



MiddMUNC 2020

Rules of Procedure



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Rules Governing Conduct

1. MiddMUNC has a zero-tolerance harassment policy. All delegates are expected to treat other delegates, conference staff, Middlebury students, and Middlebury faculty/staff with respect at all times. Delegates who are found to be behaving improperly will be removed from the conference at the chairs' and Secretariat's discretion.
2. All MiddMUNC delegates are expected to be academically honest. Any student found to have violated this rule will be automatically disqualified from an award. This includes, but is not limited to, the following:
 - a. Plagiarism
 - b. Pre-writing of resolutions, directives, or crisis notes
 - c. Stealing the work of other delegates
3. MiddMUNC delegates will be required to dress in Western business attire during the committee.
 - a. Western business attire consists of, but is not limited to, the following:
 - i. Suits
 - ii. Blazers and dress pants
 - iii. Work appropriate dresses and skirts
 - iv. Blouses and work appropriate shirts
 - v. Dress shoes

General MiddMUNC Procedure

Important Terms

1. Procedural Vote
 - a. A procedural vote is a vote concerning the flow of committee (e.g. passing a motion to enter into a moderated caucus, closing debate, etc.).
 - b. All procedural votes take a simple majority to pass.
2. Substantive Vote
 - a. A substantive vote is a vote concerning actions taken by the committee (e.g. passing a directive/resolution, amending a directive/resolution, etc.).
 - b. A substantive vote either requires a simple or super majority to pass depending on the particular motion.
3. Working Paper
 - a. A working paper is the term for a set of preambulatory and operative clauses before it has been formally introduced as a draft resolution.
4. Draft Resolution
 - a. A draft resolution is the term for a set of preambulatory and operative clauses once it has been formally introduced but before it has been passed by the committee.
5. Resolution
 - a. A resolution is the term for a set of preambulatory and operative clauses once it has been formally introduced and passed by committee.
6. Crisis Note
 - a. A crisis note is a private communication between a crisis delegate and crisis staffers.
 - b. A crisis note is used to pursue actions by a crisis character outside of committee, either to further the goals of their character or the committee.
7. Directive
 - a. A directive is a formal action taken by committee in the form of written operative clauses.



Points

1. Point of Order
 - a. A point of order may be raised by a delegate if they believe the chair(s) have improperly applied the rules of procedure.
2. Point of Personal Privilege
 - a. A point of personal privilege may be raised if a delegate has an issue concerning comfort (e.g. the committee room is too cold, etc.) or the committee's conditions are affecting their participation (the chair is not speaking loud enough, etc.)
3. Right of Reply
 - a. A delegate may call for a right of reply if they feel that they or their country/character have been personally insulted by another delegate.
 - b. Rights of reply will be granted rarely at the chair's discretion.
4. Point of Information
 - a. Delegates may yield their remaining speaking time on the GSL (GA specific) or during a moderated caucus to points of information at which time other delegates (which the speaker may call on) will have fifteen seconds to ask a question of the speaker and the speaker may answer with their remaining speaking time.
5. Point of Parliamentary Inquiry
 - a. A delegate may raise a point of parliamentary inquiry if they have a question about the rules of procedure.

Opening of Committee

1. Roll Call
 - a. At the beginning of every committee session, the chairs will perform roll call to determine how many members of the committee are present.
 - b. The number of present delegates during roll call will determine the simple majority ($\frac{1}{2}$ of all members present) and the super majority ($\frac{2}{3}$ of all members present) for that committee session.
 - c. During a roll call vote, delegates must let the chair know if they are present or present and voting. If you are "present and voting" you cannot abstain from a substantive vote, if you are "present" you may abstain.
 - d. If you miss a roll call vote, pass a note to the chairs letting them know you are in committee and if you are present or present and voting.
2. Quorum
 - a. In order for any substantive vote to take place in committee, there must be a quorum ($\frac{1}{3}$ of delegates present during roll call).
3. Motion to Open Debate
 - a. After roll call has been taken by the chairs, there must be a motion to open debate. The motion to open debate triggers a procedural vote.

General Assembly Specific Rules

General Speaker's List (GSL)

1. Opening of Debate
 - a. Whenever debate is opened or re-opened, the chairs will ask if any delegates wish to be added to the general speaker's list.
 - b. At the opening of debate, the chairs will entertain a minimum of five speakers on the general speaker's list.



2. Speaking Time

- a. All speeches given as a part of the general speaker's list may not exceed 30 seconds in length.
- b. If a delegate does not use his/her allotted speaking time, the following may happen:
 - i. The delegate may yield the time back to the chair at which point the chair will move on to the next speaker or begin accepting motions (provided this is the last speaker that will be heard as a part of the general speaker's list).
 - ii. The delegate may yield their time to another delegate who may accept and speak for the remaining time or may decline at which point the time will be automatically yielded to the chair.
 - iii. The delegate may yield their time to points of information.
 - iv. Should the delegate not yield their time, another delegate may rise and take the remaining time to speak themselves.

Personal Pronouns in GA's

1. Pronoun Usage

- a. Delegates in general assemblies are representing countries and thus may not use the personal pronoun "I" when speaking on behalf of their country.
- b. In representing their country, delegates may use the following terms when speaking:
 - i. We
 - ii. The delegate of "X"
 - iii. Country's name

Motions Concerning Debate

1. Moderated Caucus

- a. A delegate may motion for a moderated caucus in order to discuss a specific topic for a set amount of time.
- b. Motions for moderated caucuses shall be made in the following format: "Motion for a moderated caucus, X minutes long, X seconds/minutes speaking time to discuss X."
- c. Chairs will call on delegates one at a time at which point they will speak for the allotted speaking time.
- d. Motions for an extension of a moderated caucus may be made and may not be any longer than a minute shorter than the original moderated caucus (e.g. if you are in a 10 minute moderated caucus, you may, at most, motion for a 9 minute extension).

2. Unmoderated Caucus

- a. A delegate may motion for an unmoderated caucus during which time delegates may freely move around the room to speak with other delegates, work on working papers, etc.
- b. Motions for a moderated caucus shall be made in the following format: "Motion for a X minute moderated caucus."
- c. Motions for an extension of an unmoderated caucus may be made and may not be any longer than a minute shorter than the original unmoderated caucus (e.g. if you are in a 10 minute unmoderated caucus, you may, at most, motion for a 9 minute extension).

3. Consultation of the Whole

- a. A delegate may motion for a consultation of the whole to discuss a particular topic in depth in front of a committee room. During a CoW, the delegate who motioned for it may speak for an unlimited amount of time within the CoW and then pass along the time to another speaker and so on.
- b. Motions for a CoW shall be made in the following format: "Motion for a X minute consultation of the whole."



c. Motions for an extension of a CoW may be made and may not be any longer than a minute shorter than the original CoW (e.g. if you are in a 10 minute moderated caucus, you may, at most, motion for a 9 minute extension).

4. Suspending Debate

a. A delegate may motion to suspend debate in order for committee to enter into a scheduled break (lunch, etc.) or unscheduled break (break at discretion of the chairs).

b. Motions to suspend debate must be made in the following format: "Motion to suspend debate until [time that debate will resume]."

5. Closing Debate

a. A delegate may motion to close debate when the conference has ended, closing debate means that the committee may no longer debate anything.

b. Motions to close debate must be made in the following format: "Motion to close debate."

Entertaining Motions

1. Motions will be entertained in order from most to least disruptive. Motions in MiddMUNC GAs are ranked from most to least disruptive in the following order:

- a. Point of Order
- b. Point of Personal Privilege
- c. Right of Reply
- d. Point of Parliamentary Inquiry
- e. Closing Debate
- f. Suspending Debate
- g. Resuming Debate
- h. Introducing Resolutions
- i. Extending a Caucus
- j. Unmoderated Caucus
- k. Moderated Caucus

2. Time Limits

a. If the same type of motion is made but with different lengths, they will be voted on in order of length with the longer voting procedure (by speaking time) being voted on first.

Resolution Procedure

1. Sponsors and Signatories

a. Any working paper will have a maximum of five sponsors (any additional authors should be listed as signatories).

b. Any working paper should have a minimum of two signatories; there is no maximum number of signatories.

2. Structure of a Resolution

a. Please refer to the "Resolution Writing Guide" on the MiddMUNC website for the structure all resolutions should have.

Voting Procedure

1. Voting Procedure for Motions Concerning Debate



a. Motions that require a vote will be voted on in order of most disruptive to least disruptive. Motions require a procedural vote in order to pass.

2. Voting Procedure for Resolutions

a. Closing the Speaker's List

- i. In order to move into voting procedure, the GSL must close.
- ii. Should the GSL elapse and no delegates wish to be added to it, the committee will automatically move into voting procedure.
- iii. Delegates can motion to close the GSL in order to move into voting procedure; such a motion requires seconds and, seeing no objections, triggers a procedural vote.

b. Introduction of Working Papers

- i. A delegate may motion to introduce a working paper at any point during committee in order to establish it as a draft resolution.
- ii. When a delegate motions to introduce their working paper, all other delegates may also introduce their own working paper.
- iii. Such a motion requires seconds and triggers a procedural vote. Once passed, the working papers become draft resolutions.
- iv. Once working papers have been introduced, they will be read by the chairs in their entirety in the order they were introduced.

c. Inviting the Panel of Authors

- i. Once working papers have been introduced, a delegate may motion to invite a panel of authors to present the resolution. Such a motion requires seconds and triggers a procedural vote.
- ii. No more than four authors may make up the panel of authors.
- iii. The time for each panel of authors to present will be at the discretion of the chairs.
- iv. Following their presentation, each panel of authors will be able to take points of information from other delegates. The time for points of information is at the discretion of the chair.

d. Introducing and Voting on Amendments

- i. A delegate may motion to introduce amendments at which time the chairs will accept all amendments one by one. Such a motion requires seconds and, seeing no objections, triggers a procedural vote.
- ii. Procedure for handling amendments will go as follows:
 1. A motion for the introduction of amendments will be made.
 2. The chairs will accept the first amendment and read it for the entire committee room.
 3. The chairs will ask the sponsors of the resolution if they approve of the amendment. If all sponsors approve, the amendment will be deemed friendly and will be automatically enacted.
 4. If there is not unanimous approval, the amendment will be voted on prior to the vote on the draft resolution. Passage of the amendment requires a substantive vote requiring a simple majority.
 5. The process will proceed with all subsequent amendments.

e. Motion to Re-Order

- i. As a default, draft resolutions will be voted on in the order they were introduced. A delegate may motion to re-order the draft resolutions prior to voting on the resolution.



- ii. This motion triggers a procedural vote.
- f. Motion to Split the Question
 - i. Prior to voting on the resolution, a delegate may motion to split the question in order to split a resolution and vote on each component (a resolution cannot split preambulatory clauses from the operative clauses or split sub-clauses from the larger clause).
 - ii. If more than one motion to split the question is made, they will be voted in order of most disruptive to least disruptive with disruptiveness determined by how much the draft resolution is changed.
 - iii. This motion triggers a procedural vote.
- g. Roll Call Vote
 - i. Before voting has begun a delegate may motion to vote by roll call.
 - ii. This motion requires seconds and triggers a procedural vote.
 - iii. When called on, a delegate may vote in the following manners:
 - 1. In favor
 - 2. Against
 - 3. Abstention
 - 4. Pass (the delegate will be called on again once all other votes are cast)
 - 5. In favor with rights (the delegate may give a speech following the vote to explain their vote, length of the speech is at the discretion of the chair)
 - 6. Against with rights (the delegate may give a speech following the vote to explain their vote, length of the speech is at the discretion of the chair)
- h. Vote by Affirmation
 - i. Before voting has begun a delegate may motion to vote by affirmation.
 - ii. Such a motion requires seconds, provided there are no objections, the draft resolution automatically passes.
- i. Vote by Raised Placards
 - i. The default method of voting is by raised placards and will be the methods of voting should no other motion be made and passed.
- j. Voting on a Resolution
 - i. Following procedures above, a delegate may motion to vote on all draft resolutions.
 - ii. This motion triggers a procedural vote (50%) and voting will begin in the pre-determined order.
- k. Passing a Resolution
 - i. Passing a resolution requires a substantive vote with a super-majority in order to pass.
- l. Motion to Divide the House
 - i. In the event that too many delegates abstain, preventing a draft resolution from passing, a delegate may motion to split the house and all abstentions will be required to vote.
 - ii. This motion triggers a procedural vote and the voting process begins again.

Crisis Committee Specific Rules

Motions Concerning Debate

- I. Moderated Caucus
 - a. A delegate may motion for a moderated caucus in order to discuss a specific topic for a set amount of time.
 - b. Motions for moderated caucuses shall be made in the following format: "Motion for a moderated caucus, X



minutes long, X seconds/minutes speaking time to discuss X.”

c. Chairs will call on delegates one at a time during which time they will speak for the allotted speaking time.

2. Unmoderated Caucus

a. A delegate may motion for an unmoderated caucus during which time delegates may freely move around the room to speak with other delegates, work on directives, etc.

b. Motions for a moderated caucus shall be made in the following format: “Motion for a X minute unmoderated caucus.”

c. Motions for an extension of an unmoderated caucus may be made and may not be any longer than a minute shorter than the original unmoderated caucus (e.g. if you are in a 10 minute unmoderated caucus, you may, at most, motion for a 9 minute extension).

Crisis Note Procedure

1. How Crisis Notes Will Work

a. MiddMUNC will be operating crisis notes on a two-pad system as many collegiate conferences do. In this system, each delegate will be given two notepads on which they will write their character’s name and committee name on the first page of each. They will write crisis notes in the notepad and will hand off the pad to crisis staffers when they come around to collect them. Delegates may only turn in one crisis pad at a time giving crisis time to respond to all notes in a timely fashion and ensuring that delegates are always able to write notes to crisis while debate is occurring. Crisis pads will be collected during lunch and breaks and redistributed to delegates when debate commences.

2. Joint Crisis Notes

a. All joint crisis notes should be written on loose paper and signed by all delegates sending the note.

b. Hand in the joint crisis note to crisis staff when they accept crisis pads.

b. Please see “Sample Crisis Notes, Directives, and Press Releases” on the MiddMUNC website for the structure of a press release.

2. Crisis Arcs

a. Crisis arcs should work to advance your character and your crisis arc may actively work against another member of the committee or a member of one of the other committees, within reason. You can work to take down another character, but under no circumstances may your crisis arc be used to bully a member of committee nor should the committee lose track of the crisis at hand to take down a single member of the committee.

Press Releases

1. Individual Press Releases

a. Please write any individual press release in your crisis pad but be sure to write “Press Release” on the top of the sheet of paper.

b. Please see “Sample Crisis Notes, Directives, and Press Releases” on the MiddMUNC website for the structure of a press release.

2. Joint Press Release

a. Please write any joint press release on loose paper and write “Press Release” on the top of the sheet of paper.

b. Hand in the joint press release to crisis staff when they accept crisis pads.

c. Please see “Sample Crisis Notes, Directives, and Press Releases” on the MiddMUNC website for the



structure of a press release.

3. Committee Press Release

- a. Group press releases should be written on loose paper.
- b. Please see “Sample Crisis Notes, Directives, and Press Releases” on the MiddMUNC website for the structure of a press release.

Entertaining Motions

1. Motions will be entertained in order from most to least disruptive. Motions in MiddMUNC crisis committees are ranked from most to least disruptive in the following order:

- a. Point of Order
- b. Point of Personal Privilege
- c. Right of Reply
- d. Point of Parliamentary Inquiry
- e. Closing Debate
- f. Suspending Debate
- g. Resuming Debate
- h. Introducing Directives
- i. Extending a Caucus
- j. Unmoderated Caucus
- k. Moderated Caucus

2. Time Limits

- a. If the same type of motion is made with different lengths, they will be voted on in order of length with the longer voting procedure (by speaking time) being voted on first.

Voting Procedure

1. Voting Procedure for Motions

- a. Motions that require a vote will be voted on in order of most disruptive to least disruptive. Motions require a procedural vote in order to pass.

2. Voting Procedure for Directives

- a. Directives must be formally introduced before voting can begin. A motion to introduce directives triggers a procedural vote.
- b. Once a motion to introduce directives has passed, a motion to move into voting procedure may be made. Such a motion must indicate the type of voting procedure that the delegate would like to move into. Motions to move into voting procedure trigger a procedural vote in which the motions of voting procedure are voted on from most to least disruptive.
- c. Types of Voting Procedure
 - i. Moving Directly Into Voting Procedure
 1. This motion prevents any form of debate on the directives and triggers a substantive vote requiring a simple majority. The chairs will normally look negatively upon this motion.
 - ii. One For, One Against
 1. One delegate will be able to speak in favor of the directive and one will be able to speak against the directive.



2. The chairs will generally give “for” speaking rights to sponsors of the directives.
 3. Motions for one for one against will be made in the following manner: “Motion to move into voting procedure with one for, one against, X minutes/seconds speaking time.”
 4. Following the introduction of all directives with one for one against, a substantive vote requiring a simple majority will be triggered for all directives on the table.
- iii. Two For, Two Against
 1. Two delegates will be able to speak in favor of the directive and two will be able to speak against the directive.
 2. The chairs will generally give “for” speaking rights to sponsors of the directives.
 3. Motions for two for, two against will be made in the following manner: “Motion to move into voting procedure with two for, two against, X minutes/seconds speaking time.”
 4. Following the introduction of all directives with two for two against, a substantive vote requiring a simple majority will be triggered for all directives on the table.
 - d. Voting Procedure From Most to Least Disruptive
 - i. Moving Directly Into Voting Procedure
 - ii. Two for Two Against
 - iii. One for One Against
3. Voting Procedure for Press Releases
 - a. Same as voting procedure for directives, see above.