

Rule 1: Scope

The rules included in this guideline apply to General Assembly Committees and the United Nations Development Programme. 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 a delegate wishes to present a document written in a language other than English, the delegate 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 delegate 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 a delegate 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 delegates 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 delegates who need to be present in order to start a debate session. Quorum is met if at least **a half** of the registered members are present in the committee in this Conference. The presence of delegates 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 delegate will be expected to be courteous and respectful to the Committee staff and other delegates. The Chair will immediately call to order any delegate who does not abide by this rule. Any delegate 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. Delegate 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. Delegates may wear historical or traditional attire as a reflection of the culture of the nation he or she is representing.

Rule 10: Delegate Conduct

Delegates are warned that KMUN has a zero-tolerance policy for slandering, disparaging, or acting in any other way that is inflammatory to other delegates. Neither speeches nor debates with other delegates may contain remarks of this nature. Those delegates who believe that

their countries' policies merit such conduct are advised to consult the Chair before taking any action.

Rule 11: Absences

If a delegate is not present during roll call, he or she is considered absent until a note is sent to the dais staff. A delegate 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, a delegate must not miss more than two sessions. A delegate 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

Open Debate allows all delegates to take the floor to discuss anything related to the resolution without any restriction when the committee moves to the debate on a resolution. "Open debate" will be the debate mode in General Assembly Committees and United Nations Development Programme. When the speech of a delegate comes to an end, this delegate may yield the floor to the chair, open his/herself to PoI (Points of Information) or yield the floor to another delegate. The floor cannot be yielded twice. Thus, if the floor is yielded to another delegate, this delegate 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. Delegates may open themselves 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 delegates 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

A delegate whose personal or national integrity has been impugned or infringed by another delegate may submit a request for a Right of Reply in writing to the committee chair. This respective delegate 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 this

matters are totally upon the chair's discretion. A delegate 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

This point indicates a 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 a delegate is not able to hear a delegate; the respective delegate 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 delegate 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

A delegate 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. Delegates 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 a Delegate

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 a delegate 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 19: Motion to move the previous question

When in the open debate, a delegate who would like to move with the voting of the respective resolution 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 delegate who objected to this motion may be recognized to speak.

When in the debate of an amendment, to move with the against time of the debate, the delegate may raise a motion to move the previous question when in “in favour” time. To move with the voting procedure of an amendment during the time allocated for against speeches, a delegate may give a motion to move the previous question.

Rule 19: Motion to reconsider a Resolution

It is the motion to bring a resolution 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 resolution and is used for failed resolutions. It requires a supermajority (2/3 majority) to be adopted.

Rule 20: Motion to extend the debate time

Generally used in the amendment debate, a delegate 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 delegates’ opinions individually, by roll call. Chair reads the names alphabetically. Delegates shall say ‘yes’ and ‘no’. Abstentions are not in order in KMUN 2024 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, add or erase a part in a clause. Amendments have one submitter, and when the submitter delegate introduces his/her amendment, the chair opens a closed debate upon the amendment and moves consecutively (see Rule 14).

Amendments shall be introduced when the chair opens the floor, during the open debate, for any delegate who would like to introduce an amendment. Constructive amendments will be prioritized and there are four types of amendments in KMUN 2024:

Change: Simply, a delegate 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 a delegate would like to strike out a phrase or a clause, this delegate 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 adoption of the 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 and Resolutions. It deprives the observers and NGOs of voting. Abstentions are in order. **Resolutions and Amendments require a simple majority to be adopted.**

Content of a Resolution

Rule 26: Preambulatory Clauses

These clauses are the ones which explain the situation and state the status of the committee upon the respective agenda item. Those are the introductory clauses. A resolution requires at least four preambulatory clauses to be validated.

Rule 27: Operative Clauses

Operative clauses are to take actions and put a concrete policy of the committee into the resolution. They are longer and more detailed compared to the preambulatory clauses. A resolution requires at least seven operative clauses to be validated.

Detailed information regarding the requirements of a resolution shall be found in "Sample Resolution and Information Booklet" prepared by the Academic Team of KMUN 2024.