



RULES OF PROCEDURE

ALTMUN 2022

Logging In

We will be using Zoom for the online sessions. You will receive information on how to connect prior to the start of the first session through email. It is imperative to be punctual and to get on committee on time .

Your Zoom name must be the country or individual (In the case of Crisis and the US senate impeachment trial) you are representing followed by your own name. It should look like this: **“Country (or individual if the committee requires it) - Name and surname”**

Motions

Throughout debate, delegates will be able to raise the following motions:

- **Open and close debate:** These motions will be used only once respectively to commence debate at the start of the very first session and to finish the debate at the end of the last session.
- **Suspend and resume debate:** Used at the start of every session and at its culmination respectively .
- **Open the speakers list:** Once opened, and if on the speaker list, delegates will have a predetermined amount of time to speak. This motion can only be proposed once at the start of debate. If no motion passes and it is necessary to return to the speakers list, this will be done automatically by the chair.

- **Moderated caucus:** Here delegates will be given the opportunity to present their stance and their solutions on a specific subtopic through a short speech
- **Unmoderated caucus:** Delegates will be placed on breakout rooms in order for them to negotiate with other delegates. Prior to the start of an unmoderated Caucus, a predetermined time will have been chosen.
- **Consultation of the whole:** Under a consultation of the whole the normal rules of debate will be suspended as debate will be moderated by the delegates: Here, the delegate who has the floor will be able to yield their time to another delegation. A consultation of the whole moderated by the dais will not be in order as it defeats the purpose of this motion.

Raising a Motion and being added to an speaker list:

In order to raise a motion or to be added to a speaker list, delegates will need to raise their placards virtually. This will be done by raising your hand through zoom. Once the placards have been raised virtually, the chair will choose which delegates to recognize for them to propose their motion

If the delegate feels as if the chair has failed to recognize them sufficiently throughout the debate, they should contact any member of the directive table for proper action to be taken.

Voting for motions

Just like when raising a motion, delegates must raise their hand through zoom for them to be able to vote for a motion.

In order to maintain uniformity and to avoid a vote being counted twice, delegates should only raise their hand once the chair permits them to.

Points

As long as they are not interrupting the chair or another delegate, delegates will be able to raise the following points:

- **Point of Order:** Signal to the director an incorrect order of procedure. The chair will then decide on the matter in accordance with the rules of procedure.
- **Points of Personal Privilege:** Raised by delegates if there is something impeding or limiting their participation on the committee (Not to be confused with a Right of Reply)
- **Point of Parliamentary Inquiry:** Used if the delegate has a doubt regarding parliamentary procedure. If the delegate has an extensive doubt, they should privately contact the directive table in order to not break the flow of debate and for them to get a more detailed answer.
- **Right of Reply:** Used only if the delegate feels that he has been Personally attacked and or offended.

Working Papers and Draft Resolutions

Depending on the committee, a minimum amount of delegates will be needed for a working paper or draft resolution to be created. Once the minimum amount has been reached, a member of the directive team should be informed in order for them to create the document.

Drafting time will be decided by the chair. Unless specifically permitted by the chair, delegates will NOT be allowed to draft if they are doing so outside of the established time.

The required amount of signatories and the maximum and minimum size of working papers and draft resolutions will be decided by the chair.

Voting

Once debate has culminated, delegates will be able to choose on the way to vote for draft resolutions:

- **Roll call Vote:** On a roll call vote, chairs will read all the countries names in alphabetical order. Delegates will be able to vote Yes, No or abstain. Delegates also have the ability to vote “Yes with rights” and “No with rights”. If delegates choose to vote this way it is because they’re vote requires a brief explanation which will be provided once voting has concluded.
- **Raise Hand Voting:** Similar to voting for motions delegates will use the raise hand feature to vote for a draft resolution.

Communication with other delegates

In order to give delegates the necessary flexibility they require to negotiate and interact with other delegates, they will be able to utilize private zoom messaging and WhatsApp.

- WhatsApp
 - At least one of the chairs **must** be added to all WhatsApp groups in order for the discussions to be evaluated.
 - All WhatsApp conversations must be in the language of the committee. Points will be deducted if a delegate does not send messages in the corresponding language of the committee.
 - WhatsApp groups are allowed to be used for communication during and after committee sessions.
 - While it is preferable for delegates to communicate with the Chairs and/or ADs while committee is in session, if needed they may also do so through a private WhatsApp message.
- Zoom Chat
 - The Zoom chat can be used to send private messages both to the Chairs and the ADs.
 - It is recommended to use WhatsApp for negotiating as messages sent through Zoom will not be evaluated.
 - If delegates feel that they need extra assistance on how to message on zoom privately, the following is a helpful guide: <https://support.zoom.us/hc/en-us/articles/205761999-Using-webinar-chat>

Language and Behavior

A respectful and formal language must be maintained by delegates throughout the duration of the conference. The usage of profanities and vulgar or demeaning language is strictly prohibited.

This should be accompanied by the maintenance of a proper behavior. Acts such as plagiarism, personal attacks and so on will be penalized.

Microphones

Microphones must be muted at all times. Delegates will only be able to speak once they have been recognized by the chair or ADs.

Attire

Delegates are heavily encouraged to wear formal western attire to their conference. This includes shirts, suits and ties for men and suits or blouses for women. In the case of crisis, if the delegate wishes, they can dress as their respective character. In the case of crisis this is **optional**.

Cameras

Cameras should always be on. If the delegate is experiencing internet problems or any other issue that makes it not possible for them to keep their cameras on, they must inform the Chair or an AD.