

RULES OF PROCEDURE

of December 13 2016

laying down the proceedings of the PORG Model United Nations Conference

Article 1

These Rules of Procedure lay down the proceedings of the PORG Model United Nations Conference (PORGMUN).

Article 2

For the purposes of these Rules of Procedure, the following definitions shall apply:

- (a) ‘Secretariat’ means the Conference Managers, Directors and the Secretary General holding responsibility for the proceedings of the conference with the final say in all organizational matters;
- (b) ‘Chair’ means a Student Officer appointed by the Secretariat to guide the Committee Sessions;
- (c) ‘Organization Team’ means the Secretariat, the Chairs, the Volunteers (including Chairs’ Assistants) and the Press Team;
- (d) ‘School’ means Gymnázium Nový PORG;
- (e) ‘Research Paper’ stands for a document prepared by the Chairs to abstract their Committee’s topics and to facilitate individual research done by Delegates;
- (f) ‘Approval Panel’ means a panel of supervisors familiar with the standardized Resolution format, who revise each Resolution to be debated in the committee;
- (g) ‘Amendment to the 2nd Degree’ means an Amendment submitted to an Amendment;
- (h) ‘Second’ refers to the act of a second Delegate affirming the proposed Motion by raising their placard and saying "second";
- (i) ‘Objection’ means an act of an another Delegate expressing disagreement with the proposed Motion by raising their placard, saying “objection” and explaining the nature of their Objection;

- (j) ‘Yield the floor’ means accord the right to speak. The Delegates must remain standing from being yielded the floor until yielding the floor to the Chair or another Delegate.
- (k) ‘Co-submitter’ means a Delegate interested in debating the Resolution in the Committee approved by the Main Submitter of the Resolution prior to the submission to the Chair;
- (l) ‘Main Submitter’ means a Delegate submitting the Resolution to the Chair and subsequently giving a speech on it to the Committee.

COMMITTEE SESSIONS

Article 3

The Committee Sessions shall meet in accordance with the timetable provided by the Secretariat. The Chairs or the Secretariat may override the timetable.

Article 4

The venues for Opening Ceremony and Closing Ceremony will be announced by the Secretariat prior to the conference and changes to this document will be made accordingly.

Article 5

The Committee Sessions shall meet in their assigned rooms at the School.

COMMITTEE TOPICS

Article 6

The Committee Topics shall be published on the website by the Secretariat prior to the conference. The Research Papers shall be published by the Chairs on the website prior to the Conference.

DELEGATIONS*Article 7*

The Delegation of a Member State shall consist of one to eleven Delegates, but not more than one per each Committee.

STUDENT OFFICERS*Article 8*

President of the General Assembly (PGA) shall be appointed by the Secretariat prior to the Conference. A member of the Organization Team may be appointed as a PGA. PGA may choose a Deputy PGA. Should the PGA and the Deputy PGA be unable to fulfil their roles, the Secretariat shall appoint a new PGA.

Article 9

PGA or the Chair of the respective Committee shall:

- (a) declare the opening and closing of each meeting of the Session;
- (b) adjourn the meeting of the Session when necessary;
- (c) direct the discussions and ensure the execution of these Rules;
- (d) report all violations of these Rules;
- (e) yield the floor, put questions and announce decisions;
- (f) assure the irreproachability of the Voting Procedure in accordance with Articles 21 to 24 and repeat the procedure if necessary;
- (g) rule on all Points and Motions in accordance with Articles 25 to 36;
- (h) call a Speaker to order if their remarks are not relevant to the subject of discussion.

APPROVAL PANEL*Article 10*

The Approval Panel may change the form, including grammar, wording, and style, of the Resolutions but not their substance.

CONFERENCE LANGUAGE*Article 11*

English is both the official language and the working language of the Conference and of all the Committees. All Resolutions and other documents shall be released in English.

DRESS CODE*Article 12*

All clothing must follow guidelines that portray professionalism. If a Delegate's attire is considered inappropriate by the Conference Team, the Delegate may be asked to leave the Session and return wearing appropriate attire.

RESOLUTIONS*Article 13*

Resolutions shall be submitted to the Chairs by the Main Submitter of the Resolution. Each Resolution must have one Main Submitter and at least three Co-submitters. Resolutions must be submitted in the proper United Nations format.

Article 14

Before a resolution is debated upon in the Committee, it shall be revised by the Approval Panel.

Article 15

No Resolution shall be voted upon until all Delegates present have received a copy of it.

AMENDMENTS*Article 16*

Amendments and Amendments to the 2nd Degree must be submitted on Amendment sheets provided by a Chairs' Assistant. The Amendments and Amendments to the 2nd Degree shall be read by the Chair before they can be debated upon.

Article 17

Amendments may be used to:

- (a) add a clause. The Amendment shall include the exact text to be added. Clauses are always added to the end of the Resolution;
- (b) modify a clause. The Amendment shall cite the section to be modified and include the exact modified text;
- (c) strike a clause. The Amendment shall cite the section to be struck.

Article 18

A Chair may refuse to debate upon an Amendment on the grounds that it is too similar to a previous Amendment that has failed to pass.

Article 19

Delegates may submit Amendments to the 2nd Degree. If an Amendment to the 2nd Degree does not pass, the Committee shall proceed into open debate on the original Amendment. If the Amendment to the 2nd Degree passes, the original Amendment passes as well. Amendments to the Amendments to the 2nd Degree (Amendments to the 3rd Degree) shall not be entertained.

Article 20

Delegates may submit Friendly Amendments to the Resolutions, Amendments or Amendments to the 2nd Degree. These are not to be voted upon but agreed to or disagreed to by the Main Submitter of the Resolution, Amendment or Amendment to the 2nd Degree. Friendly Amendments may change the form but not the substance of the Resolution or Amendment.

VOTING

Article 21

All Delegates are equal in their voting rights. In the Committees, each Delegate has only one vote. In the General Assembly, every Delegation of a Member State has only one vote.

Article 22

Delegates may abstain from voting on Resolutions but may not abstain from voting on Amendments and Amendments to the 2nd Degree.

Article 23

A simple majority of Delegates present and voting is required during all Voting Procedures. Delegates that abstain from voting are not considered present and voting.

Article 24

The Chairs may specify at the beginning of the Voting Procedure whether the vote will have the form of a roll call, or if the Delegates will vote by raising their placards. If not specified otherwise, delegates will vote by raising their placards.

MOTIONS

Article 25

Delegates shall raise Motions by raising their placards.

Article 26

The Motion to Move Directly into Voting Procedure may be raised by any Delegate and requires a Second. If any Delegate raises an Objection, the Motion is not in order in accordance with Article 29. The Chair may choose not to entertain this Motion.

Article 27

The Motion to Move into Closed Debate may be raised by any Delegate during Open Debate. This Motion requires a Second. If any Delegate raises an Objection, the Motion is not in order in accordance with Article 29. The Chair may choose not to entertain this Motion.

Article 28

The Motion to Move into Unmoderated Caucus may be raised by any Delegate during Open Debate. This Motion requires a Second. If any Delegate raises an Objection, this Motion is not in order in accordance with Article 29. The Chair may choose not to entertain this Motion. This Motion must specify the time for the Unmoderated Caucus.

Article 29

If any Delegate wishes to object any raised Motion, they shall raise their placard and say "objection". The Delegate shall then be yielded the floor to explain the nature of their Objection. The Objection may be denied by the Chair on the grounds that the

explanation of the nature of the Objection offered by the Delegate is not satisfactory.

POINTS

Article 30

Delegates shall raise Points by raising their placards. No Points require a Second. Objections to Points will not be entertained.

Article 31

The Point of Personal Privilege may be raised by any Delegate in case of personal discomfort. This Point shall not interrupt the Speaker unless it concerns their audibility.

Article 32

The Point of Order may be raised by any Delegate. It may only refer to the order of proceedings or a violation of the Rules of Procedure, including the mistake of the Chair. This Point may interrupt the Speaker. The Delegate shall then explain the nature of their Point. It is to be evaluated by the Chair immediately.

Article 33

The Point of Information to the Speaker may only be raised when the Speaker opens themselves to Points of Information. The Speaker may open himself to:

- (a) any and all Points of Information;
- (b) a specified maximum number of Points of Information;
- (c) no Points of Information.

The Point of Information to the Speaker should have the form of a question. A short introductory statement may precede the question. It shall only refer to the discussed matter. The Speaker may choose not to answer the Point of Information. Dialogue on the floor is not allowed. To ask a follow-up question, the Delegate must first ask for a permission of the Chair.

Article 34

The Point of Information to the Chair may be raised by any Delegate when the Chair has the floor. The Point of Information shall not interrupt the Chair and the Delegate must wait to be recognized. The Point of

Information to the Chair shall have the form of a question about the proceedings of the Session or a request for information concerning the Topic of the Debate.

Article 35

The Right of Reply may only be raised by a Delegate that was mentioned by the Speaker in a manner they consider offending either personally or on behalf of their country. This Point may not interrupt the Speaker. The Chair may choose not to entertain this Point. Exclaiming "Right of Reply" along with raising the placard is acceptable when raising this Point. The Chair must rule on this point immediately. The Right of Reply shall consist of a short, mostly factual statement and may include a demand of an apology. The Speaker is then asked whether they wish to apologize.

Article 36

Delegates shall not raise a Point or a Motion that is not in order. Delegates may only raise their placards during someone's speech if the Point or Motion they wish to raise may interrupt the Speaker.

LOBBYING SESSION

Article 37

Each Topic shall begin with a Lobbying Session, during which the Delegates are expected to work on Resolutions in accordance with Article 13. During Lobbying Session, the Delegates are free to move around the room and compose the Resolutions to be submitted.

OPEN DEBATE

Article 38

During Open Debate, the Delegates may:

- (a) take the floor to give a speech by raising their placard and afterwards open themselves to Points of Information in accordance with Article 33;
- (b) submit an Amendment in accordance with Articles 16 to 20.

UNMODERATED CAUCUS*Article 39*

If a Motion to move into Unmoderated Caucus is passed in accordance with Article 28, the Delegates shall be free to move around the room. They may use the specified time to informally discuss but not make any changes to the Resolutions. The time designated for the Unmoderated Caucus can be extended or reduced as necessary by a Delegate's proposal and a Chair's approval.

CLOSED DEBATE*Article 40*

Closed Debate shall take place when:

- (a) there are no more Delegates wishing to take the floor to speak about the Resolution, Amendment or Amendment to the 2nd Degree;
- (b) there are no more Delegates wishing to submit Amendments or Amendments to the 2nd Degree;
- (c) sufficient time has been dedicated to debating upon the Resolution, Amendment or Amendment to the 2nd Degree.

Article 41

During Closed Debate, a single speech in favour and a single speech against the Resolution, Amendment or Amendment to the 2nd Degree shall be entertained, including potential Points of Information to the Speaker. Closed Debate may only be succeeded by Voting Procedure.

CHAIRS' ASSISTANTS*Article 42*

The Delegates may call a Chairs' Assistant in order to:

- (a) pass a note related to the Committee work to other Delegates or a Chair. The notes must be written in the working language of the conference. Chairs' Assistants may:
 - i. read the notes;
 - ii. confiscate and publish any notes they consider unrelated to the Committee work.

- (b) submit an Amendment to the Chair on an Amendment Sheet or request a blank Amendment Sheet;

- (c) request help with a personal discomfort issue.

Article 43

Delegates shall call a Chairs' Assistant by raising their hand or the note or the Amendment Sheet they wish to send.

EXCEPTION CLAUSE*Article 44*

The Rules regulating Committee procedure do not apply to the International Court of Justice (ICJ). Its Participants shall follow the guide published on the website prior to the Conference.

Article 45

The Rules regulating Committee procedure do not apply to the Historical Security Council (HSC) and Security Council (SC). The Delegates shall follow the Rules published on the website prior to the Conference.

TRANSPOSITION AND ENTRY INTO FORCE*Article 46*

The Secretariat reserves the right to transpose these Rules of Procedure prior to the Conference.

Article 47

These Rules of Procedure shall enter into force on 14th March, 2016.

Article 48

These Rules of Procedure are addressed to the Conference Team and Conference Participants.

In Prague, 13th December, 2016.

For the PORG Model United Nations Conference
The Secretary-General,
 H. JIROVSKÁ