agree for other delegate to prepare the speech, there is nothing opposing it. If there is no delegate of Security Council, the speech is a responsibility of the delegate of Human Rights Council. If there is no Human Rights Council Delegate, then it falls to the delegate of International Court of Justice. If there is no International Court of Justice Delegate, then the delegate of World Health Organisation is obliged to prepare the speech.

34. Policy Statement

- Policy Statement is an official statement of a delegate of a country in a specific committee, on the problem discussed in that committee.
- Policy statement should have the format of a speech.
- Policy Statement should tackle all of the aspects of a problem that the country's delegate perceives as important for his country as well as possible solutions to the problems and proposals.
- It should be consistent with the general policy of a country.
- Each delegate shall prepare policy statement for each of the topics discussed in his committee.