

# **RULES OF PROCEDURE**

A wooden gavel is positioned diagonally across the frame, resting on a stack of papers. The entire image is covered with a blue gradient overlay, and the title 'RULES OF PROCEDURE' is written in large, bold, white capital letters across the upper portion of the gavel. A thin vertical yellow line is located to the right of the text.





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| 01

GENERAL  
CONSIDERATIONS





## **Part 1 - General Considerations**

### **1. General Considerations**

#### **1.1 Purpose**

These Rules of Procedure must be considered adopted before the start of the conference. The Rules of Procedure should be the only document participants make reference to in terms of procedural matters. The Secretary General alongside the Chairperson of each Council is responsible for applying these Rules and interpreting them in a way that facilitates debate.

#### **1.2 Interpretation of Rules**

The interpretation of these Rules of Procedure is a right exclusively reserved to the Chairs and the Secretary General.

#### **1.3 Language**

English shall be both the official and the working language of all TEIMUN Foundation Conferences. Any attempt to speak in a different language within the Councils will not be recognized by the Chairpersons.

#### **1.4 Courtesy**

Delegates are expected to exercise courtesy and diplomacy when addressing the Chairpersons and other Council members. Any violation of the Rules of Procedure and of courtesy rules shall be immediately called to order by the Chairpersons.

##### **1.4.1 Addressing the Chairpersons**

It is important to address the Chairperson by their correct title (Mr/Madam President/Chair). When the Chairperson has given a Delegate the floor, their first words should be “Thank you Mr/Madam/Honourable Chair for the floor.”

##### **1.4.2 Addressing other Interlocutors**

In formal debate, others should be addressed only in the third person (distinguished/fellow/honourable delegate/representative/delegation of country X'). The use





of the correct forms of address is the most elementary way to show respect for the conference and the other delegates. Cross-talking between delegates shall not be tolerated and will immediately be called to order by the Chairpersons.

### **1.5 Representation**

A member of the Council is a representative who is officially registered with the WEMUN EXPO 2024 conference. The essential requirements for all participants are as follows:

- a. Dignity (as implied by taking the role of a representative of a nation);
- b. Politeness (to show respect for other delegations as individuals and for the governments, states, nations and causes they represent);
- c. Conformity to the customs and Rules of Procedure of the TEIMUN 2024 conference.

#### **1.5.1 Representatives of UN Member States**

Each Member State will be represented by one delegate per Council. Each delegate has the right to one vote per Council. Delegates also have the right to sign and sponsor Draft Resolutions.

#### **1.5.2 Observers**

The representatives of a TEIMUN-recognized observer (International Organizational, Non-Governmental Organization, State Entities etc.) shall enjoy the same rights as other delegates except for sponsoring the Resolutions or voting on substantive matters.

### **1.6 Dress code**

All participants are required to adhere to the Formal Business Attire. Any participant not complying with this rule may be called to order by the Chairpersons or the Secretariat. The only exception to this rule is the national or religious garments of the country the Delegate is representing, which should be worn with due respect and only for the purpose of cultural representation.





### **1.7 Attendance**

All participants are required to have attended at least 70% of all official sessions mentioned in the official schedule in order to receive a certificate confirming their participation in the event.





# | 02

ORGANISATIONAL  
STRUCTURE





## **Part 2 - Organisational Structure**

### **2. The Secretariat**

#### **2.1 Representatives**

The Secretariat consists of the Secretary-General. Any other reference to the Secretariat hereafter refers to the SG.

#### **2.2.4 Delegates**

Delegates may request the presence of the Secretariat during debate on an important matter in order to express their opinion on the issue at hand. Any statements made by a member of the Secretariat are considered as representing the opinion of all members of the Secretariat. This may be used only as a last resort, once there has been no agreement with the Chairpersons. Delegates can also report any major disagreements with the Chairpersons or with other Delegates, as well as improper behaviour to the Secretariat.

### **3. Council Board**

#### **3.1 Chairpersons**

The Presidency of each Council shall comprise Chairpersons appointed by the Secretariat, vested with equal powers and responsible for overseeing the smooth run of their respective Councils.

#### **3.2 Powers of the Chairperson**

##### **3.2.1 Interpretation of the Rules of Procedure**

The Chairpersons wield the superior power within each Council and their decisions are undisputable by Delegates themselves, with the sole exception of the interference of the Secretariat, whose decisions may overrule the decision of the Chairpersons. In the exercise of their functions stated hereafter, the Chairpersons are subject to the Rules of Procedure. The Chairperson has the authority to alter, extensively interpret or bypass the Rules of Procedure





as long as the unforeseen circumstances demand it and if these decisions are not contradictory with the decisions of the Secretariat.

### **3.2.2 Awards**

The Chairpersons of each Council are the ones that shall oversee and evaluate the performance of each Delegate, as well as provide feedback on the Policy Statements. The Chairpersons are vested with the authority to present the awards to the deserving Delegates pursuant to the following Awards policy guidelines.

### **3.2.3 Diplomatic Warnings**

In case of repeated contempt for the Rules of Procedure, the Chairpersons may give out Diplomatic Warnings. In effect, receiving one diplomatic warning results in the Delegate losing their speaking rights, two diplomatic warnings signify additionally losing voting rights and three diplomatic warnings will result in the effective and immediate exclusion from the conference. Delegates that have received a Diplomatic Warning are no longer eligible for Awards.

### **3.3 The Competence of the Chairpersons**

The competence of the Chairpersons must not be questioned by the Delegates before the Council. Any complaints regarding the performance of the Chairpersons shall be directed in confidence to the Secretariat with valid concerns via digital or in-person communication.

### **3.4 Caucus of the Chairpersons**

The Chairpersons may suspend the proceedings within the Council for a maximum duration of 2 minutes in order to clarify and agree on internal matters pertaining to the proper functioning of the Council. Whenever this procedure is followed, the Chairpersons shall announce a “Caucus of the Chairpersons”.





### **3.5 Signals**

The chairpersons will have a gavel at hand to use for the moderation of the debate. The rules of the use of the gavel can be specified by the chairs before the beginning of sessions. If no rules are agreed, it will be understood that one knock with a gavel informs the speaking delegate that there are 10 seconds left for their speech. Two knocks with a gavel mean that the time for the speech has run out and the delegate is required to end their speech.





| 03

*GENERAL ASPECTS  
GOVERNING DEBATE*





## Part 3 - General Aspects Governing Debate

### 4. Parliamentary Procedure

#### 4.1 Roll Call

Each session of the Council shall be opened via a *Motion to Establish a Quorum*, which will serve to conduct the attendance of the Delegates at the session. This Motion can be raised either by one of the present Delegates or by the Chairpersons at their own discretion. The *Motion to Reestablish the Quorum* shall also be raised after a Delegate leaves the session or returns from their absence.

##### 4.1.1 Types of Attendance

While conducting the Roll Call, the Delegates are required to establish their presence in the Council by stating either of the following:

- a. *Present*: a Delegate that declares themselves “Present” shall vote in favour, against or abstain on any substantive matter. Observers are still required to declare themselves Present.
- b. *Present and Voting*: a Delegate that declares themselves “Present and Voting” shall vote in favour or against any substantive matter without the possibility of abstention.

##### 4.1.2 Late Attendance

If participants arrive during or after the Roll Call, they are required to send a private message to the Chairpersons stating whether they are present or present and voting. This can otherwise be done via a *Motion to Reestablish the Quorum*. If participants have not informed the Chairpersons of their arrival, they will not be recognized. All participants who have not informed the Chairpersons of their arrival until the voting procedure begins are not eligible to vote.





#### **4.1.3 Absence**

In case a Delegate that has declared “Present and Voting” during the Roll Call is not in the room during the voting procedure on a substantive matter, their status immediately changes to “Not Present” in order to avoid a stalemate in the proceedings. This is not accounted for as an abstention or a “No” in voting.

#### **4.2 Defining Majorities**

The simple and two-thirds majority is defined by the Roll Call and announced by the Chairpersons at the beginning of each Council session. The same applies to the number of Member States necessary for the submission of a Draft Resolution and amendments. In case the majority numbers have changed, the Chairpersons will announce the new numbers before any voting on a substantive matter.

##### **4.2.1 Presumed Majority**

Unless otherwise stated in the Rules of Procedure or the annexes, decisions on procedural and substantive questions are taken by a Simple Majority.

##### **4.2.2 Simple Majority**

The simple majority requires the positive votes of at least 50% + 1 of the delegates present within the Council during the voting procedure.

##### **4.2.3 Two-thirds Majority**

For a question that requires a Two-thirds Majority to be adopted, it must engage the votes in favour of 2/3 of the Members of the Council present during the voting procedure.

#### **4.3 Quorum**

Activities of the Councils shall start at the appointed start time or thereafter when at least two-thirds ( $\frac{2}{3}$ ) of the signed-up delegations are present. If the quorum is not reached within fifteen (15) minutes after the scheduled starting time of the session, the Councils shall proceed with the number of delegations present irrespective of the number of Delegates





present. The Chairpersons may at any time, and especially before entering voting procedures, revisit the quorum at their own discretion.

#### **4.4 Substantive and Procedural Matters**

##### **4.4.1 Procedural Matters**

Procedural matters are those matters relating to the structure and functioning of the Council session. All Delegates present in the room, including Observers, must vote in a procedural vote and no Delegate may abstain. Where Delegates fail to vote, the vote will be retaken until such a time as all Delegates in the room have voted.

##### **4.4.2 Substantive Matters**

Substantive matters are those matters relating to the specific topic at hand. In practice, the only substantive matters in the Council sessions are voting on clauses when the Resolution has been divided, voting on the Draft Resolution as a whole and voting on amendments. Observers may be asked to leave the room during voting on substantive matters.

#### **4.5 Voting**

All voting on procedural matters shall be conducted by a simple majority unless specified otherwise in the Motions section of this document. All voting on substantive matters requires a simple majority vote unless otherwise specified by this document. Voting on procedural matters shall be conducted by a Show of Hands Vote unless otherwise decided by the chairpersons. Voting on the Draft Resolution and the Resolution as a whole shall be conducted via Roll Call. In such cases, when a delegate is undecided by the time they are called to vote, they may choose to ‘Pass’, thus placing themselves at the end of the list and giving up the possibility to abstain.

##### **4.5.1 In Favour/Against with Rights**

When the Resolution is voted via Roll Call, Delegates additionally have the option to vote “In Favour with Rights” or “Against with Rights”. If a Delegate decides to vote in either of these





two ways, their vote is registered as an “In Favour” or “Against” vote respectively and, at the end of the voting procedure, the delegate has the option to hold a one (1) minute long speech to explain as to why they decided to vote in the way that they did.

## **4.6 Recognition and taking the floor**

### **4.6.1 Recognition**

A Delegate may only address the Council if they have received the floor from the Chair.

### **4.6.2 Interruptions**

A Speaker may not be interrupted by another Delegate unless the Delegate has raised a Point of Personal Privilege.

### **4.6.3 Time Limits**

The Chairpersons have the discretion to be flexible within reason about the time limit in order to allow Delegates to finish their thoughts.

### **4.6.4 Violations of Provisions**

If a Delegate addresses a Council without permission, exceeds the allotted time for their speech, makes offensive statements, or in any other way violated the present Rules of Procedure, the Chairpersons are required to call the Delegate to order.





|04 *DEBATE*





## **Part 4 - Debate**

### **5. Speeches**

#### **5.1 General Speaker's List**

The General Speakers' List is the main form of formal discussion and it creates the framework of the Debate. The Debate session starts by opening the General Speakers' List and it is adjourned by the General Speakers' List elapsing, i.e. by the absence of Speakers on the General Speakers' List.

##### **5.1.1 Recognition**

At any time the Chairpersons may call for Members that wish to be added to the General Speaker's List. Member States wishing to be added to the General Speakers' List can do so by either raising their placards when the Chairpersons ask for it, sending a private note to the Chairpersons or placing their placards vertically on the table. The names of the next several Members to speak will always be displayed for the convenience of the Council. No Delegate may appear on the General Speakers' List more than once.

##### **5.1.2 Time Allocation**

Time allotted for individual speeches will be set by default to 90 seconds. The time can however be determined by the Chairperson and may be challenged by Delegates via a *Motion to Extend the Speaking Time*, however, it may not exceed three (3) minutes or fall below thirty (30) seconds. The Chairpersons will call to order any Delegate exceeding the allotted time for a speech.

##### **5.1.3 Yields**

It is only during the General Speakers' List that Delegates must yield any remaining time at the end of their speech. During a Moderated Caucus, the floor will automatically be given back to the Chair, i.e. there is no yielding of the floor in the Moderated Caucus. No





double-yielding of time shall be allowed. Yielding should be done in one of the following manners:

**a. To Points of Information**

Delegates wishing to ask questions shall raise their placards and wait to be recognized by the Chairpersons. The Chairpersons shall rule out questions that are rhetorical, leading or not relevant to the Speaker's speech. Only the Speaker's answer shall be deducted from the remaining speaking time i.e. the timer is paused while the question is being asked.

Additionally, the Chairpersons will ask the delegate on the receiving end whether the point is well-taken. This question can be answered either with a positive answer, in which case the delegate may then continue answering the point of information they received, or with a negative answer. The latter is only possible when the delegate did not physically hear the question, in which case they would ask for it to be repeated, or did not understand its meaning, in which case they would ask for it to be rephrased. It is not in order to use this to buy time or because you do not like the question being asked to you.

In the same manner, at the end of the answer, the Chairpersons will ask whether it is well-taken. If it is, then it means that the question has been answered, if it is not then the delegate answering will be asked to rephrase their statement, if the time permits. Asking someone to rephrase their answer because you did not like it, is out of order and should not be allowed by the Chairpersons. An answer is not well-taken only when the delegate has not answered the question or his answer was not understandable.

**b. To Another Delegate**

A Speaker wishing to give the remaining time allotted to their speech to another Delegate can do so. The Chairpersons are required to ask the latter if they accept the yield. A Speaker that has been yielded to cannot yield their time again.





### **c. To the Chair**

If a specific yield has not been established by the Speaker, the floor shall be returned back to the Chairpersons, thus concluding their speech and elapsing any remaining time allocated to the speaker.

### **5.2 Relevance of Speech**

The Chairpersons may call a Delegate to order if their speech is not relevant to the topic discussed.





# |05

*POINTS AND MOTIONS*





## **Part 5 - Points and Motions**

### **6. Points**

#### **6.1 General Rules on Points and Motions**

In order to raise a Point, Delegates shall state the name of their Point in order to enable the Chairpersons to establish the precedence. After being acknowledged, Delegates shall raise and make their Point or Motion. All Points are to be considered non-debatable unless explicitly stated otherwise in the Rules of Procedure. Specific points can be raised outside of the time allocated for the raising of Points and Motions.

#### **6.2 Point of Personal Privilege**

A Delegate may raise a Point of Personal Privilege if a matter impairs them from fully participating in the Council's activities. The Chairpersons shall try to effectively address the source of impairment. This point may interrupt a Speaker.

#### **6.3 Point of Information**

A Delegate may raise a Point of Information directly after a speech delivered by another Delegate. Points of Information are raised when a Delegate demands a clarification of another Delegate's speech or asks another Delegate a question relating to their prior speech. Only the Speaker's answer shall be deducted from the remaining speaking time. A Delegate delivering a speech may declare themselves not open to any Points of Information, in which case no such Points may be raised. Points of Information must always be phrased as a question. This motion may not interrupt a Speaker.

#### **6.4 Point of Order**

A Delegate may raise a Point of Order if the Rules of Procedure are not properly followed by a Delegate or by Chairpersons. The Chairpersons will rule on the validity of the point. A Point of Order may only interrupt a Speaker if the speech is not following proper parliamentary procedure. Should the Chairpersons fail to properly address the Point of Order,





then the delegate raising it might appeal the decision by requesting the presence of a Member of the Secretariat.

### **6.5 Point of Parliamentary Inquiry**

A Delegate may raise a Point of Parliamentary Inquiry requesting an explanation from the Chairpersons on the Rules of Procedure. This point may not interrupt a Speaker.

### **6.6 Right of Reply**

A Delegate whose personal or national integrity has been impugned by another Delegate's comments may rise to a Right of Reply. Disagreement with the content of a Delegate's speech is not grounds for a Right of Reply. The Chairpersons will recognize the Right of Reply at their discretion. Should the Chair rule the Right of Reply out of order, their decision cannot be appealed. The Chair might choose to set a time limit for a Right of Reply and will give the floor to the Delegate who requested it. A Right of Reply to a Right of Reply is not in order.

## **7. Motions**

### **7.1 General Rules Governing Motions**

All Motions shall be raised only when the Floor is open for Points and Motions unless the present Rules of Procedure explicitly state otherwise. To raise a Motion, Delegates shall state the name of their Motion to enable the Chairpersons to establish the precedence. After being acknowledged, Delegates shall make their Motion. All Motions are to be considered non-debatable unless explicitly stated otherwise in the Rules of Procedure.

#### **7.1.2 Addressing Motions**

To 'address' the Motion shall hereinafter refer to an act of a Chairperson consisting of granting, ruling out, gathering Seconds for and Objections to, or organizing the vote upon the Motion, and to any other task provided for by the Rules of Procedure. Once there are no more Motions on the Floor, the Delegates shall vote on them. If there are multiple Motions raised





at the same time, the Chairpersons shall address them in the order of disruptiveness i.e. from the most disruptive to the least disruptive one.

## **7.2 Seconds and Objections**

Seconds serve to express support for any proposed Motion. In order to pass, every Motion needs to be supported by a Second from at least one of the other Members of the Council. A Delegate that has raised a Motion cannot second their own Motion. Objections serve to express refusal or opposition towards a proposed Motion. If any Delegate raises an Objection towards a Motion, the Motion itself is put to a procedural vote and requires a simple majority to pass. In case there are no Objections to a Motion it passes automatically. Chairpersons should ask for Seconds and Objections immediately after the Motion has been raised.

## **7.3 Motion to Establish a Quorum**

In order to open the Council, a *Motion to Establish the Quorum* must be raised by one of the Delegates. This Motion will automatically pass and is not subjected to voting of any kind. Upon passing, the Chairpersons will conduct a Roll Call and check the Attendance of the Delegates within the Council (see Part 3, Art. 5). At least  $\frac{2}{3}$  of the Delegates are required to be present in order to Establish a Quorum.

## **7.4 Motion to Reestablish the Quorum**

After a Quorum has successfully been established, the Delegates who are present within the Council enjoy all responsibilities, rights and privileges stemming from the Rules of Procedure. In such cases when a Delegate leaves the Council before the official end of a session, the Quorum must be altered accordingly. To do this, one of the Delegates must raise a *Motion to Reestablish the Quorum*. This Motion will pass automatically and does not require voting of any kind. Once passed, the Chairpersons will conduct a Roll Call to check the Attendance of the Delegates within the Council.





### **7.5 Motion for a Follow-up**

This motion is tied directly to a Point of Information. If a Delegate's Point of Information was not sufficiently answered, or the answer of their fellow Delegate requires further information or explanation, they may raise a Motion for a Follow-up, in which the Delegate shall, very briefly, provide an additional question further specifying the contents of the former question or a statement, to which an answer is not required, but allowed. There are no follow-ups to a follow-up. This Motion shall not be voted upon and may or may not pass under the discretion of a Chairperson.

### **7.6 Motion to Set Speaking Time**

A Delegate may move to set a time limit on speeches, within the time limits specified in the Rules of Procedure.

### **7.7 Motion to be Removed from the General Speakers List**

A Delegate may move to be removed from the General Speakers List (GSL). The Delegate moving to be removed from the GSL must however note that the list may not be empty at any point during debate. This Motion shall not be voted upon and passes automatically.

### **7.8 Motion for a Moderated Caucus**

A Delegate may propose a Moderated Caucus, thereby suggesting a change from general debate to debate on one specific aspect of the topic at hand. A Delegate who moves for Moderated Caucus must suggest time length of the caucus, individual speaking time and the topic which is to be discussed. The total duration of the moderated caucus may not exceed twenty (20) minutes or be set below five (5) minutes. Individual speaking time may not exceed ninety (90) seconds or be set below thirty (30) seconds. Delegates are obliged to choose times where the total duration is divisible by the individual speaking time. The Chairpersons may suggest a more appropriate caucus length or speaking time or may rule the Moderated Caucus out of order without the possibility of appeal. This Motion requires Seconds. If the Motion passes, the Council will enter an informal debate where the





Chairpersons will recognize Delegates who raise their placards to speak about the issue at hand. The Delegate who raised the *Motion for the Moderated Caucus* shall be asked whether they wish to speak first or last in the Caucus. If no Delegate wishes to speak during a moderated caucus, the caucus will immediately elapse. There shall be no Speakers' List in the Moderated Caucus. The delegates shall be recognised instantly upon raising their placards. In case of multiple placards being raised at once, it is up to the Chairperson to choose which Delegate shall be recognised or to informally record multiple countries at once for recognition. This decision may not be appealed.

### **7.9 Motion for an Unmoderated Caucus**

A Delegate may move for an Unmoderated Caucus by suggesting a change from formal to informal unmoderated debate. The delegate making the motion must briefly explain its purpose and specify the time limit for the caucus, not to exceed twenty (20) minutes. The delegate can also specify a topic that the delegates should focus on during the Unmoderated Caucus. The Chairpersons may rule the Unmoderated Caucus out of order without the possibility of appeal.

### **7.10 Motion to Extend the Previous Caucus**

A Delegate may move to Extend the (Un)Moderated Caucus if they feel that additional time benefits the Council's work. The Delegate moving for an Extension of the Previous Caucus must suggest a length for the extension, which shall not exceed the duration of the original caucus. A caucus may be extended once. The Chair may suggest a more appropriate caucus length or speaking time and put it to vote or may rule the Motion out of order without the possibility of appeal.

### **7.11 Motion for a Round Table (Tour de Table)**

If a topic discussed requires all present Members to share their standpoint or if a Delegate wishes to know other Delegates' policy regarding a certain subtopic, a Motion for a Round Table may be raised. Upon raising this Motion, a Delegate must state a single speaking time





and a topic of the Round Table. The individual speaking time should not exceed ninety (90) seconds. During this Motion, all Delegates shall give a brief speech regarding their standpoints and policies regarding the selected topic. The members shall deliver their speeches in alphabetical order upon being recognized by their Chairpersons. The Round Table may be imposed under the discretion of a Chairperson if they deem it necessary. Yielding remaining time is in order.

#### **7.12 Motion for a Q&A Session**

Any Delegate may raise a motion for a Q&A Session with another Delegate. Upon being raised, this Motion requires a simple majority to pass and the approval of the delegate which is being questioned. The Delegate raising this Motion will set a time allocated to the Q&A, however, this will be a maximum of 15 minutes. These questions can be asked by any of the present members. There are no extensions of a Q&A session.

#### **7.13 Motion for a Straw Poll**

This Motion is a simulation of a voting procedure and it serves only for informational purposes. During this Motion, the Council will take an informal vote on any matter currently being discussed, with the votes having no impact on the result of the matter being discussed.

#### **7.14 Motion to Censor a Delegate**

This Motion may be raised by any Delegate and imposed on any other Member of the Council in case any Member is vulgar, or deliberately sabotaging or hindering the Council work. If this Motion passes, the selected Delegate shall lose their right to deliver speeches or raise Points or Motions other than the Point of Personal Privilege for a duration of time specified by the Delegate raising the motion. This Motion requires a simple majority, as well as the direct consent of the Chairperson.





### **7.15 Motion for the Suspension of the Session**

A Delegate may move for the Suspension of the Session to suspend all Council activities until the next scheduled meeting time. The Chair may rule the Motion out of order without the possibility of appeal or put it to vote.

### **7.16 Motion for the Adjournment of the Session**

A Delegate may move for the Adjournment of the Session to suspend all Council activities for the remaining duration of the conference. The Chair may rule the Motion out of order without the possibility of appeal or put it to an immediate vote.

### **7.17 Motion to Introduce a Draft Resolution**

When a Delegate wishes to bring their Working Paper to the table, they may raise a *Motion to Introduce a Draft Resolution*. If put to a vote, this Motion requires a simple majority to pass. Once passed, the focus of the debate shall shift entirely to the content of the new Draft Resolution unless there was already one introduced and being discussed prior to the introduction of a new Draft Resolution.

### **7.18 Motion to Move into the Voting Procedure**

This motion requires a simple majority to pass. If the motion passes, the Council will proceed directly with a voting procedure on the matter. This Motion may be applied to substantive matters.

### **7.19 Motion to Divide the House**

This Motion may be raised by any of the Delegates in case of a considerable amount of abstentions during a voting procedure on a substantive matter. If put to a vote, this Motion requires a simple majority to pass. If this Motion passes, the second round of voting will take place regarding the last matter voted upon and no abstentions will be allowed.

### **7.25 Motion to Vote Clause by Clause**





If this Motion passes, the Draft Resolution will be voted on clause by clause. Only the Operative Clauses will be voted upon. After the substantive vote on each clause is done, a substantive vote on the resolution as a whole will be entertained. This Motion requires Seconds to pass. In case of a combination of roll call and clause-by-clause vote, the procedure will be the following:

- i. The votes on the individual clauses will be conducted by show of placards
- ii. The resolution as a whole will be voted upon by roll call.

#### **7.20 Motion to be Removed from the Position of the Main Submitter**

This motion may only be raised by the Main Submitter of the Draft Resolution. In such cases when a Draft Resolution transforms by the Amendments by the Council to a point where it no longer aligns with the policy of the Main Submitter, they may move to be removed from this position. This Motion passes automatically upon being raised and is not subjected to a voting procedure of any kind. It does require an explanation from the Main Submitter.

#### **7.21 Motion to be Removed from the Position of the Co-Submitter**

This motion may only be raised by one of the Co-Submitters of the Draft Resolution. In such cases when a Draft Resolution transforms by the Amendments by the Council to a point where it no longer aligns with the policy of one of the Co-Submitters, they may move to be removed from this position. This Motion passes automatically upon being raised and is not subjected to a voting procedure of any kind. It does require an explanation from the Co-Submitter.

#### **7.22 Motion to Rearrange the Draft Resolutions**

In such cases when multiple Draft Resolutions have been introduced, these shall be discussed in the order in which they have been submitted to the Chairpersons. If a Delegate wishes to rearrange this order they may raise this Motion. Upon raising this Motion, the Delegate who raised it is required to deliver a brief speech justifying their decision. Any Delegate in the Council may raise this Motion. If this Motion is put to a vote, it requires a Simple Majority to





pass. Upon raising the Motion, the Delegate who raised it is expected to provide the specific order in which the Resolutions are supposed to be discussed.

### **7.23 Motion to Introduce an Amendment**

When a Draft Resolution has been introduced, the debate will shift to focus explicitly on the contents of the Draft Resolution. Once introduced, the contents of a Draft Resolution may only be altered via Amendments. In order to submit an Amendment, a Delegate is required to first submit this Amendment in writing to the Chairpersons. Once received by the Chairpersons, a Delegate may raise the Motion to Introduce an Amendment. This Motion shall not be subjected to a voting procedure and will pass or fail under the discretion of the Chairpersons. Once passed, the Delegate is expected to read the contents of the Amendment and deliver a short speech justifying their Amendment. Once the debate regarding the Amendment is over, it shall be put to a vote, if regarded as unfriendly by the Submitters.

### **7.24 Motion to Close the Floor for Amendments**

Once the Amending procedure on the Draft Resolution has finished and no further Amendments are being Submitted, one of the delegates may raise the *Motion to Close the Floor for Amendments*. If put to a vote, this Motion requires a 2/3 Majority to pass. Once passed, the Council shall move to the final speeches on the Draft Resolution. It is in order to entertain one speech in favour and one again. The default time allocated for such speeches will be 2 minutes and 30 seconds and can be adjusted upon the approval of the chairs. Points of Information are not in order.





# | 06

*RESOLUTIONS AND  
AMENDMENTS*





## **Part 6 - Resolutions and Amendments**

### **8. Working Papers, Draft Resolutions and Amendments**

#### **8.1 Working Papers**

A Working Paper is an unofficial document that the Delegates use to prepare the contents of a Draft Resolution. The Working Paper has no official formatting requirements and may be structured as the Delegates see fit. Upon a request from the Delegates and at the discretion of the Chairperson, the Working Paper may be shared with the other Delegates. A valid Working Paper should at the least include the Operative Clauses that will be incorporated into a Draft Resolution, albeit in informal formatting. Before being considered to be introduced as a Draft Resolution, a Working Paper must first be submitted to the Chairpersons and announced to the rest of the Council, as well as meet certain formatting criteria.

##### **8.1.1 Motion to Introduce a Working Paper**

A working paper may be introduced for the purposes of getting insight from other delegates and sharing the work done so far. A working paper doesn't go through an amendment process but rather serves as a point of reference for discussion on points being suggested for a Draft Resolution. Once introduced and approved by a simple majority, it shall be shared with the chairs and other delegates and will be read out. It can be discussed in both Formal and Informal Debate, given it is the topic of discussion of these. Multiple Working Papers can be introduced.

#### **8.2 Draft Resolutions**

A Draft Resolution is an official document of the Council, which upon successful passing is transformed into a Resolution. It is forbidden to have a resolution-like document prepared before the actual start of the conference, it is only allowed to have a very short working paper at hand before the beginning. If the introduction of a Draft Resolution passes, the Draft





Resolution becomes the main focus of the Council work and the debate will shift to amending the Draft Resolution and debating upon its contents.

### **8.2.1 Introducing Draft Resolutions**

Draft Resolutions are introduced via *Motion to Introduce a Draft Resolution*. If put to a vote, this Motion requires a simple majority to pass. It is not in order to refer to a Draft Resolution before it has been introduced. All Draft Resolutions must adhere to the official rules of formatting (see Resolution Guidelines document) and be approved by the Chairpersons in order to be introduced. After a Draft Resolution has been approved by the Chairpersons and introduced, no changes can be made to the document until the Chairpersons will explicitly open the floor for amendments. A Draft Resolution cannot be withdrawn from the floor once introduced.

### **8.2.2 Submitters and Signatories**

In order to be introduced as a Draft Resolution, a Working Paper must include one (1) Main-Submitter, two (2) Co-Submitters and at least ten per cent (10%) of the present Delegates as Signatories. Delegates cannot be both Submitter and Signatory on the same Draft Resolution but may sign multiple Draft Resolutions. Submitters and Signatories should be listed in alphabetical order.

### **8.2.3 Main Submitter**

The Main Submitter will be regarded as the main writer and the original submitter of the Draft Resolution. The Main Submitter must be present in the Council for a Working Paper to be submitted as a Draft Resolution and should be the one presenting it to the Council. The Main Submitter is required to support the Draft Resolution and possible Resolution in all voting procedures. If the Draft Resolution deviates too much from its original form after the amendments section of the debate and no longer affiliates with the goals and policies of the Main Submitter, they might *Motion to be Removed from the Position of the Main Submitter*.





#### **8.2.4 Co-Submitters**

The Co-Submitters are the two main supporters of the Draft Resolution along with the Main Submitter. The Co-Submitters are mostly the members of the original group of Delegates who began creating the Working Paper and are therefore required to support the Draft Resolution and possible Resolution in all voting procedures. If the Draft Resolution deviates too much from its original form after the amendments section of the debate and no longer affiliates with the goals and policies of the Co-Submitters, they may each individually Move to be Removed from the Position of the Co-Submitter further explained in the ‘Motions’ section.

#### **8.2.5 Signatories**

Signatories are recognised as supporters of the Draft Resolution. There is no required number of signatories on a Draft Resolution. Signatories are not required to support the Draft Resolution in a voting procedure. By becoming one of the Signatories, the delegates merely express their interest in debating on the Draft Resolution or showing their support for it.

#### **8.2.6 Multiple Draft Resolutions**

In such cases when multiple Draft Resolutions are introduced, the order of precedence will be decided based on the order in which the Draft Resolutions were submitted to the Chairpersons. The order of the Draft Resolutions may also be rearranged via *Motion to Rearrange the Draft Resolutions*.

#### **8.2.7 Format of a Draft Resolution**

In order to be introduced as a Draft Resolution, a Working Paper must be formatted accordingly to the guidelines of Draft Resolution formatting included in the Resolution Guide document.

#### **8.2.8 Procedure of Introducing a Draft Resolution**

A Delegate may move to introduce a Draft Resolution by raising a motion. Once the Working Paper has been assigned as a Draft Resolution, the Chair shall invite the Main Submitter of





the Resolution to read out only the Operative Clauses of the Draft Resolution to the Council. The Main Submitter will then be recognized for three minutes to speak in favour of the Draft Resolution. At the end of their speech, the Delegate may yield their remaining time to one of the Co-Submitters or open themselves to Points of Information. A new debate upon this Draft Resolution shall begin and a new Speaker's List shall be established.

### **8.3 Resolutions**

The Resolution is an official final document of each Council as well as the final goal of the Council work. Once a Draft Resolution is finished being amended, one of the delegates may raise a *Motion to Close the Floor for Amendments* and move into delivering speeches in Favour and Against. After the speeches are delivered, a *Motion to Move into Voting Procedure* is in order and after being approved by a simple majority, voting via Roll Call on the Resolution as a whole takes place. Only one Draft Resolution may be passed on any topic.

### **8.4 Amendments**

During the debate on the Draft Resolution, the Delegates may submit Amendments which may move to strike out, alter or create new content of the Draft Resolution. They should also specify the submitting country and the text of the Amendment, if applicable. Once the debate on the Draft Resolution begins, this will be the only way to make any changes to the content of the Draft Resolution discussed. It is the responsibility of the Chairpersons, at the beginning of the Amendment procedure, to specify how they wish the Amendments to be handed in, whether on paper, electronically or through other media. Each amendment addresses a single clause in a single Draft Resolution. To submit an amendment, a Delegate must first submit it to the Chairpersons in writing. It is up to the discretion of the Chairperson to assess the admissibility of the Amendment. Once the Chairperson approves this, the Delegate may raise a *Motion to Introduce an Amendment*, at which point they will be asked to read the Amendment and deliver a short speech regarding the reasoning behind including this amendment. Preambulatory Clauses may not be affected by the amendments.





#### **8.4.1 Friendly Amendments**

Once an amendment is properly submitted, the Submitters will be asked whether it is considered a friendly or unfriendly amendment. If an amendment is considered friendly by the Submitters, it will be automatically incorporated into the Draft Resolution without a voting procedure.

#### **8.4.2 Unfriendly Amendments**

If an amendment is considered unfriendly by the Submitters, it will be put to a vote. In order for an amendment to pass, it requires a simple majority. This voting procedure is substantive. Before the voting procedure starts, a maximum of one (1) speech in favour and (1) speech against can be entertained provided that there are any Speakers wishing to take the floor.





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*AI GUIDELINES AND  
AWARDS POLICY*





## **Part 7 - AI Guidelines and Awards policy**

### **9.1 Awards**

A set of awards will be presented to the three best delegates in each Council based on their skill and the work they have done for the Council.

The following awards will be granted during the TEIMUN Conference:

1. Best Delegate
2. Outstanding Delegate
3. Honourable Mention

#### **9.1.1 General Criteria for Awards Eligibility**

1. Submitting the Policy Statement is a prerequisite for being considered for any of the awards. It is not mandatory for delegates to submit it, but without having sent the document before the specified deadline, the respective delegate will not be eligible for receiving an award, irrespective of the quality of their performance during the Council sessions. This rule is not debatable and may not be appealed by delegates nor waived at the discretion of the chairpersons.
2. In order to be considered eligible for both performance awards and a Participation Certificate, the delegate should have attended at least 70% of the Council sessions. Attendance will be verified by the Chairs of each Council by means of “Establishing the Quorum” at the beginning of each Council session. Said attendance will be communicated to the TEIMUN Secretariat and Board of Directors.
3. Besides being present for the Council sessions, the participation of delegates will be assessed by the Chairs in the following manner:
  - a. Participation will be evaluated as both speeches and Points of Information, but also engagement with the other delegates, contributing to the Working Papers and Draft Resolution(s), and sending amendments;





- b. The ability of the delegates to participate in establishing a strategy for the Council sessions, lead the discussions toward finding solutions, and contribute to the general course of action of the Council will be assessed;
  - c. Attention will be given to the ability of delegates to partake in impromptu interactions.
- 4. In keeping with the spirit of simulating actual sessions of the United Nations meetings, prime importance will be given to the extent to which delegates are able to accurately represent the country they have been assigned. To this end, the overall performance of the delegates will be assessed by the Chairs and its validity in line with the official policy of the respective Member State verified. Chairs have the liberty to use whichever assessment method they deem most appropriate.
- 5. All delegates wishing to be considered for an award are expected to have read and adhere to the TEIMUN Rules of Procedure. No delegate that received a Diplomatic Warning is eligible for awards. No delegate who did not adhere to the general values of the Rules of Procedure or behaved inappropriately, including disrespecting the dress code, may be eligible for awards.
- 6. While attention will be given to fluency, public speaking capabilities, and overall style of the speeches, this shall not constitute substantial criteria for receiving an award.
- 7. The general skill of the delegates will also be evaluated in terms of the delegate's ability to collaborate well with others, provide a good basis for teamwork, and contribute to the general course of the debate. Delegates who are capable of effectively promoting their agenda while also engaging with the other delegates, communicating their initiatives, and interacting in a group setting will be recognized.
- 8. These general criteria are universally applicable to all Awards. Equally, upon deciding on how the awards will be granted, the Chairs are to look for the most well-rounded delegates, the ones who are capable of fulfilling the majority or entirety of the aforementioned criteria.
- 9. The Awards will be given out at the Closing Ceremony of TEIMUN 2024 by the Chairpersons of the respective Councils.





## **9. 2 Participation Certificate**

All Delegates shall receive a Participation Certificate provided they attend at least 70% of the Council Sessions.

## **12. Use of AI tools**

Delegates are allowed to utilize AI as a supplementary tool to enhance their research and brainstorming capabilities during Council sessions or beforehand. AI may be used to analyze data and generate ideas relevant to the agenda items, however, should be critically evaluated by the delegate for accuracy and appropriateness. AI-generated content may also be used to inform delegates' understanding of the topics discussed but should not constitute the basis for drafting working papers, draft resolutions, policy statements or any other substantive matters of the Council. The Chairpersons or Secretariat may intervene if the use of AI tools is deemed disruptive to the proceedings.





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*CLOSING REMARKS*





## **Part 8 - Closing remarks**

### **9. Effectiveness of the Rules of Procedure**

This document shall enter into effect immediately upon its publishing. All TEIMUN Sub-conference councils personnel, Delegates and the Secretariat shall adhere to the guidelines and rules contained within this document. These Rules of Procedure shall apply throughout all the official sessions during the entire period of the conference. In the case of specialized Councils, the provisions of the Annexes to this document shall take precedence over the general Rules. This document is unamendable and unchangeable unless otherwise ruled by the decision of the Secretariat.





*APPENDIX I: ORDER OF  
PRECEDENCE OF POINTS  
OR MOTIONS*





## **Appendix I: Order of Precedence of Points or Motions**

1. The order of precedence refers to the order in which points and motions will be addressed by the Chairpersons. For example, if the Chairpersons have recognized both a Point of Personal Privilege and a Motion for a Moderated Caucus, the Chairpersons shall address the Point before putting the Motion to a vote.
2. The order of precedence is as follows, in descending order of precedence:
  - i. Point of Personal Privilege
  - ii. Point of Parliamentary Inquiry
  - iii. Point of Order
  - iv. Point of Information
  - v. Motion to move into Voting Procedure
  - vi. Motion to Introduce a Draft Resolution/ Working paper
  - vii. Motion for an Extension of the Previous Caucus
  - viii. Motion for a Round Table (Tour de Table)
  - ix. Motion for a Q&A Session
  - x. Motion for an Unmoderated Caucus
  - xi. Motion for a Moderated Caucus
3. Where two Points or Motions of the same type are on the floor, the Chairpersons are at full discretion to address them in either:
  - a. Order of Disruptiveness - the Chairpersons will address the more disruptive Point or Motion first. In terms of moderated and unmoderated caucuses, this






means whichever caucus is the longest. In the case of the caucuses being the same length, the one with the longer speaker's time will take precedence.

- b. Order Received - the Chairpersons will give precedence to the Point or Motion first raised.



A wooden gavel is shown in a close-up, angled shot, resting on a reflective surface. The entire image is covered with a blue gradient overlay. The gavel's head is in the upper right, and its handle extends towards the left. The lighting creates highlights on the wood's curves and the surface it rests on.

## *APPENDIX II: OVERVIEW OF POINTS AND MOTIONS AND VOTING MAJORITIES*





## Appendix II - Overview of Points and Motions and Voting Majorities

Point	Description	May Interrupt a Speaker
<b>Point of Personal Privilege</b>	Draw the attention of the Chairpersons to circumstances that impair the Delegate's full participation	Yes
<b>Point of Parliamentary Inquiry</b>	Request an explanation from the Chairpersons on the Rules of Procedure	No
<b>Point of Information</b>	Either to request information or clarification of remarks, or to ask the Speaker a question	No
<b>Point of Order</b>	Alert the Chairpersons to a breach of the Rules of Procedure	In Specific cases
<b>Right of Reply</b>	Respond to an attack on national integrity	No

Motion	Description	Type of Vote	Majority
Motion to Establish the Quorum	Verify attendance of delegates and set majorities	Automatically passes at the discretion of the Chairpersons	-
Motion to Reestablish the Quorum	Verify attendance of delegates in cases of sudden leaves or returns	Automatically passes at the discretion of the Chairpersons	-
Motion for a Moderated Caucus	Move into a theme specific debate, moderated by the Chair, Delegate should specify the time frame, speaker's time and purpose	Procedural	Simple
Motion for an Unmoderated Caucus	Move into a free and informal discussion, Delegate should	Procedural	Simple





	specify time frame		
Motion to Extend the Previous Caucus	Extending the previous caucus, Delegate should specify time frame	Procedural	Simple
Motion for a Follow-up	Request a further clarification to a Point of Information	Discretion of the Chairpersons	-
Motion to Modify Speaking Time	Make alterations to the speaking time	Procedural	Simple
Motion for a Round Table	Ask all Delegates to state their policy / stance	Procedural	Simple
Motion for a Q&A Session	Ask a Delegate a specific set of questions	Procedural	Simple
Motion for a Straw Poll	Simulate the result of the vote on a particular matter	Procedural	Simple
Motion to Censor a Delegate	Revoke speaking rights from Delegates that are misbehaving	Procedural + Direct approval of Chairpersons	$\frac{2}{3}$
Motion to Suspend the Session	Stop the activity of the Council until the next specified session	Procedural	Simple
Motion to Adjourn the Session	Stop the activity of the Council for the remainder of the conference	Procedural	Simple
Motion to Introduce a Draft Resolution	Introducing a Draft Resolution to the Council	Procedural	Simple
Motion to be Removed from the Position of the Main Submitter	Being removed from being a Main Submitter if the DR no longer aligns with their policy	Passes automatically at the discretion of the Chairpersons + Explanation from the Delegate	-
Motion to be Removed from the	Being removed from being a Co-Submitter	Passes automatically at the discretion of the	-





Position of the Co-Submitter	if the DR no longer aligns with their policy	Chairpersons + Explanation from the Delegate	
Motion to Rearrange the Draft Resolution	In such cases when multiple DRs have been introduced, possibility to rearrange their order of discussion	Procedural	Simple
Motion to Introduce an Amendment	Introducing an amendment to a Draft Resolution	At the discretion of the Chairpersons	-
Vote for an Amendment	Vote for an amendment on the floor	Substantive	Simple
Motion to Close the Floor for Amendments	Move into speeches on the resolution and afterwards a voting procedure	Procedural	$\frac{2}{3}$
Vote for a Resolution	Vote for a Resolution on the floor	Substantive, via Roll Call if there are no other Motions	Simple

*\*If passing a Motion requires the Discretion of the Chairpersons, then the Motion does not require Seconds and Objections*