



RULES OF PROCEDURE GUIDE

**DIPLOMUN ONLINE 2022
MAY 21 AND 22**

Welcome to the DiploMUN Online 2021 Rules of Procedure Guide. In this guide, you will be able to understand the functioning of the conference, how the flow of discussions will take place and the rules of the proper event. Read carefully because this guide will dictate the functioning of the entire conference and should be strictly followed by all members and participants of the event.

Have a good read!

Best regards,

Board of Directors – Instituto Diplomun

TABLE OF CONTENTS

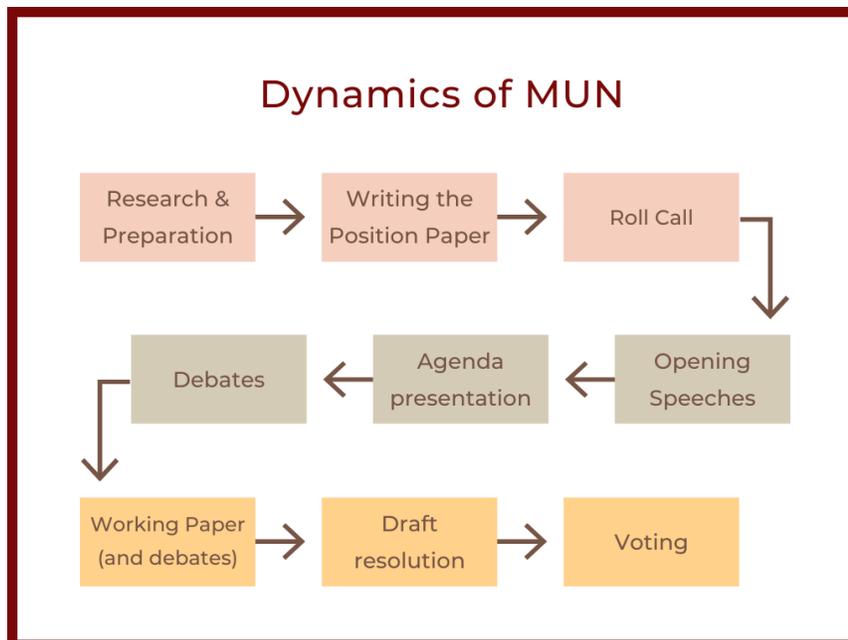
WHAT IS A MUN CONFERENCE?	4
UNITED NATIONS GOALS	6
PLAGIARISM RULES	7
GENERAL RULES	8
DEBATES	9
PROCEDURES	14
THE PLATFORM.....	18

WHAT IS A MUN CONFERENCE?

The term “diplomacy” consists of the civilized and peaceful action of relating to different groups, nations or societies. The objective of diplomacy is to maintain a healthy relationship between the various social groups, ensuring that the particularities and interests of each are defended and represented. Within this context, we have one of the main educational tools that foster diplomacy, oratory, leadership and other diverse skills: the Model United Nations conferences.

Broadly speaking, a MUN is a diplomatic debate event where delegates, representing different countries, meet in specific committees and debate in light of their foreign policies in an attempt to build solutions to global problems. In general, it is expected that these delegates, mainly through speeches, diplomatically discuss the committee's problem, sometimes presenting different sub-problems and their impacts, sometimes dissecting their national policy and elaborating thought-provoking solutions for the topic. In addition, it will be necessary to negotiate demands with other countries to build documents (such as Proposals for Resolution) that formalize the solutions presented and are voted on, and must be the result of a majority satisfaction of the committee to obtain approval.

In summary, a Model UN conference follows the dynamics below:



Certainly, some of the terms listed seem complicated at first glance. However, they will be explained and addressed in this guide (and in the Documents Guide!) Thus, making it easy to understand the dynamics of MUN.

Furthermore, it is worth noting that the conference secretariat is willing to guide delegates in whatever is necessary, either by clarifying procedures or directing their research, thus encouraging their active participation in the discussions and hoping that everyone will act in order to develop their diverse skills, in addition to experiencing the feelings of an international committee.

UNITED NATIONS GOALS

The objectives of the United Nations (UN), as found in Article I of its letter, are:

1. Maintain international peace and security, and to that end, take effective collective measures to prevent and remove threats to peace and suppress acts of aggression or other violations to peace, and bring by peaceful means and in accordance with the principles of justice and international law adjustments and solutions to international disputes or circumstances that may lead to a violation of the peace;
2. Develop friendly relations between nations based on respect for the principle of equal rights and self-determination and take other appropriate measures to strengthen universal peace;
3. Achieve international cooperation to solve economic, social, cultural or humanitarian problems and promote the encouragement of respect for human rights and fundamental freedoms for all, regardless of race, sex, language or religion;
4. To be a centre for harmonizing the actions of nations in achieving these common ends.

In this way, DiploMUN Online delegates must act in accordance with the above objectives and ensure that they are achieved effectively.

PLAGIARISM RULES

It is forbidden to send materials written by others that were previously used in an academic or extracurricular area or the identical reuse of operative clauses previously applied in real UN resolutions without due citation. Furthermore, it is also forbidden to reuse the speeches of others without proper citation and that do not fit into popular sayings or phrases.

Any delegates suspected of committing an act of plagiarism will be subject to an investigation which may result in disciplinary action, including verbal reprimand or reduced consideration or ineligibility for awards.

GENERAL RULES

1. The official language to be used in the ceremonies will be Portuguese. However, DiploMUN Online will have committees that will operate 100% in English. Delegates may not address their speeches to the committee in any language other than that of their committee, unless it is some foreign expression necessary for the debate, which must be followed by translation into the official language of the committee.
2. Delegates shall behave diplomatically, maintaining respect and decorum, and addressing the decisions of the Board of Directors. In addition, delegates must act with etiquette and must faithfully represent the opinions and positions of their respective delegations.
3. The Committee Directors have the power to declare the opening and closing of each session of the committee, to conduct discussions, to ensure compliance with the rules and to recognize the right to speak to delegates. The Bureau will decide on the precedence of questions/points and motions submitted by the delegates and may also suggest them when it's appropriate.
4. It is for the Board of Directors to establish, unilaterally and without a vote, a certain mode of debate if it deems it is relevant. The decisions of the Board of Directors are final and unquestionable. The board of the committee has the power to interpret the rules as it deems appropriate to ensure the smooth running of the work.
5. The Committee of the Historical United Nations Security Council is the only one with autonomy to carry out military actions and make mandatory decisions. The committee may carry out interim measures. The other committees may not adopt mandatory measures except in deliberative cases of the Board of Directors.
6. The Board reserves the right to change the rules if necessary. In addition, the Bureau may act autonomously in the event of situations not provided for by official rules.
7. Diplomun team members have a duty and responsibility to ensure the correct functioning of the conference and to ensure that this succeeds.

DEBATES

This section will address rules relating to the debate, thus explaining the types of debate and procedures related to it

1. Agenda

The Committee Agenda is a schedule established to guide session discussions. It shall be presented by the delegates who wish to do so in the first session. The Agenda of the Committee will be arranged in topics that present crucial points of the theme. The formatting of the agenda is established and explained in the Document Guide.

2. Quorum

Sessions will be declared open when at least one third (1/3) of the delegates are present. The presence of a qualified majority (2/3 of the delegates) is necessary for any substantial decision to be taken.

When in the presence of the minimum Quorum, the Board of Directors makes a call from the delegations present who shall declare themselves as "present" or "present and voting."

Delegations that speak as "present and voting" will not be able to abstain from voting on substantial issues during that session. Observer nations should speak only as "present."

The Diplomun team would like to point out that the Committee sessions are presented in advance in the general schedule of the event, and it is essential to respect the established times.

3. Types of debate

There are four different types of debate that can take place during the course of a Committee:

(i) Speakers List; (ii) Moderated Caucus; (iii) Unmoderated Caucus; and (iv) Tour the Table. The list of speakers is configured as the traditional type of debate. The other types need to be

requested through a motion and approved with a simple majority.

3.1 Speakers List

It is the list that is open to delegates at the beginning of the committee. This general list is used to begin delegation discussions and presentations. The List of Speakers is the standard discussion modality, moderated by the Board of Directors. It may only be suspended through Motion for Postponement of Session, Motion for Unmoderated Caucus, Motion for Moderated Caucus with Speech Limit, or Motion for Tour the Table. To be included in the List of Speakers during the debate, the delegation must sign its will to the Board of Directors using the ZOOM function of "raise hand" during the debate. Upon receipt of the request, the Bureau will include the representation name at the end of the List. No representation can have your name entered more than once at the same time. The Board of Directors shall give the word according to the order of registration in the List of Speakers.

If a Delegate feels maligned, unduly mentioned, or directly offended by another delegate's speech, he or she may request a motion for the right of reply. If granted, a speech to reply will be granted. The right of rejoinder won't be accepted by the Bureau

3.2 Moderated Caucus

In the moderate caucus, the order provided by the List of Speakers of the Topic is not followed, instead, the Bureau will ask that all who wish to speak use the "raise hand" function at the same time, and the choice of who will speak is made arbitrarily by the Bureau. A motion is needed to move to a Moderate Debate, which is adopted with a simple majority, classifying it as a procedural issue. The motion should contain the total time of the debate and the time per speech, as well as a justification for such action and the topic to be discussed. The yielding of time is also suspended.

3.3 Unmoderated Caucus

Generally used for the faster and more efficient maneuver of Documents to be used in the committee or for a more informal discussion on a subject, the Unmoderated Caucus is characterized by the non-moderation of the Board of Directors for a long time, in which delegates can move freely through the Committee. The adoption of the motion for Unmoderated Caucus requires a simple majority, and at the time of the motion request, the delegate must propose the time and justification for it – whether it is up to the Bureau to accept the proposal or not.

3.4 Tour the Table

The Tour the Table is a discussion modality which aims to explain the vision and positioning of delegates on a given topic. If the motion is approved, the Bureau will call the delegates alphabetically, in which they must give a succinct position on the subject (maximum of 30 seconds), there is no possibility of abstention. The Board of Directors shall sign each Delegate for their pronouncement to be made.

4. Speeches

To be able to speak, the delegate must first be recognized by the Committee Directors. He must register on the list of speakers to be entitled to make his speech (or in a moderate debate, if in order); At DiploMUN Online, this procedure will be done using the "Raise Hand" function in Zoom at any time, the Board of Directors will notice, and will subscribe the name of the delegation at the end of the list of speakers, recognizing the delegates for the speeches in order of registration in the list. The traditional duration of a speech is 1 minute, which can be changed to more or less – due to the need for discussions – through a motion. The Bureau may also suggest the increase or decrease in speech time, in addition to whether or not to abduct arequested motion.

At the end of his speech, it is suggested that the delegate say "yield my time to...;" or just close your speech if you don't have time remaining.

4.1. Opening Speeches

This speech aims to explain in general terms the guidelines, interests, congratulations and concerns of the delegation and its positioning as a representative on the proposed theme and are mandatory, the steering table, after the implementation of the call, should proceed to the initial speeches, in which each delegation must give a one-minute speech about its position in relation to the general theme of the committee. Once this has been done, a motion should be requested to open the list of speakers (or agenda presentation if it has not yet been submitted), where delegates will proceed to the standard mode of the debate. The initial speeches are mandatory and at the beginning of the first session the Bureau will call the delegates in alphabetical order of representations which will give their speeches.

4.2 Yields

If you wish, the delegate who is speaking (having more than 15 seconds left) can give the remaining speaking time in three ways:

4.2.1. To the Chair, which will continue with the process of moderating

4.2.2. To another delegate, who will use the remaining time to speak.

4.2.3. To questions, in which the other delegates will be able to ask questions about a delegate's speech, the remaining time will be subtracted only in the response time, not in the question time. The bureau will notify the delegate if they think the remaining time is not enough to answer one more question.

Note: There is no time yielding during a time already yielded, as well as in a moderated caucus.

5. Voting Processes

This section will present the two types of voting along with the two quorum types and the differences between them.

5.1. Procedural Points

These points concern the normal procedures of the debate within the committee, the course and manner in which the debates take place, such as the vote on motions. The procedures, to be adopted, need the approval of the simple majority (quorum) of the committee (50%+1), that is, the majority of the delegates present in that session. Observer members within the committee vote on this type of issue, which is not the case on substantial issues. Furthermore, there is no right to abstain from such a vote and voting for or against such a procedure should be compulsory. If the Bureau notices the abstention of a delegate, it shall repeat the procedure until all members of the committee have voted.

5.2 Substantial Points

These points are those related to the adoption of decisions that concern the topic of discussion of the topic and final document produced, such as resolution voting, working documents (if voted, depending on the choice of table) and amendments. Substantial issues require qualified majority approval, i.e., 2/3 + 1 delegation of delegations present. In this type of vote it is possible to abstain, and only effective members of the committee vote, thus excluding observers. Moreover, members who declare themselves as only being present have the right to abstain from voting.

PROCEDURES

1. Motions

A Motion is the instrument used by delegates to modify the structure of discussions. At the end of each speech, and before recognizing the next one, the Bureau will question the Committee whether there is a delegation that wants to lift a Motion. This Delegate should use the "Raise Hand" function to signal his will. The Board of Directors will recognize the representative and grant him the right to speak, only after recognition by the bureau the delegate can make his motion. The Board of Directors will assess whether to put the motion in order or not, i.e. whether it is valid or not. It is possible to decide that a Motion is not in order, taking into account the productive use of the proposed discussion modality or any other subjective criteria. No protests or complaints from Delegates against the Board of Directors' decision to order a Motion will be heard. If put in order by the Board of Directors, the Motion shall be submitted to the vote of the representations.

1.1. Motion for Unmoderated Caucus

A Motion for Unmoderated Caucus should be used when a Delegate wishes to temporarily suspend the Speaker List and to consult the Committee more informally and dynamically. When proposing this Motion, the delegation must specify how long this Debate will be in order and justify its need. In this format, there is no time limit for debates, so there is no assignment of time. The Board of Directors, during this Order, becomes exempt from its obligations to mediate the speeches.

1.2. Motion for Postponement of the Session

The Motion for Postponement of the Session implies the temporary suspension of the Debate, which will resume at the next pre-defined time. This Motion will only be placed in order at end of the stipulated time for each session.

1.3. Motion for Closing the Debate

The Motion for Closure of the Debate implies the total and permanent suspension of discussions. This Motion will only be put in order after the draft resolution process is finalized, and only its vote is needed.

1.4. Motion to Change Speech Time

Although the speech time is initially defined as 1 (one) minute, such time can be modified through the Motion to Change Speech Time. The delegation that raises it, in addition to establishing the new desired discourse time, must justify it, whether or not it may be considered by the Board of Directors.

1.5. Motion for a Moderated Caucus

If delegates want to address a specific topic other than what is currently being discussed or proposed, they may request a moderate discussion on a specific topic, and when requesting that discussion they must specify the duration, topic, and duration of each speech.

1.6. Motion to Tour the Table

The Motion to Tour the Table implies revealing the delegation's position on the subject in question. If approved, delegates will enter into this mode of debate until all delegations have given their position.

1.7. Motion for expulsion of delegate

If a delegate behaves in a way that breaks the rules of behavior established, excessively lacks with decorum, promotes prejudiced attitudes in general, performs a physical or verbal attack on another component etc. delegates may request a motion to expel this delegate from the session or for a time established, it must be justified and should be evaluated by the board and it is up to it to grant it the right to go to vote or not.

1.8. Motion to present a Working Paper/Resolution Draft/Provisional Measure/Amendment

If a delegate has made a document and wishes to present it, he must do so in advance to the board of directors, and after the authorization of the latter, he/she must request a motion

for the presentation of his/her document. The delegate must proceed through sharing with the table by Google Docs, Drive or Email; after that, if approved by the table (and after requesting the motion of presentation), he must send the link for viewing in the chat "zoom" or share his screen with document preview (if the table demands it).

1.9. Motion to divide the house

If the committee is about to proceed to the voting of a paper, a delegate may request a motion to divide the house, if it is approved, there may be no abstentions during the voting procedure, only votes for/against.

1.10. Motion to pass as friendly amendment

If a delegate proposes an amendment that meets the interests of the sponsors and signatories of the document, a motion may be requested to pass this amendment as friendly. If all sponsors and signatories agree to this and do not object, the amendment will automatically pass, and it will be included in the resolution without the need for a votation.

1.11. Motion to divide the question

When submitting a resolution or working paper, a delegate may request a motion to divide the paper into one or more specific topics, thereby, delegates may vote on the document disregarding one or more operative clauses, and then voting on those clauses separately and not exercising a previous function in approving or rejecting the document.

2. Points

There are three types of Points that a Delegate can address directly to the Bureau. If he wishes to consult the Bureau on a subject not covered by these Issues, he must do so informally, and the Bureau shall inform the Committee of everything of general interest.

2.1. Point of Personal Privilege

At any given moment during the debate, Delegates may raise a Point of Personal Privilege to indicate a feeling of personal discomfort or to indicate that they are being prevented

from continuing the discussion properly. The Board of Directors should try to correct the situation. This question can interrupt a speech, if extremely necessary.

2.2. Point of Order

Delegates may raise a Point of Order upon realizing that the Rules of Procedure are not being followed correctly by the Bureau. This Point must be strictly linked to the Rules and cannot interrupt the speeches. The Bureau will decide whether or not the Matter is in order as appropriate.

2.3. Point of Parliamentary Inquiry

Delegates may raise this point when they have any questions regarding the Rules of Procedure or the flow of the debate.

THE PLATFORM

1. Motions, voting and registration in the list of speakers

When the table makes room for it, if you want to request a motion, subscribe to the speaker list, or enter the voting procedure, click the "Raise Hand" option in the zoom. This can be found by clicking on the "chat" and "participants" options at the bottom of the screen. This is how chat options and participants are:

To register for the list of speakers, delegates must use the "Raise Hand" function during other delegates' speeches.

2. Documents

All documents must be written during the conference. The Bureau shall provide an email for delegates to send working documents and draft resolutions to the Bureau. Delegates can collaborate on documents using Google Docs, Email, or the chat feature in Zoom.

3. Informal Messages

Delegates can use zoom chat instead of tickets. The chat button can be found at the bottom of the screen.

Delegates are reminded to check who your chat is being sent to before always sending it. Delegates can change who the chat is being sent to by clicking the drop-down menu next to "To:".

By selecting a name from the drop-down menu, a delegate can send a message to that person and not to the entire group.

4. Using the Zoom platform

Diplomun encourages all delegates to use a computer if possible. On a mobile device, you can't see the other participants and use the chat feature at the same time. If you're using Zoom on a mobile device, download the Zoom app from the app store. If you're using a computer

(recommended), you may need to download the zoom extension in Chrome. To join the meeting, click the link provided. You may need to enter a password. If you do, the password will be sent to you with the link. Delegates must change their name during the call to the country they represent.

We hope you will get the most out of the guide, thank you very much for reading and paying attention. Should you have any questions do not hesitate to contact us.

Best regards,

Board of Directors – Instituto Diplomun.