

ROP Document

Title: OPEC Rules of Procedure – DPS Karnal MUN 3.0 (UNA-USA Rules)

PREAMBLE

This committee shall operate under the UNA-USA Rules of Procedure, as adapted for DPS Karnal MUN 3.0. These rules govern all aspects of committee procedure. The Executive Board reserves the right to interpret and apply these rules at its discretion.

RULE 1: START OF COMMITTEE

1.1 Roll Call: At the beginning of each session, the Dais conducts a roll call.

1.2 Responses:

- "Present" — delegation attends and will vote on substantive matters
- "Present and Voting" — attends and may NOT abstain on substantive votes

1.3 Quorum: Requires simple majority (50%+1) of member states present.

RULE 2: THE SPEAKERS' LIST

2.1 Definition: Default format of committee debate.

2.2 Opening: First session — a delegate must move to open the Speakers' List. Requires a second and simple majority vote.

2.3 Adding Speakers: Raise placard when asked, or send note to Dais.

2.4 Speaking Time: Initially set by the delegate who opens the list. May be changed by motion and simple majority vote.

2.5 Order: Speakers called in order added. A country may appear only once at a time.

2.6 Exhaustion: If list exhausted with no additions, committee moves to voting procedure on draft resolutions.

RULE 3: YIELDS

A delegate with remaining time must yield:

1. To the Dais — time surrendered (default)
2. To Another Delegate — designated delegate speaks; cannot further yield

3. To Questions — other delegates ask questions; speaker may decline to answer

RULE 4: MODERATED CAUCUS

4.1 Definition: Less formal debate focused on a specific sub-topic.

4.2 Motion must specify: topic, total duration, individual speaking time. Requires second and simple majority.

4.3 No set speaking order — Dais recognises new speakers after each speech.

4.4 No yields — floor moves to next speaker if time remains.

RULE 5: UNMODERATED CAUCUS

5.1 Definition: Least formal — delegates move around, negotiate, draft resolutions.

5.2 Motion must specify total duration. Requires simple majority.

5.3 Restrictions: May not leave room without Dais permission.

RULE 6: POINTS

(Do NOT require a vote)

6.1 Point of Personal Privilege: Addresses comfort/audibility. May interrupt a speaker if audibility-related.

6.2 Point of Order: Dais procedural error. May interrupt a speaker.

6.3 Point of Inquiry: Question about procedure. May NOT interrupt.

6.4 Point of Information: Clarifying question to current speaker (only during Speakers' List, when speaker yielded to questions). Speaker may decline.

6.5 Right of Reply: Written request to Dais if personal attack or gross misrepresentation. 30 seconds. May not introduce new arguments.

RULE 7: MOTIONS

(Require a vote. May only be introduced while Speakers' List is open, between speakers.)

Common Motions:

- Open Speakers' List
- Change Speaking Time
- Enter Moderated Caucus

- Enter Unmoderated Caucus
- Introduce Draft Resolution
- Table Debate
- Adjourn Debate
- Adopt Report

Voting:

- Procedural votes: simple majority (>50% of votes cast)
- Substantive votes: simple or two-thirds majority as specified

Precedence of Motions (highest to lowest):

1. Point of Personal Privilege (audibility)
2. Point of Order
3. Point of Personal Privilege (other)
4. Point of Inquiry
5. Motion to Adjourn Debate
6. Motion to Table Debate
7. Motion to Introduce Draft Resolution
8. Motion for Unmoderated Caucus
9. Motion for Moderated Caucus
10. Motion to Change Speaking Time

RULE 8: VOTING PROCEDURE

8.1 Begins when: Speakers' List exhausted, or motion passed, or debate time expired.

8.2 During Voting:

- No interruptions (no points, no motions)
- No entering or leaving
- All discussion ceases
- Only Dais may speak

8.3 Types of Votes:

- Procedural — each delegation one vote
- Substantive — "Present" = Yes/No/Abstain; "Present and Voting" = Yes/No only

8.4 Voting Methods:

- Show of Placards (standard)
- Roll Call Vote (Dais calls countries)

8.5 Draft Resolutions: Voted on in order introduced. If multiple pass, the one with most affirmative votes takes precedence. Once adopted, subsequent drafts on same topic not voted on.

RULE 9: DRAFT RESOLUTIONS AND AMENDMENTS

9.1 Draft Resolution must include:

- Committee heading
- Sponsors (min 3)
- Signatories (min 5)
- Preambulatory clauses (e.g., "Recognizing," "Noting," "Affirming")
- Operative clauses (e.g., "Calls upon," "Decides," "Urges")

9.2 Introduction: Motion → Second → Sponsors present → Resolution on floor for debate

9.3 Amendments:

- Friendly — supported by all sponsors; automatically incorporated
- Unfriendly — not supported by all sponsors; requires vote

RULE 10: COMMITTEE DECORUM

- Address Dais as "Honorable Chair/Vice Chair" and delegates as "the Honorable Delegate of [Country]"
- No personal attacks; remarks relevant to topic
- Raise placards to be recognised
- Electronic devices for research only
- Notes (placards) passed respectfully through pages
- Dais may issue warnings, suspend speaking privileges, or remove delegates
- Remain in committee room unless excused

CONCLUSION

These Rules of Procedure are designed to facilitate orderly, productive debate. A procedural training session will be held at the start of the conference. The Executive Board makes final determinations on all procedural matters.

All the Best!

Sharad Gupta — Chairperson

Harshit Tankha — Vice Chairperson