

Rule 1: Scope

The rules included in this guideline apply Advisory Panel. Each rule is self-reliant unless modified by the Secretariat, in which case, the modification will be deemed adopted before the session begins. No other rules of procedure apply. If a situation arises that has not been addressed by the Rules of Procedure, the Committee Chair will be the final authority on what method to follow. For committees in the Specialized Agencies, the rules can be adopted by the Committee Chair to reflect the rules of the actual body that is being simulated, and these adopted rules will take precedence unless explicitly specified by the Committee Chair.

Rule 2: Language

English will be the official and working language of the conference. If an expert wishes to present a document written in a language other than English, the expert will have to provide a translation to the committee staff that will then distribute the translated version to the rest of the committee.

Rule 3: Representation

A member of the Committee is a representative who is officially registered with the Conference. Each member will be represented by one expert and will have only one vote.

Rule 4: Credentials

The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary-General. Any representative whose admission objects by another member will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

Rule 5: Mandate of the Secretariat

The Secretary-General or a member of the Secretariat designated by him/her reserves the right to make either written or oral statements to the Committee at any time. The Secretariat shall receive, approve, print and distribute documents, reports, and resolutions of the Committee to the members of the United Nations or other international bodies, approve directives and deliver crises and updates to the Special Committees and generally perform all other work that the Committee may require.

Rule 6: General Powers of the Committee Staff

The Committee Staff consists of the Student Officers: President and the Vice President. Each Committee session will be announced open and closed by the Committee Chair. The Chair, subject to these rules, will have complete control of the proceedings at any meeting. The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these rules. If necessary and given no objections, the Committee Chair may choose to suspend the rules in order to clarify a certain substantive or procedural issue. The Committee Chair also has the right to interrupt the flow of debate in order to show a presentation or to bring in a guest speaker or an expert witness. The Chair can choose to temporarily transfer his or her duties to another member of the Committee staff. Committee staff members may also advise experts on the possible course of the debate. Further, no handouts may be circulated to the committee body without the knowledge and explicit approval of the Chair. In the exercise of these functions, the Committee Dais staff will be at all times subject to these rules and responsible to the Secretary-General.

Rule 7: Quorum

Quorum denotes the minimum number of experts who need to be present in order to start a debate session. Quorum is, for the Advisory Panel, met if at least **a half** of the registered experts are present in the committee in this Conference. The presence of experts of a majority of the Member States of the body concerned is required for any decision on a substantive matter. Committee Directors should declare the session open if the Quorum is met.

Rule 8: Courtesy

Every expert will be expected to be courteous and respectful to the Committee staff and other experts. The Chair will immediately call to order any expert who does not abide by this rule. Any expert who feels that he or she is not being treated respectfully is encouraged to speak to

the Chair, who will then take the appropriate action. Experts violating the courtesy will be issued an academic warning by the Secretariat. Secretariat maintains the right to impose further sanctions if deemed necessary.

Rule 9: Dress Code

The dress code is formal business attire. This is mandatory during all official sessions of the Conference. Experts may wear historical or traditional attire as a reflection of the culture of the nation he or she is representing.

Rule 10: Expert Conduct

Experts are warned that KMUN has a zero-tolerance policy for slandering, disparaging, or acting in any other way that is inflammatory to another expert. Neither speeches nor debates with other experts may contain remarks of this nature. Those experts who believe that their countries' policies merit such conduct are advised to consult the Chair before taking any action.

Rule 11: Absences

If an expert is not present during roll call, he or she is considered absent until a note is sent to the dais staff. An expert who is recognized but is not present when called upon yields his or her time to the Chair and debate shall continue unabated. In order to get a certificate, an expert must not miss more than two sessions. An expert who misses more than half of a session will be deemed as absent, even though he/she sends a message paper to the presidency via admins.

Rules of Governing Debate

Rule 12: Debate mode

Advisory Panel will sustain the *ad-hoc* debate procedure along with the *round system*. Experts will submit individually written clauses and then debate consecutively in rounds.

Debate upon the clauses consists of rounds. For each agenda item, 3 rounds are required to be held for both lobbying and debate. Agenda items will comprise 3 debate and 3 lobbying rounds. The reason for the application of the round system is to create an opportunity for the clauses which have been tabled, which means an against vote or an abstention is raised for those, to be re-evaluated. In the second or the third round, experts may work upon their tabled clauses to shape and make them pass or submit a new clause to the presidency.

President shall set the agenda item at the very first session of the conference and declare the first lobbying round for this agenda item open and move consecutively. At the end of all committee affairs, the operative clauses passed are converted to a "joint communique" by the committee chairs and committee votes upon this very eventual document. This joint communique includes the clauses adopted in a sentence format instead of a prevalent operative clause format.

President shall open the floor for any experts who would like to introduce an operative clause when the lobbying time allocated for the respective round ends. An operative clause

shall be submitted by one expert without any co-submitters. Those wishing to introduce their clauses

shall raise their placards for the opportunity to introduce. When an operative clause is introduced, the president shall open an “Open Debate” to hold a debate upon the operative clause as a whole.

“Open Debate” allows all experts to take the floor to discuss anything related to the operative clause or resolution without any restriction when an operative clause is introduced, or council moves with the debate of a resolution consisting of the clauses that have been adopted recently. “Open debate” will be the debate mode in the Advisory Panel for the operative clauses. When the speech of an expert comes to an end, this expert may yield the floor to the chair, open his/herself to PoI (Points of Information) or yield the floor to another expert. The floor cannot be yielded twice. Thus, if the floor is yielded to another expert, this expert is not able to open his/herself to PoI or yield the floor but to take his/her seat when his/her speech comes to an end.

“Closed debate” is the division of the debate time to times “in favour” and “against.” However, the closed debate is allowed and required during just for the debate of the amendments. An expert may open him/herself to Points of Information in both closed and open debate mode. The rules concerning yields are applicable in both open and closed debate times.

Chair may declare a closed debate open when an amendment is introduced and, upon the discretion of the chair, shall allocate time restrictions for the times ‘in favour’ and ‘against’ e.g. “Chair allocates two minutes of time in favour and two minutes of time against for this amendment” or the chair shall indicate the numbers of experts who would be able to take the floor in the respective row, against or in favour, e.g. “Chair will grant 2 speakers in favour and 2 speakers against of this amendment”.

Rule 13: Right of Reply

An expert whose personal or national integrity has been impugned or infringed by another expert may submit a request for a Right of Reply in writing to the committee chair. This respective expert should also provide his/her reasons for requesting a Right of Reply in writing. The committee chair may deem this request as inapplicable and consequently overrule. This respective decision is in any way unappealable and decisions concerning these

matters are totally upon the chair's discretion. An expert whose request is granted may come to the floor and deliver his/her reply speech.

Rules of Governing Points

Rule 14: Point of Personal Privilege

A point which indicates the personal and physical request or disturbance to the chair board for it to be fixed or provided. The most common use of this point is when an expert is not able to hear an expert; the respective expert may raise this type of point concerning inaudibility. *Point of information due to the inaudibility is the only point that can interrupt a speaker.*

Rule 15: Point of Order

This point is used when the chair makes a mistake regarding procedural matters. E.g. if the chair recognized you after the expert of another country but forgot to grant you a time to speak, you may raise this point. It cannot interrupt a speaker.

Rule 16: Point of Parliamentary Inquiry

An expert may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Experts who have a question concerning the implementation of the Rules of Procedure may write a message paper to the presidency in order to be informed about the ruling without interrupting the flow of the debate.

Rule 17: Point of Information to Chair / to an Expert

Points regarding issues other than the parliamentary procedure and that are not covered in the rules governing other points shall be asked to the Committee Director as a "point of information." Points of Information may be related to the subject and the current *status quo* concerning the issue on the agenda or the committee proceedings.

Point of Information directed to an expert is to ask questions about his/her speech if she/he opens him/herself to the PoI when his/her speech comes to an end.

Rules of Governing Parliamentary Motions

Rule 18: Motion to move the previous question

When in the open debate, an expert who would like to move with the voting of the respective clause may raise this motion. This motion is not debatable. The chair may ask for any second and then objections. If an objection is heard, this motion fails and the expert who objected to

this motion shall be recognized to speak.

When in the debate of an amendment, to move with the against time of the debate, the expert may raise a motion to move the previous question when in “in favour” time. To move with the voting procedure of an amendment – in the against time - an expert may give a motion to move the previous question.

Rule 19: Motion for reconsideration

It is the motion to bring a clause back to the attention of the house for re-debate and revote. It is done at the end of all other committee affairs, simply when there is no pending clause for an agenda item, and is used for tabled clauses. It requires a supermajority (2/3 majority) to be adopted.

Rule 20: Motion to extend the debate time

Generally, in the amendment debate, an expert who would like to speak on a matter shall raise this motion. This motion is not debatable and requires a simple majority to pass.

Rule 21: Motion to divide the house

When the voting results are close, this motion enables the chair board to ask experts’ opinions individually, by roll call. Chair reads the names alphabetically. Experts shall say ‘yes’ and ‘no’. Abstentions are not in order in KMUN 2021 in the procedure of the division of the house. This motion is adopted if the committee chair finds it necessary, without vote.

Rules of Governing Amendments

Rule 22: Amendments

Amendments are submitted in order to change or erase a part in a clause. Amendments have one submitter and when the submitter expert introduces his/her amendment chair opens a closed debate upon the amendment and move consecutively (see Rule 14). Amendments shall be introduced when the chair opens the floor, during the open debate, for any expert who would like to introduce an amendment. Constructive amendments will be prioritized and there are four types of amendments in KMUN 2021:

Change: Simply, an expert may replace a phrase in a part of a clause. Amendments on this purpose may be evaluated under the title of ‘Change’

Strike Out: If an expert would like to strike out a phrase or a clause, this expert may

submit an amendment to strike out.

Add: Adding some phrases to the clause, adding a clause to the resolution may also be considered as an amendment.

Insert: Locating a phrase – a continuous one- in the clause, between the words is inserting.

Rule 23: Amendments to the Second Degree

Second-degree amendments can only be submitted in time against the Amendment to the First Degree, and debate on this amendment is not counted in the against time for the Amendment to the First degree. Same procedure as for normal amendments is followed during the debate. It is an amendment to change a specific part, insert an additional segment or strike out a particular segment of the amendment of the first degree. It is not an opportunity to submit a completely new amendment to create a combination of amendments.

If a second-degree amendment passes, the amendment to the first degree is automatically adopted. Thus, Amendments to the second degree are not in order for the amendments to the first degree which are submitted to strike out.

Rules of Governing Voting

Rule 24: Procedural Voting

Procedural voting is a voting style which is held for the voting of motions. Every member of the committee, including observers and NGOs, shall vote. Abstentions are not in order.

Rule 25: Substantive Voting

Substantive voting is the voting type of Amendments, Clauses, and Joint Communiques. It deprives the observers and NGOs of voting. Abstentions are in order.

Operative clauses require unanimity to be adopted and an expert who voted against or given an abstention must explain his/her reason, after the voting, to the house. If found inapplicable, this against vote or abstention will be deemed invalid and the respective clause passes. Same rules apply to the voting procedure of the Joint Communiqué as well. Amendments require a simple majority to be adopted.