

24-26 May 2024

# MUNSA'24

Sakıp Sabancı Anatolian High School  
Model United Nations Conference 2024

The United Nations emblem, featuring a world map surrounded by olive branches, is faintly visible in the background.

## General Rules of Procedure for MUNSA'24

REACH TO THE FUTURE, SHAPE TOMORROW'S WORLD

## **Duties of the Secretariat**

The Committee's Secretariat will have the responsibility of receiving and distributing all Committee documents, reports, and resolutions to the members of the conference, as well as performing any other duties delegated to it by the Committee, in accordance with the provisions of the UN Charter Article 98.

The decisions made by the Secretary-General will be considered final and must be followed by all participants. The Under Secretaries-General, acting as representatives and agents of the Secretary-General, shall collectively be referred to as the Secretariat for the purposes of these regulations.

## **Scope**

The Rules of Procedure of MUNSA (Sakıp Sabancı Anatolian High School Model United Nations Conference) shall apply to all Committees organised by MUNSA, except for the G-20, BDNC, BMM and the crisis committees that have their own rules of procedures. The United Nations Charter and MUNSA Rules of Procedure shall govern the conduct of all Committee proceedings.

In case of any conflict upon the rules, the MUNSA Rules of Procedure shall take priority.

The Committee Directors shall have the final decision in any situation that is not explicitly addressed by this rules of procedure or the United Nations Charter.

## **Arbitration**

Only the Secretary-General or designated Secretariat members are authorized to interpret the MUNSA regulations. All interpretations must align with MUNSA's purpose, philosophy, and core values.

## **Language**

English is the official written, spoken, and working language of the MUNSA conference. If a delegate wishes to present any document in a language other than English, an English translation of the document must be provided to the Committee Director. The Committee Director may allow such material to be distributed within the committee at their discretion.

## **Credentials**

All delegations' credentials shall be recognized upon registration. No action may be taken to alter any member's rights, privileges, or credentials without the approval of the Secretary General. If

another member objects to a representative's admission, the representative shall be temporarily seated with the same rights as other representatives until the Secretary General makes a decision.

## **Courtesy**

Delegates must exhibit kindness and respect towards other delegates and the Secretariat, and must display exemplary conduct towards the hosts. Any delegate who violates this rule shall be immediately called to order by the Committee Directors.

## **Dress Code**

All attire worn during the MUNSA Conference must adhere to professional standards suitable for diplomatic environments. Failure to meet these standards, as determined by MUNSA staff, may result in individuals being asked to temporarily leave the session until appropriate attire is donned. In the case of necessary changes not being made or rejected, the secretariat has the authority to dismiss the individuals from the conference. The dress code is Western business attire (WBA) during the conference, which typically includes a business jacket, dress shirt, tie, slacks/skirt/dress, and dress shoes. Dresses and skirts should extend to knee length. Delegates are encouraged to choose attire that aligns with their self-identified gender. Casual clothing items such as sweaters, novelty jackets, shorts, sundresses, ball caps, jeans, sneakers, athletic wear, and sunglasses are considered inappropriate for conference sessions. Additionally, attire that reveals excessive bare skin, undergarments, or is overtly revealing is not permitted. Participants should refrain from displaying school or national symbols such as flags, pins, or crests during sessions. However, UN symbols are acceptable. It's essential to note that traditional cultural attire should not be worn as a costume, and any attempt to do so will not be tolerated by the secretariat. Faculty advisors, delegation leaders, guests, and volunteer staff are expected to serve as exemplary models for delegates by adhering to the professional business attire guidelines during all conference sessions.

## **Regulatory Enforcement**

During the conference it is important to refrain from smoking, drinking alcohol using cigarettes or any similar substances. This rule applies to all areas where the conference takes place both indoors and outdoors. Smoking and consuming beverages can affect the delegates well being and the overall professional atmosphere of the conference. Therefore possessing or using items is considered an offence. If anyone violates this rule they will face consequences from the conference secretariat, which may even result in the dismissal of the offender from the conference. All attendees must adhere to these guidelines to maintain a professional environment at the conference.

## **Other Participants**

Visitors and advisors at the conference are required to follow the guidelines like everyone else participating. These attendees, who are different from delegates or other academic/organising team members usually include school administrators, advisors or head delegates interested in understanding the event and monitoring their own delegations. They do not actively attend the session. Instead participate by observing and gaining knowledge about the conferences' happenings and situations.

## **Absence**

If a delegate is not present during roll call, he or she is considered absent until a note is sent to the committee board. A delegate who is recognized but is not present when called upon yields his or her time to the Chair, and debate shall continue unabated. If a delegate does not attend 2 sessions in total during the entirety of the conference, they will lose their right to obtain any type of award in their respective committee. Also, if a delegate does not attend 3 sessions in total during the entirety of the conference, they will lose their right to obtain their participation certificate which proves that they have attended the conference.

## **Participation of Non-Members**

Accredited Observers will not have the same right to be recognized and address the committee in debate as a member state. Observers are the countries that are not officially accepted into the UN but are granted access to UN meetings to participate in discussions.

## **Powers of the Committee Staff**

Each committee in MUNSA shall consist of one or two Committee Directors and the committee's academic team. The Committee Directors shall lead the committee, as authorised by this document. In addition to fulfilling the obligations outlined in these procedures, the Director shall be responsible for calling each meeting and session of the Committee to order, overseeing discussions, ensuring compliance with the current Rules of Procedure, granting speaking rights, calling for votes, and announcing decisions. The Director shall have complete control over the Committee's proceedings and shall maintain order at its sessions in accordance with the present Rules of Procedure. In order to clarify specific substantive or procedural issues, the Committee Director may temporarily suspend the current Rules of Procedure. Furthermore, the Committee Director may pause the committee's proceedings to display a presentation, invite a guest speaker, or call an expert witness. The Committee Directors may delegate their responsibilities to another Committee Board or Secretariat member for a limited time. Delegates may seek guidance from the Committee Directors on how the debate may proceed. The Committee Directors shall be

accountable to the Secretary General and subject to these regulations at all times when executing these duties.

## **Quorum**

The minimum number of delegates required to commence an official session is known as quorum. For every committee in MUNSA, at least one-fourth of the committee members must be present to meet the quorum requirement. However, in the case of the United Nations Security Council (UNSC), all five Permanent Members of the UNSC, which include the United States of America, the United Kingdom, the Russian Federation, the People's Republic of China and the Republic of France, must be present to commence the official session.

## **Statements by the Secretariat**

At any time during the conference, the Secretary-General or a designated member of the Secretariat may provide statements to the Committee. These statements may be given orally or in writing.

## **Appeal to the Director's Decision**

Appeals can only be made regarding procedural issues, unless the current Rules of Procedure state otherwise. If a delegate wishes to challenge a decision, they must do so after the decision has been made, and the Director may provide a brief defence of the decision. The Committee Director's decision will then be subject to a procedural vote, and unless at least two-thirds of the members present vote to overrule it, the decision will stand. A "Yes" vote indicates agreement with the Committee Director's decision, while a "Mark" vote indicates disagreement. The Chair's decision is final unless at least two-thirds of the committee members vote "No." The Committee Director's decision to reject a draft resolution or amendment cannot be challenged.

## **Electronic Devices**

With the exception of unmoderated meetings, using communication-enabled electronic devices is not permitted during sessions unless the Committee Directors specifically give permission.

## **Notepapers**

Communication between delegates and committee staff should primarily be done through written notes. These notes must be written in English, follow a formal tone, and relate to the committee's agenda item. If a note violates these rules, the administrative staff can bring it to the attention of the Committee Board, and the Board member may choose not to approve it. Note-passing is not



allowed during roll-call, unmoderated caucuses, and voting procedures. The Committee Directors have the power to restrict note-passing to only notes addressed to them if necessary.

## **Roll Call**

At the start of every official meeting, the Committee Directors will conduct a procedure known as "Roll Call," where each Member State will be called in alphabetical order. During this procedure, Member States must indicate their presence by saying "Present" or "Present and Voting." If a Member State says "Present and Voting," it means they are obligated to vote on all substantive matters during that session and cannot abstain.

## **Debate**

After the delivery of the opening speeches to the Committee, debate on the agenda item will automatically begin with the formation of the General Speakers List (hereinafter referred to as GSL). The Committee Directors will open the GSL and will show the order of the speakers.

The debate shall proceed in three different modes:

- I. Formal Debate
- II. Moderated Caucus
- III. Unmoderated Caucus

The default mode for the debate is formal discussion. The general discussion of the agenda item, the discussion of changes, and the discussion of resolution drafts are all referred to as formal debate. It is controlled by a (General) Speakers' List (GSL/SL) and will proceed until a procedural resolution replaces it.

The committee will have an open GSL for the Agenda Item which is being considered. As long as the member state's name isn't already on the GSL, it is possible for it to be added by sending a written proposal to the Committee Director. A note to the Committee's Director is all that is required to apply for the GSL. The placards of the delegates who want to be added to the GSL may also be specifically requested by directors. Delegates may be added to the GSL at the option of the Committee Directors. Before being acknowledged, any delegate who wants to be kicked out of GSL can submit a letter to the committee directors.

The GSL will be available throughout the discussion of that agenda item. The Committee Director has the discretion to announce the list of speakers; this decision should not be challenged or the topic of a motion by the Committee. Speakers may address any document that is on the floor at any time during the formal debate and may talk generally about the subject (agenda item, amendment/draft resolution discussed). The Speakers Lists for discussions of amendments and resolution drafts will follow the same guidelines.

## **Unmoderated Caucus**

Unmoderated Caucus is a form of debate that takes place within the official Committee Session procedures. It serves as a designated lobbying period for discussions and document preparation.

When the floor is open, a motion for an unmoderated caucus may be entertained at any time. While making the motion, it should be made clear what the purpose is as well as the time limit, which cannot surpass 20 minutes. A simple majority is needed for the motion to pass when it is put to a vote. In the event of multiple motions proposing unmoderated caucuses, the Committee Directors will rank motions in descending order of length and the Committee members will vote accordingly. If the Committee Director believes that an unmoderated caucus has ceased to be fruitful, he or she may adjourn it early. This decision is final and cannot be appealed.

An unmoderated caucus may be extended twice as long as the total duration of the extensions and the initial caucus is not exceeded. A proposal to extend the unmoderated caucus may be rejected by the Director, and that decision cannot be appealed.

## **Moderated Caucus**

Moderated Caucus is a form of debate that takes place under the ruling of the Committee Directors and it aims to facilitate substantive debate on critical junctures in the discussion. The Director will momentarily withdraw from the Speakers' List and, at his or her discretion, call on delegates to talk during a moderated caucus. When the floor is open, a motion for a moderated caucus may be made at any moment. Caucus sessions are limited to 20 minutes, and each speaker is given a set amount of time that cannot be increased from the Speakers' List. A simple majority is needed for the motion to pass when it is put to a vote. The Committee Members will vote in accordance with the Director's ranking of the motions in descending order of length when there are multiple motions proposing moderated caucuses. An appeal cannot be made from the Director's decision to find a motion out of order.

During a moderated caucus, no motions can be raised in between speeches. If a delegate's speech does not discuss the subject of the moderated caucus, the delegate may be and will be ruled out of order. The Committee Director may declare the moderated caucus over if no delegate requests to talk.

Only immediately following the conclusion of the Moderated Caucus may a move be made to extend the current Caucus. A moderated caucus may only be postponed twice, each time for a period not to exceed that of the original caucus or, in the case of a request for a second extension, the original caucus. A proposal to extend the moderated caucus may be rejected by the Director, and that decision cannot be appealed.

## **Closure of Debate**

A delegate may propose a motion to close such debate when the floor is open, regardless of whether another delegate has expressed a desire to speak. This applies to debate on the general subject, the agenda, or an amendment. A delegate may propose this motion at any time. This motion is open to the Director's decision.

Only two delegates opposed to the closure will be given the opportunity to talk on the motion during consideration, and then a procedural vote will be taken on the motion. To pass this resolution, the house must vote with a two-thirds majority in favour of ending the debate. The Committee may choose to split the House, divide the question, reorder the draft resolutions, or proceed to the voting process after the discussion is over. In the event that there are no additional motions, the Committee will immediately proceed to the voting process without the need for another motion.

## **Suspension and Adjournment of the Meeting**

The suspension of the meeting means the postponement of all Committee functions until the next session. The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. When the floor is open, a delegate may raise a motion to suspend or adjourn the meeting. These motions may be rejected by the Committee Directors. If such a motion is considered, the house will vote on it right away without entertaining any arguments in favour of or against it. To suspend or adjourn the meeting, a simple majority is needed. Before two-thirds of the conference time has passed, a move to adjourn the meeting will be denied.

## **Tabling and Resumption of Debate**

A delegate may propose a motion to table the current debate on an agenda item, a draft resolution, or an amendment that is being discussed. This motion is debatable. With this regard, permission to speak on the motion shall be accorded only to two delegates favouring and two opposing the motion, or in case only one delegate wishes to oppose the motion, one speaker for and one speaker against the motion shall be recognized where after the motion shall be put to an immediate vote. A two-thirds majority is required for the motion on tabling to pass. If this motion passes, no debate will be allowed on the tabled agenda item, draft resolution or amendment unless it is resumed by a motion.

## **Speeches**

No delegate may speak during a session without the Committee Director's approval. The Committee Director may call a speaker to order if their statements are irrelevant to the topic at hand, offensive to Committee members or the Secretariat, contain instances of personal offence,



or violate sovereignty. The Committee Director may also interrupt a speaker if they go over their allotted time.

## **Yields**

A delegate who is recognized by the Directors during the formal debate may yield any remaining time in three ways:

### **I-Yield to another delegate**

The delegate's remaining time will be offered to the delegate that the former delegate identifies. The Committee Director will recognize the second delegate for the remaining time if they accept the yield. The second delegate speaking may only yield to the Directors.

### **II-Yield to Questions**

Questioners will be selected by the Committee Director and limited to one question each. Follow-up questions will be allowed only at the discretion of the Committee Director. Only the speaker's answer shall be deducted from the speaker's remaining time. The Committee Director will have the right to call to order any delegate whose question is, in the opinion of him or her, rhetorical, leading and/or not designed to elicit information.

### **III-Yield to the Director**

Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Committee Director will then move to the next speaker.

Speeches during moderated caucuses and procedural matters (debates and motions) shall not end with yielding since during moderated caucuses, speakers are only given the right to talk, not the floor. A yielded time may not be yielded. Speeches are limited to one yield.

## **Right of Reply**

If a delegate feels that their national integrity has been compromised by another delegate, they may request a Right of Reply. This request must be made in writing. The Committee Director will determine a suitable time limit for the reply. The Director's decision on whether to grant the request for a Right of Reply is final and cannot be challenged. A Right of Reply to a previous Right of Reply is not allowed. According to this regulation, any comment that criticises the governing body of a Member State or questions the sovereignty of that Member State or a portion of it is considered an attack on the national integrity of the delegate.

## **Point of Personal Privilege**

Whenever a delegate experiences a situation that impedes their ability to participate in the Committee, they have the right to raise a Point of Personal Privilege. This allows the delegate to request that the issue causing discomfort be addressed and resolved.

## **Point of Order**

In the event that the proper parliamentary process is not being followed, a delegate has the option to raise a Point of Order. The delegate is not allowed to discuss the content of the issue being debated while raising a Point of Order. The Committee Director will make a decision on the Point of Order in accordance with the rules of procedure.

## **Point of Parliamentary Inquiry**

A delegate can use a Point of Parliamentary Inquiry to ask questions about the parliamentary procedure being followed. The Committee Director will provide a response based on the current rules of procedure. However, it is important to note that this type of inquiry should not be used to raise questions about topics other than parliamentary procedure. If a delegate has questions about other matters, they should send a note to the Committee Director instead.

## **Point of Information**

A delegate may raise a Point of Information, if the delegate has a question regarding the agenda item or the debate proceedings.

## **Interrupting a Speech with a Point**

During a speech, no points may be raised except in two cases:

1. A delegate may raise a "point of personal privilege due to audibility" if they cannot hear the speech being delivered by another delegate. However, the reason for the point must be explicitly stated as "due to audibility" when it is raised, or the delegate raising the point will be called to order.
2. A delegate may also raise a "point of order" if another delegate is speaking and there is a serious violation of the rules of procedure occurring during the speech.

## **Working Paper**

Working papers are resources used to direct the committee's debate and aid in the process of developing a draft resolution. Working papers are not official documents and can be given in any

format deemed appropriate by the Committee Directors. Working papers don't need to be filed with any signatories. Before it has been presented, no document may be referred to as a "working paper."

## **Final Documents**

The expected final document of all committees, except for those previously mentioned, is a resolution. The term "resolution" in the context of these rules refers to all anticipated final documents, unless otherwise indicated.

## **Draft Resolutions**

A draft resolution may be introduced when it is signed by one-fifth of the number of delegations that are present at the Committee at the time of the submission and received the approval of the Director.

The act of signing a resolution does not necessarily indicate support for it, and the signer has no further responsibilities. A draft resolution could only be signed if the signatories intended it to be debated in the Committee. The draft resolution has no recognized supporters or submitters. A draft motion needs to be approved by a simple majority of the present members. Per subject, only one proposed resolution may be approved. The voting process will conclude once a draft resolution has been approved, and all other draft resolutions will be deemed to have failed. In the interpretation of this rule, "present" refers collectively to all the members participating in that session, regardless of their statuses of presence.

## **Amendments**

Delegats may amend any draft resolution that has been introduced by adding to, deleting from or revising parts of it. Only One amendment may be introduced at any given time. Amendments shall be submitted in writing to the Directors. Amendments to amendments are out of order; however, an amended part of a draft resolution may be further amended. Amendments have no official sponsors, nor are friendly amendments recognized. Perambulatory phrases may not be amended. The final vote on the amendment is substantive; the same voting procedure as in the case of draft resolutions applies.

## **Procedure:**

1. A motion to introduce an approved amendment may be introduced when the floor is open.
2. After this motion, the Director may read the amendment aloud, time permitting. Then the motion to introduce is put to vote, requiring a simple majority to pass.

3. If the committee moves to introduce the amendment, general debate will be suspended and the Speakers' List will be established with Member states for and against the amendment. A motion to close debate will be in order after the Committee has heard from two speakers for the amendment and from two speakers against, or from all the speakers on one side and at least two on the other side. Two-thirds majority is required for the motion to close the debate to pass.
4. If there are no speakers against the motion to close debate, the Committee Director can propose to move to voting by acclamation. If rejected by the committee or delegate opposed to the amendment, the Committee will move to an immediate vote. Amendments need a simple majority to pass. After the vote, debate will resume according to the General Speakers' List.

### **Introducing Substantive Documents**

After a draft resolution or amendment is approved by the Committee Director, it must be introduced by a motion and approved by a simple majority to be addressed as a draft resolution or amendment.

The Committee Director may read the document or ask the delegate who raised the motion to read it out, but only the operative clauses need to be read for a draft resolution. Multiple draft resolutions can be introduced at the same time, but once a draft resolution is introduced, the debate is limited to that specific resolution. A new Speakers' List will be established for the debate and a motion can be raised to table or close the debate on the resolution.

Once the debate is over, the resolution will be immediately voted upon. If it passes, the general debate will be considered closed as only one resolution can pass per agenda item.

### **Voting Rights**

Each member of the Committee, including observers, shall have one vote on **procedural** motions. **Substantive** voting on a resolution or a part thereof will be taken among the Member States only.

### **Procedural Voting**

Procedural voting is permitted in all cases except when voting on a substantive amendment or resolution. During procedural voting, abstaining is not allowed and note passing is suspended. For motions requiring a simple majority, the Directors will ask for first seconds and then objections by saying "Are there any seconds/objections?" Delegates in favour of the motion will say "Second!" while those against it will say "Objection!" If no seconds are raised, the motion

will fail automatically, and if no objections are raised, the motion will pass without further voting.

For motions requiring a 2/3 majority to pass, the Directors will ask for first seconds by saying "Are there any seconds?" Delegates in favour of the motion will say "Second!" If no seconds are raised, the motion will fail automatically. If seconds are raised, the Directors will move on to objections. If no objections are raised, the Committee Directors will repeat "Are there any objections?" up to three times to confirm the consent of the Committee. In such cases, the Committee will bypass the procedure outlined in relevant Articles.

## **Substantive Voting**

Substantive voting is used to vote on draft resolutions, amendments, or portions of a draft resolution that have been divided out by motion. This type of voting is done after formal debate has ended. Only Member States have voting rights, and each member gets one vote unless specified otherwise. Members can vote in favour, against, or abstain, but abstaining members are not considered to be voting and are not counted. If the House is divided by a motion, each member must vote in favour or against without the possibility of abstaining. Only one resolution per topic can be passed by the committee.

During substantive voting, note-passing is suspended, and all points and motions other than the Division of the Question, Motion to vote by acclamation, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry, and Point of Order shall be considered out of order. All formal votes shall be conducted by a show of placards, unless a motion for a roll call vote is accepted. If the number of votes for and against is tied, the substantive document fails.

## **Majorities**

A simple majority requires more votes in favour and against; the matter fails in case of a tie. A two-thirds majority requires more affirmative votes than twice of the negative votes, except for the ones explicitly stated to require two-thirds majority; all matters require a simple majority to pass.

## **Division of the Question**

Before the substantive voting on a draft resolution, a delegate may move to motion to divide the Question. Division of the Question means that before the final vote on the draft resolution, it is divided into some parts to be voted separately. A draft resolution may be divided so that each of its operative clauses will be voted upon separately, or the division may group the clauses into two or more.



Preambulatory to speak on the motion for division shall be given only to two speakers in favour and two speakers against. In case of the existence of only one delegate wishing to speak against the motion, only one delegate shall be recognized to speak in favour of the motion. If the motion receives the simple majority required to pass in the substantive voting, the resolution or the amendment will be divided accordingly, and a separate substantive vote will be taken on each divided part to determine whether or not it is included in the final draft.

Parts of the resolution that are subsequently passed will be recombined into a final document and will be put to a substantive vote in the case of a resolution. The final vote requires a simple majority to pass. If all of the operative parts of a resolution are rejected, the proposal will be considered to have been rejected as a whole.

### **Division of the House**

Immediately after the closure of the debate, a motion to divide the House may be introduced. This motion requires a two-thirds majority. If the motion passes, abstentions on that draft resolution will be ruled out of order; meaning that each member will only have the right to either vote in favour or against, unattached to their status during the roll call. The division of the House is only in order in voting on draft resolutions; it cannot be introduced on voting amendments.

### **Roll Call Voting**

A delegate can move to motion for a RollCall vote before the substantive voting on a draft resolution. During a RollCall vote, the Director will call upon all member states present in English alphabetical order. In the first sequence, delegates can vote in favour, against, against with rights, abstain, or pass. Delegates who vote "with rights" reserve the right to speak before the voting results are announced to explain the delegation's vote, but only when the delegate is voting against the policy of their sovereign authority. The time for speaking will be set by the Director. Delegations can only explain votes in favour or against; abstentions do not grant the right to explain.

Delegates who stated their status as "present and voting" cannot abstain from voting in either the first or second sequences. Delegates who "pass" in the first sequence must either vote in favour or against in the second sequence, with the option to vote with rights but not the option to abstain from voting.

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## **Precedence of Points and Motions**

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Point of Information
5. Motion for an Extension
6. Motion to Adjourn
7. Motion to Suspend the Meeting
8. Motion to Enter Voting Procedure
9. Motion to Introduce (Draft Resolution)
10. Motion to Introduce (Amendment)
11. Motion for Unmoderated Caucus
12. Motion for Moderated Caucus
13. Motion for Postponement of Debate
14. Motion for Resumption of Debate
15. Motion to Terminate the Current Motion
16. Motion for Closure of Debate
17. Motion to Reorder Draft Resolution
18. Motion to Divide the Question

Upon the proposal of more than one unmoderated caucus, the longer unmoderated caucus motion shall be put to the vote first. The same rule applies for moderated caucuses.

Upon the proposal of more than one method to divide the question, the most disruptive one shall be put to the vote first.



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