



YTUMUN'24

**RULES
OF
PROCEDURE**

#ReachForTheStars

A-INTRODUCTION

- Article 1: Duties of the Secretariat

The Secretariat shall receive, print, and distribute the Committee's documents, reports, and resolutions to members of the United Nations or other international bodies, as well as undertake all other work that the Committee may require in accordance with UN Charter Article 98. The decisions of the Secretary-General are final. For purposes of these rules, the Under Secretaries-General who are designates and agents of the Secretary-General, are collectively referred to as the Secretariat.

-Article 2: Scope

In case of a contradiction between these rules and the Charter of the United Nations, Rules of Procedure of YTUMUN shall have precedence. If a situation arises that is not addressed in neither these Rules of Procedure nor the Charter of the United Nations, the Committee Directors will have final authority upon the matter.

-Article 3: Language

Official language that will be used throughout the conference shall be English and English only.

-Article 4: Credentials

Upon registration, all delegations' credentials were accepted. Actions involving a modification of any member's rights, privileges, or credentials may not be commenced without the prior authorization of the Secretary-General. Any delegate whose admission causes another member to object will be seated provisionally with the same rights as other representatives, pending a decision by the Secretary-General. Every participant is required to have their badges with them during the whole of the conference.



-Article 5: Dress Code

Official dress code of the conference is western business attire and it is strictly mandatory to follow the code. Delegates may arrange their attire according to their own expression if they must.

Article 6: Courtesy

During the conference, all participants must maintain diplomatic etiquette. Those who fail to behave diplomatically may face academic warnings and/or ejection from the conference, at the discretion of the Secretariat.

Article 7: Academic Warnings

1. The Secretary General holds the right to give academic warnings to all participants.
2. In the case of receiving academic warnings, for each academic warning, if a delegate is to earn an award based on their performance, the quality of their award will be decreased (Best Delegate to Outstanding Delegate, Outstanding Delegate to Honorable Mention, Honorable Mention to no awards at all).

Article 8: Awards

1. In the closing ceremony, according to their performance within the committees, a number of delegates will earn three types of awards.
2. Decision of the delegates that will earn the awards shall be taken by the boards of each committee.

B. General Provisions

Article 9: Members of the Committees

Members of each committee are Under Secretary General, Academic Assistant, Committee Board Members, Rapporteur and delegates.

Article 10: Committee Board

1. Committee Board members are required to chair the debates within the Committees in accordance with this Rules of Parliamentary Procedure.
2. Committee Board members are responsible to the Under Secretary General and Secretariat.
3. Committee Board members are the individuals declaring the beginning and the end of the debate for all sessions, in addition to their capacity to recognize a delegate, open the floor for any points and motions and entertaining them.

Article 11: Administrative Staff

1. The duty of the Administrative Staffs within the committees is to assist the Committee Board physically, in addition to carry the message papers from and to a delegate and providing delegates basic supplements like water.
2. Verbally talking to an Administrative Staff is strictly out of order within the sessions.

Article 12: Message Papers

1. The primary source of communication are message papers
2. The Message Papers, as their design show, requires the indication of the recipient and the source on top of the paper.
3. The Message Papers may be between Delegates or from and to a Committee Board Member.



4. Message Papers shall be in formal English and English only.
5. Message Papers may only be carried by an Administrative Staff. Delegates conveying it to one another is strictly out of order.
6. Message Papers can be suspended at any time upon the decision of the Committee Board
7. Message Papers will automatically be suspended during roll-calls and voting procedures.

Article 13: Electronic Devices

1. Delegates are expected to not use the electronic devices for communicative means during sessions, especially for conversation between each other.
2. Usage of mobile phones are not welcomed unless documentation or as dictionary with the permission of committee board.

C. RULES REGARDING COMMITTEE DEBATES

Article 14: Roll Call

1. The Committee Board shall take a roll call, recording the statuses of the presence of delegations within the committee, at the beginning of each committee.
2. Delegations within the Committee shall state their statuses as either present, meaning that they are present and may abstain in substantial voting, or present and voting, meaning that they are present and will vote either yes or no in substantial voting.
3. Being either present or present and voting is strictly required to participate within the debates, substantive and procedural votings.
4. Delegates who miss the roll-call shall send the Committee Board a Message Paper stating their position either as present or present and voting.

Article 15: Speeches

1. Speeches that are done during the whole of the conference, shall be under the diplomatic courtesy mentioned in the Article 6 of this Rules of Procedure.
2. Delegations should refrain from using first person statements such as “I, Me, Myself” et cetera. Rather, they should use “We, Us, Ourselves” since they are representing respective countries.
3. Speeches within the Committees shall not be out of topic. The topic shall be under the Agenda and/or the topic of specific caucuses.
4. During General Speakers List speeches, Single Speaker speeches, Opening Speeches and In Favor/Against speeches, the delegates shall address the Committee from the floor. During any speeches outside of the aforementioned ones, delegates shall just rise in their seats to address the Committee.

Article 16: Opening Speech

1. After the very first roll call of the conference, the Committee Board shall entertain opening speeches for the first session only. If the opening speeches do not finish in the first session, it may be continued in the second.
2. Opening Speeches shall be containing general remark and considerations of delegations upon the topic.
3. Individual speaker time for opening speeches is one and a half minute.

Article 17: Agenda Setting

1. Following the opening speeches, each Committee shall continue with the agenda-setting procedure.
2. Motions to set an agenda shall be entertained by the Committee Board.

3. For each motion, respectively, two in favor (from delegates wishing to set the agenda as the one on the table) and two against (from delegates wishing to not set the agenda as the one on the table) speakers will be entertained in the floor. After the aforementioned speeches, a specific motion to close the debate on agenda setting shall be entertained and passes so that the Committee may move on with the voting of the agenda item.
4. Having heard the speakers and entertained the motion to close the debate, the Committee Board shall put a procedural vote upon the closure of this debate, requiring two-thirds majority.
5. After the debate on the agenda item is closed, the Committee Board shall immediately move on with another procedural voting for the agenda-setting motion, requiring simple majority.
6. If the first agenda-setting motion does not pass, if the committee has two agendas, the second one should be adopted automatically.
7. Within the committees that have two agendas, a motion to move on to the second agenda is needed after the voting on a resolution upon the first topic is done. The motion is not subject to a vote.
8. If the Committee has one topic only, none of the agenda-setting procedures apply. The agenda will be set automatically by the Committee Board.
9. In case of crises, the agenda shall be tabled by a motion to table the debate if the crisis topic is not believed to be contained within the agenda itself.
10. The tabled agendas may be re-set. They shall be adopted with the motions to resume the debate on that specific agenda item.
11. In case of crises and updates topics of which are contained within the agenda, the debate shall continue as it is.

Article 18: Debates and the General Speakers List

1. For each agenda, the Committee Board shall establish a General Speakers List, in order to start and continue the debates among that specific topic.
2. Following the establishment of the list, the Committee Board shall add delegates to the list with recognition by placards.
3. At any times when message papers are in order, a Delegate may add their selves to the list by sending a message paper to the Committee Boards, asking them to do so.
4. In General Speakers List speeches, the speakers may speak about any topic within that agenda.
5. The duration of per General Speakers List shall be one and a half minute.
6. The General Speakers List continue and carry over from its establishment to the closure of the debate upon its agenda, interrupted with motions, points and caucuses

Article 19: Yields

1. Yields may only be made during General Speakers List
2. A Delegate that has been granted the right to make a speech within the General Speakers List may yield their remaining time to: another Delegate, to Points of Information or to the Committee Board.
3. No yields are allowed in any other speeches, only one yield can be made per speech.

Article 20: Floor

1. The Committee Board shall periodically open the floor to points and motions. Following the opening of the floor, the Delegates may rise Points and/or Motions
2. Following the opening of the floor, the Delegates may rise Points and/or Motions. The entertainment of the Points and Motions shall be done by recognition by placard
3. Maximum of three Motions shall be entertained within per opening of the floor



Article 21: Right of Reply

1. At all times, A Delegate whose personal or national integrity has been infringed by another Delegate may submit a Right of Reply with a Message Paper sent to the Committee Board. The Message Paper shall indicate the reason of the aforementioned infringement and the response that the Delegate wishes to give.
2. It is under the discretion of the Committee Board to entertain the Right of Reply
3. Right of Reply shall be addressed to the Committee by a Single Speaker Speech thirty second on the floor

D. Rules Regarding Caucuses

Article 22: Moderated Caucus

1. Following the opening of the floor, motions for Moderated Caucuses may be raised by the Delegates. The motion shall determine the specific topic of the Caucus and the total duration of the Caucus, in addition to the time that will be allocated to per speaker.
2. Total time of a Moderated Caucus shall not exceed twenty minutes.
3. Time allocated per speaker shall not exceed the time of General Speakers List speeches.
4. Moderated Caucus motions need simple majority to pass.
5. Moderated Caucus, as its name stands, is a caucus that takes place within the moderation of the Committee Board, enabling the Delegates to facilitate the debate on rather specific issues more swiftly.
6. Once a Caucus ends, a Motion to Extend Previous Caucus may be in order. This motion shall specify the total time duration for the Extension. It may not exceed the previous Caucus' time.



Article 23: Unmoderated Caucus

1. Following the opening of the floor, motions for Unmoderated Caucuses may be raised by the Delegates. The motion shall determine the specific topic of the Caucus and the total duration of the Caucus.
2. Total time of an Unmoderated Caucus shall not exceed twenty minutes.
3. Moderated Caucus, as its name stands, is a caucus that takes place without the moderation of the Committee Board, enabling the Delegates to facilitate their work on Committee documents and/or use the time for lobbying purposes. The Committee Board has the full authority to intervene within the caucus
4. Unmoderated Caucus motions need simple majority to pass.
5. Total time of an Unmoderated Caucus shall not exceed twenty minutes.
6. Once a Caucus ends, a Motion to Extend Previous Caucus may be in order. This motion shall specify the total time duration for the Extension. It may not exceed the previous Caucus' time.

Article 24: Termination of Caucus

1. At any time during a moderated or unmoderated caucus, any delegate may raise a motion for the termination of the caucus. This motion shall immediately be put to a vote.
2. The motion requires simple majority to pass.

E. Rules Regarding to Points

Article 25: Point of Information

1. Once the floor is open, a Delegate may raise a Point of Information to ask the Committee Board a question about the topic of the Committee.
2. This point cannot interrupt a speaker



Article 26: Point of Parliamentary Inquiry

1. Once the floor is open, a Delegate may raise a Point of Parliamentary Inquiry to ask the Committee Board a question regarding the Rules of Procedure.
2. This point cannot interrupt a speaker

Article 27: Point of Order

1. During the whole process of the Committee, a Delegate may raise a Point of Order to point out a wrong-doing with regards to the procedure of the Committee.
2. Point of Order may only interrupt a speaker if the speech is not following the procedure itself

Article 28: Point of Personal Privilege

1. During the whole process of the Committee, a Delegate may raise a Point of Personal Privilege in order to point out a discomfort that affect the participation of the Delegate.
2. Point of Personal Privilege may not interrupt a speaker. Yet, the only one that may interrupt is Point of Personal Privilege due to Audibility, that shall be used if and when the Delegate may not hear the speaker or the speaker is too loud. However, this Point should not be overused

E- Rules Regarding to Committee Documents

Article 29: Working Papers

1. Working Papers are documents that are prepared in order to gather ideas and possible solutions, in addition to the considerations of individual delegates and/or the whole Committee.
2. Working papers can be an individual effort of a Delegate, or collectively prepared
3. Working papers do not require signatories to be presented to the Committee.
4. Working papers are not subject to resolution formatting rules, however, due to time constraints, the Committee Board may ask the Delegates to prepare the Working Paper in Resolution formatting rules.
5. Working papers are not official documents but they still need to be approved by the Committee Board and made available to the whole Committee. An approved working paper needs a motion to be introduced to the Committee.
6. Working Papers shall not be voted upon.

Article 30: Draft Resolution

1. A draft resolution may be introduced when it is approved by the Director and signed by one-fifth of the number of delegations that are present at the beginning of the Committee session
2. Signing a draft resolution does not automatically amount to support the resolution, but it just indicates the will of the signatory Delegation to bring that resolution on the floor. There are no official sponsors of resolutions.
3. Introducing either pre-written resolutions prior to the Committee sessions or resolutions that are formulated by other delegates outside the Committee is strictly

forbidden and will not receive the approval of the Director. All the documents presented will be scanned against plagiarism.

4. The Draft Resolutions shall be in a specific format, clauses of which shall be divided into two parts as Preambulatory and Operative.
5. After the approval of the Director, the draft resolution needs to be made available to all Delegations of the Committee before it can be entertained on the floor.
6. A motion to introduce a draft resolution requires a simple majority to pass
7. Once the motion to introduce a draft resolution passes one of the signatory Delegations may rise to introduce the resolution. The content of such an introduction will be limited to reading the operative clauses of the resolution. This introduction is a procedural matter and thus is not subject to yields.

Article 31: Adoption of a Resolution

1. As a general rule, resolutions require a simple majority of the Delegations to pass, and the vote is substantive in the Committees.
2. Once a resolution has been adopted by the Committee, if there are any other Draft Resolution, the Debate shall proceed with them.

Article 32: Amendments

1. Delegates may amend a resolution that has been introduced. Amendments to amendments are out of order, yet amended parts of a resolution may be further amended.
2. An amendment is procedural if it only aims to change the grammar mistakes or typing errors and voting on such amendments is considered to be procedural voting and the delegates are not allowed to abstain as in all procedural votes. A substantive amendment, on the other hand, changes the content of a clause, subtracts, or adds new



clauses to the resolution introduced. Voting on such amendments is substantive and delegates are allowed to abstain.

3. Amendments can be sent to the Committee Board electronically or via message papers.
4. Amendments shall clearly state whether they are adding a clause, striking a clause, or changing a clause. In the case of adding a new clause, the amendment should specify the exact location within the draft resolution such an amendment will be added.
5. Upon the approval by the Director and signatures of one-eighth of the delegations, The amendment may be brought to the floor through a motion to introduce an amendment. A motion to introduce an amendment requires a simple majority of the votes to pass.
6. The Directors shall entertain two speakers in favor and two speakers against the amendment. If need is obvious they may use their discretion to allow more speakers.
7. When the debate is closed on the amendment, the Committee Board shall consult the sponsors of the Draft Resolution on whether or not they consider the amendment as Friendly or Unfriendly amendment. If the sponsors regard it as Friendly, no voting procedure shall take place. If they regard it as unfriendly, the Committee will move to an immediate vote.
8. After the vote, the debate will continue in accordance with the Speakers' List. Simple majority is required to pass an amendment.

F- Rules Regarding Voting Procedures

Article 33: Procedural Voting



1. Procedural voting is in order in all cases except for voting on a resolution or substantive amendment.
2. Within procedural voting, all of the delegates shall vote
3. When a procedural voting take place, the Committee Board shall ask for seconds and objections, if there are any seconds and no objections, the result of the voting shall automatically be considered as passed. If there are no seconds, the result of the voting shall automatically be considered as failed. If there are both, then the procedural vote shall be done with placard voting
4. The Delegation that raised a motion may not second or object their own motion.

Article 34: Substantive Voting

1. The only substantive voting is on final documents or substantive amendments with each delegate having one vote
2. A tie in the number of for and against votes designates a failure for the substantive document.
3. After the Director has announced the beginning of voting, no delegate shall interrupt the voting except on a point of personal privilege or on a point of order in connection with the conduct of the voting

Article 35: Roll Call Voting

1. Immediately after debate is closed on any draft resolution, any delegate may request a roll call vote.
2. A motion for a roll call vote is in order only for draft resolutions and substantive amendments.
3. A motion for a roll call vote requires simple majority of the votes to pass

4. In the first sequence, Delegates may vote 'Yes', 'No', 'Abstain', or 'Pass'. A delegate may request the right to explain his or her vote only when the Delegate is voting against the policy of his or her country; such a vote is termed 'with Rights'. The Delegate may only explain an affirmative or negative vote, not an abstention from voting.
5. A Delegate who passes during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence. The same Delegate may not request the right to explain his/her vote
6. All Delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Director, not to exceed thirty seconds. The Director can call the Delegate to order, if the substance of the speech is not pertaining their vote.

Article 36: Dividing the Question

1. Immediately after debate is closed on the agenda item, any Delegate may request the division of the question
2. A motion for the division of the question is in order only for voting draft resolutions. Requires simple majority of the votes to pass.
3. The delegate raising the motion shall indicate how he/she wishes to divide the draft resolution that is to be voted and group the operative clauses accordingly. If the motion passes the draft resolution shall be voted on segment by segment.

Article 37: Clause by Clause Voting



1. Immediately after debate is closed on the agenda item, any Delegate may request the Clause by Clause voting
2. A motion Clause by Clause voting is in order only for voting draft resolutions. A motion for Clause by Clause voting requires simple majority of the votes to pass.

Article 38: Dividing the House

1. Immediately after debate is closed on the agenda, any delegate may request the division of the house
2. Motion for the division of the house requires two-thirds majority of votes in order to pass
3. A motion for the division of the house is in order only for voting draft resolutions, if the motion passes, abstentions shall not be in order for the voting procedure of the draft resolution.

G-Precedence

The precedence of points and motions is as follows:

Point of Personal Privilege

Point of Order

Point of Parliamentary Inquiry

Point of Information

Motion to Adjourn the Meeting

Motion to Suspend the Meeting

Motion to Close the Debate

Motion to Table (Postpone) the Debate



Motion to Resume the Debate

Motion for Reconsideration

Motion to Reorder the Resolutions

Motion to Divide the House

Motion to Divide the Question

Motion to Conduct a Roll Call Voting

Motion to Introduce a Draft Resolution

Motion to Introduce an Amendment

Motion to Question the Competence

Motion to Extend Previous Caucus

Motion to Unmoderated Caucus

Motion to Moderated Caucus

Article39: Voting Precedence of Caucuses

1. Upon the proposal of more than one unmoderated caucus, the longer unmoderated caucus motion shall put to the vote first. Same rule applies for moderated caucus, if the total length of the proposed moderated caucuses are also the same the one with the shorter individual speakers' time shall be put to vote first.
2. Upon the proposal of more than one method to divide the question, the most disruptive one shall be put to the vote first.
3. A motion that has been entertained and voted upon shall not be given in the very same session again, with the exact same topic. However, the Committee Board may ask the Delegate to rephrase the topic.



4. Additionally, a motion that has not been entertained and voted upon may be given again in the same session with the exact same topic

Preambulatory Phrases:

Acknowledging
Acting
Affirming
Alarmed by
Alarmed
Anxious
Appreciating
Approving
Aware of
Bearing in mind
Believing
Cognizant
Concerned
Confident
Conscious
Considering
Contemplating
Convinced
Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Deploring
Desiring
Determined
Emphasizing
Encouraged
Expecting
Expressing appreciation

Noting with approval
Expressing concern also
Expressing concern
Expressing its appreciation
Expressing its satisfaction
Expressing satisfaction
Firmlyconvinced
Fulfilling



Fully alarmed
Fully aware
Fully believing
Further deploring
Further recalling
Guided by
Having adopted
Having considered
Having considered further
Having devoted attention
Having examined
Having heard
Having received
Having reviewed
Having studied
Having adopted
Having approved
Having considered
Having decided
Keeping in mind
Mindful
Noting
Noting further

Noting with deep concern
Noting with regret
Noting with satisfaction
Observing
Reaffirming
Reaffirming also
Realizing
Recalling
Recalling also
Recognizing
Recognizing also
Recognizing with satisfaction
Referring
Regretting
Reiterating
Reiterating its call for
Reminding
Seeking
Seized
Stressing
Taking into account
Taking into consideration
Taking note

Taking note also
Taking note further
Underlining
Viewing with appreciation
Viewing with apprehension
Welcoming
Welcoming also

Operative Phrases:

Accepts
Acknowledges
Adopts
Advises
Affirms
Also calls for
Also recommends
Also strongly condemns
Also urges
Appeals
Appreciates
Approves
Authorizes
Calls
Calls for
Calls upon
Commends
Concurs
Condemns
Confirms
Congratulates
Considers
Decides
Declares
Declares accordingly

Demands
Deplores
Designates
Directs
Draws the attention
Emphasizes
Encourages
Endorses
Expresses its appreciation



Expresses its hope
Expresses its regret
Further invites
Further proclaims
Further recommends
Further reminds
Further requests
Further resolves
Has resolved
Instructs
Introduces
Invites
Notes
Notes with satisfaction
Proclaims
Reaffirms

Recalls
Recognizes
Recommends
Regrets
Reiterates
Reminds
Renews its appeal
Repeats
Requests
Requires
Solemnly affirms
Stresses
Strongly advises
Strongly condemns
Strongly encourages
Suggests
Supports
Takes note of
Transmits
Trusts
Underlines
Underscores
Urges
Welcomes

