

## INTRODUCTION

This document serves as a guide to the Rules of Procedure to be applied at MUNBAL '24. The academic team of MUNBAL '24 aims to offer an accessible resource that thoroughly explains the details of the MUN procedure.

### RULES OF PROCEDURE

#### GENERAL RULES

##### 1) Language

The official and primary language of the MUNBAL Conference is English. If deemed necessary and in the absence of alternatives, the secretariat may permit the use of a delegate's native language, as long as the delegate provides an accurate interpretation.

##### 2) Delegates

Each member state may be represented by only one delegate. The Secretariat will supply a list of registered member states and their delegates.

##### 3) Diplomatic Courtesy

Delegates are expected to maintain respect and politeness toward one another, the chair and the MUNBAL team members at all times. If a delegate fails to adhere to this standard, the secretariat may issue a verbal warning. Persistent misconduct or a serious breach of diplomatic etiquette may result in the secretariat revoking their voting rights or ask them to leave the committee. In case of a dispute, the secretary-general will have the final say.

##### 4) Credentials

Everyone participating in the conference, including delegates, chairpersons, advisors, and secretariat members, must always wear their approved credentials. Without them, they will not be permitted to enter the meeting area or the after-party.

##### 5) Dress Code

Delegates are expected to wear formal attire at all times, reflecting their diplomatic status and the professional nature of the conference. To maintain the event's decorum and standards, those who do not follow the dress code may be prohibited from entering the meeting area.

Male delegates must wear a two or three-piece suit and are expected to keep their jacket on throughout the session. Female delegates have the option to wear a formal dress; or a formal shirt with pants or a skirt underneath, the skirt length being no shorter than two fingers above the knee; a blazer jacket is appreciated but not required.

## 6) Communication

Delegates are required to write their messages on the special paper provided by the Secretariat. Then, these messages will be delivered by the Secretariat staff unless the Chairboard says otherwise. All messages must be written in the language of the conference, must remain respectful and be on topic.

## 7) Electronic Devices

Formal sessions allow for the use of computers, tablets, and cell phones, but they must be used appropriately. Misuse can lead to restrictions being imposed. Texting or communicating through electronic devices is strictly forbidden throughout the sessions. The use of Artificial Intelligence is strictly prohibited.

## 8) Absences

If a delegate isn't present during roll call, they will be considered absent until a message paper stating their presence is sent to the Chair Board. All delegates who don't miss two whole sessions will get their participation certificate.

# RULES GOVERNING ORGANIZATION

## **The Secretariat**

The Secretariat is the governing body of MUNBAL, consisting of the Secretary General, the Chairs of all Committees, and the Administrative Staff. The Chairs and Administrative Staff report directly to the Secretary General.

The Secretariat retains the authority to assign delegates to committees.

## **The Board of the Committee**

Each committee at the MUNBAL Conference will be led by a Board consisting of at least two Chairpersons, appointed by the Secretariat.

## **Authorities and Responsibilities of the Board of the Committee**

The Chair of the committee is responsible for:

1. Opening and closing each committee meeting.
2. Guiding the committee's discussions.

3. Ensuring that the committee's rules are followed.
4. Determining who may speak during meetings.
5. Making decisions about procedural questions.
6. Maintaining order and control during meetings.
7. Putting any motion to a vote at any time.

The chair may propose to the committee to:

1. Restrict the duration of time allocated to each speaker.
2. Close the list of speakers or the debate on a particular topic.
3. Suspend or adjourn the debate on the topic that is currently being discussed.

## DEBATE AND SPEECH

### 1) Roll Call and Quorum

Attendance shall be conducted by the Chairboard and shall perform a Roll Call at the beginning of every session. Delegates shall establish their presence in the Committee by raising their placards and declaring themselves as 'Present' or 'Present and Voting'. The difference between the two is that delegates who state they're "Present and Voting" cannot abstain during the voting procedure within that session.

Each session begins with the Chair taking the roll call to see whether or not the Quorum has been met. The Quorum of MUNs simply dictates that at least half of the members plus one must be present to open debate. If the Quorum is met, the Chair will announce that the Committee can proceed with the debate.

### 2) Opening Speeches

During the first official session, all delegates are called on to the floor one by one, following alphabetical order, to deliver their opening speeches. Delegates are expected to provide concise explanations of the Agenda Item(s) and offer a brief introduction to their country for the other Committee members.

### 3) General Speakers' List

The Committee must maintain an open General Speakers' List (GSL) for the Agenda Item at all times. The GSL is the default activity of the Committee, so if no motions are on the floor, the debate will automatically shift to the GSL.

The General Speakers' List entertains speeches about anything as long as it relates to the Agenda Item at hand. Those wishing to be added to the GSL should either send the Chair

Board a message paper stating their request or raise their placards when the Chair calls for members that wish to be added to the list.

Delegates added to the GSL have a limited time to speak and are required to yield the floor if they have remaining time.

#### **4) Setting the Agenda**

Committees with a single listed Agenda Item are automatically assigned to that agenda and do not require any prior motion or debate to proceed.

However, if the committee has multiple Agenda Items, delegates must raise a motion to determine the order in which they will be discussed. So, the first-ever motion to be raised in the committee should be setting the first Agenda Item.

#### **5) Yields**

Delegates granted the right to speak on a substantive issue may yield in one of three ways when they finish their speeches: to another delegate (“We would like to yield to the delegate of ...”), to questions (“We would like to open ourselves to questions”), or to the Chair (“We yield the floor to the Chair”)

### **MOTIONS**

Making motions allows delegates to control and alter the direction of the debate in the Committee. When the Chair announces that the floor is open for motions, delegates may propose motions for relevant discussion topics. Motions related to a debate topic should specify the type of caucus and the time limit.

#### **Motion for a Moderated Caucus**

A moderated caucus is a period of debate where the Chair controls the speaker list and can call on speakers at their discretion, facilitating more substantive discussion on important topics.

A delegate can motion for a moderated caucus whenever the floor is open before the debate is closed. The delegate must specify the topic of the caucus, the speaking time per delegate (which cannot exceed two minutes), and the overall time limit (which cannot exceed twenty minutes). Once raised, the motion is immediately voted on, and a simple majority is required for passage. If the motion passes, the delegate who proposed it speaks first or last, and the Chair calls on other delegates to speak at their discretion for the stipulated time. If no delegates wish to speak, the moderated caucus ends immediately, even if time remains. The Chair may also decide to end the caucus early.

A moderated caucus may be extended only once after it has ended, and the total time for both the caucus and its extension cannot exceed twenty minutes. Delegates cannot yield their remaining speaking time during a moderated caucus, and the Chair may rule the motion out of order if it is seen as an attempt to waste time or delay proceedings.

### **Motion for an Unmoderated Caucus**

An unmoderated caucus is a period of informal discussion where delegates can exchange ideas without the need to follow formal debate rules. During an unmoderated caucus, delegates must remain in the Committee room unless they raise a Point of Personal Privilege. A delegate may raise a motion for an unmoderated caucus at any time before the debate is closed. The delegate must briefly explain the purpose of the caucus and specify its desired duration (no longer than 20 minutes). The motion is immediately voted on, and a majority of delegates must approve it for it to pass. The Chair may rule the motion out of order if it is deemed intended to waste time or delay proceedings. Additionally, the Chair may decide to end the caucus early if it is no longer deemed productive.

### **Motion for the Suspension or Adjournment of the Meeting**

At any time, a delegate may raise a motion to suspend the meeting, suspend all committee functions until the next scheduled session, or adjourn the meeting, suspending all committee functions for the duration of the conference. A motion to adjourn is not allowed until three-quarters of the time scheduled for the last session has elapsed. The Chair may rule such motions as dilatory (intended to waste time or delay proceedings), and this decision cannot be appealed. If the motion is allowed, it cannot be debated and is immediately put to a vote. A simple majority is required to pass the motion.

### **Motion to Close the Debate on a Draft Resolution**

A delegate may raise a motion to close debate on a draft resolution, which means the Committee will begin voting on all proposed amendments. If the Chair rules the motion in order, one delegate will be allowed to speak in favor, and one delegate will be allowed to speak against it. A two-thirds majority vote is required to pass the motion to close debate. If the Committee approves the motion, the Chair will declare the debate closed, and the Committee will immediately begin voting on the resolution or amendment on the floor.

### **POINTS**

Points are a way for delegates to express discomfort, ask questions about the procedure, or raise other concerns. With the exception of Points of Information, points can only be directed to the Chair Board, not to individual delegates.

### **Point of Personal Privilege**

If delegates experience any discomfort that affects their ability to participate in the committee, they may raise a Point of Personal Privilege to address the issue. This point may interrupt a delegate's speech only if it is raised due to the inaudibility of the speaker.

### **Point Of Order**

A delegate may raise a Point of Order if they believe a rule of procedure is being disregarded by another delegate or the Chair. The Chair will determine the validity of the Point of Order. This point may interrupt a speaker only if their speech is breaching parliamentary procedure.

### **Point of Information**

A delegate may raise a Point of Information if they have a question related to the Agenda Item or the debate proceedings. Points of Information may also include questions directed to other delegates. These can be raised when a delegate yields their remaining speaking time for questions. Delegates may only raise Points of Information concerning the content of a speech, and any rhetorical or malicious questions will be ruled out by the Chair.

### **Point of Inquiry**

When the floor is open, delegates with questions about the procedure may raise a Point of Parliamentary Inquiry to consult the Chair. This point cannot interrupt another delegate.

Delegates with substantive questions should not raise this point but should instead approach the Committee staff during caucus or send a note to the dais.

## **RESOLUTIONS OF THE COMMITTEE**

Delegates are forbidden from bringing any pre-written documents in a form of a working paper, Resolution or anything similar, and is required to draft all of them at the conference, during the sessions.

### **Working Papers**

Working papers are informal draft of a resolution that delegates collaborate on. These papers are not considered official documents and are not required to follow a specific format. Delegates do not need to formally introduce a Working Paper to the Committee, but it must be signed by the Chair before it can be shared with other delegates.

## **RESOLUTIONS**

### **Format**

Draft Resolutions must follow the general formatting guidelines established for resolutions.

### **Sponsors**

The primary authors of a Draft Resolution are known as the Sponsors. The Sponsors must be present for the Draft Resolution to be introduced to the Committee. They must agree to support the resolution unless significant amendments are made. A Delegate cannot be both a Sponsor and a Signatory of a Draft Resolution. A maximum of two Sponsors is allowed per Draft Resolution.

### **Signatory**

Signing a Draft Resolution does not indicate full support; a Signatory has no additional rights or obligations and may sign as many Draft Resolutions as they wish.

### **Introduction of a Draft Resolution**

Once a Draft Resolution is approved by the Chair and distributed to the Committee, a Delegate may move to introduce it. This is a procedural step that requires only the Chair's approval and does not need a vote. During the introduction, the Sponsors will read the resolution aloud. Afterward, the Chair may accept non-substantive clarifications, such as correcting typos or punctuation errors.

### **Withdrawal of a Draft Resolution**

Sponsors can withdraw a Draft Resolution at any point before a vote takes place by submitting a written request to the Chair. However, if amendments are being debated, the Draft Resolution cannot be withdrawn.

### **Amendments**

Once introduced, draft resolutions can be modified by the delegates. These modifications, called amendments, can involve deleting, adding, or revising parts of the resolution.

A motion to introduce an approved amendment can be raised when the floor is open. Once the motion is made, the Chair may read the amendment aloud, if time permits. The motion will be adopted with a simple majority vote. As a result, general debate will be suspended, and a Speakers' List will be set up for those in favor and those against the amendment.

Once a motion to close debate on the amendment is raised and passed, the Committee will proceed to an immediate vote. Amendments require a simple majority to pass, and votes on

amendments are substantive. After the vote, debate will resume according to the general Speakers' List.

### **Substantive Amendments**

All amendments must receive approval from the chair before they can be introduced. Amendments are voted on prior to voting on the full resolution. Amendments to existing amendments are not permitted.

### **Non-Substantive Amendments**

The chair has the authority to accept amendments that address spelling, grammar, or formatting issues without needing the Committee's approval. After the sponsor reads the draft resolution aloud for the first time, delegates may notify the President of any such errors. Amendments to pre-ambulatory clauses are generally not permitted unless identified as an important mistake by the Secretary-General, their representative, or a member of the academic team. In such instances, the chair may permit the amendment.

### **Friendly Amendments**

If the sponsor(s) of a draft resolution consent to a substantive amendment, it will be automatically incorporated into the draft without requiring a vote. Further changes to friendly amendments are not allowed.

### **Unfriendly Amendments**

Amendments that modify the core meaning of a Draft Resolution and are not endorsed by the Sponsor(s) are categorized as unfriendly. These amendments must be approved by the Chair before being introduced. The Committee will vote on these amendments before considering the full Draft Resolution. Amendments to unfriendly amendments are permitted.

**Introduction:** The amendment is introduced when the floor is open. General debate on the Draft Resolution is halted, and two separate speakers' lists are created—one for Delegates supporting the amendment and the other for those opposing it. The Committee hears one or two speakers from each side.

**Motion to Close Debate:** Once one or two speakers from both sides have spoken, a Delegate may propose to end the debate. The Chair may grant time for one or two speakers to oppose the motion to close debate. A two-thirds majority is required to close debate on the amendment.

**Vote on the Amendment:** If the motion to close debate passes, the Committee proceeds to vote on the amendment. A two-thirds majority is needed for the amendment to pass.

**Return to General Debate:** After the amendment vote, the Committee resumes the general speakers' list for the Draft Resolution.

## VOTING

### **Procedural Voting**

Procedural voting refers to votes on matters other than draft resolutions and amendments. All members must vote on procedural motions, and abstentions are not allowed. A simple majority is achieved when the number of "Yes" votes exceeds the "No" votes. A two-thirds majority requires at least twice as many "Yes" votes as "No" votes.

### **Substantive Votes**

Substantive votes refer to decisions on the final outcome documents of the committee, as well as on amendments that are considered contrary to the interests of a member state. During these votes, delegates may choose to vote "in favor," "against," or "abstain." Delegates who indicated "present and voting" during the roll call at the beginning of the session are not permitted to abstain. Only Secretariat members, delegates, and the presidency are permitted in the committee room during substantive voting. Note-passing, points, and motions (excluding points of order and points of personal privilege) are suspended. No delegate is allowed to leave the room.

### **Roll Call Vote**

Only substantive issues are eligible for a roll call vote. The chair will decide whether or not to allow a roll call, and their decision is final. The roll call will commence with a delegate chosen by the chair.

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