

# 2020 RULES AND PROCEDURES



## **SCOPE OF RULES**

The following rules and procedures are the governing policies for the Benedictine University Model UN Conference (BUMUN). These rules apply to all BUMUN committees unless otherwise stated in this document. The Secretary General shall be the final interpreter of these rules and procedures for the purpose of this conference.

## **LANGUAGE**

English shall be the official and working language of the BUMUN conference and all its committees. The working language must be followed by delegates during committee sessions and caucuses. Delegates may use phrases from languages other than English in speeches but must provide a translation.

## **DELEGATE ATTIRE**

Delegates are expected to wear official western business attire during all official BUMUN functions. Delegations may not wear ceremonial attire of their home state.

## **CREDENTIALS**

Delegates must wear their provided identification badge at all times when a committee is in session. Dias members shall not recognize delegates in session without credentials and will result in the loss of the rights and privileges accorded to delegates. Any concerns regarding credentials may be submitted in writing to the Secretary General.

**BUMUN does not allow delegates to challenge each other's credentials in committee in an effort to avoid unnecessary disruption.**

## **\* PERSONAL CONDUCT / DECORUM (see note at end)**

Delegates are expected to maintain decorum during all BUMUN proceedings. This includes respecting other delegates and staff, waiting to be recognized before addressing the committee, and adhering to staff decisions. The Dias will call to order all delegates who fail to comply with maintaining decorum.

**BUMUN does not allow the use of phones at any time during committee. Laptops and tablets may be used during unmoderated caucuses only and must be closed during speeches.**

## **STAFF**

The Executive Director and Secretary General shall appoint the Chairs, Vice Chairs, Rapporteurs and Administrative Staff, who shall hold office until the close of the BUMUN conference.

## **COMMITTEE MEMBERS**

The members of each committee shall be decided by the Executive Director and Secretary General in advance of the conference. Delegations shall have one delegate on each committee of which it is a member.

The committee staff includes a Chair, Vice Chair, and Rapporteur. The *Chair* shall open and close each session, decide the propriety of any procedural motion and shall have the final word on all substantive matters in their respective committee. The *Vice Chair* shall announce decisions on points of orders, ensure and enforce observance of the rules and

procedures and advise delegates on the course of debate. The *Rapporteur* shall conduct all roll call votes on all motions and advise delegates on the course of debate as well.

## **QUORUM**

Each committee session requires one-third of members to be in attendance. A majority of the members must be present for any substantive votes to be taken. The presence of a quorum shall be assumed unless specifically challenged. A delegate may call for quorum at which point a placard count of delegates will be taken.

***BUMUN will not dismiss or suspend a committee because quorum could not be maintained.***

## **ROLL CALL**

A roll call at the start of each session is required. The *Rapporteur* shall read the roster of members in alphabetical order. Members in attendance may reply “Present” or “Present and Voting” only. If a delegate chooses “Present and Voting” he or she forfeits the right to abstain on substantive voting. Any members arriving late should send a note to the *Dias* announcing their presence. Any delegate that does not submit their attendance may not vote.

## **SPEAKERS LIST**

Following roll call, a delegate must make a motion to open the speakers list. This motion requires a second and no vote. The primary speakers list will be used for the purpose of general debate on substantive issues.

A member state may be added to the list at any time unless that member's name is already on the list and the list has not been closed. Member states may also be added to the speakers list by sending a note to the *Dias* or by raising their placards when the *Dias* calls for speakers.

The primary speakers list will provide a link for students to working paper resources, the drop box for working papers, and time stamps for various rounds of working paper edits, as well as general announcements.

## **SPEECHES**

No delegate may address a committee without having been recognized by the *Dias*. The *Dias* may call a delegate to order if their remarks are deemed not relevant to the topic under discussion.

The speaking time allotted for speeches will be set by the *Dias*. If a delegate speaks past the allotted time, the *Dias* shall immediately call him or her to order.

***BUMUN does not allow delegates to raise any points or motions during speeches in an effort to allow delegates to have their full speaking time without interruptions. Delegates may only reference Draft Resolutions in their speeches not Working Papers.***

## **AGENDA**

Once the speaker's list is opened, the committee members shall set the agenda. *BUMUN* shall establish each committee's topics for debate prior to the opening of the conference. Following substantive debate on the agenda the Chair may entertain a motion to set the agenda. Generally, this motion is stated in the form, “[State] moves to set the agenda in the order of Topic X, Topic Y, and Topic Z”.

The motion to set the agenda requires a second and is debatable. It requires two speakers in favor and two speakers against and a simple majority to pass. Abstentions are not in order because it is a procedural motion. If the motion passes, the agenda is set and debate on the first topic area begins. If the motion fails, the committee shall return to debate on setting the agenda topic until a motion passes.

### **FORMAL DEBATE**

Every committee opens in formal debate. During formal debate, delegates are only delivering speeches in the order listed on the primary speakers list. Questioning of delegates during these speeches is not permitted.

### **INFORMAL DEBATE**

Informal debate is separated into moderated and unmoderated caucuses. A delegate may motion for an unmoderated or moderated caucus to move into informal debate. These motions require a simple majority vote to pass. No substantive matters shall be voted on during informal debate. The Dias may, at their discretion, move the committee back into formal debate.

### **UNMODERATED CAUCUS**

An unmoderated caucus is a form of debate in which delegates can leave their seats and talk to delegates freely; unmoderated caucuses are often, but not necessarily, utilized for the purpose of drafting resolutions and amendments. The committee may motion and vote to move into an unmoderated caucus at any time during formal debate and it requires a simple majority vote to pass. The delegate making the motion must specify the length and purpose of the caucus. The Dias may, at their discretion, move the committee back into formal debate before the time limit has expired.

### **MODERATED CAUCUS**

A moderated caucus is a departure from the primary speakers lists and allows for delegates to speak on more specific subsidiary topics of the current topic at hand. A delegate may motion to move into a moderate caucus at any time and requires a simple majority vote to pass. The delegate making the motion must specify the length, speaking time, and purpose of the caucus. The only point of order that is entertained during a moderated caucus is one pertaining to being able to hear speakers. There can be no motions, yields, or other points during a moderated caucus. The Dias may, at their discretion, move the committee back into formal debate before the time limit has expired.

**BUMUN leaves it to the Dias' discretion on how speakers are chosen for moderated caucuses. The Dias may choose to create a separate speakers lists for moderated caucuses or have no speakers' lists and recognize delegates upon raising their placards.**

### **PARLIAMENTARY POINTS**

Point of Order: If at any time a delegate feels parliamentary procedure has not been followed, he or she may rise to a Point of Order. The Dias will rule immediately on the matter according to the rules of procedure. A point of order may only interrupt a speaker when the point directly concerns the speech or the speaker.

Point of Personal Privilege: If a delegate wishes to raise a question or make relating to the organization of the meeting or personal comfort, he or she may rise to a Point of Personal Privilege. This point may not interrupt a speaker.

Point of Inquiry: A delegate may raise a point of inquiry to ask the chair about procedure and questions relating to the resolution of the business at hand. A point of inquiry may never interrupt a speech or address substantive matters.

### **PROCEDURAL MOTIONS**

Motion to Open or Close the Speakers' List: once the chair establishes a quorum for the first session, a delegate may move to open the speakers list. The motion is not debatable and passes with a simple majority. A delegate may move to close the speakers list and exhaust the remaining delegates on the speakers list. The motion is not debatable and passes with a simple majority.

Motion to Recess; A motion to recess will suspend the meeting until the next scheduled committee session. A move to recess requires a simple majority

Motion to Adjourn: A motion to adjourn the meeting will end all formal debate and will only be entertained at the end of the final committee session. The motion is not debatable and passes with a simple majority.

### **WORKING PAPERS**

Working papers refer to documents not yet introduced to the committee through formal procedure. BUMUN does not allow delegates to refer to the working paper document as a "draft resolution" until the committee has voted to introduce it.

Delegates will have access to the assigned Google Drive folder for their committee.

For each round of Working Paper/Draft Resolution submissions, delegates will upload to the "Turn In" folder, and receive edits, from the Dias, back in the "Pick Up" folder.

***BUMUN requires Working Papers to be in the proper format required of Draft Resolutions. The required template can be found under Conference Material on [www.bumun.net](http://www.bumun.net)***

### **DRAFT RESOLUTIONS**

A working paper becomes a draft resolution once it has been accepted by the dias and will be voted on by the committee. A draft resolution must have the signatures of one fifth of the total members of the committee for it to be approved and introduced, of which at least two voting delegations must be designated as sponsors. Delegates may sign a draft resolution even if they do not support the document in question, as being a non-sponsor signatory for a draft resolution only indicates desire to discuss the draft resolution in question.

A draft resolution becomes a resolution once it has been voted on and passed by the committee.

### **AMENDMENTS**

Friendly Amendment: can add, alter, or delete substantive clauses in a draft resolution. After all of the sponsors agree to the change, the amendment should be presented to the chair with the signature of each sponsor. Preambulatory clauses cannot be changed through the amendment process.

Unfriendly Amendments: can be introduced when there is not consensus by the sponsors of a draft resolution. They can be authored and introduced by any delegate, including sponsors, signatories, and other delegates not associated with a document. An unfriendly amendment can add, alter, or delete operative clauses. Unfriendly Amendments to a resolution shall be voted on before voting on the resolutions as a whole. When two or more amendments are proposed to a resolution concurrently, the committee shall vote on them in the order in which the Chair received them. Amendments are substantive procedures and require an adoption by simple majority consent of the delegations voting. After all unfriendly amendments have been voted on, the resolution will be voted upon as a whole.

## **VOTING**

After the Chair has announced the beginning of voting procedure, no representative may enter or leave the room, nor shall any representative interrupt the voting except on a Point of Order 9 in connection with the actual conduct of voting. A member of the committee staff shall secure the doors during voting procedure, at which time no one will be permitted to enter or exit the committee room. During voting procedure, no note-passing or informal caucusing is allowed. Once in voting procedure, when there are no points or motions on the floor, the Chair shall put the unfriendly amendments, draft resolutions or parts thereof, to a vote. There shall be no further debate except as specifically provided for in these rules. Once voting on draft resolutions has finished, the Chair shall declare the end of voting procedure and the committee shall return to the primary speakers' list. If all topics have been exhausted, the Chair may entertain a motion to adjourn

## **DIVISION OF THE QUESTION**

A delegate may motion to divide the question during voting procedure on a particular resolution. The Chair will only recognize motions for a division of a resolution once all amendments on that resolution have been voted upon. If an objection is made to the request for a division, two speakers shall speak in favor of the procedural motion, and two against. The procedural motion for a division requires a simple majority in favor to pass.

## **BUMUN 'PARTICULARS'**

**NO ROUND ROBINS**

**NO YIELDS**

**NO PRESENTATION OF PAPERS (otherwise referred to as "Suspension of the Rules)**

**NO QUESTION-AND-ANSWER PERIOD**

## **VIRTUAL CONFERENCE 'PARTICULARS'**

Delegates are required to have their cameras on at all time and may only have their mics on if they are the current speakers.

If delegates wish to use a background picture during Zoom committee sessions, only the provided background picture(s) found under Conference Materials on [www.bumun.net](http://www.bumun.net) are permitted.

For privacy reasons, no recording of zoom committee sessions is allowed.