

21-25th NOVEMBER 2020



**SMOLNY INTERNATIONAL
MODEL UNITED NATIONS**

Rules of Procedure.
English.

Smolny International Model United Nations Rules of Procedure

NOTE TO ALL SmolnyIMUN PARTICIPANTS

This document details the Rules of Procedure governing SmolnyIMUN 2020. The Smolny International Model United Nations Rules of Procedure are based on Oxford International Model United Nations Rules of Procedure, Cambridge Model United Nations Rules of Procedure and Harvard World Model United Nations Rules of Procedure. The current Rules of Procedure may be used for educational and non-educational purposes, however, a reference has to be made.*

I. GENERAL RULES

1. Scope

These rules apply to Commission on the Status of Women, General Assembly Sixth Committee, Economic Commission for Latin America and the Caribbean, Human Rights Council, International Maritime Organization, Security Council, United Nations Environment Program.

The Rules of Procedure for Media Committee are entirely at the discretion of the committee Chair.

If a situation arises that has not been addressed by the Rules of Procedure, the Committee Chair will be the final authority on what procedure to follow.

The interpretation of the rules of procedure is exclusively reserved for the Secretary General or a designated member of the Secretariat.

2. Quorum

In the first session of each day the Chair may declare a Session open and permit debates to proceed when at least one-half of the total members of the Committee are present in the room.

A Committee can turn to the voting procedure, provided that two-thirds of the Committee total members are present in the room.

* The name Smolny International Model United Nations and contractions SmolnyIMUN, SIMUN are equipollent.



If a Representative is not present during Roll-call, he/she is considered absent until a note is sent to the Chair.

3. Etiquette

Every Representative is to be courteous and respectful to the Committee staff and to other Representatives. The Chair immediately calls to order any Representative who does not abide by this rule.

Any Representative who feels that he/she is not being treated respectfully is encouraged to speak to the Chair, who will then take the appropriate action.

Delegates and Observers should use the third-person or first-person plural to refer to themselves or others. The second person is not in order.

4. Working language

English is the general working language of SIMUN and working language of International Maritime Organization and Security Council.

Russian, Spanish, French and Chinese are also used in respective committees: Russian for Sixth Committee of General Assembly and United Nations Environmental Program, Spanish for Economic Commission for Latin America and the Caribbean, French for Commission on the Status of Women, Chinese for Human Rights Council.

5. Dress Code

Participants are expected to wear business formal attire. For some cultural events specific dress code may also be announced beforehand.

6. Electronic Aids

As SmolnyIMUN is passionate about solving environmental problems, and thus seeks to reduce paper use, all the Representatives are encouraged to avail themselves of electronic devices, including but not limited to laptops, phones, tablets. The main workflow is to be conducted online.



7. Awards

Awards are presented to Representatives, who, according to the Presidium, demonstrate a sound knowledge of the topic and are able to apply it in debate and negotiation with other Representatives.

Awards include:

- Diplomacy Award (certificate)
- Connoisseur Award (certificate)
- Honourable Mention (verbal)

II. ROLES

1. Secretary General

The Secretary-General is responsible for the appointment of all Committees Staff and Representatives prior to the conference with the recommendation of the Secretariat; and may remove, replace or reassign them at any stage if they fail to fulfil their obligations under the Rules. The Secretary-General opens and closes the Conference.

2. Committee Staff

The Committee Staff is composed by the Committee Chair, co-Chair, the Expert and the Secretary.

3. Committee Chair and co-Chair

The Chair presides over the Committee Sessions in an equitable and objective manner. Each Committee session is announced open and closed by the Chair, who may also propose the adoption of any procedural motion to which there is no significant objection.

The Chair has complete control of the proceedings and maintains order during the meetings. The Chair directs the flow of debate, grants the right to speak, enables Representatives to state questions, announces decisions, rules on points of order, sets the deadline for submitting Working Papers and Amendments, and enforces adherence to these rules.

The Chair can choose to temporarily transfer his/her duties to the co-Chair when considers it necessary.



4. Expert

The Expert prepares a report on the Provisional Agenda and may check Representatives' Position Papers if the latter express a yearning. On the request of the Chair or co-Chair the Expert clarifies a substantial or legal point regarding the matter under discussion.

During the presentation of Position Papers, discussion over the Working Papers, Draft Resolution and Amendments, if the Chair considers it in order, Representatives are free to introduce questions to the Expert to clarify a substantial point regarding the matter at hand.

The Expert evaluates all Working Papers and Amendments to the Draft Resolution of their compliance with international law and previous UN Resolutions. Expert's conclusions on any matter are not subject to appeal.

5. Secretary

The Secretary receives, prints and circulates the necessary documents, conducts the counting of votes, assists with diplomatic correspondence and on the request of the Chair performs all the work that may be necessary for the Committee to function effectively.

6. Representatives

Delegates and Observers are hereinafter collectively referred to as "Representatives". Each country or organization in each Committee can be represented by only one member of the UN Model.

7. Delegates

The Delegates have the right to speak and vote on all matters at hand; raise Points, named in Part VI, and Motions, named in Part V; submit Working Papers; draw up Amendments to a Draft Resolution.

In Security Council the Delegates of permanent members are entitled to veto any decision. Veto right can be used by a Delegate only once throughout SIMUN Session.

8. Observers

Representatives of accredited Observers have the same rights as those of full members, except that they may not vote on substantive matters, raise procedural proposals, submit Working Papers, draw up Amendments to a Draft Resolution. Observers are allowed to vote on any procedural matter.



III. ORDERS OF DEBATES

1. Roll-call

A Roll-call is conducted in the alphabetical order of Committee working language prior to the beginning of the session and after every suspension in order to establish the quorum. When called upon by the Chair, a Representative raises the placard with the name of the country or organization and say “Present”.

2. Agenda

The Provisional Agenda is approved by Presidium of the UN Model before the Session starts and cannot be changed. Consideration of other matters as Crisis Agenda is possible after the resolution on the main agenda is adopted.

3. Debate

The Session of the Committee is conducted in three forms: Formal Debate, Moderated Caucus and Unmoderated Caucus.

4. Formal Debate

The purpose of the Formal Debate is to present Representatives’ Position Papers, discuss Working Papers, Amendments and adopt the Final Resolution. Debate on Working Papers, Amendments and Final Resolution consists of speeches in favour and against. Debate is conducted even if there is unequal number of Representatives wishing to speak “in favour” and “against”.

Prior to the Formal Debate the Chair declares the opening of the debate and opens the Speakers List. The Speaker List is composed in alphabetical order of the committee working language. A Representative has the right to ask to speak at the end of the Speakers List only once.

5. Moderated Caucus

The purpose of a Moderated Caucus is to facilitate substantive debate at critical junctures in the discussion. In a Moderated Caucus, the Chair formulates the List of Speakers wished to share their position on the matter at hand.

A motion for a Moderated Caucus is in order at any time when the Floor is open. A Representative making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches.



Moderated Caucus that differ only in topic will be ranked in the same order that they were proposed.

6. Un-moderated Caucus

The purpose of an Un-Moderated Caucus is to facilitate substantive debate at critical junctures in the discussion without chairing. Representatives are free to leave their seats, move within a conference room, have a dialogue with each other.

A Representative may raise a motion for an Un-Moderated Caucus at any time when the Floor is open, prior to closure of debate. The Representative making the motion must specify a time limit for the caucus, not to exceed thirty minutes.

7. Suspension or Adjournment of the Meeting

The suspension of the meeting means the postponement of all Committee functions until the next meeting. The adjournment of the meeting means the postponement of all Committee functions until the next Session.

IV. RULES OF GOVERNING SPEECHES

1. Speeches

A Representative wishing to speak asks the Chair to grant him/her the Floor by raising the placard but not during speeches or voting.

If any time remains, the Speaker has the right to declare themselves either open or closed for questions. The Representative may refuse to answer a question or yield the right to answer the question to another Representative provided that the latter gives his/her consent.

2. Yields

A Representative granted the right to speak on a substantive issue, provided that there is time left, may yield the Floor one of three ways at the conclusion of his/her speech: to another Representative, to questions, or to the Chair. A Representative must declare any yield at the conclusion of his or her speech.

3. Right of Reply

A Representative whose personal or national integrity has been impugned by another Representative may submit a Right of Reply only in writing to the Committee Staff.



The Chair grants the Right of Reply at his/her discretion; this decision is not appealable. A Right of Reply to the Right of Reply is out of order.

V. MOTIONS

1. Proposing Motions

The Chair can ask for Motions at any point when the Floor is open. The Chair asks for Motions one by one; only asking for Motions that are equal to or supersede the Motions already raised. The Chair may decide to stop entertaining Motions at any time and move to vote on those already raised. This decision is not open to a Motion to Appeal. The Chair then entertains the raised Motions one by one, starting from the highest in the order of priority. The Chair may rule any Motion out of order if they feel that Motion is not constructive.

2. Order of Priority of Motions

The order of priority of Motions which may be raised while the Floor is open, from most to least superseding, is:

1. Motion to Adjourn the Meeting. The Motion is required after the Committee has finished the work in the I Session of SmolnyIMUN. Once Motion has passed, the Committee reconvenes at the next SmolnyIMUN;
2. Motion to Suspend the Meeting. The Delegate explains the purpose of the Motion and proposes the time limit. The Chair may rule this Motion out of order if they feel that Motion is not constructive to debate at that point in time.
3. Motion to temporarily deprive a Representative of the Right to Speak. The Motion can only be raised by the Chair. A Representative can be deprived of the Right to Speak for a period of time no longer than up to the next ordinary suspension of the meeting;
4. Motion for closure of Debate. The Motion purports the cessation of all discussion on the topic currently being discussed and moving into voting procedures on all substantive proposals introduced under Debate;
5. P5 Caucus. The Motion is appropriate for Security Council only and conducted according to Un-moderated Caucus' Rules with the exception of scope and time limit no more than fifteen minutes;
6. Motion to establish time limit. The Motion is raised to establish the time for speeches and questions;
7. Motion to extend the Speaker's time;
8. Motion for a Moderated Caucus;
9. Motion for an Un-moderated Caucus;



10. Motion for a Roll-call Vote. The Motion is obligatory for the voting procedure on adoption of the Final Resolution and possible at any time the Chair considers necessary.

VI. POINTS

1. Purpose of points

At SmolnyIMUN points are used to facilitate procedure and to make substantive remarks.

2. Raising Points

Any of the points below may be raised by any Representative at any point provided that it does not interrupt a speaker (except for a Point of Personal Privilege in extreme circumstances) or voting procedure (without any exceptions). A Representative wishing to raise a point should, at the appropriate time, raise the placard and wait for the Chair to recognize the Representative. Once it has done, the Delegate states the point. The Chair then takes action required as per the Rules below.

3. Point of Personal Privilege

Whenever a Representative experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may raise a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may only interrupt a speaker if the Representative speaking is inaudible.

4. Point of Order

At any point when a committee is in session, a Representative may raise a Point of Order to indicate their belief that the Rules of Procedure are not being properly followed. The Point of Order will be immediately decided by the Chair in accordance with these Rules of Procedure. A Point of Order may never interrupt a Speaker.

5. Point of Parliamentary Inquiry

When the Floor is open, a Representative may raise 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.



6. Point of information

Points of Information may only be raised after a Representative has opened oneself up to Points of Information, usually at the end of a Speech. They consist of a brief question that is relevant to the matters at hand.

7. Question to the Expert

A Question to the Expert may be raised anytime when the Floor is open to ask Expert's clarification on a matter of fact regarding either the academic content of the debate or the latest news and committee relations. The Chairperson may yield the floor to the Expert to answer the Question. Otherwise, the Expert shall answer in the written form.

VII. DRAFT RESOLUTION

1. Position Papers Presentations

A Committee session begins with the presentation of Position Papers of countries and organizations. During the course of that procedure, each Representative has a right to address the Committee with a Position Paper on the Agenda.

2. Working Papers

Delegates may propose Working Papers for Committee consideration. Working Papers are intended to aid the Committee in its discussion and formulation of Draft Resolution. A Delegate can only be listed as the author of one Working Paper. An Observer has the right to participate in the creation of a Working Paper but may not be listed as its author.

Having finished the presentation of Position Papers the Chair announces the period of submitting Working Papers. When a Working Paper compliance with the international law and previous United Nations resolutions is approved by the Expert the Formal Debate is launched.

The debate on Working Paper includes its introduction, speeches in favour and against.

3. Draft Resolution

Having finished the debate on all the Working Papers, the Working Papers are put to vote in the order of their registration.

Once a Working Paper has been adopted it is referred to as Draft Resolution. The Draft Resolution has no authors.



4. Amendments

Delegates may amend any point of Draft Resolution. An Amendment can be introduced by adding to, deleting from or revising parts of the Draft Resolution clause.

Once an author has introduced an Amendment, the Chair set the number of Speakers in favour and against of each Amendment. After speeches the Committee turns to the voting procedure on each Amendment separately.

Grammatical, spelling and formatting errors in the Draft Resolution that do not affect its content shall be corrected by the Committee Staff without voting.

5. Amendment to Amendment

An Amendment to an Amendment is a motion to add to, delete from or revise parts of the Amendment. Discussion and voting on Amendment to Amendment are conducted the same way with Amendment before the Committee turns to the voting procedure on the initial Amendment.

Adoption of an Amendment to an Amendment does not mean adoption of the initial Amendment. Thus, after voting on the Amendment to an Amendment, the Committee returns to the discussion of the initial Amendment. An Amendment to an Amendment to an Amendment is out of order.

Friendly Amendments to Amendments are immediately incorporated into the initial Amendment without a vote being cast.

VIII. VOTING

1. Procedural Voting

Voting on Motions is considered procedural. Each member of the Committee, including Observers present in the room must vote on all procedural motions.

2. Substantive Voting

Substantive voting includes voting on Draft Resolution, Amendments, Amendments to Amendments, Final Resolution.

Each vote may be a 'Yes,' 'No,' or 'Abstain.' Abstaining members are not considered to be voting and are subtracted from quorum for the purposes of calculating a simple majority.

In the Security Council, P5 Delegates have the power to veto any substantive vote. Their "No" vote is considered a veto. Draft Resolution will not pass if it receives a veto.



If a permanent member does not fully agree with a proposed resolution but does not wish to cast a veto, it may choose to abstain, thus allowing the resolution to be adopted if it obtains the required number of nine favourable votes.

3. Roll-call Vote

A Roll Call vote takes place according to the current list of Delegates in the alphabetical order. The Chair subsequently calls the name of each country. The Delegates reply 'Yes', 'No' or 'Abstain'. Delegate can ask to put themselves at the end of the list, but in this case cannot stay abstained.

4. Conciliation Commission

In case all the Working Papers fail, Conciliation Commission is created under the guidance of the Chair. The Commission is composed by 2-3 representatives of each coalition having worked on the Working Papers and Observers. Conciliation Commission members elaborate new draft resolution based on the contradictions outlined during the debates in the previous round. A Committee is to debate over and vote on Conciliation Commission draft resolution.



CONTACTS

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