



San Diego Invitational Model United Nations Conference Rules of Procedure

Adopted Monday, October 5th, 2015 (Version 1.0)

A. *General Rules*

1. Date and Location of the Conference: The 2016 San Diego Invitational Model United Nations Conference will take place on May 21st and 22nd, 2016 in the city of San Diego.
2. Exceptions: Rules of Procedure may change at the discretion of the Committee Chairs and the Upper Secretariat who will be required to communicate such changes to all affected delegates. These rules do not apply to the Active-Convention Disarmament and International Security Committee and the South and East China Seas Crisis Committee. Most rules may also be suspended, at the Chair's discretion, by any committee with a supermajority (2/3 majority) in favor of doing so.
3. Staff Powers: The Secretary-General will open and close the conference during formal ceremonies. Members of the Upper Secretariat will also supervise members of the Secretariat and conference staff throughout the conference. Head and Vice Chairs will declare opening and closing of all committee sessions, rule on points and motions, moderate debate, and choose committee award recipients. The Chairs will have the power to rule a motion "dilatory" based on its level of disruptiveness to the committee's proceedings. The Upper Secretariat and additional members of the conference staff will oversee non-committee based activities.
4. Attendance: Registered delegates are required to attend all committee sessions, unless a written request is submitted to the delegate's committee Chairs, and approved by that delegate's advisor.

Admittance into the conference is subject to the delegations submittal of the required fees and registration forms by or before the due date.

5. Language: English is the official working language of the conference.
6. Courtesy: Exemplifying courteous and diplomatic behavior to the Secretariat, Conference Staff, advisors, and delegates is an absolute expectation of SDIMUN participants. Failure to comply may result in Committee Chairs or Secretariat members invoking a call to order. In extreme cases, the SDIMUN Secretariat reserves the right to expel delegates from their committee room.
7. Attire: Delegates are highly encouraged to wear Western Business Attire. Any exceptions must be brought to the attention of the Secretary-General or an authorized member of the Secretariat by a registered advisor. Exceptions will not be considered for a country's national dress, or any other large deviation from Western Business Attire.
8. Credentials: Delegates are required to wear credentials at all times. Credentials will be issued to the advisor of each delegation upon arrival at the conference.
9. Appeals: Delegates may appeal the ruling of a member of the dais with regards to procedure. Chairs are permitted to briefly defend and explain their ruling before a procedural vote of the committee to uphold or reverse the ruling. A two-thirds majority is required to reverse a ruling. Members of the Upper Secretariat may at any time uphold or reverse a procedural ruling, without possibility of further appeal.
10. Quorum: At least one-fourth of the voting members within a committee must be present for debate to be declared open. The Security Council will meet quorum if at least one delegate from one-fourth of the countries are present.
11. Position Papers: Delegates will be required to submit a position paper per committee topic in order to qualify to win an award. Position papers should explain the topic background, past international actions, national policy, and possible solutions. Position papers must be submitted by or before the deadline to the committee Chairs.

12. Electronic Devices: Laptops and tablets may be used in committee at the discretion of the Chair. If a delegate does not have access to the aforementioned devices, phones will be accepted, with prior notification given to the Committee Chairs or Upper Secretariat. Delegates must use electronics appropriately. Electronics which are not used appropriately will be confiscated by the Secretariat and given to the advisor of the delegate whose item has been confiscated. Delegates may retrieve their electronics at the discretion of their advisor after the committee session has been suspended.
13. Awards: Committee awards will be decided upon by the Chairs. Awards will be given on the basis of topic knowledge and understanding, diplomatic skill, and committee insight. Some awards will be presented in the last committee session, while Best Delegate (Gavel), the Outstanding Delegate Awards, and all Delegation Awards will be presented in the closing ceremonies of the conference.

B. *Debate Procedure*

1. Roll Call: Committee Chairs will conduct a roll call at the beginning of each committee session. They may, at their discretion, conduct a roll call at any point during formal debate. Delegates may announce themselves present or present and voting.
 - i. Present: By declaring themselves “present”, delegates announce their intention to participate in committee and indicate their nation’s concern for the issues at hand.
 - ii. Present and Voting: By declaring themselves “present and voting”, delegates indicate that the issues at hand are ones of grave concern to their nation. Delegates who announce themselves present and voting announce that they will be actively involved in the committee’s proceedings and deliberately forfeit their right to abstain on any substantive measures put to the vote.
2. Setting the Agenda: Committees that have multiple topics are required to order the agenda at the beginning of formal debate.
 - i. Delegates may suggest a preferred Agenda order when Motioning to Order the Agenda (C 7). Enough motions to exhaust the combinations of topics will be accepted by the

Chair. The committee will then vote on the motions on the floor in the order they were received. The first motion to be passed by a majority of the committee will be regarded as the Order of Agenda.

3. Speaker's List: After setting the agenda, the Chair will open the floor to a motion to set the Speaker's List. After the motion passes, delegates will be able to add their names to the Speaker's List. The Speaker's List will be active when the committee is in formal debate without a moderated caucus, unmoderated caucus, or other procedural motion.
 - i. Speaking time will be set at a standard one minute unless otherwise amended by delegates. Chair discretion will be honored if any of the speaking times are ruled dilatory. These time limitations shall not undercut a minimum of thirty seconds nor exceed a maximum of two minutes for GA and ECOSOC Committees and three minutes for Specialized Committees.
4. Speeches: This will form the primary body of formal debate. Following the order prescribed by the speaker's list, delegates will be recognized by the Chair and will be permitted to speak on the issue at hand within the time prescribed (see B 3 i).
 - i. Yields: If a speaker does not use the time allocated for their speech, he or she may yield their remaining time to one of the following:
 1. The Chair: This ends your speaking time and the Chair will automatically continue on to the next delegate on the speaker's list after asking for points or motions.
 2. Another Delegate: This allows a specified delegate to whom the time has been yielded to speak for the remainder of the speaking time. At the conclusion of his or her speech this delegate may also yield his/her time to the Chair or to another Delegate.
 3. The Floor: This will allow other delegates the opportunity to comment on your speech.

4. Points of Information/Questions: The Chair will then choose delegates to question the original speaker. The original speaker will be permitted to reply, time permitting. Follow up questions by the same delegate will not be permitted.
- ii. Comments: Delegates may wish to comment on speeches after a speaker has yielded their time to the floor. Commentators are chosen at the Chair's discretion. Comments should refer specifically to the previous delegate's speech and should not comprise their own speech or address the matter at hand directly.
 1. Change Number: The number of comments permitted after a speaker yields to the floor may be changed at any time by moving to do so and successfully commanding a simple majority of the committee. If comments are allowed, the default number of comments is two for GA and ECOSOC Committees and three for Specialized Committees. A Motion to Change the Number of Comments to Zero will be considered a Motion to Disallow Comments (C 10).
 2. Change Time: The duration permitted for each comment may be modified at any time by motion, contingent upon its reception of a simple majority. Default comment time is thirty seconds for GA and ECOSOC committees and forty-five seconds for Specialized Committees. The Chair will use the default times unless amended by the delegates.
 - iii. Questions: Delegates may wish to question the speaker after yielding their time to points of information or questions. Delegates with questions are chosen at the Chair's discretion.
 1. The response time for a question will be counted against the speaking time. Questions may be asked until the speaker has exhausted their time.
5. Presentation of Draft Resolutions (Formal Caucus): After working papers have been submitted to the dais for its review, they are

reclassified as Draft Resolutions. These draft resolutions are then presented to the committee in Formal Caucus, which is initiated by a delegate and confirmed by simple majority. During Formal Caucus, the Draft Resolutions will be displayed and presented to the committee by representatives from the Draft Resolution's sponsors. The Motion to Present Draft Resolutions must include the times for presentations and for a question and answer period. Delegates with questions are chosen at the Chair's discretion.

6. Moderated Caucus: A moderated caucus may be used to address a specific topic and focus the content of debate. Moderated caucuses must be for a specific topic, with a specific duration, and with a specific individual speaking time.
 - i. Extension: A delegate can motion for an extension of a moderated caucus after the caucus expires and the Chair opens the floor for any points or motions. By a simple majority, a moderated caucus may be extended by a set time, in which case, the caucus will end when the additional time has elapsed (delegates may not extend extensions). The extension may not be for longer than half of the initial time. Extensions may not alter individual speaking times or the specific topic.
 - ii. Consultation of the Whole: When delegates wish to gauge policies of the entire committee, they may call for a consultation of the whole. Should the motion pass by a simple majority, the entire committee will be afforded time to speak on the designated issue.
 1. The motioning delegate must specify both the topic and the speaking time.
 2. Delegates desiring to do so may forfeit their time by saying "pass" when called upon.
 3. The motioning delegate must specify which manner shall be used for choosing speakers, alphabetical order or seating order.

- iii. Delegates must address the topic of the moderated caucus during their speeches. Any speech not on the topic will be ruled Out of Order by the Chair.
7. Informal or Unmoderated Caucus: Unmoderated caucus is an opportunity for delegates to discuss events in committee without the strictures of formal debate. When motioning to enter unmoderated caucus, delegates must suggest the duration. This duration is subject to approval by the dais before it may be voted upon by the committee. During unmoderated caucus, delegates may move and speak freely throughout the room. However, when unmoderated caucus ends they will be expected to move quickly and quietly to their seats.
- i. Extension: A delegate can motion for an extension of an unmoderated caucus after the caucus expires and the Chair opens the floor for any points or motions. By a simple majority, an unmoderated caucus may be extended by a set time, in which case, the caucus will end when the additional time has elapsed (delegates may not extend extensions).

C. *Other Points and Motions*

1. Quorum: Quorum will be considered met when at least one fourth of the voting members are present. Specialized Committees will meet quorum if at least one representative from one fourth of the voting delegations are present.
2. Motion to Open/Re-Open Formal Debate: When the quorum is met and the committee believes that formal debate over the matter at hand should begin, a motion to open formal debate will be in order. The motion passes with a simple majority.
3. Motion to Close Formal Debate: When the committee believes that formal debate over the matter at hand has culminated (or when the committee runs out of time), a motion to close debate will be in order. After two speakers for the motion and two speakers against the motion have spoken, the committee may pass the motion with a simple majority.
4. Point of Personal Privilege: In the event that a delegate faces a condition in which he/she feels uncomfortable in the committee room

or fails to hear a speaker, he/she will be able to interrupt the speaker to express a Point of Personal Privilege.

5. Point of Order: If a delegate observes the incorrect use of Parliamentary Rules of Procedure, he/she may call a Point of Order to correct the error. Points of Order should not be used to interrupt a speaker unless the speech violates the Rules of Procedure.
6. Point of Inquiry: Delegates that have a question for the Chair regarding procedural matters should raise a Point of Inquiry. The Chair will answer the question to the best of his/her ability.
7. Order the Agenda: Once quorum is met and the committee activates formal debate, delegates will move to “Order the Agenda”, assuming the committee is hosting multiple topics.
 - i. All agenda topics will be regarded by the entire committee.
 - ii. The Chair will choose how many permutations of the agenda are proposed. Once the Chair has recorded the proposed agendas, delegates will move to vote on the options in the order they were given.
 - iii. A simple majority of votes allocated to an agenda will automatically be chosen. Any preceding agendas will be disregarded.
8. Open Substantive Debate: When the committee believes that substantive debate over the selected agenda topic should begin, a motion to open substantive debate will be in order. The motion passes with a simple majority.
9. Motion to Open/Close/Re-Open the Speaker’s List: After ordering the agenda, delegates will be invited to move to open the Speaker’s List. Subsequently, the Chair will request that any delegates that would like to be added to the Speaker’s List raise their placards. The Chair will add the delegates to the Speaker’s List in an unbiased procedure. The Speaker’s List will activate in descending order once the committee enters substantive debate without a moderated caucus or any other interrupting motion. If the Speaker’s List is exhausted, substantive debate is automatically closed, and the committee will be in voting bloc. Closing the Speaker’s List simply means that no more delegates

may be added to the Speaker's List, and this motion may be reversed by a motion to Re-Open the Speaker's List. After resuming debate from a different motion, it will automatically restart if there are no other points or motions on the floor.

- i. The content of speeches should be relevant to the regarded topic at all times.
- ii. Speaking time will be set to the rules stated in B 3 i.

10. Motion to Allow/Disallow Comments/Questions: When the Speaker's List is opened, delegates will vote on whether to allow or disallow comments/questions on speeches. At any time during which the Speaker's List is active and comments/questions are allowed, delegates may motion to disallow comments/questions. However, if comments/questions are disallowed, they cannot be allowed again for the duration of the Speaker's List.

11. Motion to be Added to/Removed from the Speaker's List: Delegates may send notes to the dias, either by passing it to the Chair or through the Page, requesting to be added or removed from the Speaker's List. Delegates may not be added if the Speaker's List is closed.

12. Suspend Debate: Delegates who wish to halt all committee functions until the next session of the same day may motion to suspend debate.

13. Adjourn Debate: At the end of the first day's final session, delegates may motion to adjourn debate within their committee.

14. Close Substantive Debate: When the committee believes the agenda topic has reached its conclusion, a motion to close substantive debate will be in order. After hearing from 2 speakers for the motion and 2 speakers against the motion and a simple majority passes the motion, the committee will move into voting procedure on the matter (closing substantive debate includes moving into voting bloc).

15. Right of Reply: In the event that a delegate or his/her nation receives an abusive remark in the form of a speech, comment, or other public announcement, a delegate can appeal to a Right of Reply. This must be submitted to the dias and will be processed at the Chair's discretion.

16. Points and Motions Precedence:

Points and Motions	Rule	Debatable
Quorum	C 1	No
Open/Re-Open Formal Debate	C 2	No
Point of Personal Privilege	C 4	No
Point of Order	C 5	No
Point of Inquiry	C 6	No
Close Formal Debate	C 3	2 for 2 against
Order the Agenda	C 7	No
Open Substantive Debate	C 8	No
Open/Close/Re-Open the Speaker's List	C 9	No
Allow/Disallow Comments/Questions	C 10	2 for 2 against
Added/Removed on the Speaker's List	C 11	No
Right of Reply	C 15	No
Appeal the Chair	A 9	No
Close Substantive Debate	C 14	2 for 2 against
Adjourn Debate	C 13	No
Suspend Debate	C 12	No
Extend Previous Caucus	B 6/7 i	No
Informal/Unmoderated Caucus	B 7	No
Moderated Caucus	B 6	No
Consultation of the Whole	B 6 ii	No
Present Draft Resolutions (Formal Caucus)	B 5	No
Change Speaking Time	B 3 i	No
Change the Number of Comments	B 4 ii 1	No
Change Comment Time	B 4 ii 2	No
Introduction of a Draft Resolution	D 2 ii	No
Introduction of an Unfriendly Amendment	D 3 ii 2	No
Enter Voting Block	E 2 i	2 for 2 against
Exit Voting Block	E 2 vii	No
Reordering Resolutions	E 1	No
Dividing the Question	E 2 v	No
Roll Call Vote	E 2 iii	No
Adopt by Acclamation	E 2 iv	By Objection

D. *Working Papers, Resolutions, and Amendments*

1. Working Papers: Serve as a description of possible solutions to the current topic.
 - i. Working papers are in no capacity official papers.
 - ii. Working papers have no formalized formatting requirements.
 - iii. Signatories are not required for working papers.
 - iv. The Chair will specify the minimum number of sponsors required for working papers to become draft resolutions.
2. Draft Resolutions: Draft Resolutions constitute a description of a course of action that a committee as a whole wishes to take.
 - i. Draft resolutions are required to follow the conference resolution format.
 - ii. Draft resolutions can be introduced on floor if they have the proper number of sponsors and signatories.
 - iii. Draft resolutions become a resolution only after they are passed in voting bloc.
3. Amendments: Delegates may submit amendments to alter draft resolutions on the floor.
 - i. Friendly Amendments:
 1. All sponsor and signatories of the current draft resolution must be signatories to the friendly amendment.
 2. Once introduced, friendly amendments are immediately incorporated into the draft resolution.
 - ii. Unfriendly Amendments:
 1. Unfriendly amendments must have $\frac{1}{3}$ of voting delegates as signatories to it.

2. Unfriendly amendments must first be introduced on the floor of the committee.
3. When debate is closed on an unfriendly amendment, the committee will immediately move into voting procedure on it. To pass the unfriendly amendment, a simple majority is required.
4. After the voting procedure, debate will return to the speaker's list.

E. *Voting*

1. Reordering Resolutions: Resolutions may be reordered prior to entering voting bloc, by simple majority vote. The delegate moving for such must propose the new order, although the Chair will accept suggestions on alternative orders of resolutions from other delegates if the motion is accepted.
2. Voting Procedures:
 - i. Enter Voting Bloc: Delegates wishing to vote must move into voting bloc. Moving into voting bloc requires two speakers for and two speakers against, and if such a motion passes, debate is suspended in favor of moving into voting bloc. This motion is automatically passed if the committee closes substantive debate without modification.
 - ii. Standard Voting Procedure: Voting for substantive matters needs a simple majority and will be conducted by the dais while delegates use placards to vote. Delegates will be permitted to vote "Yes", "No", or "Abstain".
 - iii. Roll Call: A delegate may call for a Roll Call Vote, this motion passes with a simple majority. During Roll Call, the countries in each committee will be called in alphabetical order. Delegates may vote "Yes", "Yes with Rights", "No with Rights", or "No" during a roll call vote.

1. Delegates who vote with rights will be afforded 30 seconds of speaking time after the committee has exited voting bloc.
- iv. Motion to Adopt by Acclamation: If a motion to adopt by acclamation is called for, then the Chair will accept any objections to the motion from delegates. If there are no objections from delegates, then the resolution automatically is passed. If there are objections, then the motion fails and the committee returns to voting procedure.
- v. Division of the Question: If a motion to divide the question is passed, then the operative clauses will be voted on separately, as described in a the motion.
 1. All suggestions to separate the operative clauses will be voted on in the order they were received and will pass with a simple majority.
- vi. Recounting: Delegates are able to motion for a recount of votes on the floor. This motion will pass with a simple majority and delegates may not appeal for a recount of the motion itself.
- vii. Exit Voting Bloc: At any time during voting procedure, delegates may motion to exit voting. This motion will pass with a simple majority

F. *Specialized Committees*

1. Disarmament and International Security Committee: The Disarmament and International Security Committee will offer delegates the chance to create conventions instead of resolutions. Adjustments to West Coast MUN Procedure are outlined below.
 - i. Delegates: Delegates in the DISEC Active Convention Committee will be their country's Permanent Representative to the United Nations.
 - ii. Conventions: DISEC delegates will work to create a convention by the end of committee. Any conventions must follow the committee's format for conventions. If a convention is passed by the committee it will then be sent to the Crisis Staff who will

vote on behalf of the General Assembly and will ratify on behalf of the member states.

- iii. Portfolio Powers: Delegates will be allowed to use personal portfolio powers that will be assigned to each delegate at the time of assignment.
2. South and East China Seas Crisis Committee: The South and East China Seas Crisis Committee will be run in West Coast Crisis style. Adjustments to West Coast MUN Procedure are outlined below.
 - i. Delegates: Delegates in the South and East China Seas Crisis Committee will be either voting members or observer members. Voting members will include the Head of State, Foreign Minister, and Defense Minister of directly affected regional countries. Observer members will include the Head of State, Foreign Minister, and Defense Minister of selected indirectly affected countries and the heads or representatives of important international bodies.
 - ii. Moderated Caucus: The committee will remain in a perpetual moderated caucus with an underlying speaker's list. The Chair will honor a motion for a return to substantive debate, at which time the speaker's list will be resumed. It is at the Chair's discretion to honor a previous speaker's list or to construct a new one at any given time. Delegates may also motion to re-enter moderated caucus at any time.
 - iii. Unmoderated Caucus: The unmoderated caucus will be a point of focus in committee. The Chair will honor a motion for an unmoderated caucus, except in situations when the Chair deems it either disruptive or redundant. The Chair will not accept any motions for unmoderated caucuses longer than 20 minutes.
 - iv. Directive Types: Note: Resolutions shall not be used in a Crisis Committee. Delegates will act using directives and personal notes only. All directives are subject to the Chair's approval and the approval of the Crisis Staff.
 1. Action: The portfolio powers of any group or delegate is directed through the use of Actions. Action directives

must be labeled as “information”, “action”, or “meeting” to represent its use.

- a. Information notes are used as inquiries directed towards the Crisis Staff.
 - b. Action notes are used to perform specific actions based on portfolio powers. Once accepted by the Chair, these will be presented to the Crisis Staff.
 - c. Meeting notes may be used to request meetings with either a small number of committee parties or with an outside party (represented by the Crisis Staff) with the whole committee.
2. Communiqués: These are used to communicate with foreign governments, individuals, or other entities outside of the committee.
 3. Press Releases: These are used to present information to the public on behalf of a delegation or a larger group. The use of press releases is encouraged in order to influence the situation at hand. (Comment: The Chair is advised to disregard a Press Release issued without sound reason).
 4. Private Directives:
 - a. Delegates will be able to exercise the powers of the individuals they represent in committee. The real world boundaries and jurisdictions of individuals represented will be respected, for example a military leader should not undertake strictly diplomatic actions.
 - b. Directives will be sent to the Crisis Staff who will respond accordingly. Private actions will only be considered within a delegate’s portfolio powers. Creativity is encouraged, and questions can be sent to the Crisis Staff.

5. Committee Directives:

- a. Committee directives must be presented to the committee using a “Motion to Introduce”.
- b. Committee directives will be in order when the minimum number of signatories is met, as stipulated by the Chair.
- c. A committee directive will only be implemented when passed by the committee.
 - i. A delegate may “move the previous question” to move to voting on the directive at hand.
 - ii. When voting, a directive will pass with a simple majority.

6. Group Directives:

- a. Group directives must have the signatures of all bodies associated.
- b. Group directives operate on behalf of all signatories and their collective portfolios.

3. Security Council: The Dual Delegate Security Council will be run in traditional style, but with P5 members yielding veto power. Adjustments to West Coast MUN Procedure are outlined below.

- i. The People’s Republic of China, the French Republic, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America will all have the special and exclusive ability to veto draft resolutions by voting against them when in voting bloc. These nations will not have the ability to use their veto power on procedural votes, merely substantive ones.
- ii. Delegates will have the ability to invite observers into committee, with the Chair’s approval.