

**OPMUN
2019**

OPMUN RULES OF PROCEDURE

**GUIDELINES ON OPMUN'S
ROP**



CHAPTER 1: SCOPE OF THIS DOCUMENT

1.1 The rules included in this document are applicable to all committees within Onepeople.sg Model United Nations (OPMUN). Each rule is self-reliant unless otherwise modified by the Secretariat, in which case, the modification will be deemed adopted before the session begins. No other rules of procedure apply. If a situation arises that has not been addressed by the Rules of Procedure, the Chairs of each committee will be the final authority on what procedure to follow.

1.2 The rules herein may be adapted by the Chairs 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 Chairs of each committee will take precedence to the rule in this document.

CHAPTER 2: GENERAL RULES

2.1 Members are to speak in third person during formal debate in committee sessions, unless their portfolio is that of an individual – in this case, they are to speak in first person.

2.2 The working language of OPMUN 2019 is English. All speeches made or documents introduced during committee sessions should be in English.

2.3 The Secretariat reserves the right to impose punitive measures on any delegate at their own appropriate discretion, which may be announced and carried out by the chairs. These include but are not limited to the revocation of electronics or speaking rights, and expulsion from the conference.

2.4 Formal debate in committee sessions will only commence when at least half of its members are present in the committee. This minimum quota is known as quorum.

2.5 The Dress Code for the conference is Western Business Attire or school uniform.

2.6 The Chairs of each Committee shall be responsible for monitoring and presiding over debate within the committees on a rotational basis. They shall ensure that debates within the committees will be carried out in an efficient and productive manner.

2.7 The Chairs of each Committee may to their discretion provide advice on the direction of the committee.

2.8 In cases where the Chairs of a Committee also represent a portfolio, they shall make clear the distinction between announcements made as an unbiased moderator of debate and speeches made in-character as their portfolio.

2.9 Delegates are allowed to use electronic devices in the committee room when the committee has been convened. However, usage of instant messaging, social media, and other communication applications is prohibited unless for a valid, approved reason. Chairs have the right to revoke the use of electronics in the event of contravention of the above.

CHAPTER 3: REPRESENTATION AND VOTING

3.1 Only registered delegates would be granted representation in committees. All delegates must have previously registered and paid for the conference – this will be marked by the wearing of the conference lanyard. All delegates must wear the conference lanyard at all times.

3.2 All delegates are accorded a single vote, and the full rights and privileges of a delegate, such as but not limited to speaking, resolution sponsoring, and note-passing rights, unless otherwise stated.

3.3 Double-delegation committees are committees where two delegates represent a single portfolio. In these cases, the portfolio possesses a singular vote. Only one delegate from a double-delegation portfolio may make speeches in formal debate at any time.

3.4 All committees, unless otherwise stated, will follow the following definitions for voting:

3.4.1 A “Simple Majority” is defined a majority of more than 50% of the total number of delegates Present;

3.4.2 A “Two-thirds Majority” or “Substantive Majority” is defined as a majority of at least two-thirds of the total number of delegates Present and Voting;

3.4.3 “Abstentions” do not count as a vote, and a delegate who abstains is removed from the count of the total number of delegates Present/Present and Voting;

3.4.4 “Consensus” is defined as the absence of any “No” vote.

3.4.5 A “Procedural Vote” is conducted on decisions of debate procedure.

3.4.5.1 All delegates who are Present or Present and Voting must vote on a Procedural Vote.

3.4.5.2 No abstentions are allowed in a Procedural Vote

3.4.5.3 All Procedural Votes require a Simple Majority to pass, unless otherwise stated

3.4.6 A “Substantive Vote” is conducted on decisions of content.

3.4.5.1 Only delegates who are Present and Voting may vote in a Substantive Vote.

3.4.5.2 Abstentions are in order during a Substantive Vote.

3.4.5.3 In order for a decision to be made, the number of “For” or “Against” votes in a Substantive Vote must constitute at least 50% of delegates Present and Voting.

3.4.5.4 The number of delegates in committee must not change during a Substantive Vote.

Delegates who are not physically in the committee venue at the commencement of a Substantive Vote will not be allowed to enter until its conclusion.

3.4.5.5 All Substantive Votes require a Two-thirds Majority to pass, unless otherwise stated.

CHAPTER 4: ROLL CALL

4.1 The start of every committee session with formal debate will always begin with Roll Call. The Chairs will call upon the names of each portfolio in alphabetical order.

4.2 All delegates who represent portfolios that are full members of a committee are to indicate that they are “Present and Voting” when their portfolio’s name is called. This indication is done by raising a placard and verbally declaring “Present and Voting”

- 4.3 All delegates who represent portfolios that are only observers of a committee are to indicate that they are "Present" when their portfolio's name is called.
- 4.4 Once all delegates are accounted for, the Chairs will announce to the committee the numbers required to achieve a simple and two-thirds majority.
- 4.5 Delegates who have missed Roll Call should send a note to the Chairs explaining their status (Present or Present and Voting).

CHAPTER 5: GENERAL SPEAKERS' LIST

- 5.1 Upon the completion of Roll Call, the committee will automatically proceed into the first topic unless a Motion to Set Agenda has been previously announced and had its procedure detailed by your dais. Your committee may enter Opening Speeches if your dais decides so. Otherwise, a Motion to Open the General Speakers' List (which requires a Procedural Vote) will be entertained.
- 5.2 Once the General Speakers' List (GSL) is open, the Chairs will periodically call for delegates who wish to be added to the GSL. Delegates wishing to give a speech should raise their placards when this happens. Additions to the GSL by any other method, including written requests via notepassing or Points of Personal Privilege/Parliamentary Inquiry, will not be in order.
- 5.3 The General Speakers' List is the broadest stage of debate in which delegates may make any speeches related to the topic at hand. Motions may be raised when the committee is in GSL to enter other stages of debate.
- 5.4 Speaking time for delegates is set at 90 seconds per speaker. Any requests to change this speaking time are to the discretion of the dais, but if deemed as in order will be put to a Procedural Vote.
- 5.5 Delegates who have not utilised their full speaking time may yield their remaining time in the following ways:
- 5.5.1 Yield back to the Chairs. This ends the speech and the chairs shall then call upon the next Speaker.
 - 5.5.2 Yielding to another Delegate. The Chairs shall only allow this yield if that Delegate is amenable to the yield and there is sufficient time left.
 - 5.5.3 Yielding to Points of Information (POIs). The Chairs will call for Points of Information, which are questions to the delegate, from the committee. Points of Information will be recognised one at a time and must be phrased as a concise question. The delegate can use the remainder of his time to answer the questions.
 - 5.5.4 Yields to the Second Degree will not be in order.
- 5.6 If a yield is unsuccessful (i.e. Yield to POIs but none raised, or Yield to Delegate but not accepted), the delegate may choose to use the remainder of his/her time to continue his/her speech.
- 5.7 All delegates are to give upmost respect to any delegates making speeches. No signalling or other actions which could cause a disturbance or distraction to the speaker or committee is allowed during speeches. No Points (except for Points of Personal Privilege relating to audibility issues) or Motions should be raised during speeches.

5.8 Every delegate is to be courteous towards all conference staff and fellow delegates. No speech or debate containing slandering or disrespectful remarks will be entertained.

5.9 All communications between delegates must be done via note-passing to minimise disruptiveness. Delegates should write their message, their identity, and the target of the message on a piece of note paper. Delegates may raise their hands with the note paper and admin staff will help deliver the note to the target recipient. Cross-talking or electronic communications are not allowed.

CHAPTER 6: POINTS

6.1 Points are questions from delegates to the chairs (or speaker). Points may be raised in between speeches, or when called for by the dais.

6.2 There are 4 points recognised in OPMUN 2019:

6.2.1 A “Point of Personal Privilege” may be raised by a delegate for matters concerning personal well-being, such as temperature of the room, requesting a bathroom break, audibility of the current speaker, or any other circumstance the Chairs deem appropriate.

6.2.2 A “Point of Parliamentary Inquiry” may be raised by a delegate to the Dais in order to clarify any queries about the Rules of Procedure.

6.2.3 A “Point of Information” may be raised by a delegate to the current speaker at the end of his or her speech, if he or she has opened him or herself to Points of Information and the Dais has granted one or more Points of Information to the committee. Follow-up questions to a Point of Information may be awarded at the discretion of the Chairs, though delegates are encouraged to ask additional queries via note-passing.

6.2.4 A “Point of Order” may be raised by a delegate to the Chairs if an error in applying the Rules of Procedure has been made. The Chairs will verify the point and rectify the error to the best of their abilities.

6.2.5 A “Right to Reply” may be raised by a delegate at the conclusion of a speech. These may be raised when a speech has been excessively disrespectful to/insulted the portfolio that a delegate represents or the delegate him or herself. The delegate who raises the Right to Reply will have an opportunity to explain why they have taken offence, after which the Chairs may ask the offending delegate to apologise.

6.3 The above-mentioned points are to be used strictly for their defined purpose. Repeated and deliberate misuse for personal advantage will be met with punitive measures. Common examples of misuse that will not be accepted include but are not limited to:

6.3.1 A Point of Personal Privilege used to request a delegate concluding his/her speech to yield to Points of Information. Delegates may instead communicate these requests via note paper earlier or clarify doubts with the delegate via note paper.

6.3.2 A Point of Parliamentary Inquiry used to request another delegate’s motion be altered. Delegates may instead communicate these requests via note paper earlier or raise their own motions with their proposed alterations.

6.3.3 A Point of Parliamentary Inquiry used to add oneself to the GSL. Delegates may instead ask the Chairs as to when they are next calling for speakers and raise their placards then.

6.3.4 A Right to Reply raised in the middle of a speech that disrupts the speaker.

CHAPTER 7: MOTIONS AND CAUCUSES

7.1 Motions may be raised to alter the stage of debate. Motions should only be raised when the Chairs explicitly call for Motions, unless stated otherwise. To raise a motion, a delegate should raise their placard and wait to be called upon by the Chairs. When called upon, the delegate should rise and state the Motion being raised as well as all relevant details.

7.2 Motions will be voted upon in order of disruptiveness. A complete list of motions for all situations, as well as the order of disruptiveness, can be found in Annex A.

7.3 The most common Motions raised in the GSL are to enter Caucuses. Both Caucuses require a Procedural Vote to pass.

7.3.1 A “Moderated Caucus” can be raised to focus debate on a more specific sub-topic. They have their own distinct speaking list.

7.3.1.1 Moderated Caucuses must have a specific topic, an individual speaking time, and a total caucus time. Delegates raising Moderated Caucuses must specify all 3 details.

7.3.1.2 When a Moderated Caucus is passed, the delegate who raised the motion will automatically be granted a spot on the speaking list. The Chairs will ask the delegate if they wish to speak first or last.

7.3.1.3 Delegates speaking on a Moderated Caucus must strictly keep the content of their speeches to the specified topic at hand.

7.3.1.4 Yielding is not required nor in order for Moderated Caucus speeches. At the conclusion of a speech, the delegate may simply thank the committee/chairs and return to their seats.

7.3.1.5 The “length” of a Moderated Caucus will only be dependent on the number of speakers determined by the total caucus time divided by individual speaking time. A caucus will elapse even if there is excess time remaining in the total caucus time (caused by short individual speeches).

7.3.2 An “Unmoderated Caucus” can be raised to hold informal discussions or accomplish tasks that may be more conducive outside of the confines of formal debate.

7.3.2.1 Unmoderated Caucuses must have a total caucus time. Delegates raising an Unmoderated Caucus must specify the total caucus time. On occasion, the Chairs may request for a specific goal/reason for the Unmoderated Caucus to be held.

7.3.2.2 During an Unmoderated Caucus, debate procedure is suspended. Delegates may freely walk around the committee venue and speak to other delegates.

7.3.2.3 Upon the conclusion of an Unmoderated Caucus, the delegate who raised the motion shall make a 30-second speech summarising the happenings and results of the Unmoderated Caucus.

7.3.3 The length of the above caucuses may be altered by motions.

7.3.3.1 A “Motion to Elapse a Caucus” may be raised to end a caucus early if it is proving unproductive. The motion must be raised in between speeches for a Moderated Caucus, or during the Unmoderated Caucus to the Chairs. The Motion requires a Procedural Vote to pass.

7.3.3.2 A “Motion to Extend a Caucus” may be raised to extend the duration of a caucus. The motion must be raised before the last speech in a Moderated Caucus, or any time during an Unmoderated Caucus. This Motion requires a Procedural Vote to pass.

CHAPTER 7: MOTIONS AND CAUCUSES

7.4 A "Motion to Introduce Working Paper" formally introduces a Working Paper to the committee and allows for it to be referenced in debate.

7.4.1 Working Papers are documents that may serve as presentation aids or simply for the committee's perusal and consideration. Working Papers are in order throughout OPMUN 2019. Working Papers require only a single submitter, and each committee will have their own format restrictions.

7.4.2 Working Papers may be submitted to the Chairs for vetting. Once approved, the Chairs will let the submitter(s) know that it is approved.

7.4.3 A Motion to Introduce Working Paper requires a Procedural Vote to pass. Upon passage, the Chairs will make the Working Paper available for public viewing, and delegates may reference the Working Paper or ask to display them during speeches.

7.4.4 There is no designated presentation nor speaking time given to the delegate who successfully introduced the Working Paper.

7.5 Upon the conclusion of a committee session, two motions may be raised to formally cease debate proceedings.

7.5.1 A "Motion to Suspend Debate" suspends all committee functions to the beginning of the next committee session.

7.5.2 A "Motion to Adjourn Debate" suspends all committee functions indefinitely. It should only be raised at the end of all debate in the last committee session.

7.5.3 Both motions require a Procedural Vote.

CHAPTER 8: RESOLUTIONS

8.1 A Resolution is a committee's final Outcome Document – a result of discussion by the Committee on the topic at hand, codifying the Committee's decisions and recommendations. Delegates must first submit a Draft Resolution and it must be passed by the Committee for it to be formalised as a Resolution. Most committees will have their own Outcome Document formats and procedures, so delegates are advised to consult with their Chairs on specific procedures.

8.2 Delegates who wish to submit a Draft Resolution must first write the Draft Resolution in accordance with the format recommended by their Chairs, then submit it to their Chairs through electronic means for vetting.

8.2.1 The Draft Resolution must be in the format of a single sentence, with two main components of the Pre-ambulatory Clauses as well as the Operative Clauses:

8.2.1.1 Pre-ambulatory Clauses: This section details justifications for action – these may include historic justification or reasons that have been discussed in Committee Session. Each Pre-ambulatory Clause begins with an italicised present participle, otherwise known as a Pre-ambulatory Phrase, and ends with a comma

8.2.1.2 Operative Clauses: This section should be numbered and details the second round of voting. If a delegate votes for "Pass", their vote is saved

CHAPTER 8: RESOLUTIONS

8.2.2 Draft Resolutions must have at least one Sponsor, up to a maximum limit specified by the Chairs. Sponsors are major contributors to the Draft Resolution who support the Resolution in its entirety. There is no need to specify a Main Sponsor.

8.2.3 At least 20% of the delegates in the Committee must be a Sponsor or Signatory. A Signatory is a delegate who wishes to see the Draft Resolution being discussed.

8.2.4 Once the Chairs have approved of the Draft Resolution, they shall inform the Sponsors verbally or via note-passing.

8.3 Upon approval, the Sponsors of the Draft Resolution may “Motion to Introduce the Resolution”. This requires a Procedural Vote.

8.4 Upon the passage of the Motion, the Chairs may, by their discretion, request for a Main Clause Reading, a QnA Session, or Reading Time. After this, a “Motion to Enter Closed Debate” or a “Motion to Re-Enter GSL” will be in order.

8.4.1 A Motion to Enter Closed Debate may be raised to commence closed debate. The delegate raising the motion must specify the number of speakers from each side (speaking For/Against). The number of For and Against speeches must always be the same, and their speaking order will alternate. In the event where one side no longer has enough speakers to fulfil the maximum specified by the motion, the other side forfeits their future speeches. All speeches are set by default to 90s. This motion requires a Procedural Vote.

8.4.2 A Motion to Re-Enter GSL may be raised to return to the GSL. It may be raised immediately upon the introduction of a Draft Resolution (except for when there are compulsory procedures introduced by the chairs) or at the end of Closed Debate. This motion requires a Procedural Vote.

8.5 Multiple Draft Resolutions may be introduced and ultimately passed. However, the Chairs will announce any directly conflicting clauses between resolutions, and these clauses cannot both be passed.

8.6 Amendments to the Draft Resolution may only be submitted when the committee is in the GSL. Amendments come in two forms: Friendly and Unfriendly Amendments.

8.6.1 Friendly Amendments: These require approval by signature of all Sponsors of the Draft Resolution will automatically pass. The Dais will announce the relevant changes at the first opportunity.

8.6.2 Unfriendly Amendments: These do not require approval by Submitters of the Resolution

8.6.2.1 The delegate must submit the Unfriendly Amendment by notepaper or electronically for vetting, after which the Chairs will inform the delegate that the Amendment may be introduced.

8.6.2.2 The submitter of the Unfriendly Amendment must then raise a “Motion to Introduce Unfriendly Amendment” in the GSL. This requires a Procedural Vote.

8.6.2.3 Once the Motion has passed, the Chairs will announce the proposed Unfriendly Amendment. Then, the committee may Motion to enter Closed Debate on the Unfriendly Amendment, which follows a similar procedure to that of a Resolution. This stage can be skipped by directly motioning to enter Direct Voting Procedure on the Amendment.

8.6.2.4 Upon the exhaustion of all speakers in Closed Debate, the Committee automatically moves into Direct Voting Procedure votes on the Unfriendly Amendment. This requires a Substantive Vote.

8.6.3 Friendly Amendments may not be made on already-passed Unfriendly Amendment. This is called a second-degree amendment.

CHAPTER 8: RESOLUTIONS

8.7 A “Motion to Table Draft Resolution/Amendment” allows for a committee to remove a Draft Resolution or Unfriendly Amendment from consideration. This requires a Procedural Vote but with a two-thirds majority. If successful, the Draft Resolution/Amendment may not be referenced in speeches. Tabled Draft Resolutions/Amendments may be introduced at a later time as a new Draft Resolution/Amendment.

8.8 A “Motion to Enter Direct Voting Procedure” allows for a committee to finalise their decisions on all Draft Resolutions. This motion may be raised in the GSL and requires a Procedural Vote. Delegate tally cannot change during Direct Voting Procedure.

8.8.1 Direct Voting Procedure is considered a new stage of debate. All Draft Resolutions will be voted on in order of introduction.

8.8.2 At the beginning of voting on each Draft Resolution, the Chairs will read out the title and Sponsors of the Draft Resolution and remind the committee of any clauses in direct conflict with other Draft Resolutions. Voting on Draft Resolutions are Substantive Votes.

8.8.3 Once each Draft Resolution has been voted on, the Chairs will read out the voting tally. The committee will immediately move on to the next Draft Resolution unless there are motions raised. This process continues until Direct Voting Procedure concludes and all Draft Resolutions have been voted on.

8.8.4 There are a few motions in order during Direct Voting Procedure:

8.8.4.1 A “Motion to Reorder Draft Resolutions” allows for delegates to alter the order in which Draft Resolutions are voted upon. This motion is in order before each Draft Resolution is voted upon. When raising such a motion, the delegate must specify the new exact order of all existing Draft Resolutions. This motion requires a Procedural Vote.

8.8.4.2 A “Motion to Enter Roll Call Vote” allows for easier tracking of votes and for delegates to see the votes of other delegates in the committee before making a decision. This motion is in order before each Draft Resolution is voted upon. This motion requires a Procedural Vote. When passed, the Draft Resolution will utilise a Roll Call Vote, where there are 2 rounds of voting. In the first round, delegates will be called upon in alphabetical order and may choose to vote “For” or “Against” or choose to “Abstain” or “Pass”. If a delegate votes “For”, “Against”, or chooses to “Abstain”, they may not participate in the second round of voting. If a delegate votes for “Pass”, their vote is saved until the second round. In the second round, all delegates who indicated “Pass” in the first round are called upon in alphabetical order, and they may choose to vote “For” or “Against”. Delegates may not “Abstain” in the second round of voting.

8.8.4.3 A “Motion to Divide the House” is in order if and only if a Draft Resolution has failed to reach a two-third majority, and if “For” votes from all abstaining delegates would have resulted in the Draft Resolution passing. When the House is Divided, all delegates who are Present and Voting may not Abstain from voting, and the Draft Resolution is voted upon once again. This motion requires a Procedural Vote.

8.8.4.4 A “Motion to Divide the Question” is in order if a Draft Resolution has failed to reach a two-third majority. The delegate raising the motion must specify exactly how the Draft Resolution should be split. This motion requires a Procedural Vote. Upon passing of this Motion, the Dais will commence procedural voting on the entire Draft Resolution, section by section depending on the delegate who raised the motion. Voting on each clause of the Draft Resolution is a procedural vote requiring a simple majority to pass. The revised resolution will consist of all clauses that have been passed through the aforementioned votes, and subject to a substantive vote on the Draft Resolution as a whole.

8.8.5 If a clause that directly conflicts with a clause in a future resolution is passed, the clause in the future resolution is automatically struck out before voting commences, as if a successful division of the question had passed.

8.9 Upon the conclusion of Direct Voting Procedure, the committee immediately moves on to the second topic, if applicable.

CHAPTER 9: PRESS

9.1 OPMUN 2019's Press Corps comprise multiple correspondents representing a few agencies. The Press will be involved and active in every committee. Press Delegates should be treated as genuine correspondents from the agencies – and their media releases should be considered published to and seen by the “general public”/the agency's main demographic.

9.2 Press Delegates are allowed to observe all committee sessions of all committees unless otherwise stated. Press Delegates may directly quote statements made in speeches in formal debate for their media releases, unless otherwise stated as off-the-record. Press Delegates may pass notes to committee delegates to ask for further information or ask to interview delegates during Unmoderated Caucuses. Delegates are encouraged to exercise discretion in having their views made known public and are not obligated to accept all requests from Press Delegates.

9.3 Press Conferences will be held at stipulated timings at the end of selected committee sessions. These will be communicated to committee delegates at the start of each day. Press Conferences allow for Press Delegates to probe and question any delegate they wish in the committee – hence committee delegates are advised to be prepared for Press Conferences. Any statements made during a Press Conference may be directly quoted in media releases.

9.4 Press Delegates may submit Working Papers to Committee Chairs like any other Committee Delegate. However, instead of a Motion to Introduce the Working Paper, the Committee Chairs will choose an opportune time to introduce the Working Paper to the committee. Once introduced, these Press Working Papers may be referred to in committee session.

9.5 Committee Chairs may choose to show media releases/news articles to their committee, if deemed pertinent/salient.

9.6 Committee Delegates may choose to peruse the Press Study Guide for more details on Press-Committee interactions.

APPENDIX: ORDER OF DISRUPTIVENESS OF MOTIONS

At any point in the General Speakers' List, the following motions are in order and will be voted on in the following order of priority.

1. Motion to Adjourn or Suspend Debate
2. Motion for Unmoderated Caucus
3. Motion for Moderated Caucus
 - a. In the event of identical total caucus times, the Moderated Caucus with more individual speakers will take precedence. If the number of individual speakers is identical, they will be voted on in order of introduction.
4. Motion to Introduce Working Paper
5. Motion to Introduce Draft Resolution
6. Motion to Introduce Amendment
7. Motion to Enter Direct Voting Procedure

Upon the Introduction of a Draft Resolution, the following motions are in order and will be voted on in the following order of priority.

1. Motion to Enter Closed Debate
 - a. The greater the number of speakers For/Against, the more disruptive
2. Motion to Re-enter the General Speakers' List

Upon the Introduction of an Unfriendly Amendment, the following motions are in order and will be voted on in the following order of priority.

1. Motion to Enter Closed Debate
 - a. The greater the number of speakers For/Against, the more disruptive
2. Motion to Enter Direct Voting Procedure

During Direct Voting Procedure, the following motions are in order and will be voted on in the following order of priority.

1. Motion to Reorder Draft Resolutions
2. Motion to Divide the House
3. Motion to Divide the Question
4. Motion for Roll Call Vote