



NTUMUN 2022 DELEGATE HANDBOOK

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EQUITY POLICY

NTUMUN 2022 EQUITY POLICY

In order to ensure a proper conference, NTUMUN 2022 has established a set list of policies regarding equity.

The equity policy is detailed as follows and is subject to interpretation solely by the Academics Team, which comprises of the Deputy Secretary-General (Academics), the Under Secretary-General (Academics), and Director (Academics). The aim of the equity policy is to ensure that participants and Chairs at NTUMUN 2022 are not subject to unjust and distressing behaviour from other participants or the Chairs.

The Equity Policy at NTUMUN 2022 will be enforced by the Academics Team. The Academics Team is tasked with investigating and reprimanding breaches in the equity policy. Found below is the list of Serious Breaches of Conduct (SB) and the reprimands the Academics Team will take if participants commit these SBs.

The Equity Policy acts in tandem with the Rules of Procedure (ROP) at NTUMUN 2022, and delegates are expected to follow the clauses laid down in the ROP. The Academics Team reserves the right to reprimand, gag, expel or communicate with faculty advisors when delegates behave in disruptive manners.

The Academics Team can be reached via academics@ntumun.com. When reporting an incident, please include your name, council, country, and that of the other parties involved. Additionally, please provide a brief description of the incident and the category of breach which it falls under.

It is the hope of the Academics Team that we can ensure all delegates have a pleasant and just experience at NTUMUN 2022. Further queries can be directed to academics@ntumun.com.



EQUITY POLICY

LIST OF SERIOUS BREACHES

The Academics Team notes that this list is not exhaustive, and the Academics Team reserves the right to reprimand delegates for any conduct unbecoming of a delegate.

1. Plagiarism

According to Nanyang Technological University's Academic Integrity Policy, plagiarism is defined as:

"Plagiarism is 'to use or pass off as one's own, writings or ideas of another, without acknowledging or crediting the source from which the ideas are taken'. This includes:

The use of words, images, diagrams, graphs or ideas derived from books, journals, magazines, visual media, and the internet without proper acknowledgement;

Copying of work from the internet or any other sources and presenting as one's own; And submitting the same piece of work for different courses or to different journals and publications."

Additionally, plagiarism is defined as intention, conspiracy, action, transmission of a document or documents with a plagiarised content submitted before or during NTUMUN 2022; copying of any statement, clause, or paragraph without any citation or reference communicated in the same document. A plagiarism percentage of more than 10% will be considered a Serious Breach.

Delegates are also liable to reprimand for failure to report knowledge of participants committing plagiarism.

The reprimand for plagiarism during the conference may include, but is not limited to: Expulsion from the Conference, a Written Statement issued to Representatives of the Delegation, or disqualification from awards.



EQUITY POLICY

In order to avoid plagiarism, use proper common academic citation styles in both position papers and working papers. APA style is preferred at NTUMUN 2022.

In resolutions, delegates are expected to conduct in-text citations at the end of every quote. Resolutions found with any content copied verbatim is considered plagiarism.

2. Harassment

Harassment at NTUMUN 2022 can be defined as the: communication of gestures, text, verbal speech, aggressive communication, or intimidating speech to any participant, Chair, or member of the Secretariat team. This includes speech or text with racially charged, sexist, or bigoted comments.

The reprimand for harassment during, before, or after the conference may include but is not limited to: Expulsion from the Conference, a Written Statement issued to Representatives of the Delegation.

3. Sexual Harassment

Sexual harrassment at NTUMUN 2022 will be defined as the: communication of any gesture, object, and statement to any participant of a sexual nature which is not reciprocated by the receiver.

The reprimand for Sexual Harassment includes but is not limited to: expulsion from the Conference, a Written Report issued to Representatives of the delegation, and/or Disqualification from Awards.



POSITION PAPER GUIDELINES

Instructions:

1. Position Papers are essays that all delegates (except for delegates of the Historical Crisis Committee) must submit to their Council Chairs. Position Papers are meant to help a delegate develop their country's stance in council and to inform the Dais of the delegate's understanding of the topic in relation to their country.
2. The document should detail the background of the topic, the stance of the delegate's assigned country in handling the issue, and potential solutions to the problem.
3. Delegates will need to write one (1) Position Paper per topic, with the topic being stated at the top of each Position Paper. Please omit the use of cover pages, flashy pictures/flags, and other unnecessary accessories in the Position Paper.
4. Each Position Paper should not exceed 1 page (excluding bibliography), written in Times New Roman, font size 12, and double spacing. A Position Paper template can be found at the end of this document.
5. All referenced sources must be cited following the American Psychological Association (APA), 7th Edition format. If referenced sources are not cited, it will be considered as plagiarism.
6. Title your documents in this format: [Delegation Name]_[Council], e.g. Russia_UNSC. Email both Position Papers in a single PDF to your respective council email addresses. Your Chairs will be contacting you in a separate welcome email.
7. All Position Papers should be submitted by 14 March 2022, Sunday to qualify for the Best Position Paper award. This deadline applies to delegates under Early Bird and Regular registration. Any requests for extension should be made at least three (3) days before the deadline. Uninformed late or non-submission of Position Papers may affect overall award decisions.
8. The template is attached after these instructions.



POSITION PAPER GUIDELINES

Position Paper Template

Council: [Insert Council Name here e.g. World Health Organization]

Topic: [Insert Topic 1 here]

Delegation: [Insert Delegation name here e.g. United Kingdom of Great Britain and Northern Ireland]

Background

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POSITION PAPER GUIDELINES

Council: [Insert Council Name here e.g. World Health Organization]

Topic: [Insert Topic 2 here]

Delegation: [Insert Delegation name here e.g. United Kingdom of Great Britain and Northern Ireland]

Background

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RULES OF PROCEDURE (ROP)

RULES OF PROCEDURE

I. Scope of Document

1. All rules in this document are applicable to all committees at Nanyang Technological University Model United Nations 2022 (NTUMUN 2022). The rules may be subject to modification by the Secretariat.
2. No other rules of procedure apply. If a situation that has not been addressed by this document arises, the Committee Chairs will have the authority to determine the procedure to be followed.
3. The rules herein may be adapted by the Dais of each committee to better reflect the nuances of the body being simulated. Such modifications are to be explicitly mentioned to the Committee, and all adaptations by the Dais of each committee will take precedence to the rules in this document.
4. Different Rules of Procedure shall apply for the Crisis Committee and International Press Corps, which will be outlined in the respective study guides.

II. General Rules

1. The working language for NTUMUN 2022 will be English. All speeches and documents introduced during committee sessions should be in English.
2. Delegates are to speak in third person during formal debate during committee sessions unless instructed otherwise.
3. The dress code for NTUMUN 2022 will be smart casual or Western Business Attire. Delegates who are not dressed appropriately may not be allowed to participate in debate.



RULES OF PROCEDURE (ROP)

4. Delegates are to turn on their cameras for all Committee sessions.
5. Delegates are required to remain muted when not recognised by the Dais to speak.
6. Delegates may privately message another delegate on issues regarding debate. Cross-talking through voice chat is not allowed.
7. Delegates are expected to observe decorum at all times during committee sessions. Any inappropriate or disruptive behaviour may result in punitive action and removal from the conference.

III. Quorum

1. A quorum is set when at least half of the members of the committee are present. Formal debate shall only begin when the quorum is present.

IV. Representation and Voting

1. Each member within a single-delegation council is accorded a single vote. Voting is classified into two classes and is conducted in response to motions raised during the council session:
 - a. **Procedural voting.** This is conducted on matters not associated with draft resolutions and amendments. Each member of the council must vote on all procedural motions with either a 'For' or 'Against' vote, and abstentions are not in order. Passing procedural votes requires a Simple Majority to vote 'For'.
 - b. **Substantive voting.** This includes matters such as voting on draft resolutions and amendments. During substantive voting, delegates may vote either 'For', 'Against', or 'Abstain'. Abstentions are subtracted from the delegates marked as 'Present' and 'Present and Voting' used to calculate a simple and substantive majority. For a substantive vote to pass, the number of 'For' and 'Against' votes must be greater than the number of 'Abstain' votes. Passing substantive votes requires a Substantive Majority.



RULES OF PROCEDURE (ROP)

During the procedures of substantive voting, the number of delegates present within the committee must not change. Delegates who are not present during the initiation of voting procedures will not be allowed to enter until its conclusion.

2. In the United Nations Security Council, if any of the Permanent 5 members of the committee vote against a substantive vote, it will be considered a veto and the vote will automatically fail.
3. In the ASEAN committee, if any of the Member States vote against a substantive vote, the vote will automatically fail.
4. Unless otherwise stated, all voting in NTUMUN will be in accordance with the following definitions:
 - a. A 'Simple Majority' is defined as more than 50% of the committee's total delegates marked as Present or Present and Voting.
 - b. A 'Substantive Majority' is defined as at least two-thirds ($\frac{2}{3}$) of the committee's non-observer delegations.

V. Roll Call

1. The Dais will call for delegates to indicate their presence, in alphabetical order, in the form of a Roll Call at the start of every committee session.
2. When called upon during Roll Call, delegates may verbally declare if they are 'Present' or 'Present and Voting'.
3. Observer delegations are only allowed to indicate their presence as 'Present'.
4. Member states declared as "Present" have the option to abstain from a substantive vote, whereas member states declared as "Present and Voting" may not abstain.



RULES OF PROCEDURE (ROP)

5. After all delegates have been called upon, the Dais shall announce the thresholds for simple and two-thirds majorities to the committee.

6. Delegates who have missed Roll Call, or who have failed to indicate their presence when called upon by the Dais for any reason, shall indicate their presence to the Dais via private message.

VI. Agenda Setting

1. After Roll Call has been completed, the Dais will entertain Motions to Set the Agenda. The purpose of this motion is to decide on which of the two topics listed in the study guide the committee will discuss for subsequent sessions.

2. The Motion to Set the Agenda is a procedural vote, and requires the delegate proposing the motion to declare an agenda as part of their proposal (e.g. "the delegate of the USA wishes to propose a Motion to Set the Agenda to <title of topic>").

3. If no such motion is raised, the committee will automatically move into discussion on the first topic.

VII. General Speakers' List (GSL)

1. After a Motion to Set the Agenda has been passed, the Dais shall entertain motions to Open the General Speakers' List, requiring a procedural vote.

2. Once a Motion to Open the General Speakers' List has been passed, the committee shall begin Opening Speeches. The Opening Speech lasts 60 seconds per delegate, and is the first speech each delegate gives to the committee. All delegates will be automatically placed on the GSL in alphabetical order for Opening Speeches.

3. Yields and Motions will not be in order during Opening Speeches.



RULES OF PROCEDURE (ROP)

4. Following Opening Speeches, the Dais will formally open the GSL. Delegates who wish to be added to the GSL may do so when the Dais periodically calls for speakers by using the "Raise Hand" function or through any methods that are endorsed by their respective Dais.

5. Delegates placed on the GSL will be called upon to speak in the order at which the Dais recognized them when the delegate was initially added to the list. A delegate recognized to speak on the GSL may speak on any aspect of the agenda being discussed.

6. Individual speaking time for speeches made on the GSL is set to 90 seconds.

7. The individual speaking time for speeches made on the GSL may be modified with a Motion to Change Speaking Time, requiring a procedural vote. Any such modifications shall be in effect for the committee for the remainder of the conference, unless it is modified again with another Motion.

VIII. Yields

1. Delegates who have not utilised their maximum speaking time in the GSL may yield their remaining time in the following ways and must declare it at the conclusion of their speech:

- a. **Yielding back to the Dais.** This ends the delegate's speech, and the Dais will then call upon the next speaker. Delegates who have run out of speaking time can only yield back to the Dais.
- b. **Yielding to Points of Information.** The Dais will then call upon the committee for Points of Information, which are questions for the delegate. Delegates must wait till their Points of Information are recognised by the Dais and must phrase their Points as a concise question. The delegate may use the remainder of their speaking time to answer these questions. The number of Points entertained will be at the discretion of the Dais, taking into consideration the speaker's remaining time.



RULES OF PROCEDURE (ROP)

- c. **Yielding to another delegate.** The delegate will yield his remaining speaking time to another named delegate. This will be allowed only if the named delegate accepts the yield and if there is sufficient speaking time remaining.
2. If there are no Points of Information raised when yielding to Points of Information, or a yield to another delegate is refused, the delegate may elect to use the remainder of their speaking time or yield back to the Dais.
3. Second-degree yields (yielding to another delegate more than once) are not in order.

IX. Points and Rights

1. Points are used solely for the purpose of facilitating procedure and may never be used to make substantive remarks of any kind. Points of Information are not recognised outside of the appropriate context (i.e. after a delegate has completed a speech).
 - a. **Point of Personal Privilege.** When a delegate experiences personal discomfort, which hinders his or her ability to participate in the ongoing proceedings, he or she may raise a Point of Personal Privilege and request that the issue be rectified. A Point of Personal Privilege may only be used to interrupt a speaker if there are connectivity and/or audibility issues, or any other circumstance the Dais deems appropriate. Restroom break requests are to be done by sending a private message to the Dais.
 - b. **Point of Order.** At any point during council sessions, a delegate may raise a Point of Order if he or she believes that the Rules of Procedure are not being properly followed by the Dais. The Point of Order will be immediately addressed and decided on by the Dais in accordance with these rules of procedure. The Dais reserves the right to halt points of order. A Point of Order may never be used by a delegate to speak on the subject matter under discussion. A Point of Order may never interrupt a speaker.



RULES OF PROCEDURE (ROP)

- c. **Point of Parliamentary Inquiry.** A delegate may raise a Point of Parliamentary Inquiry any time the floor is open to ask the Dais a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not raise this point but instead send a private message to the Dais. The Dais reserves the right to halt Points of Parliamentary Inquiry.
- d. **Right to Reply.** A right to reply may be raised at the end of any delegate's speech, by a delegate who feels personally insulted by the preceding delegate. The Dais shall then decide upon the request immediately. If the Right To Reply is granted, the wronged delegate may immediately speak for a duration deemed appropriate by the Dais, to explain why the delegate has taken offense, after which the Dais may instruct the other party to apologize. A Right to Reply to a Right to Reply is not in order.

X. Caucuses

1. **Moderated Caucuses** are used to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Dais will depart from the General Speakers' List and call on a new set of delegates to speak at his/her discretion. No motions are in order between speeches during a moderated caucus. A delegate who has been recognised to speak during a moderated caucus will be ruled out of order by the Dais if his/her speech does not address the discussion topic for the caucus.

- a. The delegate raising the Motion for a Moderated Caucus must specify the scope of discussion, individual speaker's time and the total time allocated for the caucus, not exceeding 20 minutes. The total time for the caucus must be divisible by the individual speaking time. This motion is in order any time the floor is open, prior to closure of debate.

Example: "Motion for a Moderated Caucus of (total speaking time), with individual speaking time of (duration of each speech) to discuss (intended discussion topic)."



RULES OF PROCEDURE (ROP)

- b. Upon the passing of the motion, the Dais will grant the delegate who raised the motion a spot on the speaking list as either the first or last speaker, depending on the delegate's preference.
 - c. Delegates speaking during the Moderated Caucus must keep the content of their speeches within the scope of the allotted topic.
 - d. Yielding is not in order during a Moderated Caucus. Delegates should not yield their remaining speaking time to the Dais at the conclusion of their speeches.
 - e. No motions are in order during a Moderated Caucus, except the motion to extend its duration. The delegate raising this motion must specify the duration of the extension, and the motion requires a procedural vote.
 - f. If there are two or more Motions for Moderated Caucuses being proposed simultaneously, the motions shall be voted on in order of disruptiveness. Motions for Moderated Caucuses with longer overall durations are considered more disruptive. In the case where multiple motions have the same overall duration, the motion for the moderated caucus with shorter individual speaking time is considered more disruptive. Otherwise, the motions shall be voted on in order of their introduction.
2. Unmoderated Caucuses are used to facilitate the discussion of various issues in an informal setting or accomplish tasks outside the confines of formal debate.
 - a. The Motion for an Unmoderated Caucus is in order any time the floor is open. The delegate raising the motion must specify the total duration of the caucus. There is no requirement to declare a topic for the unmoderated caucus, except when requested by the Dais.

Example: "Motion for an Unmoderated Caucus of (total speaking time)."



RULES OF PROCEDURE (ROP)

- b. During an unmoderated caucus, delegates are allowed to freely discuss with one another in the allocated chat rooms. A motion for an unmoderated caucus is in order anytime when the floor is open, prior to closure of debate.
- c. Once the duration of the caucus has elapsed, the Dais will call on all delegates to return to the main room and maintain decorum. Before formal debate is resumed, the delegate who raised the motion may be called on by the Dais at their discretion to give a 60 seconds speech summarising the events of the Unmoderated Caucus.
- d. During the Unmoderated Caucus, delegates may motion to either elapse or extend the caucus by a specified duration, with both motions requiring a procedural vote.
- e. If there are two or more Motions for Unmoderated Caucuses being proposed simultaneously, the motions shall be voted on in order of disruptiveness. Motions for Unmoderated Caucuses with longer overall durations are considered more disruptive. In the case where multiple motions have the same overall duration, the motions shall be voted on in the order of their introduction.

XI. Working Papers

1. Working papers are documents drafted by delegates as a presentation aid or for the committee's reference. These can be in the form of a text document, slideshow presentation, or any other format that the Dais deems appropriate.
2. To formally submit a working paper, delegates are required to send a link to the document (e.g. through Google Drive) via private message to the Dais, for vetting and approval. No changes to the working paper are allowed while it is being vetted by the Dais.
3. Working papers do not require signatories, but must bear the name(s) of the submitter(s).



RULES OF PROCEDURE (ROP)

4. Once the working paper is approved, the Dais shall automatically make known the link to the working paper to the committee at whatever time deemed appropriate by the Dais; this is termed as introducing the working paper. There is no Motion to Introduce a Working Paper.

5. Once a working paper has been introduced, delegates may make reference to the working paper in any of their speeches, and may make requests to the Dais to display the working paper during their speeches using the Share Screen function. There is no allocated speaking time on an introduced working paper.

6. Documents that are not formally introduced as working papers are not allowed to be discussed or made reference to during committee sessions. No working papers are allowed to be circulated without prior approval from the Dais.

XII. Suspension and Adjournment of Debate

1. The Motion to Suspend Debate is used to suspend all committee proceedings at the end of each committee session, requiring a procedural vote.

2. The Motion to Adjourn Debate is used to stop all committee proceedings indefinitely, requiring a procedural vote. This motion should only be raised at the end of the final committee session of the conference.

XIII. Closure of Debate on Agenda

1. The Motion to Close Debate on a certain agenda calls for the termination of any and all discussion of the specified agenda item and requires a procedural vote. Upon passing of the motion, the Committee will proceed to the successive agenda item listed on the study guide or any alternative agenda item based on the discretion of the Dais. Once the motion is passed, the specified agenda item is dismissed and all documents on it are shelved, and no further action on the agenda item is allowed.



RULES OF PROCEDURE (ROP)

XIV. Draft Resolutions

1. Delegates may wish to submit draft resolutions for NTUMUN 2022. A draft resolution is often considered as the conclusion to the discussion the committee has been having on the topic at hand over the past few committee sessions. It broadly encompasses solutions to key identified issues as raised by delegates during the session, and their methods of implementation.

2. Delegates will first submit a draft resolution for consideration by the entire committee. Once the draft resolution has been voted upon and passed with a substantive majority by the committee, it will hence be formalised and referred to as the Resolution.

3. Upon completion of the draft resolution, the main submitters must submit the draft resolution to the Dais for vetting and approval before it may be introduced in the committee.

4. All draft resolutions must have a maximum of one (1) Main Submitter, one (1) to three (3) Co-submitters, and at least 20% of the Quorum in support of having a discussion on the resolution for it to be considered. This 20% of the Quorum will include both the Submitters of the draft resolution (Main and Co-Submitter(s)) as well as Signatories, which are non-Submitter delegates who wish to see the draft resolution being discussed.

5. The draft resolution must be written in the format of a single sentence. There are generally two main components of a resolution, namely the Preambulatory Clauses as well as the Operative Clauses which will be further explained below.



RULES OF PROCEDURE (ROP)

- a. **Preambulatory Clauses.** The preambulatory clauses are often considered as the precursor to the main bulk of the resolution, the operative clauses. This section details the justifications for taking action against the key issues discussed in committee and generally includes past actions taken by the committee or otherwise. Clauses in this section should not be numbered and begin with an italicised present participle. Each clause should end with a comma.
 - b. **Operative Clauses.** The operative clauses should form the main bulk of the draft resolution. This section details the suggestions or actions that delegates wish to recommend for the committee to undertake in order to resolve the key issues of the topic at hand. Clauses in this section should be numbered and begin with an underlined verb. Each clause except the last clause should end with a semicolon. The last clause should be concluded with a full stop.
6. Once delegates have finalised their draft resolution, the Main Submitter should take the following steps in submitting the draft resolution:
- a. The Main Submitter would be required to share the Google Document with the Dais and transfer ownership rights of the document to the Dais.
 - b. Additionally, the Main Submitter would be required to submit a copy of the draft resolution in Word Document format to the Dais for vetting and approval. Delegates will not be allowed to make changes to their draft resolution while it is being vetted by the Dais.
7. Delegates are reminded that the Secretariat takes plagiarism with a serious view. Delegates who have been found in violation of the conference policy may receive punitive action that may result in being disqualified from receiving awards at NTUMUN 2022.



RULES OF PROCEDURE (ROP)

8. Once the Dais has completed vetting of the submitted draft resolution, the Dais would inform the Main Submitter of its approval. After which, the Main Submitter may raise a Motion to Introduce the Draft Resolution. This motion requires procedural vote in order to pass, following which delegates will move into closed debate on the draft resolution.
9. The flow of debate on the draft resolution following its introduction is as follows:
 - a. Motion to Introduce the Draft Resolution. Once the Dais has approved of the draft resolution, the Main Submitter of the Draft Resolution may move to Motion to Introduce the Draft Resolution. This motion requires a procedural vote. At the Dais' discretion, more than one Draft Resolution may be introduced at a certain point in time.
 - b. Reading of the Operative Clauses by the Main Submitter. Once a simple majority has been reached, the draft resolution will be introduced to the committee. The committee shall then move into closed debate. The Dais will call upon the Main Submitter of the Resolution to read out only the Operative Clauses of the draft resolution.
 - c. Reading Time for the Draft Resolution. Following the reading of Operative Clauses of the draft resolution by the Main Submitter, the committee shall then move into a time of silent reading for 5 minutes. The Dais reserves the right to amend the reading time for the resolution based on their discretion.
 - d. Time for Speakers for/against the Draft Resolution. Once the reading time has elapsed, the Dais will recognise two speakers for and two speakers against the resolution. Each delegate will be given 60 seconds on the floor to speak for or against the draft resolution. There is no yielding during this period. The number of speakers and the duration of each speech may be modified at the discretion of the Dais.



RULES OF PROCEDURE (ROP)

e. Time for Question and Answer (Q&A). Following the conclusion of the speakers for and against the draft resolution, the committee may move into a time of Q&A. This will last for five minutes. The Main Submitters and the Co-Submitters of the resolution will be called upon to answer the questions posed by other delegates. Delegates may only ask questions in the form of a Point of Information. Only one of the submitters (either the Main Submitter or one of the Co-submitters) will be allowed to answer the question posed by the delegate. The Dais may choose to amend the duration set for the Q&A session at their discretion.

10. Delegates may not reference draft resolutions that have not been formally introduced through a motion.

XV. Debate on the Draft Resolution(s)

1. Following the conclusion of the Q&A session, delegates will enter open debate on the draft resolution through the opening of a new General Speakers' List. At this point, delegates may propose Motions for Moderated or Unmoderated Caucuses and submit amendments to the draft resolution.

2. Delegates wishing to amend in part the resolution may choose to submit either a Friendly Amendment or an Unfriendly Amendment. Amendments should be presented clearly upon submission to the Dais. For example, amendments amending specific clauses should detail the original clause in its entirety and the relevant changes being made to the clause should be reflected appropriately (e.g. in a different color).

3. Of note, if more than $\frac{1}{2}$ of the operative clauses in the draft resolution are substantially modified, that is by means of Unfriendly Amendments, the draft resolution will be tabled automatically. Multiple changes to one clause will be considered as a substantial modification to one clause.



RULES OF PROCEDURE (ROP)

4. Delegates are allowed to modify and re-introduce their draft resolution to the committee after it is tabled.
5. **Friendly Amendments.** Friendly Amendments require the approval of both the Main Submitter and all the Co-Submitter(s). When being submitted, the explicit acknowledgement of all submitters must be obtained; the Main Submitter and all the Co-submitters should be CC-ed in the email detailing the contents of the Friendly Amendment. Friendly Amendments do not require any voting procedure to be passed and do not need to be introduced in committee as a motion. Once the Dais has received a request for the Friendly Amendment and has approved it, the submitters will be notified. The Dais will introduce the Friendly Amendment to the committee at the next appropriate moment.
6. **Unfriendly Amendments.** Unfriendly Amendments do not require the approval of the Main Submitters and Co-Submitters. Amendments that do not have the full support of all the submitters, Main or otherwise, are also considered Unfriendly Amendments. Similar to Friendly Amendments, all Unfriendly Amendments must be submitted to the Dais for vetting. In addition, Unfriendly Amendments need to have at least 10% of the Quorum as signatories to be considered. Once the Dais has vetted and approved of the amendment, the submitter of the Unfriendly Amendment will be informed. The submitter may then raise a Motion to Introduce Unfriendly Amendment, which is a procedural vote.
7. The flow of debate on the Unfriendly Amendment following its introduction is as follows:
 - a. **Motion to Introduce Unfriendly Amendment.** Once the Dais has approved of the Unfriendly Amendment, the submitter of the Unfriendly Amendment will be informed and the delegate may wish to raise a Motion to Introduce Unfriendly Amendment. This motion requires a procedural vote.
 - b. **Reading of the Unfriendly Amendment by the Submitter.** The submitter of the Unfriendly Amendment will be called upon to read out their Amendment to the committee.



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- c. **Time for Speakers for/against the Unfriendly Amendment.** Once the submitter has read the Unfriendly Amendment, the Dais will recognise two speakers for and two speakers against the Unfriendly Amendment. Each delegate will be given 60 seconds to speak for or against the Unfriendly Amendment. There is no yielding during this time. The number of speakers and the duration of each speech may be modified at the discretion of the Dais.
8. Following the speeches made for and against the Unfriendly Amendment, delegates may raise a Motion to move into Direct Voting Procedures on the Unfriendly Amendment, requiring a procedural vote. Else, the committee shall automatically move into open debate on the Unfriendly Amendment.
 - a. **Open Debate on the Unfriendly Amendment.** Should delegates in the committee feel the need to discuss the issue of the Unfriendly Amendment in depth, they can move into open debate on the Unfriendly Amendment. This would be similar to the General Speakers' List.
 - b. **Motion to Move into Direct Voting Procedures on the Unfriendly Amendment.** If delegates feel that sufficient debate on the amendment has been made, the committee can opt to move into Direct Voting Procedures on the Unfriendly Amendment, which requires a procedural vote. If this vote is passed, the committee shall commence voting on the amendment itself. This is a substantive procedure and requires a $\frac{2}{3}$ majority to pass. If the Unfriendly Amendment passes, it will be added into the draft resolution by the Dais. If a $\frac{2}{3}$ majority has not been reached, the amendment automatically fails.

XVI. Tabling a Draft Resolution

1. Delegates may wish to table a resolution while it is being debated for a variety of reasons. Tabling a resolution refers to setting aside the resolution without substantively voting on the resolution.



RULES OF PROCEDURE (ROP)

2. Should the committee have more than one resolution on the floor at this point in time, the committee will still remain in open debate on the resolution that is not tabled. However, if there is only one resolution on the floor, tabling the current resolution results in the committee moving back to the General Speakers' List, outside of resolution debate. As such, should delegates wish to discuss the resolution again following the tabling of the resolution, they would need to re-introduce the resolution to committee (See Section XIV).

3. Delegates wishing to table a draft resolution should raise a Motion to Table the Draft Resolution. This motion requires a procedural vote.

4. Delegates may not reference tabled draft resolutions that have not been formally re-introduced through a motion.

XVII. Voting Procedures on the Draft Resolution

Motion to Move into Direct Voting Procedures

1. Once the committee has been satisfied with the quality of debate on the draft resolution and wishes to have the draft resolution formalised, the committee can raise a Motion to Move into Direct Voting Procedures (DVP) on the draft resolution(s). At this point, delegates will be required to vote on whether to move into direct voting procedures on the draft resolution(s), not on the draft resolution itself. This motion requires a procedural vote.

2. Once passed, all draft resolution(s) presently introduced and being discussed in committee will be voted upon. The order of which the draft resolutions will be voted upon will be determined by the order of introduction unless a Motion to Reorder Draft Resolutions has been raised. Delegates should note that they can only pass one resolution on each topic in the committee.



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3. After voting on moving into DVP, delegates will move into a final closed debate on the draft resolution(s) itself. Two delegates for and two delegates against will be recognised before each draft resolution is being voted upon. The Dais reserves the right to amend this procedure should they deem fit.

4. Following the conclusion of closed debate on the draft resolution, delegates will move into voting on the draft resolution itself. Voting on the draft resolution(s) is a substantive procedure and requires a $\frac{2}{3}$ majority to pass.

5. Should the resolution not reach a $\frac{2}{3}$ majority, other motions as stated below may be in order, following which the committee may choose to move into closed debate on the next draft resolution, should there be any. Should the committee not come to a suitable conclusion after discussion and no draft resolution seems amenable to the committee, the committee may then decide to Motion to Table the Question as described below.

Motion to Reorder Draft Resolutions

6. This motion should only be used once the committee has moved into Direct Voting Procedures (DVP), and only at the start of DVP. As a rule of thumb, any draft resolution(s) being discussed by the committee on the floor will be put to a vote once the committee has moved into DVP. Draft resolutions will be voted on in the order of which they were introduced unless a Motion to Reorder Draft Resolutions has been raised. This motion requires a procedural vote. The proposer of this motion will decide how to reorder the voting on the draft resolutions.

Motion to Divide the House

7. This motion should only be used once the committee has voted on a draft resolution and the draft resolution fails. In addition, the Dais will only grant this motion should the number of abstentions be large enough that if they were "For" the draft resolution, the draft resolution would have passed.



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8. The motion requires a procedural vote. If passed, this motion will force all delegates to re-vote on the draft resolution. However, abstentions will not be in order for this vote. The draft resolution will still require a substantive or a $\frac{2}{3}$ majority to pass.

Motion to Divide the Question

9. This motion should only be used once the committee has voted on a draft resolution and the draft resolution fails to pass. The Motion to Divide The Question allows a committee to vote only on specified parts of the resolution. This motion requires a procedural vote, and requires the proposer to specify how they would like the resolution to be divided (either by clause, or by article, or any other method of division deemed appropriate by the Dais). If passed, the committee will move into substantive voting on parts of the resolution. For each subdivision of the resolution that is passed with a substantive or $\frac{2}{3}$ majority, it will be added into a new draft resolution. Following the conclusion of voting on all the available clauses or articles, the committee will then vote again for the draft resolution as a whole. This draft resolution still requires a substantive or a $\frac{2}{3}$ majority in order to pass. Of note, if more than $\frac{1}{2}$ of the operative clauses in the previous draft resolution are excluded, the draft resolution will be tabled automatically.



RULES OF PROCEDURE (ROP)

Motion for Roll Call Vote

10. This motion should only be used once the committee has moved into Direct Voting Procedures, requiring a procedural vote. The motion can be used in conjunction with any other motion which involves substantive voting ($\frac{2}{3}$ majority). If passed, delegates will be asked to cast their votes on the draft resolution individually in two separate rounds. Delegates will be called upon in alphabetical order. In the first round of voting, delegates may vote 'For', 'Against', 'Abstain' or 'Pass'. In the second round of voting, delegates may only vote 'For', 'Against', or 'Abstain'. Should the Motion for Roll Call Vote be raised in the context of a Motion to Divide the House, delegates will be unable to vote 'Abstain' at all, in both the first and second rounds of voting. A Motion for Roll Call Vote that is passed shall only apply to the draft resolution currently being voted on; any subsequent draft resolutions being voted on require additional Motions for Roll Call Vote.

Motion to Table the Question

11. In the event that delegates have failed all their draft resolutions and that there are no more draft resolutions on the floor, the committee will move out of resolution debate. At this juncture, the committee may consider to Table the Question. This motion requires a procedural vote. If passed, the committee will cease all discussion on the current topic at hand and move into the second topic, but may return to the original topic at a later time.



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XVIII. Order of Precedence for Motions

1. All motions shall be entertained by the Dais in the following order of disruptiveness:

- a. Motion to Adjourn/Suspend Debate
- b. Motion to Change Speaking Time
- c. Motion for Unmoderated Caucus
- d. Motion for Moderated Caucus
- e. Motion to Introduce Draft Resolution
- f. Motion to Introduce Amendment (only applicable when there is a Draft Resolution on the floor)
- g. Motion to Move into Direct Voting Procedures
 - i. Motion to Divide the House
 - ii. Motion to Divide the Question
 - iii. Motion for Roll Call Vote
- h. Motion to Table Draft Resolution
 - i. Motion to Table the Question
- j. Motion to Close Debate