



KALMUN

**Kadıköy Anadolu Lisesi
Model United Nations Conference
2019**

Rules of Procedure

Official Language

The official language of Kadıköy Anadolu Lisesi Model United Nations 2019 is English and French. Participants are expected to deliver speeches and prepare documents in the official language of their allocated committee.

Dress Code

Delegates and Student Officers should follow the formal/business dress code as they will be representing diplomats. If a participant wishes to wear the traditional clothing of their country, they should ask the Secretariat for permission before the conference.

Electronic Devices

Use of electronic devices during debates are strictly prohibited. Exceptions apply during the lobbying sessions and/or with the permission of Student Officers.

Absence

If a delegate does not state his/her presence by saying “present” or “I” during roll call, they will be considered absent until the delegate sends the chairs a note, declaring their presence. Being absent for more than two sessions will not be in order in any circumstance, and the participant will not be granted a certificate of participation. Accordingly, such delegates will not be considered for awards.

Authority of the Secretariat

All members of the Secretariat has the absolute right to make announcements to the committees at all times. The Secretariat has the final decision on all matters, and the interpretation of these rules shall be reserved exclusively to the Secretariat.

The Secretariat has full authority to give participants an “official warning” if necessary.

Award Policy

Kadıköy Anadolu Lisesi Model United Nations 2019 values the effort of all delegates and aims to award hard work. Awards are up to Student Officer’s discretion; however delegates who have received an “official warning” or missed more than 2 sessions cannot be given awards.

Rules of the Debate

Language

Delegates are not allowed to use first person pronouns unless they are specifically representing a person. They should be using third person pronouns as they are representing

countries. Delegates should be respectful to other participants and refrain from using informal language. Delegates may receive an official warning due to repetitive disrespectful acts. Diplomacy should be preserved in formal sessions.

Quorum and Roll Call

At least two third of the total amount of delegates should be present in the committee for a session to start. At the beginning of every session, the committee director will call out each delegation's name which are included in the country matrix of the committee, and every delegate who are present in the committee is required to state their presence by saying "present", "I" or "present and voting". The presence of a majority of the members shall be required for any decision to be taken.

In Security Council, at least nine members should be present for the session to begin. The Council may debate, however, all five permanent seat holders (the People's Republic of China, the French Republic, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America) should be present during a voting procedure.

Points

Delegates may introduce a point once the floor is open.

- **Point of Personal Privilege**

Point of Personal Privilege due to lack of audibility is the only point that can interrupt a speaker.

All other points of personal privileges should be introduced once a speech is over. Delegates may state their discomfort after the Student Officer recognizes them.

Delegates wishing to use the restroom may send the Student Officers a message paper stating their concern. Once they are permitted to use the restroom, they should leave their badge to the admins.

- **Point of Information**

Delegates may raise a point of information if they have any questions relevant to the debate. Such points may be directed either to the Speaker or the Chairperson.

Only one question can be asked at a time. If the responder wants the Point of Information to be rephrased they may have the Chairperson to ask the delegate to rephrase the Point.

Unless a delegate has accepted to open themselves to "any and all Points of Information" they may refrain from answering a Point.

Motion to follow up will not be granted in any circumstances.

- **Point of Order**

During the discussion of any matter, a representative may rise to a point of order, if he/ she believes that there is a serious violation of the Rules of Procedure, and the point of order shall be immediately reconsidered by the Chairperson in accordance with the official Rules of Procedure of KALMUN 2019.

- **Point of Parliamentary Inquiry**

A delegate may raise a point of parliamentary inquiry, if the delegate has any questions regarding the Rules of Procedure or an agenda item. It is not in order to interrupt a speaker with this point.

Yielding the Floor

Once a delegate completes a speech, the floor can be yielded in three different ways:

- to Points of Information
- to another Delegate
- to the Chairperson

Motions

Delegates shall raise their motions in a seated position to indicate their request with the below stated expressions, and it is the Chairperson's decision to grant the motion or not. It is not in order to interrupt a speaker by announcing a motion.

- **Motion to Move the Previous Question**

Moving the Previous Question calls for the closure of debate and for a vote to be taken on the motion pending. It may be moved by the President/Chair or a speaker who has the floor. If it passes, the current debate on the substantive item will be closed, and the Committee will proceed with the next step of the debate. During the open debate, the Motion results in moving to the voting procedure; while during the closed debate, depending on the current stage of the debate, it may either result in moving to the time against, or moving to the voting procedure. Consensus is required for this motion to pass

- **Motion to Move Directly to the Voting Procedure**

This motion may be raised if the flow of the debate gets weaker or no delegates want to deliver speeches. If this motion passes, which requires consensus, the committee will directly move on with the voting procedure of the document that is currently being debated upon.

- **Motion to Extend the Debate Time**

If there are delegates who are still willing to speak after the Chairperson announces the ending of a debate, delegates may raise this motion, however, it is the absolute decision of the Chairperson to grant the motion. If there are time constraints, this motion may not be entertained.

- **Motion to Divide the House**

A delegate may raise a motion to divide the house if the delegate believes that the voting process may prove to be inconclusive. Simple majority is required for this motion to pass.

This motion can only be granted if there are adequate number of abstentions that with a re-vote the entire result may change. (i.e 10 votes in favor, 8 votes against and 3 abstentions; if all abstentions voted against it could have changed the consequence of the debate)

- **Motion to Suspend the Meeting**

Delegates may raise this motion when the time for a session is over. Simple majority is required for this motion.

- **Motion to Adjourn the Meeting**

Delegates may raise this motion when all the official formal sessions are over. Simple majority is required for this motion.

Open Debate

During an open debate all speeches may be entertained, without regard to the individual policies of the delegates.

Closed Debate

During a closed debate only speeches either for or against the document being discussed may be entertained. Amendments are debated in the form of a “close debate”. Second degree amendments can be sent during the time for against.

Right of Reply

If a delegate delivers a statement that may offend a delegate regarding their national integrity, then the offended delegate may request a right of reply. It is the decision of the chair to grant the right of reply or not. If the Chair grants the request, the delegate may briefly explain why they raised the motion and deliver their speech to defend themselves. The Chair may ask from the delegate a formal apology if the statement is accepted as

offensive, and if the delegate refuses to apologize, the Secretary-General may be called upon to resolve the situation.

Amendments

Amendments aim to make necessary changes on the documents that are being debated during the sessions. After the delegate sends the amendment sheet with the brief explanation of the change they want to make, the Chair may entertain the amendment during the open debate. If an amendment is to be entertained, the Chair sets the time for the first closed debate, during which only delegates who are in favor of the amendment are entertained. After the time settled for the first closed debate elapses, the Chair moves on with the second closed debate, during which only the delegates who are against.

Second-degree amendments, which aim to make a change or addition to the amendment which is currently being debated, can be sent during the second closed debate. Once the time given for the second closed debate elapses, the Chair will move on with the voting procedure. Delegates may vote "in favor", "against" or "abstention". If the amendment passes, which requires a simple majority, the necessary changes will be made in the final document.