



UNA - USA's

Global Classrooms:

Seoul

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Rules of Procedure

I. General Rules

1. **Scope:** The rules of procedure introduced in this document are applicable to Global Classrooms: Seoul Model United Nations Conference. Rules of Procedure, hereinafter called ROP, is divided into two parts: Part A and B. The rules for Part A will be applied to Regular committees that include General Assembly, Security Council, Human Rights Council, Economic and Social Council, World Health Organization, United Nations Environment Programme, and United Nations Children’s Fund. If any modifications are needed, the Secretariat will make proper changes and notify in advance.
2. **Language:** English will be the official and working language of the conference.
3. **Decorum:** Participants of Global Classrooms: Seoul should follow the rules of the conference and show their respect towards their fellow delegates, the Secretariat, Student Officer, and conference staff. The Secretariat has the right to order any inappropriate behavior of participants. Delegates shall present themselves in formal attire or school uniform during the whole conference, and the use of electronic devices will not be allowed during the formal debate. The Secretariat is not responsible for lost or stolen property. Participants must be present at every formal session to receive a certificate of participation.
4. **Quorum:** A quorum is the minimum number of delegates required to be present for the committee to proceed with the formal debate. When two-thirds of the committee members are present, the quorum shall be made.
5. **Statements by the Secretariat:** Secretary-General or any member of the Secretariat may at any time make either written or oral statements to the committee during the conference.
6. **Delegation of Authority:** Participants must follow instructions from any faculty member or conference staff member, both inside and outside of committee sessions. Secretary-General of the conference may expel any participant not abiding by the rules in this document.

II. Part A: Regular Committees

Rules Governing Formal Debate

During the formal debate, all delegates are required to follow the rules of procedure and maintain decorum. Formal debate can be divided into the following segments:

Rule.1-1 Roll Call

Before proceeding with the formal debate, the Student Officer will conduct the roll call. Student Officer will call out the names of member states in alphabetical order. Upon announcement, the delegate representing the aforementioned member state should raise his/her placard and say "Present" or "Present and voting". Since Global Classrooms: Seoul has no observing countries or international organizations present at each committee, the Student Officer shall recognize both "Present" and "Present and voting".

Rule.1-2 Agenda Setting

After the roll call, the committee will proceed to the setting of the agenda, if more than one topic area is set before the committee. If the committee has only one topic area, the topic area is automatically adopted as the agenda.

- A motion should be made to set the agenda to one of the committee's topic areas.
- Student Officer will accept three speakers in favor of the motion and three speakers against the motion, in an alternating manner. Each speaker will have 60 seconds to speak and there will be no yielding. When there are not enough delegates wishing to speak, Student Officer can reduce the number of speakers using his/her discretion.
- Once speeches both for and against the motion are given, the committee will automatically move into a voting procedure. In this procedural voting, a simple majority is needed for passage.
- When the motion on the first topic area passes, it will be placed first on the agenda and the other topic area will be placed second. If the motion on the first topic area fails, the other topic will be automatically placed first on the agenda and no voting is required.
- When the committee has concluded with a draft resolution for the first topic, it will automatically proceed to the second topic without a motion. However, if all draft resolutions on the first topic fail, the committee needs a motion to set the agenda and go through the required process of selecting one of topic areas.

Rule.1-3 Establishment of the General Speakers List

Once the agenda has been set, the Student Officer will open a General Speakers list for the set agenda. The Student Officer will ask if there's any delegate wishing to speak and add them to the list. Though delegates cannot add the name of representing country through other forms, delegates may remove its country's name from the Speakers list by writing to the Student Officer. Delegates may address the committee only when given the permission by the Student Officer and delegates will be given 90 seconds to speak. No follow-ups are granted in Global Classrooms: Seoul. The Student Officer has the right to order if delegates make remarks irrelevant to the subject under discussion. The names of delegates who were absent from the committee when recognized by the Student Officer will be moved to the end of the Speakers list. The Speakers list for the second topic area will not be open till the committee proceeds to that topic. A motion to close any Speakers list is not in order.

Rule.1-4 Yields

When there is a remaining time after a delegate finishes his/her speech, delegates may yield the remaining time. Yielding is not allowed in Setting the Agenda and Caucuses and it is allowed for only once. There are three different types of yields:

- Yield time back to Student Officer (Chair)

Upon yielding the remaining back to Student Officer, a delegate chooses to give the time back to Student Officer and the Student Officer will proceed with the rest of the proceedings.

- Yield time to Another Delegate

His/her remaining time will be given to another delegate nominated by the delegate. This can only be made under mutual agreement between two parties. Delegates cannot yield the yielded time.

- Yield time to Points of Information (Open Points of Information)

When delegates yield the remaining time to points of information (open points of information), delegates are subjected to points of information posed by other delegates. The Student Officer will ask if there are any delegates wishing to make points of information.

If the delegate exceeded the time limit, the Student Officer may deny the right to yield.

Rule.1-5 Right of Reply

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply only in written form to the Student Officer. The Student Officer will grant the Right of Reply at his/her discretion. A right of reply may only be used for expressing a delegate's grievances regarding statements/comments. It may not be used to censure another delegate or to address the agenda. A right of reply to a right of reply is not in order.

Rule.1-6 Points and Motions

After delegates fully utilize the allocated speaking time or when the Speakers list expires, the Student Officer will ask for points or motions from the committee. At this point of time, delegates can raise points or motions according to his/ her needs. There are five types of Points:

POINT	DESCRIPTION	INTERRUPT SPEAKER
Point of Order	Points of order are used when delegates believe the Student Officer has made an error in the running of the committee. Delegates should specify only the errors they believe were made in the formal committee procedure.	YES
Point of Parliamentary Inquiry	When the floor is open, a delegate may rise to a point of parliamentary inquiry in order to ask the Student Officer a question regarding the rules of procedure.	NO
Point of Personal Privilege	Points of personal privilege are used to inform the Student Officer of a physical discomfort a delegate is experiencing, such as the inability to hear another delegate's speech.	YES
Point of Information	After a delegate has given a speech in formal debate, he or she may yield time to points of information, which is accepting questions from other delegates concerning the speech.	NO
Point of Clarification	When a resolution has been introduced to the floor by the one of the sponsors through a speech, other delegates may ask the speaker regarding the wordings, vocabularies and abbreviation forms of words in the resolution.	NO

Points do not require debates and voting, whereas motions require debates and voting. Motions cannot interrupt speakers, whereas some points can interrupt speakers. There are eight types of Motions:

MOTION	DESCRIPTION	DEBATABLE	VOTE TO PASS	TYPE OF VOTE
Motion to Set the Agenda	Motion to set the agenda is raised at the beginning of the first committee session. This is used to choose which agenda the committee will be debating first.	3 For 3 Against	SIMPLE MAJORITY	PROCEDURAL
Motion to Suspend the Meeting	Suspending the meeting means calling for a moderated or un-moderated caucus. When moving to suspend the meeting, delegates should specify the purpose for and length of the suspension.	NO	SIMPLE MAJORITY	PROCEDURAL
Motion to Adjourn Meeting	Adjourning the meeting ends the committee until next year.	NO	SIMPLE MAJORITY	PROCEDURAL
Motion to Adjourn Session	The motion is commonly used to end a committee session for the purpose of lunch or dinner. It requires an immediate vote.	NO	SIMPLE MAJORITY	PROCEDURAL
Motion to Table Debate	When the committee wishes to move to another subject or agenda, motion to table debate is raised. This motion means that the committee would like to stop the debate on the current topic temporarily. The committee can return to the subject later by raising motion to resume debate.	2 For 2 Against	TWO-THIRDS MAJORITY	PROCEDURAL
Motion to Resume Debate	Motion to resume debate allows the committee to go back to a subject or agenda that was set aside by motion to table debate. However, once an agenda has passed a resolution through motion to close debate, the agenda or the subjects related to it cannot be resumed.	1 For 1 Against	SIMPLE MAJORITY	PROCEDURAL

Motion to Close Debate	Closing debate allows the committee to move into voting procedure. Once a delegate feels that his or her country's position has been made clear, that there are enough draft resolutions on the floor and that all other delegates are ready, he or she can move for the closure of debate.	2 Against	TWO-THIRDS MAJORITY	PROCEDURAL
Motion to Introduce Draft Resolution /Amendment	A motion to introduce a draft resolution or amendment is used when a delegate wants to introduce a draft resolution or amendment to the committee. However, to introduce a draft resolution or amendment, it needs to be approved by the Student Officer first. Approved draft resolutions and amendments will have numbers according to the standard numbering.	NO	NONE	NONE

In Global Classrooms: Seoul, points and motions will be in order according to the precedence listed below:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Motion to Adjourn the Meeting
5. Motion to Adjourn the Session
6. Motion to Suspend the Meeting for Unmoderated Caucus
7. Motion to Suspend the Meeting for Moderated Caucus
8. Motion to Introduce Draft Resolutions
9. Motion to Introduce Amendments
10. Motion to Table Debate
11. Motion to Resume Debate
12. Motion to Close Debate

Point of Information and Point of Clarification are available only when the Student Officer asks for.

Rule.1-7 Caucuses (Informal Debate)

There are two different types of Informal Debate in Global Classrooms: Seoul: Moderated Caucus and Unmoderated Caucus.

Moderated Caucus

The purpose of the Moderated Caucus is to facilitate substantial debate at critical junctures in the discussion. A motion to suspend the debate for a Moderated Caucus is in order at any moment of debate when the floor is open. In a Moderated Caucus, the Student Officer will temporarily depart from the General Speakers list and call upon delegates to speak. To make this motion, delegates must explain the purpose of caucus, specify time duration for the caucus, and individual speaking time. The duration of Moderated Caucus is recommended not to exceed twenty minutes. However, the Student Officer has the right to rule the motion out of order. No motions are in order during a moderated caucus. The Student Officer also has the right to end a moderated caucus early, if no delegate wishes to speak during the caucus.

Unmoderated Caucus

The purpose of the Unmoderated Caucus is to enable delegates to be free from physical barriers and facilitate intense debate. During Unmoderated Caucuses, delegates may move around and discuss without any bindings. A motion for an Unmoderated Caucus is in order at any time when the floor is open, prior to closure of debate. Raising this motion, delegates should specify a time limit for the caucus. However, he/she does not need to specify the purpose of it. The Student Officer has the right to rule the motion out of order.

Rule.1-8 Voting

In Global Classrooms: Seoul, two types of voting exist: Procedural voting and Substantive voting. Roll call voting and Reordering Draft Resolutions are not in order in Global Classrooms: Seoul.

Procedural Voting

Procedural voting is related to the way the committee proceeds, as opposed to the actual content on the topic being discussed. All voting cases except for those on Draft Resolution and amendment are procedural. Delegates must vote on all procedural voting since no abstentions are allowed. Most procedural voting requires a simple majority to pass, whereas all substantive voting requires a two-third majority to pass.

Substantive Voting

Substantive voting refers to voting on draft resolutions and amendments. After debate has been closed on the general topic area, the committee will move into final substantive voting procedure (voting on draft resolutions). If there are more than one draft resolutions, once the first draft resolution passes, voting will end and the remaining draft resolutions will not be voted, automatically implying the failure of these draft resolutions. Abstaining is allowed in substantive voting. A two-third majority is required for passage in substantive voting and this majority refers to 2/3 of the total number of countries voted "For" or "Against"; members who abstain are treated as not having participated in the vote. Only one resolution may be passed per topic area in Global Classrooms: Seoul. When more than one Draft Resolution has been introduced to the committee, the voting procedure will be taken according to the designated number of Draft Resolutions. If the first Draft Resolution passes, the other Draft

Resolutions will automatically fail. If the first Draft Resolution is voted down, committee will move to voting procedure for the next Draft Resolution. In Security Council, the five permanent members have the power to veto any substantive vote.

Rule.1-9 Working Paper

Delegates may propose working papers for the consideration by committee members. Working papers are intended to aid the committee in its discussion and formulation of draft resolutions. Writing a working paper does not require any formatting. The only information it needs to include is the committee name, the topic under discussion, and the signatories considering the paper is worth discussing. No specific number of signatories is needed. Once submitted to the Student Officer, the Student Officer will give numbering to the papers and ask the Secretariat for photocopies. After distribution of the working papers, delegates can refer to designated number of papers. No formal introduction of a working paper is required. Neither will there be voting for a proper introduction of it or for the approval of it. Working paper is not an official document approved by the Student Officer.

Rule.1-10 Draft Resolution

Draft Resolution is a preliminary version of a formal Resolution. Changes to Draft Resolutions can be freely made via appropriate procedures. Draft Resolutions need to be put into a required format and should go through the formal process of introduction.

Formatting

Topic & Committee & Numbering

Delegates must clarify which topic area Draft Resolution is referring to. A Draft Resolution can discuss only one topic area. Delegates also need to clarify which committee they belong to. Draft Resolution will be designated a number. Following is the format of numbering:

[GCS/Annual Session Number/Topic Area/RES/Conference Session Number/Order of Submission.](#)

Signatories

Signatories are countries that may or may not agree with the substance of the Draft Resolution but still consider it worth debating so that they can propose amendments. A Draft Resolution needs at least 30% of the whole committee members as its signatories. There are no sponsors in Global Classrooms: Seoul. A delegate can be a signatory for plural number of Draft Resolutions on the same topic area, but can withdraw from it at any time by submitting a request, in written form, to the Student Officer.

Preambulatory Clauses

A Draft Resolution must have both Preambulatory and Operative Clauses for it to be approved. Preambulatory Clauses are used to state the reasons why the committee is addressing the issue and to refer to past international action adopted on the matter. Preambulatory Clauses may cite the UN Charter, past UN Resolutions and Conventions, statements made by the Secretary General or UN agencies and well-known facts and opinions pertaining to the topic area. Preambulatory Clauses start with special underlined phrases (known as preambulatory phrases) and are separated by commas.

Affirming	Determined	Having reviewed
Alarmed	Emphasizing	Having studied
Anxious	Encouraged	Keeping in mind
Appreciating	Endorsing	Mindful
Aware	Expressing deep concern	Noting further
Bearing in mind	Expressing its appreciation	Noting with approval
Believing	Expressing its satisfaction	Noting with grave concern
Cognizant	Fulfilling	Noting with regret
Concerned	Fully alarmed	Noting with satisfaction
Confident	Fully believing	Observing
Conscious	Further depicting	Reaffirming
Considering	Further recalling	Realizing
Contemplating	Grieved	Recognizing
Convinced	Guided by	Referring
Declaring	Having adapted	Reiterating
Deeply concerned	Having considered	Seeking
Deeply conscious	Having decided	Stressing
Deeply convinced	Having devoted attention	Taking into account
Deeply disturbed	Having examined	Taking into consideration
Deeply regretting	Having heard	Viewing with appreciation
Deploring	Having received	Welcoming
Desiring	Having regarded	Wishing

Operative Clauses

Operative Clauses are used to highlight the actions or recommendations made in the Resolution. Operative Clauses start with special italic phrases (known as operative phrases) and are separated by semi-colons.

Accepts	Draws attention	Notes with regret
Acknowledges	Emphasizes	Proclaims
Adopts	Endorses	Reaffirms
Affirms	Expresses its appreciation	Recognizes
Appeals	Expresses its conviction	Recommends
Applauds	Expresses the hope	Regrets
Appreciates	Expresses its regret	Reminds
Approves	Expresses its sympathy	Renews its appeal
Authorizes	Expresses its thanks	Repeals
Calls	Further invites	Requests
Commends	Further proclaims`	Solemnly affirms
Concurs	Further recommends	Stresses

Condemns	Further reminds	Strongly condemns
Confirms	Further requests	Suggests
Congratulates	Further resolves	Supports
Considers	Has/Have resolved	Takes note of
Decides	Instructs	Transmits
Declares	Invites	Trusts
Demands	Notes	Urges
Deploras	Notes with approval	Welcomes
Designates	Notes with interest	
Directs	Notes with satisfaction	

Commas, Colons, Semi-Colons, and Period.

Preambulatory Clauses can only have commas, whereas Operative Clauses can have commas, colons, semi-colons and a period. Semi-colons are used to separate Operative Clauses and Sub-clauses of Operative Clauses are separated by commas. Colons are used to open a new list of Sub-Clauses or Sub-Sub-Clauses. Period is used for only once at the end of the document.

Process of Introduction

Once a Draft Resolution has met the requirements aforementioned and got approved by the Student Officer, it can be copied and distributed to the committee. Then, one of the sponsors of the Draft Resolution may raise a motion to introduce it. The delegate will read out only the operative clauses of the Draft Resolution.

After reading of the operative clauses, the Student Officer will open the floor for three points of clarification and three points of information. Points of clarification usually pertain to typographical errors, mistakes in the punctuation, and spelling errors found in the document. Any grammatical mistakes found during this session will immediately be incorporated into the Draft Resolution without a need for an amendment. Any points made with regards to the substantive issues of the Draft Resolution are considered as points of information.

All after the delegate finishes reading out the clauses and answering points, the committee will move back to the General Speakers list for that topic area. Delegates may refer to the Draft Resolution by its designated number. More than one Draft Resolution can be introduced to the committee at any one time, but only one Draft Resolution will be passed per topic area. Referring to a Draft Resolution that is not formally introduced is out of order.

Rule.1-11 Amendment

Delegates may amend any Draft Resolution that has been introduced. Delegates may edit existing clauses by adding a new word or a new phrase, add new clauses and delete existing clauses. More than one amendment may be introduced at any given time. Preambulatory phrases cannot be amended and amendments to amendments (Second-degree Amendments) are not in order in Global Classrooms: Seoul. An Amendment needs to clarify which Draft Resolution it refers to, by stating designated number of the Draft Resolution. An Amendment needs 20% of the whole committee members as its signatories. Signatories are countries that may or may not agree with the substance of the Amendment but still consider it worth debating. There are no sponsors of Amendments in Global Classrooms: Seoul. A delegate can be a signatory for plural number of Amendments on the same topic area, but can withdraw from it at any time by submitting a request, in written form, to the Student Officer.

Once approved by the Student Officer, the Amendment will be designated a certain number. Then, the author of the amendment may raise a motion to introduce it when the floor is open. The Student Officer will read out the amendment. General Debate will be temporarily suspended and a new separate Speakers list will be established. All the rules in the formal debate will apply. A motion to close the debate will be in order after the committee has heard from at least one speaker for the amendment and one against. If no delegates wish to speak in the debate, or if the new Speakers list has been exhausted, the debate automatically closes. Once the debate ends, a vote will immediately be taken on the amendment, and this requires a two-third majority for passage since it is substantive voting. After the vote, the committee will return to the General Speakers list.

SAMPLE RESOLUTION

GCS/9/A/RES/4/1

Topic: Strengthening UN coordination of humanitarian assistance in complex emergencies

Signatories: United States, Austria, Italy, Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

The General Assembly First Committee,

Preambulatory Clauses

Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. *Encourages* all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts;

2. *Urges* member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;

3. *Requests* that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies.

Operative Clauses