**RULES AND PROCEDURE**

**UNCSW**

**GENERAL CONSIDERATIONS**

1. Diplomatic Courtesy.

During committee session, delegates are expected to exercise diplomatic courtesy when addressing members of the Committee and the Chairpersons. The Chairpersons have the authority to address diplomatic warnings to delegates who obviously violate the diplomatic courtesy. In case that the delegate’s conduct seriously hampers the process within the committee, the Chair reserves the right to request his expulsion from the conference room. The Organising Committee and the Secretary-General however have the final authority on this matter.

1. Patterns of Formality

All parties should use formal language. Customs observed by delegates: address Chairperson as “mister Chairperson” or “madam Chairperson” or “honourable Chair”. Do not use “you”; refer to the Chairperson in the third person as “the chair”.

**The competence of the Chairpersons may not be questioned by delegates.**

**PARLIAMENTARY PROCEDURE**

1. **Roll Call.**

Attendance shall be conducted by the Chairpersons by a Roll Call at the beginning of every committee session, after a “Motion to Establish Quorum” is introduced. Delegates shall establish their presence in the Committee by raising their placards and declaring ‘‘Present’’ or “Present and voting”. In the latter case delegates may not abstain through the duration of the Committee session. This will be followed by the *Opening Statements*.

1. **General speaker’s list**

The Speaker's List is opened following a Motion from a delegate and the subsequent approval by the Board. A Delegation can add its country name to the List pending only if it is not already on the List. The members will be delivering an opening statement at the start of the committee. The default speakers’ time for this will be 60 seconds can be extended up to 90 seconds.

After every speech members are obligated to yield the floor back to the Executive Board. The Executive Board will then direct the members to ask questions. The number of questions to be asked (if any) will be decided by the Executive Board depending on the time.

1. **Moderated:**

A moderated session will be a formal discussion which is regulated by the Executive Board.

Points:

*1. Point of Personal Privilege*:

* A Representative may rise to a Point of Personal Privilege if a matter impairs him/her from participating fully in council activities.
* The Executive Board persons shall try to effectively address the source of impairment.
* A Point of Personal Privilege may only interrupt a speaker if the Representative speaking is inaudible. Otherwise, the Representative rising on the Point of Personal Privilege must wait till the end of the speech to raise the Point.

*2. Point of Order*

* A Representative may rise to a Point of Order if he finds a **factual flaw** in the speech of the speaker.
* This point may not interrupt a Speaker.
* The Executive Board will rule on the validity of the point immediately.
* A Point of Order ruled dilatory by the Executive Board may not be appealed.

*3. Point of Parliamentary Inquiry*

* A Representative may rise to a Point of Parliamentary Inquiry requesting an explanation from the Executive Board on the Rules of Procedure.
* This point may not interrupt a Speaker.

*4. Point of Information*

* A Representative may rise to a Point of Information if he/she wishes to ask a question or clarification to the speaker.
* This point may not interrupt a speaker. *This point is only valid at the time of the opening statements.*
* *Right of Reply*. A Representative whose personal integrity has been impugned by another Delegate’s comments may rise to a Right of Reply.
* Disagreement with the content of a Delegate's speech is not grounds for a Right of Reply.
* The Executive Board will recognize the Right of Reply at his/her discretion as well as decide on how to resolve the motion.
* This point may not interrupt a speaker but should be addressed the moment he/she has finished his/her speech.
* Should the Executive Board rule the Right of Reply out of order, his/her decision cannot be appealed.
* No Representative may call for a Right of Reply on a Right of Reply.
1. **Unmoderated:**
* A Representative may move for an Unmoderated Session thereby suggesting a change from formal to informal debate.
* The Representative who makes this motion must suggest a length and justification for the Unmoderated Session.
* The Executive Board may suggest a more appropriate session length and put it to vote, or may rule the Unmoderated Session out of order without possibility of appeal.
* Once the Motion has passed, the Committee will depart from the formal discussion and will carry an informal discussion without leaving the conference room.

**WRITTEN DOCUMENTS:**

* *Position Papers* are intended to aid with the work of the Committee and to present the viewpoints of the delegates according to the foreign policy of their country and the potential solutions to the topic.

**By accepting the invite to our lobbying groups, you are adhered to the following rules and code of conduct.**

The participant:

• Obliged to turn the audio or video on/off, on the request of the Executive Board

• To follow proper dress code

• Should not share anything obscene or ‘unfriendly’

• Refrain from sharing anything personal or ‘not in interest’ of the conference

• Should not be rude or unfriendly to any of the members of the conference or the Executive Board

• Should be punctual in joining the meeting.

• Should be participative and follow the instructions given by the chair

• Having any sorts of personal disputes/issues not related to the conference should be resolved on a personal one to one communication platform.

• Should not disrupt the flow of the committee

**Failure in following these rules might lead to one of the following:**

• Suspension from the committee until further notice

 • Expelled from the committee

