

NEUMUN Rules of Procedure

1. The Secretary-General has final authority over all academic and procedural matters during the conference.
2. Each committee chair has authority over all academic and procedural matters within their respective committee. Decisions made by the chair can be challenged by the Secretary-General.
3. The conference adheres to a formal dress code to maintain a professional atmosphere (collared shirts and pants).
4. Delegates are expected to consistently exhibit respect and courtesy toward fellow delegates, Secretariat members, and esteemed NEUMUN guests. Any deviation from this standard will lead to a formal warning issued by the Secretariat or the Committee Chairs.
5. The official language of the conference is English; therefore, all verbal communication and written documents must be in English.
6. Electronic devices are permitted during committee sessions for research and resolution-drafting purposes.
7. Delegates are reminded that NEUMUN has a zero-tolerance policy for slandering, disparaging remarks, or any behaviors that may be inflammatory toward other delegates.
8. The NEUMUN operates on a consensus-based decision-making model. Therefore, delegates are encouraged to cooperate since only one draft resolution will be proposed and adopted.
9. A quorum denotes the minimum number of delegates who need to be present in order to start a debate session. A quorum is met if at least one-third of the registered delegates are present in the committee in this Conference.
10. At the beginning of each session, Committee Chairs will call on the Member States in English alphabetical order to state their status of presence. Member States may reply “present” or “present and voting”, whereas “present and voting” means the Member State cannot abstain from any substantive vote during that session.

11. All voting procedures require a simple majority except the closure of the debate and adjourning the committee meeting requires two-thirds majority.

Points and Motions

Point of Personal Privilege: Whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible. Otherwise, the delegate rising on the Point of Personal Privilege must always wait till the end of the speech to raise the Point.

Point of Order: During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure.

Point of Parliamentary Inquiry: When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure.

Motion for Roll Call: At the beginning of each committee session, the chair will conduct a roll call to record attendance. Delegates shall announce their presence as "Present" or "Present and Voting. Late-arriving delegates shall pass a note to the chair stating their presence and voting position once they arrive; otherwise, they will not be counted in the voting process.

Motion to Open the Debate: It is a motion used at the beginning of a session to officially start discussions on the agenda topic. Once raised, this motion requires a simple majority vote to pass. If approved, delegates can begin debating the selected topic **“The delegation of [Country] moves to open debate on the topic of [Agenda Topic].”**

Motion to Suspend the Meeting: This is a motion to adjourn the meeting for a break. To pass, it requires a simple majority. **“The delegation of [Country] moves to suspend the meeting for a 15-minute break.”**

Motion to Resume the Meeting: This is a motion to resume the meeting after the break: **“The delegation of [Country] moves to resume the meeting”.**

Motion to Unmoderated Caucus: An informal form of debate where delegates are free to leave their seats and discuss with other delegates. This motion is normally made when it is time to merge or write draft resolutions. The delegate making the motion must specify a time limit and a topic of discussion for the caucus, not to exceed twenty minutes. **“The delegation of [Country] moves for 20 minutes unmoderated caucuses on the topic of writing a resolution”**. An unmoderated caucus may be extended only twice. During the unmoderated caucuses, delegates can move freely to discuss and write the draft resolution.

*** If delegates couldn't conclude the writing of a draft resolution in 20 minutes, an extension should be proposed by any of the delegates. Ex: “Motion to extend the time of an Unmoderated caucus for 10 minutes for writing a resolution”.**

Motion to Introduce a Draft Resolution: The motion can only be raised once the Chair and the Secretary-General have approved a draft resolution. **“The delegation of [Country] moves to introduce a draft resolution [number or name]”**.

Motion to close the Debate: The motion used to end discussions on a topic and move directly to voting on any draft resolutions **“The delegation of [Country] moves to close debate on the topic of [Agenda Topic] and proceed to voting procedure on the draft resolution.”** Closure of the debate required a two-thirds majority vote.

Motion to Adjourn Meeting: To adjourn the meeting of the committee as a whole (after voting on the draft resolution). This can only be entertained once and requires a two-thirds majority of present delegates to pass. **“The delegation of [Country] moves to adjourn the meeting”**.

Motions Dilatory: The Chair may rule the motion dilatory, and his/her decision is not subject to appeal. **“Chair: “I rule that motion dilatory”**.

Conference process

Each committee holds three different sessions.

First session	Second session	Third session
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<p>The first session is dedicated to delegates presenting their respective countries' positions and engaging in debate.</p> <p>Prior to the conference day, delegates are expected to independently research their assigned committee topics. This includes gaining a comprehensive understanding of their country's key facts, such as population, governance structure, development status, policies, historical background, and any other relevant information. This preparation ensures that delegates can effectively present their nation's perspectives and positions on the topics under discussion.</p> <p>Each delegate is allocated equal speaking time by the committee chair, determined by the total number of delegates present.</p>	<p>Delegates participate in informal discussions and collaborate on drafting resolutions. It's essential for delegates to confer during breaks to compromise for consensus, as only one resolution is permitted per committee. The draft resolution must receive approval from both the committee Chair and the Secretary-General before being presented.</p>	<p>The third session is dedicated to presenting the resolution and voting on the draft resolution.</p> <p>The country delegate who submitted the resolution shall deliver the draft resolution before the committee. It proceeded by roll call voting on the resolution.</p>
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