



**RULES
OF
PROCEDURE**

FOREWORD

The rules have been composed so that to cover the basic procedures. The Board of Turan MUN intentionally avoids some rules and procedures; country representation in committees does not fully coincide with actual country list in UNO committees and agencies. It is advisable that each delegate should study these rules and procedures carefully in order to understand how the conference works. We encourage delegates to contact us through our website www.mun.turan-edu.kz or apply to their Chairs should they have any questions regarding the format of the conference. Preparatory workshops are scheduled for beginners and those who would like to refresh the memory.

I. Code of Conduct

Language

The language of the conference is English. Therefore, at any time delegates are expected to speak the language of the conference and present all documents in English.

Courtesy

Delegates shall show courtesy and respect to other delegates, members of the Secretariat and Staff. Any violations shall be subject to reprimand by the Chairs or the Secretariat. If a delegate does not behave appropriately after several reprimands he/she will be expelled from the committee.

Attire

Delegates are expected to be formally dressed.

Address

When holding the floor for opening speeches, motioning or making points the delegates shall address their Committee in standing. During the moderated caucus delegates shall make speeches in sitting, however, at the discretion of the Chair for the purpose of audibility the delegate may be requested to speak in standing.

Plagiarism

Any kind of plagiarism in working papers, draft resolutions is outlawed and such papers are to be excluded. Delegates are supposed to read resolutions of UNO, but they are also encouraged to seek and formulate solutions on their own.

Electronic Devices

Electronic devices shall be switched off during the formal debate. During the unmoderated caucus the use of mobiles, laptops, computer lab is allowed.

II. Formal Debate

Quorum

To start a session chairs conduct a roll call. Two thirds of delegates should be present to start the debate. During the Roll Call delegates announce their status when chairs call their country. At Turan MUN 2016 delegates are expected to be in "present and voting" status to avoid split of the house during voting procedures. Abstentions are not in order.

Setting the agenda

After the Roll Call delegates move into a motion to set the agenda. A motion requires a second. If there are objections this motion is immediately put into voting and to be in order it requires a clear majority. In case there are several motions to set the agenda on different topics, each of them is voted separately.

Speaker's List

To start formal debate the Speaker's List should be open. An appropriate motion should be made. It is advisable that delegates should also propose speaking time. The Chair will put on the Speaker's List those delegates who raise the placards. If the delegate wishes to be on the List after the Chair's invitation he/she can send a note to the Chair to request the floor.

When the List is exhausted formal debate is considered to be over and the committee moves into voting on the current draft resolution by default. All the delegates have to be in the time limit when speaking. Upon Chair's discretion the speaking time can be shortened or extended. All the delegates after holding the floor are expected to answer minimum two points of information.

Yields

The delegates can yield the remaining time to another delegate, to points of information (questions), back to the Chair.

Moderated Caucus

Whenever the floor is open the delegates may move into a motion to have a moderated caucus. At Turan MUN this motion is possible after the fifth speaker has held his/her floor. The delegate has to propose the topic of the caucus, general time and speaker's time for it. Moderated caucus should not exceed 10 minutes. This motion requires a second and will be entertained unless there is an objection. In case of objection, there is a procedural voting with simple majority required for a motion to pass. Delegates hold their seats when speaking. The Chair can appoint anyone to share his/her view on the topic under discussion. Delegates may not yield the floor to each other and are not open to points of information.

Unmoderated Caucus

Whenever the floor is open the delegates may move into a motion to have an unmoderated caucus. This motion requires a second and will be entertained unless there is an objection. In case of objection, there is a procedural voting with simple majority required for a motion to pass. At Turan MUN this motion is possible after the Speaker's List is exhausted. The unmoderated caucus can be initiated upon the following reasons: to start lobbying, to start drafting/merging resolutions/working papers, to draft amendments. Unmoderated caucus should not exceed 20 minutes. The total time for unmoderated caucuses within one session should not exceed 40 minutes. The unmoderated caucus for amendments does not last longer than 5 minutes. The time for unmoderated caucus can be extended upon Chair's discretion if such a motion is made.

Draft resolutions

Delegates are advised to compose position papers before the conference. It will help to draft working papers and merge/compose draft resolutions during unmoderated caucuses. Before working papers become draft resolutions they need to be approved by the Secretariat and get the unique number, sponsors - the authors- should get minimum 7 signatures of signatories. A motion to present draft resolution gives the time to the main submitter - one of the sponsors - to read operative clauses and answer points of information. This motion is not voted. Objections are out of order. The Chair invites two speakers for and two speakers against the draft resolution. The Chair sets the speaking time.

Amendments

After the draft resolution is presented delegates may choose to move into the unmoderated caucus to make amendments. Delegates can add/delete/change words, phrases, clauses in operative part. Proposed amendments are submitted to the Chair of the committee on specially designated notes and are read out loud. If sponsors admit the amendment as friendly there is no vote and it is immediately introduced into the draft resolution, if sponsors consider the amendment as unfriendly it should be voted on. Simple majority is required for an amendment to pass.

Voting

Procedural voting is conducted by raising placards for and against. Substantive voting (on draft resolution) requires delegate by delegate questioning with yes/no reply. Abstentions are out of order. After the amendments are voted for and introduced delegates vote on draft resolutions.

Security

Council

Security Council follows all the Rules of Procedure of Turan Mun 2016. Any motion passes at nine members voting for it. P5 are not expected to use veto right.