



NTU Model United Nations 2024

2024

Academic Handbook





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EQUITY POLICY

NTUMUN 2024 EQUITY POLICY

In order to ensure a proper conference, NTUMUN 2024 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 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 2024 are not subject to unjust and distressing behaviour from other participants or the Chairs.

The Equity Policy at NTUMUN 2024 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 2024, 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, committee, 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 2024. Further queries can be directed to academics@ntumun.com.



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;

The 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, and/or transmission of a document or documents with plagiarised content submitted before or during NTUMUN 2024; copying of any statement, clause, or paragraph without any citation or reference communicated in the same document. A plagiarism percentage of more than **fifteen percent (15%)** 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 before and during the conference may include, but is not limited to: Expulsion from the Conference, a Written Statement issued to Representatives of the Delegation, and/or disqualification from awards.

In order to avoid plagiarism, the use of proper, common academic citation styles in both position papers and working papers is required. **Chicago Manual of Style 17th Edition is preferred at NTUMUN 2024.**

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

2. Generative Artificial Intelligence

The usage of Generative Artificial Intelligence platforms, such as but not limited to: Chat GPT, is not allowed for use in substantive writings for the duration of the conference. This includes academic writing for documents such as **Position Papers** and **Draft Resolutions**.



However, the use of Generative Artificial Intelligence is permitted for the purposes of content ideation. In accordance with Nanyang Technological University's Policy, the use of Generative Artificial Intelligence, henceforth known as GAI, is only permitted for the following:

- a. The use of GAI to assist in generating key ideas only.
- b. The use of GAI to assist in generating a first text only.
- c. The use of GAI to refine syntax and grammar for correct language submission only.

However, the use of GAI for the above reasons must be declared by the delegate through communication with the Dais. The Academics Team may ask for supporting proof, such as but not limited to, photographic evidence of prompts provided to the GAI and the text returned by the GAI.

The reprimand for plagiarism includes but is not limited to: Expulsion from the Conference, a Written Statement issued to Representatives of the Delegation, and/or being barred from awards.

3. Harassment

Harassment at NTUMUN 2024 is defined as the: communication of gestures, text, verbal speech, aggressive communication, and/or intimidating speech to any Participant, Student Officer, or member of the Organising Committee. This includes speech or text with racially charged, sexist, or bigoted comments.

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

4. Sexual Harassment

Sexual harassment at NTUMUN 2024 is defined as the: communication of any gesture, object, and/or statement to any individual at the Conference of a sexual nature that 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 Disqualification from Awards.

Additionally, the Academics Team will review all such cases on a case-by-case basis and reserve the right to report any such incidents, including those not mentioned above, to the authorities as necessary.



POSITION PAPER GUIDELINES

INSTRUCTIONS

1. Position Papers are essays that **all delegates** (except for delegates of the Crisis Committee) must submit to their committee Chairs. Position Papers are meant to help delegates develop their country's stance in committee 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 **Chicago Style, 17th Edition** format. If referenced sources are not cited, it will be considered as plagiarism.
6. Title your documents in **this format**: [Delegation Name]_[committee], e.g. Russia_UNSC. Email both Position Papers in a single **PDF** to your respective committee email addresses. Your Chairs will be contacting you in a separate welcome email.
7. All Position Papers should be submitted by the stipulated deadline to qualify the delegation for awards. The deadline will be communicated between the Dais and the delegates, and 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.



RECOMMENDED POSITION PAPER TEPLATE

Delegates are recommended to follow the format shown below when submitting their Position Papers:

Committee: [Insert committee 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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Solutions

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Bibliography



Committee: [Insert committee 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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Bibliography



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 2024 (NTUMUN 2024). 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 (Virtual)

1. The working language for NTUMUN 2024 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 2024 will be smart casual or Western Business Attire. Delegates who are not dressed appropriately may not be allowed to participate in debate.
4. Virtual Delegates are to turn on their cameras for all Committee sessions.
5. Virtual Delegates are required to remain muted when not recognised by the Dais to speak (Virtual).
6. Virtual 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.



II. General Rules (Physical)

1. The working language for NTUMUN 2024 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 2024 will be smart casual or Western Business Attire. Delegates who are not dressed appropriately may not be allowed to participate in debate.
4. Delegates are to remain silent unless recognised by the Dais to speak. Physical Delegates are to maintain decorum at all times not cross-talk during committee sessions.
5. Delegates may not privately communicate to other delegates on issues regarding debate. Direct conversation is not allowed during debate. Delegates are only permitted to communicate via notepaper.
6. 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

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, unless otherwise stipulated by the Dais.

IV. Representation and Voting

1. Each member within a single-delegation committee is accorded a single vote. Voting is classified into two classes and is conducted in response to motions raised during the committee session:
 - a. **Procedural voting.** This is conducted on matters not associated with draft resolutions and amendments. All members of the committee must vote on all procedural motions with either a 'For' or 'Against' vote, and abstentions are not in order. Passing a procedural vote 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 Voting' in calculating a substantive majority. For a substantive vote to pass, the sum of 'For' and 'Against' votes must be greater than the number of 'Abstain' votes. Passing a substantive vote requires a Substantive Majority (See Section 3-b below) to vote 'For'. During substantive voting, the number of delegates present within the committee must not change. Delegates who are not present at



the initiation of voting procedures will not be allowed to enter until their conclusion.

2. Specialised committees will have amended Rules of Procedure, which will supersede this document only where defined. This includes the following committees:

- a. United Nations Security Council,
- b. Association of South East Asian Nations,
- c. Arctic Council,
- d. National Diet of Japan,
- e. North Atlantic Treaty Organisation,
- f. European Union,
- g. Crisis Committee,
- h. International Press Corps.

3. The NTUMUN 2024 Rules of Procedure may still apply in a partial manner to the specialised committees as mentioned in clause (2). The specifics of such deviations from the general Rules of Procedure will be communicated to delegates via the Dais.

4. Unless otherwise stated, all voting in NTUMUN 2024 will be in accordance with the following definitions:

- a. A 'Simple Majority' is defined as **fifty percent (50%) or more** of the committee's total delegates marked as Present and Voting.
- b. A 'Substantive Majority' is defined as at least **two-thirds (2/3) or more** 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" are not permitted to take part in substantive voting.
5. After all delegates have been called upon, the Dais shall announce the thresholds for simple and substantive 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 and voting status to the Dais privately.

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 which of the two topics listed in the Study Guide will be discussed first by the committee.

2. The delegate proposing the motion is to specify their preferred sequence of topics,

Example: "The delegate of Singapore wishes to propose a Motion to Set the Agenda to (title of topic)".

3. The Dais shall then recognise two (2) speakers for and two (2) against the motion, with each speaker having ninety (90) seconds of speaking time, after which the committee will move into a procedural vote.

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

5. After the committee has voted on an agenda, delegations will be called upon in alphabetical order to deliver opening speeches on the topic. Speaking time is set at sixty (60) seconds.

6. Yielding is not in order during opening speeches.

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. Delegates who wish to be added to the GSL may do so now, and later when the Dais periodically calls for speakers, by using the "Raise Hand" function or by raising their placard.

3. Delegates on the GSL will be called upon to speak in the order in which they were originally recognised and added to the list by the Dais. A delegate recognised to speak on the GSL may speak on any aspect of the agenda being discussed.

4. Individual speaking time for speeches made on the GSL is set at ninety (90) seconds.

5. 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.

6. Should the delegate wish to make a Point or Motion at any time, they may get the Dais' attention by raising their placards (or through the 'Raise Hand' function for virtual delegates). The Dais reserves the right to determine when they are able to accept Points or Motions.

VIII. Yields

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

1. **Yielding back to the Dais.** This elapses the delegate's speaking time, 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.
2. **Yielding to Points of Information (POIs).** The Dais will call upon the committee for Points of Information, which are questions for the speaker. Delegates must wait to be recognised by the Dais, and must phrase their POI as a concise question. The delegate may then use the remainder of their speaking time to answer these questions.
 - a. The number of POIs entertained will be at the discretion of the Dais, taking into consideration the speaker's remaining time. Delegates must have more than fifteen (15) seconds of speaking time remaining to be permitted to yield to POIs.
 - b. If there are no Points of Information raised from the floor, the delegate may elect to continue speaking or yield to the Dais.
3. **Yielding to another delegate.** The Dais will then confirm with the specified delegate if they are willing to accept the yield. Delegates must have more than thirty (30) seconds of speaking time remaining to be permitted to yield to another delegate.
 - a. Should the specified delegate accept the yield, they will be recognised to speak for the remaining time. Once the remaining time elapses, the specified delegate will then yield back to the Dais. The specified delegate is **not** permitted to yield to any other delegates, (a.k.a. yielding to the second degree).
 - b. Should the specified delegate refuse to accept the yield, the current delegate may choose to continue speaking or yield to the Dais or Points of Information. The current delegate is not permitted to yield to another delegate once more, unless specified by the Dais.
4. Delegates may only attempt to yield to another delegate two (2) times in total. Should successive delegates refuse the yields, delegates may only yield back to the Dais.

IX. Points and Rights

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).

1. **Point of Personal Privilege.** When a delegate experiences personal discomfort, which hinders their ability to participate in the ongoing proceedings, they 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 through sending a private message to the Dais.

2. **Point of Order.** At any point during committee sessions, a delegate may raise a Point of Order only if they believe that the Dais has committed a serious and irrevocable error or deviation with regard to the Rules of Procedure. The Point of Order will be immediately addressed by the Dais in accordance with the applicable Rules of Procedure. 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.

3. **Point of Parliamentary Inquiry.** A delegate may raise a Point of Parliamentary Inquiry any time the floor is open to clarify questions regarding the Rules of Procedure with the Dais. A Point of Parliamentary Inquiry may never interrupt a speaker. The Dais, at their discretion, reserves the right not to entertain Points of Parliamentary Inquiry.

4. **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 speaking 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 apologise. 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. No motions are in order between speeches in 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 set for the Caucus.

a. The delegate raising the Motion for a Moderated Caucus must specify the scope of discussion, individual speaking time and the total time allocated for the caucus, not exceeding twenty (20) minutes. The total time for the Caucus must be divisible by the individual speaking time.

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

b. 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 (i.e. the motion which accepts more delegates is more disruptive). Otherwise, the motions shall be voted on in order of their introduction.

c. Upon the passing of this motion, the Dais will grant the delegate who raised the motion a spot on the Caucus as either the first or last speaker, depending on the delegate's preference.

d. Rearrangement of the sequence of speakers on the Moderated Caucus is not permitted once it has begun.

e. Delegates speaking during the Moderated Caucus must keep the content of their speeches within the scope of the set topic.

f. Yielding is not in order during a Moderated Caucus, including yielding to the Dais. The Dais will call upon the next speaker immediately at the conclusion of the previous delegate's speech.

g. No motions are in order during a Moderated Caucus, except a motion to extend its duration. The delegate raising this motion must specify the duration of the extension. Such a motion requires a procedural vote to pass.

2. **Unmoderated Caucuses** are used to facilitate the discussion of issues in an informal setting, or accomplish tasks outside the confines of formal debate.

a. The delegate raising the motion must specify the total duration of the caucus. There is no requirement to declare a scope of discussion. However, delegates may be called upon at the Dais' discretion to justify the raising of this motion.

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

b. During an Unmoderated Caucus, delegates will be allowed to freely speak with one another.

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 upon at the Dais' discretion to give a speech of no longer than sixty (60) seconds 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 to pass.

e. If there are two or more Motions for Unmoderated Caucuses being proposed simultaneously, the motions shall be voted on in order of disruptiveness. A Motion for an Unmoderated Caucus with a longer overall duration is 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. They 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 to send a link to the document (e.g. through Google Drive) via private message to the Dais, for vetting and approval. Where required, content should be cited in accordance with the Chicago Manual of Style 17th Edition. No changes to the working paper are allowed during the Dais' vetting process.
3. Working papers do not require signatories, but must bear the name(s) of the submitter(s).
4. Once the working paper is approved, the Dais shall disseminate the link to the working paper to the committee at a time it deems appropriate; 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. There is no allocated reading or 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 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. Draft Resolutions

1. A Draft Resolution broadly encompasses solutions to key identified issues as raised by delegates during debate, and their methods of implementation. It is presented as a single, continuous sentence.
2. All Draft Resolutions must have only one (1) Main Submitter, between one (1) to three (3) Co-Submitters, and at least twenty percent (20%) of the quorum in support of its introduction for it to be considered valid. This twenty percent (20%) of the quorum will include both the Main and Co-Submitter(s) of the Draft Resolution, as well as Signatories, who are non-Submitter delegations who wish to see the Draft Resolution



being discussed.

3. There are generally two main components of a Draft Resolution, namely Preambulatory Clauses and Operative Clauses.

a. **Preambulatory Clauses.** Preambulatory Clauses are the precursor to the main bulk of the resolution, the Operative Clauses. This section details the justifications for taking action with regard to the key issues discussed in committee, and may also include past actions taken by the committee. Clauses in this section should not be numbered, and will begin with an *italicised* present participle. Each clause should end with a comma.

b. **Operative Clauses.** Operative Clauses should form the main bulk of the Draft Resolution. This section details the proposed suggestions or actions that delegates wish to recommend that the committee undertakes. 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.

4. Delegates will first submit a Draft Resolution to the Dais for vetting and approval before it may be introduced in the committee. Delegates are not permitted to make changes to their Draft Resolution while it is being vetted by the Dais.

5. Delegates are reminded that plagiarism constitutes a violation of the conference policy of NTUMUN 2024. Delegates found in breach will receive punitive action, which may include disqualification from all awards.

6. The Main Submitter will be informed by the Dais once vetting has been completed, and the Draft Resolution is approved for introduction in committee. The Main Submitter may then raise a Motion to Introduce Draft Resolution. This motion requires a procedural vote to pass.

7. The flow of debate on the Draft Resolution following its introduction is as follows:

a. **Reading of Operative Clauses by Main Submitter.** The Dais will call upon the Main Submitter of the Resolution to read out only the Operative Clauses of the Draft Resolution.

b. **Reading Time for the Draft Resolution.** The committee will be given five (5) minutes of reading time for the Draft Resolution. The Dais reserves the right to amend this reading time at their discretion.

c. **Question & Answer (Q&A).** The Main and Co-Submitters of the resolution will then be given five (5) minutes to answer questions posed by other delegates regarding the Draft Resolution. Delegates may only ask questions in the form of a Point of Information. Only one Submitter is permitted to answer each question posed by delegates. The Dais reserves the right to amend the duration set for the Q&A segment at their discretion.

8. Once the Q&A segment has elapsed, delegates will enter open debate.



9. Multiple Draft Resolutions may be introduced for the same agenda, and debated upon simultaneously.

10. Delegates may not reference Draft Resolutions that have not been formally introduced previously through a Motion to Introduce Draft Resolution.

XIV. Debate on the Draft Resolution(s)

1. Open debate will commence with 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 the resolution in part may choose to submit either a Friendly Amendment or an Unfriendly Amendment.

3. The nature of amendments should be presented clearly in submissions to the Dais. For example, amendments to specific clauses should detail the original clause in its entirety. The changes made to the clause should then be reflected distinctly, e.g. in a different color.

4. Of note, if more than one-half ($\frac{1}{2}$) of the Operative Clauses in a Draft Resolution are substantially modified, that is, by means of Friendly or Unfriendly Amendments, the Draft Resolution will be tabled automatically. Changes to the content of a clause constitutes a substantial modification. A modification in the content of a subclause constitutes a substantial modification to the parent clause.

5. **Friendly Amendments** require the approval of both the Main Submitter and all the Co-Submitter(s). Friendly Amendments should be submitted to the council email for vetting, with the Main Submitter and all the Co-Submitters carbon-copied (cc) in the email. The explicit acknowledgement of all submitters must be obtained for a Friendly Amendment to stand. 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 vetted and approved of the amendment, the submitter of the Friendly Amendment will be informed. The Dais will introduce the Friendly Amendment to the committee at the next appropriate juncture.

6. **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 are also considered Unfriendly Amendments. Similar to Friendly Amendments, all Unfriendly Amendments should be submitted to the council email for vetting. In addition, Unfriendly Amendments must have at least 10% of the quorum as signatories to stand. 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 requires a procedural vote to pass.

7. The flow of debate on an Unfriendly Amendment following its introduction is as follows:



a. **Reading of Unfriendly Amendment by Submitter.** The submitter of the Unfriendly Amendment will be called upon to read out their Amendment to the committee.

b. **Speakers for/against the Unfriendly Amendment.** The Dais will then recognise two speakers for and two speakers against the Unfriendly Amendment. Each delegate will be given sixty (60) seconds to speak for or against the Unfriendly Amendment respectively. Yielding is not in order. The number of speakers and speaking time may be modified at the discretion of the Dais.

7. 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 to pass. Else, the committee shall automatically move into open debate on the Unfriendly Amendment.

a. **Open Debate.** Open debate will commence with the opening of a new General Speakers' List.

b. **Motion to Move into Direct Voting Procedures on the Unfriendly Amendment.** A Motion to Move into Direct Voting Procedures on the Unfriendly Amendment requires a procedural vote to pass. Once passed, the committee shall enter a substantive vote on the amendment, which requires a Substantive Majority to pass. Should the Unfriendly Amendment pass, the changes described will be effected upon the Draft Resolution by the Dais.

XV. Tabling a Draft Resolution

1. Delegates wishing to table a Draft Resolution should raise a Motion to Table Draft Resolution. This motion requires a procedural vote to pass.

2. The Motion to Table Draft Resolution refers to the withdrawal of a Draft Resolution from debate.

3. Should the committee have more than one Draft Resolution on the floor at the point when this motion passes, the committee will remain in open debate on the Draft Resolution that is not yet tabled.

4. However, if there is only one Draft Resolution on the floor, tabling the current Draft Resolution results in the committee moving back to the General Speakers' List. Should delegates wish to discuss the Draft Resolution again following the tabling of the resolution, they would need to re-introduce the Draft Resolution in committee (See Section XIII).

5. Delegates may not reference tabled Draft Resolution that have not been formally re-introduced through a Motion to Introduce Draft Resolution.



XVI. Voting Procedures on the Draft Resolution

1. Motion to Move into Direct Voting Procedures

- a. Delegates can raise a Motion to Move into Direct Voting Procedures (DVP) on Draft Resolution(s). This motion requires a procedural vote to pass.
- b. Once passed, all Draft Resolution(s) presently introduced in committee will be voted upon. The order in which the Draft Resolution 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 unless otherwise specified by the Dais.
- c. Directly before voting takes place on a specific draft resolution, the Dais will move into specific closed debate on the draft resolution at hand. 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.
- d. Following this, delegates will move into voting on the draft resolution itself. Voting on the draft resolution(s) is a substantive procedure and requires a Substantive Majority majority to pass.
- e. Should the resolution not reach a substantive 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.
- f. Should any draft resolution pass with a substantive majority, it will be formalised as the resolution on the topic. The council will then move into debate on the remaining agenda, or adjourn in the absence of any such agenda.

2. Motion to Reorder Draft Resolutions

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.

3. Motion to Divide the House

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.

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 Substantive Majority majority to pass.

4. Motion to Divide the Question

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. 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 Majority, it will be added into a new draft resolution.

The vote will proceed as follows; The Dais will commence with a vote on the draft resolution, article by article. Should the vote on any article pass, the specified article will be transferred to a new document. Should the vote on an article fail, the article will be further subdivided and voted on by clause. Similarly, any passed clauses will be transferred to a new document, while any failed clauses will be further divided into subclauses and voted on similarly.

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 Majority in order to pass. Of note, if more than one half ($\frac{1}{2}$) of the operative clauses in the previous draft resolution are excluded, the draft resolution will be tabled automatically.

5. Motion for Roll Call Vote

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 (Substantive 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.

The Dais may also call a roll call vote as deemed necessary so as to accurately tabulate the votes.



6. Motion to Table the Question

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 a Motion 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.

This motion will have to be approved by the Dais before the vote is carried out.

XVIII. Order of Precedence for Motions

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

1. Point of Personal Privilege
2. Point of Parliamentary Inquiry
3. Point of Order
4. Right to Reply
5. Motion to Adjourn Debate
6. Motion to Suspend Debate
7. Motion to Change Speaking Time
8. Motion for Unmoderated Caucus
9. Motion for Moderated Caucus
10. Motion to Introduce Draft Resolution
11. Motion to Introduce Unfriendly Amendment (only applicable when there is a Draft Resolution on the floor)
12. Motion to Move into Direct Voting Procedures
13. Motion to Divide the House
14. Motion to Divide the Question
15. Motion for Roll Call Vote
16. Motion to Table Draft Resolution
17. Motion to Table the Question