Incheon Model United Nations 2019
Rules of Procedure Guidelines

The following are explanations of the Rules of Procedures to help the delegates better understand the rules in IMUN and prepare for the conference.

1. Opening of the Conference
   A. Roll Call
      i. Every session during the conference starts with a roll call. When the Chair calls out your delegation, raise your placards high and say ‘present.’ Roll call is conducted in alphabetical order.
      ii. Ex) Chair: Now the committee will conduct a roll call. Delegate of Australia?
          Delegate of Australia: (Holds up the placard) Present.
          Chair: Delegate of Belgium?
          Delegate of Belgium: (Holds up the placard) Present.
      iii. If you are tardy to the session and miss roll call, you must inform the Chairs of your presence via note passing as soon as you enter the room. Otherwise, you might be marked absent.
      iv. The committee can only progress if the committee meets the quorum (i.e. over two-thirds of the delegates are present).
   B. Setting the Agenda
      i. After conducting the roll call, the Chairs will move on to setting the agenda. As even committee in IMUN has two agendas, this procedure is needed in order to choose which agenda to discuss first.
      ii. When the Chair asks, delegates can raise a “Motion to set the agenda to agenda item ____.”
          The Chair will then invite two speakers for, and two speakers against the motion to set the agenda to the agenda item mentioned in the motion. The delegate who raised the motion will automatically be the first speaker to speak for this agenda. If there are no other delegates wishing to speak, the committee will proceed to the voting procedure.
iii. If the vote to discuss a specific agenda doesn’t pass, the agenda is automatically set to the other remaining agenda.

iv. Once the agenda is set, delegates are only allowed to discuss about the set agenda.

C. Voting Procedure

i. There are two kinds of votings in IMUN: Procedural vote, and Substantive vote.

ii. Procedural vote is a vote on procedural matters (i.e. everything except for passing resolutions and amendments). All delegates can vote either for or against the motion. This is divided into a simple majority vote (a vote that requires over half of the delegates to pass), and a super majority vote (a vote that requires two-thirds or more than two-thirds of the delegates to pass).

iii. Substantive vote is a vote on resolutions and amendments. All delegates are required to vote, for, against or abstaining. All substantive votes are simple majority votes.

iv. The Chairs will announce the kind of vote and the matter that the vote of on then ask the delegates to raise their placards. Administrative staffs will count up the number of votes and the Chairs will announce the results.

v. Ex) Chair: Now the committee will conduct a vote on the motion to move into ___.
   This is a procedural vote that requires a simple majority to pass. All delegates for this motion?
   Delegates that agree: (raise their placards high)
   Chair: (after the staffs announce the results) All delegates against?
   Delegates that disagree: (raise their placards high)
   Chair: (after the staffs announce the results) With ___ votes for, ___ votes against this motion passes.

2. Speeches

A. Opening Speeches

i. After the committee sets the agenda, the committee will directly proceed to hearing opening speeches from all delegates present. This is conducted in alphabetical order and all delegates are required to speak.

ii. Delegates can address their delegation’s position on the agenda being discussed. They may present opinions about the agenda along with the details of their country.
iii. The maximum time for opening speeches is 90 seconds. The Chairs will notify you when there are 10 seconds remaining, and when your time has elapsed.

iv. Delegates may not raise a motion, clap between speeches or move without the Chair’s permission during the speeches. Delegates are recommended to take careful notes about the other delegates’ speeches.

B. General Speaker’s List

i. When no motion is raised after the opening speeches, the Chairs will open a general speaker’s list. Delegates aren’t required to speak on the list, but it is recommended as it is an opportunity for the delegates to have the floor and present their opinions.

ii. The set time for speeches is 90 seconds, but this can be changed under Chair’s discretion or motions raised by delegates.

iii. Delegates wishing to speak should raise their placards high when the Chairs ask for speakers. When the delegates wish to be added on the list later on, they can inform the Chairs via note passing.

iv. When delegates have time remaining, they can choose from the following three options:

- Yield back to the Chair: If delegates choose this, they may return to their seats.

- Point of Information: When the remaining time exceeds 20 seconds, the delegates may accept POIs from the other delegates. Delegates have the remaining time to answer the points.

- Yield to another delegate: When the remaining time of over 30 seconds, the delegates may yield their time to another delegate. If that delegate agrees, he or she may come up to the podium. If that delegate doesn’t agree, the remaining time is automatically returned to the Chairs.

C. Right of Reply

Delegates may use right of reply when they feel their country got insulted by other delegate’s official speech. Also delegates can use it when there is potential danger that can happen in their country. They shall send a note to the chair, revealing the content of their speech to be recognized.

ex) Suppose the delegate of USA have insisted of massive massacre of Russian people in the opening speech. Russian delegate may exercise the right of reply to change the perspective toward the speech of USA.

If a delegate's right of reply passed under the chair’s discretion, he or she will be invited to the podium and get 60 seconds to speak.

3. Unmoderated Caucus
A. Delegates may raise a motion to move into an unmoderated caucus at any time when the Chair asks for points of motions. Delegates can say “Motion to move into an unmoderated caucus for (total duration time) for the purpose of (purpose).” Then the committee will conduct a procedural vote and if the vote passes, committee will be in an unmoderated caucus.

B. During the unmoderated caucus, delegates are allowed to freely move around the committee room and discuss the agenda with the other delegates. Delegates are recommended to actively participate in the discussions with other delegates and find potential resolutions.

C. Only English is allowed during the unmoderated caucus. Please refrain from using Korean, even though it is tempting!

4. Moderated Caucus

A. Delegates may raise a motion to move into a moderated caucus at any time when the Chair asks for points of motions. Delegates can say “Motion to move into a Moderated caucus for (total duration time), individual speaking time (individual speaking time) for the purpose of (purpose).”

B. During the moderated caucus, delegates can raise their placards when they wish to make speeches. They can speak after the Chair recognizes them. Delegates should rise from their seats when recognize and be seated with the Chair’s instructions. The delegates who raised the motion will automatically be the first delegate to speak.

C. When there are insufficient numbers of delegates volunteering, the Chair may conduct a random call. The Chair can call on individual delegates and require them to speak.

D. Direct conversation between delegates is not allowed.

5. Resolution

A. In IMUN, more than one resolution is allowed and two or three resolutions for each agenda are highly recommended.

B. The requisite number of sponsors and signatories should be considered before finishing writing resolutions. The requisite number of sponsors is one-fifth of the committee and the requisite number of signatories is one-third of the committee.

C. Please remember this when writing resolutions. Resolution should be written by multiple sponsors. One of main values of IMUN is cooperation! Resolutions written by only one submitter are not allowed.
D. Please adhere to official IMUN resolution format. Resolution format will be uploaded on official IMUN website, and informed by Chairs during the conference.

E. Please remember this:
   1) One of the sponsors should raise a motion.
   2) The motion should be the motion to introduce the draft resolution.
   3) The motion will be passed automatically.
   4) The delegate who raised the motion should read out the operative clauses.

F. The process of introducing resolutions is like the following:
   1) A delegate raises a motion to introduce a draft resolution
   2) The motion is automatically passed (since the chairs and DM approve it)
   3) The delegate comes up to the podium and reads out the operative clauses
   4) The delegate receives two POCs
   5) The delegate gives an introductory speech (max. 3 min)
   6) The delegate receives two POIs

G. More than one draft resolution can be introduced. This is important because in case of amendment, more than one amendment cannot be introduced at the same time. Please remember the differences between resolutions and amendments.

H. Debate regarding resolutions can be continued until the debate is closed.

6. Amendments

A. Amendments should be ADD or CHANGE or STRIKE. ADD is for adding new sentences or words to the resolutions. CHANGE is for changing from specific words or sentences to new words or sentences. STRIKE is for removing specific words or sentences. Please remember this before amending resolutions. Delegates should specify the type of amendment (add/change/strike) and the clause that delegate wants to amend (e.g. 1-b-ii)

B. There should be no amendment to amendment (re-amendment or follow-up). It means that delegates cannot "amend" "amendments" again.

C. Amendments should be for only one clause at one time. It means that delegates cannot amend more than one clause at one amendment.

D. Motion should be the motion to introduce an amendment.

E. There cannot be more than one amendment on the floor. Please remember this.
F. The process of passing an amendment will be like the following:

1) A delegate raises a motion to introduce an amendment (add/change/strike clause #)
2) The motion is automatically passed under the Chair’s discretion.
3) Chair will read the amendment
4) The delegate comes up to the podium and receives two POCs (If strike, there will be no POCs.)
5) The delegate gives out an introductory speech(max. 2 min)
6) The delegate receives two POIs
7) If there is no motion raised, the committee moves into a limited speaker's list, a procedure identical to a general speaker’s list, but the content confined to the amendment on the floor.

7. Table debate
Delegates may raise a motion to table the debate when there hasn’t been distinctive progress regarding the debate of resolution or amendment.
-Delegates may say, “Motion to table the debate regarding the debate (define the ongoing debate).”.
-The Chairs will invite 2 speakers for and against and give them 60 seconds each for their speech.
-After listening to their speeches, the committee will move into procedural vote that requires a super majority to pass.
-Tabled debates can be resumed afterwards.

8. Resume debate
Delegates may raise a motion to resume the debate when there has been enough backgrounds to resume previously tabled debate.
-Delegates may say, “Motion to resume the debate regarding the debate (define the tabled debate).”.
-The chairs will invite 2 speakers for and against and give them 60 seconds each for their speech.
-After listening to their speech, the committee will move into procedural vote that requires a super majority to pass.

9. Closing
A. After all the debate on the amendment is closed, delegates can raise a motion to close the debate
on the agenda item. When the debate on one agenda item is closed, the committee automatically moves on to the remaining agenda. When the discussions on both agendas are closed, the committee moves on to closing the debate itself.

B. When there are motions to close the debate on a resolution/amendment/agenda, the Chair will entertain two speakers against the motion. This may be omitted.

C. After ‘against’ speeches, a procedural, supermajority vote will be held.

D. After the debate is closed, a substantive vote will be held.

10. Others

A. Delegates should refrain from using first person pronoun and second person pronoun such as I, You, and We.

B. Delegates should only use ENGLISH during the conference.

C. Electronic devices cannot be used without Chairs’ approval. Delegates are highly recommended to print all the materials including Position Paper at home.

D. Delegates cannot leave the committee room for more than 20 minutes during the session unless approved by the Chairs or the Secretariat.

E. When leaving the committee room, delegates should turn in their name cards to the administrative staffs and retrieve them when they return.

F. Point of Information and Point of Clarification should be in question form. (ex. What is the meaning of ___?). Point of Order should be in declarative sentence form. Point of Information should question the content of the speech while Point of Clarification should only ask the specific meanings of words or phrases.

G. When multiple points or motions are raised at the same time, the Chairs will accept them in this order:
   1) Point of Personal Privilege
   2) Point of Order
   3) Point of Inquiry
   4) Motion to the Adjourn the Session/Meeting
   5) Motion for an Unmoderated Caucus
   6) Motion for a Moderated Caucus
   7) Motion to Introduce a Draft Resolution
8) Motion to Introduce an Amendment

9) Motion to Close Debate on the Amendment/Resolution/Agenda