



MODEL UNITED NATIONS
DIGNITY AND ORDER FOR ALL

RULES OF PROCEDURE

**PREPARED BY
OAFLMUN'25 EXECUTIVE TEAM**



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WHAT ARE MUN CONFERENCES ?

Model United Nations (MUN) Conference is an academic simulation of the United Nations, where participants assume the roles of delegates representing different countries to engage in diplomatic negotiations and discussions on international issues. Delegates conduct research on pre-determined agenda topics within their respective committees, defend their country's position, propose solutions, and contribute to decision-making processes. MUN conferences provide participants with the opportunity to enhance their academic writing, public speaking, critical thinking, and knowledge in the field of international relations.

Section 1-Pre-Conference preparations for delegates

- Acquire comprehensive knowledge about the committee to which you have been assigned.
- Carefully review the Study Guide and take note of key details.
- Conduct in-depth research on your agenda item.
- Consult online resources and encyclopedias for additional information.
- Stay informed about current developments related to your country and the agenda item.
- Analyze the perspectives of different countries on the topic and identify potential allies.
- Anticipate possible criticisms directed at your country and develop well-reasoned counterarguments in advance.
- Delegates must prepare an academic document reflecting their country's stance on the agenda topics (Position Paper). This document should include the country's official policies, proposed solutions, and negotiation strategies.



Section 2- Opening Ceremony

• In order to officially inaugurate the conference, an opening ceremony is held prior to the first session. The speeches delivered during this ceremony provide an opportunity to familiarize oneself with the members of the academic team, including the Secretary-General, Director General, Deputy Secretary General, Deputy Director General, and Academic Assistant.

Section 3- Sessions

- During the initial session, the roll call procedure is conducted to determine the delegates who are present.
- Subsequently, each delegate is allocated an average of 1 minute and 30 seconds to deliver their opening speech.
- The session proceeds with the agenda-setting process, during which delegates may propose and vote on motions to decide the order of discussion. If the committee has only one agenda item, this step is omitted.
- A formal announcement is made for delegates wishing to be added to the General Speakers' List, after which the conference continues following the order of speakers.
- Once several delegates have delivered their speeches, the session moves to the moderated caucus, where participants can propose motions to introduce specific topics for discussion.
- Delegates present their speeches within the scope of the moderated caucus. If the allotted time expires while there are still delegates wishing to speak, a motion for extension may be introduced. Otherwise, a new moderated caucus will commence.
- If deemed necessary, delegates may propose a motion for an unmoderated caucus, which is generally used for drafting documents.
- At the conclusion of the session, a motion for suspension may be introduced. This motion must be voted on, and upon the chair's official approval, the debate will be temporarily adjourned.



Section 4-Committee Documents

Working Papers

Delegates may submit working papers for the Committee's consideration. These documents serve to guide and expand discussions or to articulate the stance of a particular Delegation or group of Delegations.

- Working papers may be drafted individually or collaboratively.
- They do not need to be prepared during Committee sessions.
- No signatories or sponsors are required for their submission.
- Unlike resolutions, working papers are not subject to specific formatting rules.
- While they are not considered official documents, they must receive approval from the Chair before being distributed to the Committee.
- Once approved, a motion is required to introduce a working paper; however, this motion is not subject to a vote and is adopted automatically.
- Working papers are not subject to a vote following their introduction.

Final Documents of the Committees

- The final outcome document of General Assembly Committees shall be a resolution.
- The Rules of Parliamentary Procedure shall apply to all final documents unless explicitly stated otherwise.



Draft Resolution

- A draft resolution may be introduced once it has been approved by the Secretariat and signed by at least one-fifth of the delegations present at the beginning of the committee session.
- Signing a draft resolution does not automatically imply support for the resolution; rather, it reflects the willingness of the signatory delegation to bring the resolution to the floor for discussion.
- There are no **official sponsors** for resolutions. This means that the resolution is not associated with any specific individual or delegation, and the focus is placed on the content and the discussions rather than personal or group affiliations.
- Pre-written resolutions formulated prior to committee sessions or by other delegates outside the committee are prohibited and will not be approved by the Chair Board. All documents submitted will be subject to a plagiarism check to ensure their originality.

Introducing a Draft Resolution

- After receiving the approval of the Chair Board, the draft resolution must be made available to all Delegations of the Committee prior to being entertained on the floor.
- A motion to introduce a draft resolution requires a simple majority for passage.
- Once the motion to introduce the draft resolution is adopted, one of the signatory Delegations may rise to present the resolution. The introduction will be limited to reading the operative clauses of the resolution. This is a procedural matter and, as such, is not subject to any yields.
- Following the introduction of the resolution by one of the signatory Delegations, the resolution becomes debatable.
- The introduced draft resolution is considered a separate Agenda Item, and a new Speakers' List must be established.



- A resolution remains on the floor until the debate on it is either postponed or closed. During this period, the floor will not be open for any motions unless the Committee Board declares that the committee is in the amendment procedure.
- Debate on resolutions proceeds in accordance with the Speakers' List. Debate on a resolution must be closed with a Motion for Closure before the Committee can proceed with the voting of the Draft Resolution.

Competence

- A motion to challenge the Committee's competence to discuss a resolution or amendment may only be raised immediately after the introduction of the draft resolution.
- This motion requires a simple majority to pass and is subject to debate, allowing one speaker in favor and one against the motion.
- If the motion questioning the Committee's competence is adopted, the substantive document under consideration will automatically fail.

Amendments

- Delegates may propose amendments to modify the legislative proposal under discussion. Such amendments may involve the deletion, alteration, or addition to any substantive part of the resolution that has been introduced
- Amendments must be submitted in written form.
- Amendments to amendments are not permitted.
- Once a part of a resolution has been amended, it may be further modified in parts.
- Delegates are prohibited from amending a clause they have already altered; however, they may amend a sub-clause within a clause that has already been modified by another amendment.



- Each amendment may only address a single Operative Clause at a time.
- Signatory states are not considered official sponsors of the resolution.
- Pre-ambulatory clauses cannot be subject to amendments. Chair Board will set a time limit for the submission of amendments. After this period, no amendments will be accepted. In exceptional circumstances, the Chair Board may allow for late amendments or extend the deadline for amendments.
- There are two categories of amendments used during MUN conferences: procedural amendments and substantive amendments.
- A procedural amendment seeks only to correct grammatical or typographical errors, and voting on such amendments is considered procedural voting.
- Delegates are not permitted to abstain from voting on procedural amendments, as is the case with all procedural votes.
- A substantive amendment, by contrast, alters the content of a clause, removes parts of it, or introduces new clauses into the resolution.
- Voting on substantive amendments is considered substantive, and delegates are permitted to abstain.
- Amendments can be submitted to the Chair Board electronically or via message papers.
- Amendments must clearly specify whether they are adding, removing, or altering a clause.
- If a new clause is being added, the amendment must indicate the exact location in the draft resolution where it will be inserted.
- Before being presented, all amendments will be reviewed by the Chair Board, as representatives of the Secretariat, to ensure compliance with procedural requirements. Any amendments that do not meet these requirements will not be accepted for debate.



Submitting an Amendment

- Amendments are discussed in the order they are submitted to the Chair Board.
- If multiple amendments contradict each other and relate to the same clause, the amendment that differs the most from the original proposal takes priority.
- The Chair Board decides which amendment will be discussed first.
- An amendment can be brought to the floor with the approval of the Chair Board and the signatures of at least one-eighth of the delegations.
- This is done through a motion to introduce an amendment.
- When a motion to introduce an amendment is proposed, the Chair Board will either read the amendment aloud or allow a delegate to present it.
- Following the introduction, the Chair Board will first ask for those in favor of the motion.
- If no delegates support the motion, it fails.
- If there is support, the Chair Board will ask if there are any objections. If none are raised, the motion passes.
- If both support and objections are present, the motion will be put to a vote.
- A simple majority is required for the motion to pass.
- Abstentions are not allowed
- Once an amendment is introduced, discussions on the draft resolution are temporarily suspended.
- A formal debate on the amendment will take place within a limited time frame. - The Chair Board will determine the duration of the debate.
- After an amendment is introduced, the Chair Board will allow speakers to argue for and against it, with each speech limited to a maximum of ninety seconds.



- Two speakers in favor and two against will be heard.
- The Chair Board may permit additional speakers if necessary.
- If no delegate speaks in favor of the amendment, the debate is automatically closed, and the amendment fails without proceeding to a vote.
- If no delegate speaks against the amendment, the debate is automatically closed, and the amendment passes without a vote.
- A motion to close the debate can be proposed after at least one speaker has spoken in favor and one against.
- Closing the debate requires a two-thirds majority.
- When the debate ends naturally or through a motion to close, the committee immediately proceeds to vote on the amendment.
- A two-thirds majority is required for an amendment to pass.
- If the approval of one amendment results in the automatic rejection of another, the latter amendment will not be put to a vote.
- After the vote, the debate resumes according to the Speakers' List or the general flow of the session.

Adoption of a Resolution

- In order for a resolution to be adopted, it must receive the approval of a simple majority of Delegations, with the vote being substantive within the Committees.
- After a resolution has been adopted by the Committee, no other resolution that directly contradicts it may be introduced for consideration.



Section 5 – Closing Ceremony

The draft resolution is approved, it signifies that the committee has successfully met its objectives. As a result, the delegates who have demonstrated success will be presented with their awards.

The official conclusion of the conference occurs during the closing ceremony, where the academy and organizing teams will deliver their speeches, awards will be distributed, and the conference will be formally "adjourned" until its next scheduled iteration.

- Working papers may be drafted individually or collaboratively.
- They do not need to be prepared during Committee sessions.
- No signatories or sponsors are required for their submission.
- Unlike resolutions, working papers are not subject to specific formatting rules.
- While they are not considered official documents, they must receive approval from the Chair before being distributed to the Committee.
- Once approved, a motion is required to introduce a working paper; however, this motion is not subject to a vote and is adopted automatically.
- Working papers are not subject to a vote following their introduction.

Note 1 – Opening Speeches

- The speeches called the Opening Speech and presented at the first session of the conference, allow delegates to introduce their countries and inform other delegates about their positions in the committee during the conference process.
- In the opening speeches, delegates mention their country's policies in a way that concerns the committee's topic, which will allow other delegates to learn about that country's position in the committee. Just a summary is enough because opening speeches are not detailed speeches/presentations like GSL.



- The speeches need to begin with such phrases as “honorable chairs and most esteemed delegates”...
- The speech time limit can be a maximum of 90 seconds, as in GSL.
- Since it is an opening speech, it would be appropriate to wish the committee well. For example, the delegate can say that he believes in peaceful solutions will be proposed, in compliance with human rights to the problems to be discussed, or the delegate can say that he is grateful to be a part of this committee.

Note 2 - GSL Speeches

- The General Speakers List (GSL) allows delegates to speak for 90 seconds on a topic of their choice within the top topics of the committee..
- The Committee Board will ask delegates if they would like to be added to the list at any time they deem appropriate. Delegates who want to be added to the list and present GSL speeches can indicate that they want to be added to the list by raising their placards. The Committee Board will also invite delegates to the stage to present GSL speeches when they deem appropriate.
- As mentioned, GSL speeches can be made on the desired topic if they do not go beyond the topics of the committee. You can talk about the solutions you have found for the problems, and provide information about the position and stance of your country in the committee. In addition, you can make a speech to warn or to draw the attention of the committee about an issue or you can mention the opinions that you forget to touch on in your previous speeches. Furthermore, you can continue delivering your previous speeches if you were not able to complete them due to the time limit.
- When your GSL speech is over, the committee board will ask you what would you want to do with your remaining time. You can end your speech by yielding the floor to the chair, also you can transfer the remaining time to another delegate, or if you want, you can accept questions from other delegates.



Note 3 – Motion

- Motions can be considered the main providers for ongoing discussions in committees. The delegates are in conversation with each other during the motions.
- When the committee board deems it appropriate, they open the floor to the delegates and ask the delegates if there is a motion they want to give. Delegates who want to give a motion raise their placards and say “Motion!” and the committee board gives them the right to speak to a delegate they choose. The delegate explains their motion to the committee. Delegates specify the type of their motion (moderated caucus or unmoderated caucus), its duration, the time limit per speaker, and the topic of the motion. If the committee board deems it appropriate, motion proposals from other delegates are taken and a voting procedure takes place. Before the beginning of the debate, the delegate who proposed the current motion is asked if s/he wants to deliver their speech first or later. After the delegate’s answer, the debate on the motion starts. (You can find further information in Articles 25, 26, 27, and 28 of the RoP.)
- In order to be able to give a speech during the motion, when the chair board asks the delegates if there is a delegate who wants to give a speech, the delegates must raise their placards. The Committee Board gives the right to speak to the delegates they deem appropriate in an order determined by them.
- When the time limit of the motion is reached, the committee board closes the motion.

A.INTRODUCTION

Article 1: Scope:

The provisions of these Rules of Parliamentary Procedure shall apply to all committees and proceedings within the Özkent Akbilek Science High School Model United Nations Conference (OAFLMUN'25). However, unless otherwise stated by the Secretariat, the Secretariat's statements shall take precedence over the Rules of Parliamentary Procedure



Article 2: Language

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

Article 3: Dress Code

- The dress code is formal business attire and is mandatory throughout the conference.
- Non-compliance with this requirement may result in reprimand and denial of access to the meeting venue, and must be rectified for further proceedings of the conference.
- The dress code is not a strict one-to-one matching procedure; seasonal necessities and other external factors may warrant discretionary decisions regarding temporary allowances and reconsiderations.
- In case of a dispute, the Secretary-General shall act as the final arbiter.

Article 4: Participation

Member States will be represented in all committees, serving as delegations that represent their respective countries. They will contribute to parliamentary discussions within their designated committees and will also possess the right to vote on both procedural and substantive matters

Article 5: Credentials

1. The credentials of all delegations, obtained through the application and allocation process, will be officially recognized following the registration and distribution of badges.
2. Badges received during registration will be used to verify the credentials of participants.
3. Every participant is required to carry their badge with them throughout the duration of the conference.



Article 6: Secretariat

1. The Secretariat is composed of the Secretary-General, the Deputy Secretary-General, and the Academic Assistant.
2. Academic Assistants, assigned to specific committees, are responsible for assisting the Secretariat and the Academic Team in their duties.
3. The decisions made by the Secretariat are final and cannot be appealed.
4. Each delegation is required to uphold the international nature and the responsibilities of the Secretary-General and the Secretariat members.

Article 7: Courtesy

All participants are expected to maintain diplomatic courtesy throughout the conference. Those who fail to adhere to these standards of diplomatic conduct may face academic warnings and/or expulsion from the conference, as determined by the Secretary-General.

Article 8: Academic Warnings

1. The Secretary-General has the authority to issue academic warnings to all participants.
2. In the event of receiving an academic warning, the quality of any award a delegate may receive based on their performance will be downgraded for each warning. For example, the Best Delegate award may be reduced to Outstanding Delegate, Outstanding Delegate to Honorable Mention, and Honorable Mention to no award at all.

Article 9: Awards

1. During the closing ceremony, delegates will be awarded one of three types of distinctions based on their performance in the committees.
2. The determination of which delegates will receive these awards will be made by the respective boards of each committee.



B. GENERAL PROVISIONS

Article 10: Definition

In all articles of this document, the term "Committee" shall refer to Crisis: JCC, Crisis: HCC, GA1: DISEC, GA2: SOCHUM, Special: NATO and Special:UNICEF as simulated in OAFLMUN25.

Article 11: Members of the Committees

Members of each committee are delegates and the committee board members.

Here is the academic English translation:

Article 12: Committee Board

1. In OAFLMUN25, the committee boards consist of Chairs and Vice Chairs.
2. Committee board members are responsible for moderating debates within their committees in accordance with these Rules of Parliamentary Procedure.
3. Committee board members are accountable to the Secretary-General and the Secretariat.
4. Committee board members are authorized to announce the commencement and conclusion of debates for all sessions, in addition to their capacity to recognize delegates, open the floor for points and motions, and entertain them.

Article 13: Appeal to the Decisions of the Chair and Vice Chairs

1. Delegates may appeal any decision made by the Chair or Vice Chairs unless explicitly stated as non-appealable.
2. The appeal must be made through a *Motion to Appeal*.
3. A *Motion to Appeal the Decision of the Chair and Vice Chairs* is not subject to further appeal.
4. Prior to the voting procedure on the appeal, the Chair or Vice Chair may provide an explanation regarding their decision.
5. The appeal is subject to a *procedural vote*, requiring a two-thirds majority to pass.



6. A vote **"in favor"** of the appeal indicates that the voter believes the decision of the Chair or Vice Chair is incorrect, whereas a vote **"against"** supports the decision, meaning the voter wishes for it to remain in effect.

Article 14: Administrative Personnel

1. A designated team of administrative personnel will be assigned to each committee.
2. The role of the administrative personnel within the committees is to provide physical support to the Committee Board, as well as to deliver message papers to and from delegates and supply basic refreshments, such as water, to the delegates.
3. It is strictly prohibited to engage in verbal communication with administrative personnel during the sessions.

Article 15: Message Papers

1. Message Papers serve as the primary means of communication within a Committee.
2. As indicated by their design, Message Papers must clearly display both the recipient and the sender at the top of the document.
3. These Message Papers may be exchanged between Delegates or sent to and from members of the Committee Board.
4. Message Papers must be composed solely in formal English.
5. Only Administrative Staff are permitted to carry Message Papers. It is strictly prohibited for Delegates to pass them to one another.
6. The Committee Board reserves the right to suspend the use of Message Papers at any time, and such a decision is final and non-appealable.
7. Message Papers will be automatically suspended during roll calls and voting procedures.

Article 16: Electronic Devices

1. The use of electronic devices will be permitted during the MarmaraTRAIN22 sessions solely for research and documentation purposes.
2. The use of mobile phones will be acceptable only if they are utilized for research and documentation purposes.
3. Delegates are expected to refrain from using electronic devices for communication purposes during the sessions, particularly for engaging in conversations with one another.
4. The Committee Board has the authority to suspend the use of electronic devices for a specified period. This decision is not subject to appeal.



C. RULES REGARDING COMMITTEE DEBATES

Article 17: Roll Call

1. At the start of each committee session, the Committee Board shall conduct a roll call to record the attendance status of all delegations present within the committee.
2. The roll call will be carried out in alphabetical order.
3. Delegations will be required to declare their status as either "present," indicating their attendance and the possibility of abstaining from substantive voting, or "present and voting," indicating their attendance and their intention to participate in substantive voting by casting a vote of either yes or no.
4. To engage in debates or participate in both substantive and procedural voting, delegations must be marked as either "present" or "present and voting."
5. Delegates who are unable to attend the roll call must submit a Message Paper to the Committee Board, clarifying their status as either "present" or "present and voting."

Article 18: Speeches

1. All speeches delivered throughout the conference must adhere to the diplomatic courtesy outlined in Article 7 of these Rules of Procedure.
2. Delegates are expected to avoid using first-person singular pronouns such as "I," "Me," or "Myself." Instead, they should employ collective terms such as "We," "Us," or "Ourselves," as they are representing their respective countries.
3. Speeches within the Committees should remain relevant to the designated topic. The subject matter should align with the Agenda and/or the specific topics discussed during the caucuses.
4. During General Speakers List speeches, Single Speaker speeches, Opening Speeches, and In Favor/Against speeches, delegates are required to address the Committee from the floor. For any speeches not falling under these categories, delegates should rise from their seats to address the Committee.



Article 19: Opening Speech

1. Following the initial roll call of the conference, the Committee Board will allow for opening speeches to be delivered during the first session only. In the event that the opening speeches are not completed within the first session, they may continue into the second session.
2. Opening speeches should provide a broad overview and general reflections from the delegations regarding the topic at hand.
3. The allocated speaking time for each individual delivering an opening speech is one and a half minutes.

Article 20: Agenda-Setting

1. Subsequent to the opening speeches, each Committee will proceed with the agenda-setting procedure.
2. The Committee Board shall consider motions to set the agenda.
3. For each motion, the Committee will hear two speakers in favor (from delegates supporting the proposed agenda) and two speakers against (from delegates opposing the proposed agenda). Following these speeches, a motion to close the debate on the agenda-setting process will be entertained and, upon passing, the Committee will proceed to vote on the agenda item.
4. After hearing the speeches and considering the motion to close the debate, the Committee Board will conduct a procedural vote to finalize the debate, requiring a two-thirds majority to pass.
5. Upon closure of the agenda-setting debate, the Committee Board will immediately initiate another procedural vote on the agenda-setting motion, requiring a simple majority.
6. Once the agenda has been set, all subsequent motions to set the agenda shall automatically be considered null and void.
7. If the initial agenda-setting motion fails, and the Committee has a second agenda, the second agenda will automatically be adopted.
8. If the committee has only one topic, none of the agenda-setting procedures apply. The agenda will be set automatically by the Committee Board.
9. In the event of a crisis, the agenda may be tabled by a motion to table the debate if the crisis topic is not considered to be included within the agenda itself.
10. Tabled agendas may be reset and will be adopted with motions to resume debate on the specific agenda item.



11. Should an international emergency or crisis occur, any member of the Secretariat may request the tabling of the debate in order to address the matter quickly with a resolution.

12. In the case of a crisis or updates to topics already contained within the agenda, the debate shall continue as scheduled.

13. In committees with two agendas, a motion to move on to the second agenda is required after the voting on the resolution for the first topic has been completed. This motion is not subject to a vote.

Article 21: Debates and the General Speakers List

1. General speakers list is a list of Delegates or participants who wish to speak on a specific agenda item or topic. The committee board should establish this list at the beginning of the debate on each agenda item.

2. The Committee Board shall add delegates to the list with recognition by placards.

3. When message papers are in order, a Delegate can add their selves to the list by sending a message paper to the Committee Board, asking them to do so.

4. In General Speakers List speeches, the speakers may speak about any topic within that agenda.

5. Each speaker will have one and a half minutes to speak.

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 22: Yields

1. 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.

2. Yields can only be made in General Speakers List.

3. Only one yield can be made per speech.

4. If the Delegate yields their time to another Delegate, the Committee Board asks the recipient Delegate if they accept the yield or not, If the Delegate accepts the yield, they shall take the floor after the other delegate is seated. If the Delegate does not accept the yield, then the floor is automatically yielded to the Committee Board.



5. The Delegate is required to yield their remaining time to the Committee Board when they have exactly or less than 10 seconds.

6. In the case of a yield to Points of Information, the Director shall ask the Committee if there are any Points of Information's, if there are any, the Director should select the questioners upon recognition by placard. If there are not any and when the time finishes for the Delegate on the floor, floor is automatically yielded to the Committee Board.

Article 23: Floor

1. The Committee Chair will periodically allow the floor to be opened for points and motions.
2. Following the opening of the floor, the Delegates can rise Points and/or Motions.
3. The entertainment of the Points and Motions should be done by recognition by placard.
4. The Delegate that is recognized for a Point or a Motion should stand up to give their Point or Motion.
5. A maximum of three motions shall be considered during each floor opening.

• Article 24: Right of Reply

- **Right of Reply:** A Delegate whose personal or national integrity has been compromised by another Delegate may submit a Right of Reply through a Message Paper to the Committee Board.
- **Message Paper:** This document should clearly state the reason for the perceived infringement and the response the Delegate wishes to present.
- **Discretion of the Committee Board:** It is at the discretion of the Committee Board whether to accept the Right of Reply or not.
- **Right of Reply:** If granted, the Right of Reply shall be delivered to the Committee through a one-minute speech by the Delegate.



D. RULES REGARDING CAUCUSES

Article 25: Moderated Caucus

1. After the floor is opened, Delegates may raise motions for Moderated Caucuses, which will specify the topic to be discussed, the total duration of the Caucus, and the amount of time allocated to each speaker.
2. The Moderated Caucus is a session conducted under the supervision of the Committee Board, designed to allow Delegates to engage in focused discussions on specific topics in a more efficient manner.
3. The total duration of a Moderated Caucus shall not exceed twenty minutes.
4. The time allocated per speaker shall not exceed the time allotted for speeches on the General Speakers List.
5. A motion for a Moderated Caucus requires a simple majority to be approved.
6. Upon the motion's approval and the commencement of the Caucus, the Committee Board will recognize Delegates to speak by acknowledging their placards.
7. Once the time limit for a Moderated Caucus expires, the General Speakers List will resume until the Committee Board opens the floor again.

Article 26: Unmoderated Caucus

1. Once the floor is opened, 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. A Moderated Caucus, as the name suggests, is a session that occurs without the Committee Board's moderation, allowing Delegates to focus on working on Committee documents and/or use the time for networking purposes.
3. The total duration of an Unmoderated Caucus shall not surpass twenty minutes.
4. A motion for an Unmoderated Caucus requires a simple majority to pass.
5. Once the motion is approved and the Unmoderated Caucus begins, Delegates may work on documents, discuss specific topics, or use the time for networking without any moderation procedures. However, this does not imply that Delegates are entirely free from the Committee Board's authority, as the Committee Board retains the full right to intervene during the caucus.



Article 27: Extension of Caucuses

1. Once the time allocated for a Caucus expires, motions for extensions can be proposed.
2. The extension shall not exceed the duration of the original Caucus but may be equal to the initial duration.
3. An extended Caucus may not be extended again.

Article 28: Termination of Caucuses

1. Any delegate may raise a motion to terminate a moderated or unmoderated caucus at any time, which will be immediately put to a vote and requires a simple majority to pass.

D. RULES REGARDING POINTS

Article 29: Point of Information

1. After the floor is opened, a Delegate may raise a Point of Information to ask the Committee Board a question related to the Committee's topic, provided it does not interrupt the current speaker.

Article 30: 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 about the Rules of Procedure, but this point cannot interrupt the speaker.

Article 31: Point of Order

1. Throughout the Committee process, a Delegate may raise a Point of Order to highlight any procedural wrongdoing.
2. The Point of Order will pause the procedure, and the Committee Board will immediately decide on its validity. The Committee Board may rule the Point of Order as out of order.
3. A Point of Order may interrupt a speaker only if the speech is not adhering to the established procedure.



Article 32: Point of Personal Privilege

1. During the Committee proceedings, a Delegate may raise a Point of Personal Privilege to address any personal discomfort affecting their participation.
2. A Point of Personal Privilege cannot interrupt a speaker, except for a Point of Personal Privilege due to Audibility, which may be raised if the Delegate cannot hear the speaker or if the speaker is too loud.
3. The Point of Personal Privilege due to Audibility should not be overused.

E. MOTIONS

Article 33: Motion to Moderated Caucus

1. Motion to Moderated Caucus can be introduced by a Delegate when the floor is open.
2. This motion shall specify both the total duration of the Caucus and the time allocated to each speaker.
3. This motion requires a simple majority to pass.

Article 34: Motion to Unmoderated Caucus

1. A motion for an Unmoderated Caucus may be introduced by a Delegate when the floor is open.
2. This motion must specify the total duration of the Caucus.
3. The motion requires a simple majority to pass.

Article 35: Motion to Extend Previous Caucus

1. Once a Caucus concludes, a Motion to Extend the Previous Caucus may be raised.
2. This motion must specify the total duration for the extension, which cannot exceed the duration of the previous Caucus.
3. The motion requires a simple majority to pass.



Article 36: Motion to Introduce an Amendment

1. When a motion to introduce an amendment is raised and the motion passes, the Committee Board will read the amendment to the Committee.
2. If the motion fails, the amendment shall directly fail.
3. A motion to introduce an amendment requires a simple majority to pass.

Article 37: Motion to Introduce a Draft Resolution

1. When a motion to introduce a Draft Resolution is raised and the motion passes, the Committee Board will read the Draft Resolution to the Committee.
2. If the motion fails, the Draft Resolution will be considered directly failed.
3. A motion to introduce a Draft Resolution requires a simple majority to pass.

Article 38: Motion to Introduce a Working Paper

1. When the motion to introduce a Working Paper is raised, after the motion passes, the Committee Board will read it to the Committee.
2. If the motion is rejected, the Working Paper will be considered invalid without delay.
3. A motion to introduce a Working Paper requires a simple majority to pass.

Article 39: Motion to Conduct a Roll Call Voting

1. If the motion passes, the voting on the final document will be conducted individually in alphabetical order.
2. This motion requires a simple majority to pass.

Article 40: Motion to Divide the Question

1. This motion aims to divide the final document into specific groups.
2. The Delegate who raised the motion shall specify the groups, how the articles of the final document will be divided, and the order in which the groups will be voted on.
3. This motion requires a simple majority to pass.



Article 41: Motion to Divide the House

1. This motion aims to require all Delegates to vote either in favor of or against the final document, eliminating any possible abstentions.
2. This motion requires a simple majority to pass.

Article 42: Motion for Reconsideration

1. This motion will be given if and when the final document has failed. If the motion passes, the final document will be on the table once again.
2. This motion may only be raised once per agenda item.
3. This motion requires a qualified majority to pass.

Article 43: Motion to Close the Debate

1. This motion may be raised by a Delegate when the debate on an agenda item concludes, in order to proceed with the final document.
2. This motion requires a qualified majority to pass.

Article 44: Motion to Suspend the Meeting

1. This motion shall be raised at the end of each session and at the close of each day to adjourn the meeting for that session or day.
2. This motion requires a simple majority to pass.

Article 45: Motion to Adjourn the Meeting

1. This motion shall be raised at the end of all sessions of the conference to adjourn the Committee Meeting in its entirety until the next session of the Conference.
2. This motion requires a qualified majority to pass.



F. RULES REGARDING COMMITTEE DOCUMENTS

Article 46: Working Papers

1. Working Papers are documents created to gather ideas and potential solutions, as well as to reflect the considerations of individual delegates and/or the entire Committee.
2. Working Papers may be the result of an individual Delegate's effort or be prepared collectively.
3. Working Papers do not require signatories to be presented to the Committee.
4. While Working Papers are not subject to formal resolution formatting rules, the Committee Board may request that they follow those formatting rules due to time constraints.
5. Working Papers are not official documents, but they must be approved by the Committee Board and shared with the entire Committee.
6. Once approved, a Working Paper requires a motion to be introduced to the Committee.
7. Working Papers are not subject to a vote.

Article 47: Final Documents of the Committees

1. The final document of the Committees shall be a resolution.

Article 48: Draft Resolution

1. A draft resolution may be introduced once it is approved by the Director and signed by one-fifth of the delegations present at the start of the Committee session.
2. Signing a draft resolution does not automatically signify support for the resolution; it merely indicates the signatory delegation's intent to bring the resolution to the floor. There are no official sponsors for resolutions.
3. It is strictly forbidden to introduce pre-written resolutions before the Committee sessions or resolutions formulated by other delegates outside of the Committee, and such resolutions will not be approved by the Director. All documents submitted will be checked for plagiarism.
4. Draft Resolutions must adhere to a specific format, with clauses divided into two sections: Perambulatory and Operative.



5. Preambulatory clauses shall be started with specific terms that are:
Fulfilling - Deeply concerned - Expecting - Confident - Having received - Noting further - Recognizing - Deeply Disturbed - Taking note - Viewing with appreciation - Desiring - Deeply convinced - Bearing in mind - Realizing - Emphasizing - Seeking - Having considered - Reaffirming - Taking into consideration - Noting with satisfaction - Affirming - Approving - Recalling - Believing - Fully aware - Declaring - Observing - Contemplating - Noting with deep concern - Referring - Welcoming - Deeply conscious - Convinced.
6. Operative clauses shall be started with specific terms that are:
Affirms - Approves - Authorizes - Calls - Calls upon - Congratulates - Condemns - Confirms - Considers - Declares accordingly - Deplores - Designates - Draws the attention - Emphasizes - Encourages - Endorses - Expresses its appreciation - Expresses its hope - Further invites - Further proclaims - Further reminds - Further recommends - Further requests - Further resolves - Has resolved - Notes - Proclaims - Reaffirms - Recommends - Regrets - Reminds - Requests - Solemnly affirms - Strongly condemns - Supports - Takes note of - Transmits - Trusts - Accepts.
7. Condemns and Urges clauses cannot be used in General Assembly committees.
8. After the Director's approval, the draft resolution must be made available to all delegations of the Committee before it can be presented on the floor.
9. A motion to introduce a draft resolution requires a simple majority to pass.
10. Once the motion to introduce a draft resolution passes, one of the signatory delegations may rise to introduce the resolution. The introduction will be limited to reading the operative clauses of the resolution. This introduction is a procedural matter and, therefore, is not subject to yields.
11. After the resolution is introduced by one of the signatory delegations, it becomes debatable

Article 49: Adoption of a Resolution

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



Article 50: Amendments

1. Amendments can be submitted to the Committee Staff electronically or via message papers.
2. Amendments should clearly state whether they are adding, striking, or changing a clause. If adding a new clause, the amendment should specify the exact location where it will be inserted within the draft resolution.
3. Delegates may amend a resolution that has been introduced.
4. Pre-ambulatory clauses cannot be amended.
5. Amendments to amendments are out of order; however, amended parts of a resolution may be further amended.
6. The signatory states are not considered official sponsors.
7. There are two types of amendments used in OAFMUN'25: procedural and substantive amendments. A procedural amendment only aims to correct grammatical mistakes or typing errors. Voting on such amendments is considered procedural, and delegates are not allowed to abstain, as with all procedural votes. A substantive amendment, on the other hand, changes the content of a clause, subtracts, or adds new clauses to the introduced resolution. Voting on substantive amendments is considered substantive, and delegates are allowed to abstain.
8. Upon approval by the Director and signatures from one-eighth of the delegations, the amendment may be introduced to the floor through a motion.
9. A motion to introduce an amendment requires a simple majority to pass.
10. The Directors shall allow two speakers in favor and two speakers against the amendment. If necessary, they may use their discretion to allow additional speakers.
11. Once the debate on the amendment concludes, the Committee Board will consult the sponsors of the Draft Resolution to determine whether they consider the amendment Friendly or Unfriendly. If deemed Friendly, no vote will take place. If deemed Unfriendly, the Committee will proceed to an immediate vote.
12. After the vote, the debate will continue according to the Speakers' List. A simple majority is required to pass an amendment.



G. RULES REGARDING VOTING PROCEDURES

Article 51: Procedural Voting

1. Procedural Voting applies in all cases except when voting on a resolution or substantive amendment.
2. In Procedural Voting, all delegates must vote.
3. Voting Procedure:
4. The Committee Board will ask if there are seconds and objections.
 - If there are seconds and no objections, the result of the vote is automatically considered passed.
 - If there are no seconds, the result of the vote is automatically considered failed.
 - If both seconds and objections are present, the vote will be conducted via placard voting.
 - Motion Restrictions: A delegation that raises a motion may not second or object to their own motion.
 - Message Papers are automatically suspended during Procedural Voting.

Article 52: Substantive Voting

1. Once the Director has announced the start of voting, no delegate may interrupt the voting, except on a point of personal privilege or a point of order related to the conduct of the voting.
2. All issues will be voted on using placards unless otherwise specified in these Rules of Parliamentary Procedure.
3. Message Papers are automatically suspended during Substantive Voting.
4. Substantive Voting is conducted only on final documents or substantive amendments, with each delegate having one vote.
5. In case of a tie between the votes for and against, the substantive document will be considered as failed.

Article 53: Reordering Resolutions

1. A motion to reorder resolutions needs a simple majority to pass and will be debated with one speech in favor and one speech against.



Article 54: Roll Call Voting

1. Once the debate on any draft resolution has concluded, any delegate may request a roll call vote.
2. A motion for a roll call vote is only in order for draft resolutions and substantive amendments.
3. A roll call vote motion requires a simple majority to pass.
4. In a roll call vote, the Director will call the countries in alphabetical order.
5. In the first round, delegates may vote 'Yes,' 'No,' 'Abstain,' or 'Pass.' A delegate may request to explain their vote only when voting against their country's policy; this vote is called a "vote with Rights." A delegate can only explain a "Yes" or "No" vote, not an abstention.
6. Any delegate who passes in the first round must vote (i.e., may not abstain or pass) in the second round. They may not request to explain their vote.
7. All delegates who requested the right to explain their vote will be given time to do so. The speaking time will be at the Director's discretion but will not exceed thirty seconds. The Director may call the delegate to order if the explanation does not relate to the vote.
8. The Director will then announce the result of the vote.

Article 55: Dividing the Question

1. Immediately after the 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 only in order for voting on draft resolutions.
3. A motion for the division of the question requires a simple majority vote to pass.
4. The delegate raising the motion must indicate how they wish to divide the draft resolution to be voted on and group the operative clauses accordingly.
5. If the motion passes, the draft resolution shall be voted on segment by segment.



Article 56: Clause by Clause Voting

1. Once the debate on the agenda item is closed, any delegate may request clause-by-clause voting.
2. Clause-by-clause voting is only applicable for voting on draft resolutions.
3. A motion for clause-by-clause voting requires a simple majority to pass.
4. If the motion passes, the draft resolution shall be voted on clause by clause.

Article 57: Dividing the House

1. After the debate is closed, any delegate may request the division of the house.
2. A motion for the division of the house requires a two-thirds majority of votes to pass.
3. A motion for the division of the house is only valid for voting on draft resolutions.
4. If the motion passes, abstentions shall not be allowed during the voting procedure of the draft resolution.

H. PRECEDENCE

Article 58: Precedence of Points and Motions

1. Points will always take precedence over motions.
2. 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

I. SPECIAL RULES

Article 59: Voting Precedence of Caucuses

1. When multiple unmoderated caucuses are proposed, the motion for the longer unmoderated caucus will be put to a vote first. The same rule applies to moderated caucuses; if the total length of the proposed moderated caucuses is the same, the one with the longer individual speaker time shall be voted on first.
2. When multiple methods of dividing the question are proposed, the most disruptive method shall be voted on first

Article 60: Procedure of Raising Points and Motions

1. When the Committee Board asks for any points or motions, the Delegates wishing to raise one shall yell out its type, Point or Motion, since the Points take precedence over Motions.

Article 61: Procedure of Procedural Voting

1. When the Committee Board asks for seconds, delegates wishing to give an in favor vote shall shout "Second."
2. When the Committee Board asks for objections, delegates wishing to give an against vote shall shout "Objection."
3. In the event of a tie in procedural voting, the vote shall be conducted again. If the result remains the same, another vote will be held. After three consecutive votes with no change in the result, the vote shall be considered failed.



Article 62: Special Rules Regarding Motions

1. A motion that has already been entertained and voted upon shall not be raised again in the same session with the exact same topic. However, the Committee Board may ask the delegate to rephrase the topic.
2. Additionally, a motion that has not been entertained and voted upon may be raised again in the same session with the exact same topic.

Article 63: Special Rules Regarding Time Durations of Caucuses

1. In the same session, the total duration of a moderated caucus and any extensions of that caucus may not exceed thirty minutes in total. However, the same topic may be discussed with a rephrased version.
2. In the same session, the total duration of an unmoderated caucus and any extensions of that caucus may not exceed thirty minutes in total. However, at the discretion of the Committee Board, this rule may be adjusted due to time constraints for the documentation of Committee Documents, after the Committee has successfully begun working on a Possible Draft Resolution.

Article 64: Special Rules Regarding Session Absenteeism Rights

1. During the OAFLMUN'25 conference, you are allowed to miss only 2 sessions. If the absence exceeds 2 sessions, the absent delegate will receive an academic warning.