



Rules of Procedure

International Hyundai Chung-un high school Model United Nations 2021

Chapter I. General Rules

Article 1. Working Language

1. English is the only official working language of I-HMUN.

Article 2. Attitude and Manner

1. Delegates should obey the instructions given by the Secretariat, Chair, and Staff.
2. All participants in the conference must be polite and show respect to each other.
3. Only third person expressions such as The Chair or The Delegate of (assigned country) are allowed during the conference. No first or second person expressions such as I or You are allowed.
4. Those who fail to observe the rules listed above will be dismissed from the conference.

Article 3. Use of Online Platform and Tools

1. The online platform of I-HMUN is Zoom.
2. The online document tool of I-HMUN is Google Docs.
3. More detailed online policies can be found in Chapter V.

Chapter II. Organization

Article 1. Secretariat

1. The Secretariat is made up of high school students at Hyundai Chung-un High School.
2. The Secretariat is in charge of the overall preparation and management of the conference.
3. The Secretary-General is the chief executive of the Secretariat.
4. During the conference, the Secretariat has the right to address any committee through verbal or written statements and to dismiss delegates according to the Secretariat's discretion.

Article 2. Student Officers (Chair)

1. In I-HMUN 2021, the term "Chair" refers to the Student Officers.

2. Chairs are high school students approved by the Secretariat before the conference begins.
3. The Chair's duty is to lead the conference and to assist discussions while maintaining order.
4. The Chair declares the opening and closing of each session and the adoption of any Points or Motions.
5. All procedural matters in the committee are subject to the discretion of the Chair.

Article 3. Delegates (Delegation)

1. Delegates are high school students approved by the Secretariat before the conference begins.
2. Delegates will participate in the conference as representatives of pre-assigned nations.
3. During the conference, delegates must be mindful of the original stance of assigned nations, and if not, shall be corrected by the Chair.

Article 4. Staff

1. Staff members are high school students approved by the Secretariat before the conference begins.
2. The Staff assists the overall conference progress and takes care of some main tasks such as passing notes, counting votes, and making breakout rooms.
3. The Staff hosts the Zoom meeting.

Chapter III. Key Terms and Notions

Article 1. Procedural Votes

1. Procedural Votes are votes of the committee concerning whether a raised motion will go into effect. All require a "simple majority" except for the 'Motion to Adjourn the Session', which requires a "two-thirds majority". The Motions in question are as follows.
 - a. Motion to change the speaking time
 - b. Motion to move into a Moderated Caucus/Unmoderated Caucus
 - c. Motion to Close Debate on Resolution/Amendments
 - d. Motion to Adjourn the Session
2. In a procedural vote, the following procedure must be taken :
 - a. The Chair declares that the committee is in a vote.
 - b. The Chair instructs that no participant(Staff unincluded) is allowed to exit or enter the online meeting, and to be kept in waiting rooms throughout the duration of the vote, with the exception of emergencies.

- c. Delegates are not allowed communication of any kind. No Points or Motions can be delivered, aside from Point of Inquiry, Point of Personal Privilege, and Point of Order in connection with the voting.
 - d. The Chair instructs “Delegates for this motion please raise their hands.” Delegates in favor of the motion shall raise their hands using the Zoom feature.
 - e. With the help of Staff, the Chair shall count the votes cast by the Delegates.
 - f. Entries and Exits are permitted via online waiting rooms once more.
3. A Motion requiring a “simple majority” is passed if the votes in favor of the Motion exceed half of the quorum.
 4. A Motion requiring a “two-thirds majority” is passed if the votes in favor equal or exceed two-thirds of the quorum.
 5. All Delegates present when the voting procedure begins must vote, and are allowed to vote only once.

Article 2. Substantive Votes

1. Substantive Votes are votes of the committee on substantive matters, such as resolutions, amendments, or any other votes specified as such.
2. In a substantive vote, the following procedure must be taken :
 - a. The Chair declares that the committee is in a vote.
 - b. The Chair instructs that no participant (Staff uninvited) is allowed to exit or enter the online meeting, and only to be kept in waiting rooms throughout the duration of the vote, with the exception of emergencies.
 - c. Delegates are not allowed communication of any kind. No Points or Motions can be delivered, aside from Point of Inquiry, Point of Personal Privilege, and Point of Order in connection with the voting.
 - d. Substantive votes are conducted by Roll Call. The Chair shall begin the first round of voting, calling out names of Delegates in arbitrary order. Delegates shall vote by responding to the Chair in one of the four ways listed underneath.
 - Yes(for).
 - No(against).
 - Abstain.
 - Pass.
 - e. The Chair shall record the votes of each Delegate and keep count.
 - f. If there are delegates who voted ‘Pass’ in the first round, the Chair must immediately start the second round of voting upon the end of the first, regardless of the count of votes for and against.
 - g. On finishing the second round of voting, the Chair shall announce the tally and the result.
 - h. Entries and Exits are permitted once more via online waiting rooms.
3. The Resolution or Amendment passes if the votes in favor of the Motion exceed half of the quorum.

4. All Delegates present when the voting procedure begins must vote, and are allowed to vote only once.

Article 3. Veto

1. In the United Nations Security Council, the five permanent members, which are China, France, Russian Federation, the United Kingdom, and the United States, have the power to veto any substantive vote.
2. A “No” vote by any one of the five permanent members in the Security Council is considered a veto, and the draft resolution or amendment will not pass if they receive a veto.
3. This veto power does not apply to the procedural matters.
4. If a Motion for a P5 Caucus is made after the exercise of the veto, the Chair shall conduct the voting procedure once again with delegates which exercised the veto.

Article 4. Note Passing

1. In I-HMUN, Note Passing is achieved through the Zoom chat feature.
2. Delegates may write a note to the Secretariat, Chair, Staff, or other Delegates during the conference, but all notes must be delivered through the Staff.
3. Delegates must clearly mark the name of the addresser and the recipient on top of the message. (From: / To:)
4. The Staff must inspect the message before delivering, to check for working language adherence and the note’s relevance to the discussion at hand.
5. Messages in violation shall be returned to the sender and restituted by the Staff.

Article 5. Right of Reply

1. Delegates may request a Right of Reply to the Chair by writing a note that specifies the concrete offended contents when a grave personal or national impugment is made.
2. The Chair may choose according to his or her sole discretion whether to allow the delegate in question to give a speech to the committee.
3. This decision of the Chair is binding and cannot be appealed.
4. The Delegate may make a 60 second speech to express his or her opinion on the matter.
5. The Delegate who offended the fellow Delegate is allowed 60 seconds to respond.

Article 6. Appeal

1. If a delegate believes that the Chair’s decision was incorrect or improper, he or she may appeal by writing a note that specifies the contents and reason to the Chair.
2. The Chair may apprehend the appeal first and send it to the Secretariat.

3. The Secretariat in charge shall adjudicate the appeal and render a decision.
4. Delegates who make frivolous appeals may be dismissed from the conference.
5. Delegates are encouraged to raise a Point of Order first when proposing an error in the Chair's decision.

Chapter IV. Procedure of Committee Proceedings

Article 1. Opening of the Session

1. At the time scheduled for the opening of a committee session, the Chair shall declare the session open.

Article 2. Roll-Call

1. Before the formal committee begins, the Chair shall call out Delegates in alphabetical order.
2. Delegates should respond "Present" and raise his or her placard upon being called.
3. Delegates who arrive late must send a note to the Chair, through a contact which will be prescribed at latest one week before the MUN.
4. Upon Roll-Call, if less than 50% of the delegates are present, the Chair shall announce the lack of quorum, suspend committee proceedings and calm the mood.

Article 3. Speakers' List

1. The Chair shall open the Speakers' List when the committee is on the General Debate.
2. A Delegate may add his or her name to the Speakers' List at any time until the Speakers' List ends by sending a message to the Chair through the Staff, provided that it is not already on the list.
3. When the Chair calls a delegate in a verbal way, the speaker can start to speak.
4. If any speaking time is left, the speaker may yield the remainder of his or her time to:
 - a. The Chair
 - b. Points of Information
5. Yielding to the Chair ends the speech and allows the Chair to address the next speaker on the speakers' list.
6. Yielding to Point of Information allows other Delegates to raise Point of Information.
7. Yielding to Point of Information is possible only if the remaining time is over 15 seconds.

Article 4. General Debate

1. The first session starts with a General Debate.
2. During the General Debate, the Speakers' List is opened and yieldings in speeches are allowed.
3. During the conference, general debate is opened when there are no Points or Motions.

Article 5. Moderated Caucus

1. The Moderated Caucus is entertained when a Motion to move into a Moderated Caucus is passed.
2. The Delegate who raises the Motion to move into a Moderated Caucus should point out the purpose, duration, and maximum individual speaking time.
3. The purpose of the Moderated Caucus is such as but not limited to setting specific topics within the agenda or facilitating the debate.
4. The Chair shall give the right to speak to Delegates, and yieldings in speeches are not allowed.
5. The default speaking time is 90 seconds, and the maximum duration of the Moderated Caucus is 30 minutes.

Article 6. Unmoderated Caucus

1. The Unmoderated Caucus is entertained when a Motion to move into an Unmoderated Caucus is passed.
2. The Delegate who raises the Motion to move into an Unmoderated Caucus should point out the purpose and duration.
3. The purpose of the Unmoderated Caucus is such as but not limited to writing draft resolutions or discussing in a less-restrained environment.
4. During the Unmoderated Caucus, Delegates are not bound to procedural rules.
5. Delegates may have bilateral or multilateral discussions using breakout rooms by asking the Chair, and use the Zoom chat feature freely.
6. The maximum duration of the Unmoderated Caucus is 30 minutes.

Article 7. P5 Caucus

1. The P5 Caucus exists only in the United Nations Security Council.
2. The P5 Caucus is entertained when a Motion for a P5 Caucus is made by one of the five permanent members of the Security Council.
3. The purpose of the P5 Caucus is to mediate stances between the five permanent members of the Security Council, and non-permanent members cannot join a P5 Caucus.
4. The maximum duration of the P5 Caucus is 3 minutes.

Article 8. Resolutions

1. Resolutions are the final products of deliberation in the committee and should pose a solution to the problem being discussed.
2. All resolutions must be in a proper format, and the format of numbering is:

I-HMUN/2021/Committee/RES/Serial number
3. The serial number shall be given by the Chair according to the order of submission.
4. A committee may only pass one resolution per agenda.

Article 9. Draft Resolutions

1. Writing draft resolutions is only possible during the Unmoderated Caucus, and if needed, Delegates can write a note to the Staff with requests to form breakout rooms.
2. Delegates shall write draft resolutions using Google Docs and send the link to the Chair directly during the Unmoderated Caucus to get approval.
3. Delegates submitting the draft resolution will be a main submitter, who can only raise Motion to introduce a draft resolution and make a speech.
4. Delegates who are in favor of a draft resolution will be co-submitters.
5. The Chair has the right to approve a Draft Resolution and must consider the format and quality of draft resolutions before approving. The Serial number shall be given by the Chair.
6. Once approved by the Chair, Delegates can introduce a draft resolution by posing a Motion to Introduce a Draft Resolution.
7. Introduced Draft Resolutions will be shared to the committee through Google Docs.

Article 10. Amendments

1. Delegates may pose amendments for the purpose of adding, striking out, or modifying operative clauses in draft resolutions once draft resolutions are introduced.
2. Delegates shall write amendments using Google Docs and send the link to the Chair through Note Passing during the Moderated Caucus or directly to the Chair during the Unmoderated Caucus to get approval.
3. The Chair has the right to approve an Amendment and must consider the format and quality of amendments before approving. The Serial number shall be given by the Chair.
4. Once approved by the Chair, Delegates can introduce an amendment by posing a Motion to Introduce an Amendment.
5. Introduced Amendments will be shared to the committee through Google Docs.

Chapter V. Points and Motions

Points

Point of Personal Privilege

1. A Delegate can raise a Point of Personal Privilege to address the comfort(s) of an individual or members of the committee if uncomfortable.
2. While other delegates are speaking, Point of Personal Privilege regarding audibility is only allowed. The Chair may confirm the point according to his or her sole discretion to allow while another Delegate speaks.

Point of Order

1. A Delegate can raise a Point of Order to point out a Chair's mistake of recognition about the Rules of Procedure.
 - a. the point must address only procedural mistakes.
2. A Point of Order may not be raised while another Delegate speaks.

Point of Inquiry

1. A Delegate can raise a Point of Inquiry if he or she has a question regarding the conference.
2. A Point of Inquiry may not be raised while another Delegate speaks.

Point of Information

1. When a speaker from the Speaker's List yielded time to Point of Information, delegates may raise a Point of Information to ask a question about the speech.
 - a. Only the time taken to respond to the Point is deducted from the remaining time.
 - b. The Delegate who was requested to answer may not decline answering.
2. After a main submitter's speech of draft resolution for amendment, delegates may raise a Point of Information to ask a question about the speech.
 - a. The main submitters may not decline answering.
 - b. Up to 2 Points of Information are possible.
3. Delegates must raise a Point of Information in a form of question.
4. Any follow-up to the answer is not allowed.

Point of Clarification

1. After reading out operative clauses of introduced draft resolutions or submitter speech of amendments, Delegates may raise a Point of Clarification to request the explanation of specific terms or phrases.
 - a. Up to 2 Points of Clarification are possible.
2. A Point of Clarification can be adopted only in cases when the Chair regards it necessary.
3. The Delegate who was requested to answer may not decline answering.

Motions

Motion to change the speaking time

1. To change the speaking time of speeches from the Speakers' List, a Delegate may raise a Motion to change the speaking time.
2. This Motion requires a "simple majority" to be passed.

Motion to move into a Moderated Caucus/Unmoderated Caucus

1. When the Speakers' List runs out, a Delegate may raise a Motion to move into a Moderated Caucus or a Motion to move into an Unmoderated Caucus.
2. This Motion requires a "simple majority" to be passed.

Motion for a P5 Caucus

1. A Motion for a P5 Caucus only exists in the United Nations Security Council.
2. Five permanent members of the Security Council can raise this Motion at any condition.
3. This Motion does not require a voting procedure.

Motion to Introduce a Draft Resolution

1. After a draft resolution is approved, a Delegate may raise a Motion to Introduce a Draft Resolution.
2. The Delegate who raises the Motion must point out the Serial number of a draft resolution.
3. The Delegate who raises the Motion is obligated to:
 - a. Read out the operative clauses of a draft resolution.
 - b. Answer up to 2 Points of Clarification.
 - c. Elaborate on the content of the resolution within 3 minutes (no yields allowed).
 - d. Answer up to 2 Points of Information.
4. Only the main submitter of a draft resolution can raise this Motion.

5. This Motion does not require a voting procedure.

Motion to Introduce an Amendment

1. After an amendment is approved, a Delegate may raise a Motion to Introduce an Amendment.
2. The Delegate who raises the Motion must point out the Serial number of an amendment.
3. The Delegate who raises the Motion is obligated to:
 - a. Read out the amendment.
 - b. Answer up to 2 Points of Clarification.
 - c. Make a speech within 1 minute 30 seconds (no yields are allowed).
 - d. Answer up to 2 Points of Information.
4. This Motion does not require a voting procedure.

Motion to Close Debate on Amendments/Resolution

1. To move into substantive votes regarding amendments or resolutions, a Delegate may raise a Motion to Close Debate on Amendments or a Motion to Close Debate on Resolution.
2. This Motion requires a “simple majority” to be passed.
3. If the Motion is passed, the committee will directly proceed to substantive voting procedures on the amendment or resolution.

Motion to Adjourn the Session

1. With less than 30 minutes left to the end of the session, a Delegate may raise a Motion to Adjourn the Session.
2. This Motion requires a “two-thirds majority” to be passed.

Precedence

1. Points always precede Motions.
2. A Motion to move into an Unmoderated Caucus takes precedence over a Motion to move into a Moderated Caucus.
3. When multiple Motions to move into a Moderated Caucus are raised, the total duration must be considered prior to individual speaking time.
4. In a Motion to move into a Moderated Caucus or a Motion to move into an Unmoderated Caucus, longer total duration takes precedence.
5. In a Motion to change the speaking time, or a Motion to move into a Moderated Caucus, the Motion that suggests a longer duration of speaking time takes precedence.

Chapter VI. Online Policy

Article 1. Online Meeting Platform

1. The online platform of I-HMUN is Zoom.
2. The link of each committee will be sent to every delegate prior to the conference.

Article 2. Online Meeting Rules

1. Upon entering the meeting before its start, it is required that participants turn off the microphone utility.
2. Delegates must not turn off the video and microphone utility during the meeting without the permission of the Chair.

Article 3. Zoom Functions

1. Chatting is allowed exclusively to the Staff, regardless of the final receiver.
2. Direct chatting is allowed only during the Unmoderated Caucus.
3. Delegates may use the Raising Hand feature of Zoom when voting or raising Points or Motions.

Article 4. Online Document Tool

1. The online document tool of I-HMUN is Google Docs.
2. Delegates will receive the format of online documents prior to the MUN.

Article 5. Online Document Rules

1. All online documents must follow the official format, which will be provided through Google Docs.

Article 6. Online Document Submission

1. Writing draft resolutions is only allowed during the Unmoderated Caucus.

2. To get approval, online documents should be submitted directly to the Chair with proper format, and the format is:

(From: To: Chair. Draft Resolution/Link) or (From: To: Chair. Amendment/Link)

3. After approval, the Chair shall notify the given serial number to the submitter, which should be pointed out when addressing the document in order to introduce resolutions or amendments.
4. Delegates need to change the link sharing option to 'anyone with the link' and authorize as an editor.