

Vivid X Cassiopeia
Model United Nations
Rules Of Procedure

English Committee

Chapter I General Rules

Clause 1 Language

1. The official language of Model United Nations: Vivid X Cassiopeia Education's English committees is English.
2. No other language than English may be spoken during any sessions.
3. Warnings may be given by the chairs to delegates who violate Clause 1, Sub-clause 2.
4. Delegates who continuously violate this rule may be exempted, under the secretariat's decision, from receiving any awards.

Clause 2 Usage of Electronic Devices

1. No delegates may use electronic devices during the sessions, unless:
 - a. permitted by a chair,
 - b. the purpose for an unmoderated caucus is set as "drafting a resolution".
2. Warnings may be given by the chairs to delegates who violate Clause 2, Sub-clause 1.
3. Delegates who continuously violate this rule may be exempted, under the secretariat's decision, from receiving any awards.

Clause 3 Sexual Violence

1. Model United Nations: Vivid X Cassiopeia Education follows the definition and guideline of sexual violence provided by the Sexual Violence Prevention and Victims Protection Act of the Republic of Korea.
2. Any attempt or behavior matching the guidelines of the Sexual Violence Prevention and Victims Protection Act of the Republic of Korea will be considered as an act of sexual violence.
3. When such action has been found by or reported to the Secretariat, the perpetrator shall immediately be exiled from the conference, exempted from receiving a certificate, and an official report will be filed to the school and to his or her parents.

Clause 4 Relationship

1. All participants must retain their official positions and keep an official relationship with

each other.

2. No personal relationships may be portrayed during the entire conference.

Clause 5 Drugs and Alcohol

1. The definition of drugs follows the definition provided by the Act of Narcotics Control of the Republic of Korea
2. When an unregulated substance has been found, or found while consumption, the Secretariat has its full right to report it to the official law enforcement.
3. No alcohol consumption is permitted during the conference for any participant.
4. If any participant is found or reported violating Clause 5, the participant will be exiled from the conference, with an official report filed to the school and to his & her parents.

Clause 6 Tobacco

1. No tobacco is permitted during the conference, in any place for any participant.
2. If any participant is found smoking tobacco of any kind (electronic cigarettes included), the participant will be exiled from the conference, with an official report filed to the school and to his & her parents.

Clause 7 Dress Code

1. The official dress code of Model United Nations: Vivid X Cassiopeia Education is set as the semi or formal attire.
2. This rule may be altered by the Motion to suspend the rules.
3. If, under the decision of the Secretariat, a dress code of any participant seems inappropriate, the Secretariat has a fullest right to deny entrance and participation for the participant.

Clause 8 Plagiarism

1. Plagiarism is strictly forbidden in Model United Nations: Vivid X Cassiopeia Education.
2. Plagiarism is determined only by the secretariat.
3. Plagiarism applies to both spoken, and written works.
4. If evidence of plagiarism is found, the delegate & chairs may face consequences varying from exemption from receiving awards, to expulsion.

Clause 9 Pre-written resolution

1. Pre-written resolution may be allowed to Model United Nations: Vivid X Cassiopeia Education.

Clause 10 Leaving the Committee Room

1. When any delegate wishes to leave the committee room, delegates do not need to tell the chairs or staffs, instead the delegate must leave his & her name card to the staff.
2. The maximum time allowed for the leave is 20 minutes.
3. Exceeding the maximum allowed time may result in disadvantages that will be determined by the Secretariat.

Chapter II Committee Rules of Procedure

Clause 1 Agenda

1. Each committee will proceed its sessions with its unique agenda, predetermined by the Secretariat and the Chairs.

Clause 2 Roll Call

1. Every committee session begins with a roll call.
2. The chairs must call out the delegates in an alphabetical order.
3. Delegates must answer by either “present” or “present and voting”.
4. Delegates who answered by “present and voting” may not abstain from all substantive voting procedures.
5. Any delegates late to the conference must notify the chairs whether they are “present” or “present and voting”, along with the reason for their tardiness through the note form,
 - a. If delegates fail to give a reason for their tardiness through the note form, they will be marked absent,
 - b. delegates who fail to inform chairs of their presence will be excluded from all voting procedures.

Clause 3 Opening Speech

1. After the roll call has been conducted, the chairs must proceed with the Opening Speech.
2. The chairs must call out the delegates in an alphabetical order.
3. The delegate, when called, has 120 seconds to make his & her speech at the podium, and must return back to the designated seat when completed or yielded the time back to the chairs,
 - a. yielding to another delegate or receiving Points of Information will not be in order after an opening speech.
4. All delegates must make an opening speech, unless authorized by the Secretariat beforehand.
5. No points or motions are allowed during the Opening Speech, unless a Point of Personal

Privilege is in regards of audibility.

Clause 4 General & Limited Speaker's List

1. General Speakers' List:
 - a. refers to any speakers' list that allows delegates to discuss the agenda as a whole,
 - b. delegates may adjust the speaking time of a General Speakers' List by the Motion to Adjust the Speaking time,
 - c. the default speaking time for a General Speakers' List is set to 90 seconds.
2. The Limited Speaker's List is divided into two types,
 - a. Limited Speaker's List on an amendment:
 - i. the default speaking time is set to 90 seconds,
 - ii. there are no limitations to the number of speakers
 - iii. delegates are only allowed to refer to the amendment on the table when a Limited Speakers' List is opened;
 - b. Limited Speaker's List on a motion where:
 - i. the default speaking time for a Limited Speakers' List on a motion is set to 60 seconds,
 - ii. two delegates may speak for, and two delegates may speak against a motion,
 - iii. the same delegate is not allowed to make a speech both for, and against motion;
3. Delegates are free to change the speaking time by raising a motion to modify the speaking time, only with exception of a Limited Speakers' List on a motion,
4. Delegates may yield their time in the three following ways, after their speeches,
 - a. yield the time back to the chairs:
 - i. the chairs shall then return the delegates back to their seats,
 - ii. delegates may only go back to their seats under the direction of the chairs;
 - b. yield the time to Points of Information (POIs):
 - i. delegates may yield to Points of Information only when there is at least 15 seconds remaining,
 - ii. direct conversation between delegates are not in order,

- iii. if a delegate wishes to ask a follow up or a follow up to a second degree but is obstructed from doing so do to time constraints or chair's discretion, delegates may talk in a note form instead,
- iv. Points of Information must be asked in a question format,
- v. Points of Information will be entertained sequentially based on their remaining time,
- vi. follow ups and follow ups to the second degree are in order, under the chair's permission;
- c. yield the time to another delegate:
 - i. yielding the remaining time to other delegates are in order only if there is at least 30 seconds remaining,
 - ii. delegates have the right to reject the yield,
 - iii. yielding to the delegate next on the list is not in order,
 - iv. yielding to the second degree is not in order,
- d. delegates may be added to the speakers' list by sending a note to the chairs,
- e. the time for the General Speaker's & Limited Speaker's List may only be elapsed, and the list itself may only be expired,
- f. After a speakers' list has expired, during an open floor, delegates may raise their motions.

Clause 5 Voting Procedure

- 1. Voting procedure types:
 - a. procedural voting procedure;
 - i. procedural voting procedure should only be in regards of procedural matters,
 - ii. the voting options for the procedural voting procedure remain as “for”, and “against,”
 - iii. abstaining is not in order during a procedural voting procedure,
 - b. substantive voting procedure;
 - i. substantive voting procedure should only be regarding substantive matters,
 - ii. the voting options for the substantive voting procedure remain as “for”,

- “against”, and “abstain”,
- iii. substantive matters refer to voting on resolutions, and amendments.
2. Roll call vote:
 - a. A Roll call vote is defined as a voting procedure wherein the chair calls out the delegates in an alphabetical order,
 - b. Roll call votes are conducted under the chair’s discretion when:
 - i. representatively under the situation when the number of the committee vote has not met the quorum,
 - ii. the chairs may consider conducting a roll call vote if a delegate asks for one.
 3. Types of Majorities;
 - a. Simple Majority:
 - i. simple majority requires more than $\frac{1}{2}$ of the quorum to be passed,
 - b. Supermajority:
 - i. supermajority requires at least $\frac{2}{3}$ of the quorum to be passed.

Clause 6 Points

1. Point of Personal Privilege

- a. whenever a delegate feels discomfort which impairs his or her ability to continue with the debate, the delegate may raise a point of personal privilege to resolve his or her problem,
- b. the point of personal privilege may only be raised during a speech when regarding to audibility,
- c. the delegate who raised the point of personal privilege must clarify his & her discomfort and solution.

2. Point of Inquiry

- a. when a delegate has a general question during a session, the delegate may raise a point of inquiry to ask the chairs,
- b. the inquiries include questions regarding the procedure of the conference,
- c. the point of inquiry may not interrupt any speech.

3. Point of Order

- a. a delegate may raise a point of order if the delegate feels that the parliamentary

- procedure has been misdirected or misled by the chairs,
- b. the point of order may not interrupt any speech.

Clause 7 Other Points

4. Point of Information

- a. a point of information is a question raised towards the speaker regarding the content of the speaker's speech,
- b. a point of information must be asked in a question format,
- c. the point of information may not interrupt any speech and may be raised only under chair's directions.

5. Point of Clarification

- a. a point of clarification is a question raised regarding the terminology or mechanism,
- b. the point of clarification may not interrupt any speech and may be raised only under chair's directions.

6. Point of Notice

- a. the chair may give the delegate either a verbal or written down point of notice when the chair believes the delegate is behaving inappropriately in the committee,
- b. delegates who have received several points of notice will be reported to the secretariats and will be considered being exempted from receiving any awards.

Clause 8 Motions

1. Motion to Modify the Speaking Time

- a. when the delegate feels that the speaking time in the General Speaker's List, and the Limited Speaker's List is either too short or too long, the delegate may raise a motion to modify the speaking time,
- b. the modified speaking time only applies to the speeches made during the General Speaker's List and the Limited Speaker's List,
- c. the delegate raising the motion must specify the new speaking time, the duration time, and the purpose,
- d. upon receiving the motion, the chairs may directly entertain the motion and move into voting procedures under the chair's discretion,
 - i. before directly entertaining a motion, chairs must still ask for further

- motions or points,
- ii. if there were other points or motions received before this motion, it is highly recommended that chairs follow the Order of Precedence,
- e. the motion to modify the speaking time is a procedural voting procedure, requiring a supermajority to pass.

2. Motion to Suspend the Rules

- a. when a delegate feels that a certain rule in the Rules of Procedure hampers with the debate, or causes discomfort, the delegate may raise a motion to suspend rules,
- b. upon receiving the motion, the chairs may directly entertain the motion and move into voting procedures under the chair's discretion,
 - i. before directly entertaining a motion, chairs must still ask for further motions or points,
 - ii. if there were other points or motions received before this motion, it is highly recommended that chairs follow the Order of Precedence,
- c. if passed, the chairs must finally confirm with the secretariats;
 - i. the specific rule, the duration time, and the purpose should be provided to the secretariats,
 - ii. until the secretariat's response is given, no suspension of rules of any kind may be in order,
 - iii. while the secretariat's approval is being processed, the chairs must proceed with the conference,
- d. if failed, the chairs proceeds with the next motion, or the conference,
- e. the motion to suspend the rules is a procedural voting procedure, requiring a supermajority to pass.

3. Motion to Adjourn the Session

- a. when the committee has 20 minutes or less for the end of the session, a delegate may raise a motion to adjourn the session,
- b. the delegate must specify the purpose, and the resumption time,
- c. upon receiving the motion, the chairs may directly entertain the motion and move into voting procedures under the chair's discretion,
 - i. before directly entertaining a motion, chairs must still ask for further

- motions or points,
- ii. if there were other points or motions received before this motion, it is highly recommended that the chairs follow the Order of Precedence,
- d. the motion to adjourn the session is a procedural voting procedure, requiring a supermajority to pass.

4. Motion to Adjourn the Meeting

- a. when the committee has 30 minutes or less during the final session, a delegate may raise a motion to adjourn the meeting,
- b. the delegate must specify the purpose, and the resumption time,
- c. upon receiving the motion, the chairs may directly entertain the motion and move into voting procedures under the chair's discretion,
 - i. before directly entertaining a motion, chairs must still ask for further motions or points.
 - ii. if there were other points or motions received before this motion, it is highly recommended that the chairs follow the Order of Precedence,
- d. the motion to adjourn the meeting is a procedural voting procedure, requiring a supermajority to pass.

5. Motion to Move into an Unmoderated Caucus

- a. an unmoderated caucus is a debate style wherein delegates can freely move around, and talk to other delegates,
- b. the rule of using third person pronoun only, may be suspended until the end of the unmoderated caucus,
- c. the maximum duration time for an unmoderated caucus is 20 minutes, whether the purpose is for a discussion or writing a resolution,
- d. upon receiving the motion, the chairs may directly entertain the motion and move into voting procedures under the chair's discretion,
- e. if there are two or more motions for an unmoderated caucus with the same purpose with different duration times, the one with the longer duration time takes precedence,
- f. if there are two or more motions for an unmoderated caucus with different purposes, the one with the qualitative, or higher significance takes precedence,

- g. the duration time may be extended under the chair's discretion,
- h. the delegate raising this motion must specify the purpose, and the duration time,
- i. the motion to move into an unmoderated caucus is a procedural voting procedure requiring a simple majority to pass.

6. Motion to Move into a Moderated Caucus

- a. moderated caucus is a debate style where delegates make their individual speeches standing from their seats,
- b. remaining time will automatically be yielded back to the chairs,
- c. the maximum duration time for a moderated caucus is 20 minutes,
- d. the duration time may not be extended in any case,
- e. the delegate raising this motion must specify the purpose, individual speaking time, and the duration time,
- f. upon receiving the motion, the chairs may directly entertain the motion and move into voting procedures under the chair's discretion,
 - i. before directly entertaining the motion, the chair must still ask for further motions or points,
 - ii. if there were other points or motions received before this motion, it is highly recommended that the chairs follow the Order of Precedence,
- g. if there are two or more motions for a moderated caucus with different durations, the one with the longer duration time takes precedence,
- h. if there are two or more motions for a moderated caucus with different purposes, the one with the qualitative, or higher significance takes precedence,
- i. if there are two or more motions for a moderate caucus with a different individual speaking time, the one with the longer speaking time takes precedence,
- j. the individual speaking time must be at least 60 seconds long, being a multiple of 10,
- k. the chairs are responsible for balancing between the flow of the debate, and the opportunity to speak,
- l. the motion to move into a moderated caucus is a procedural voting procedure requiring a simple majority pass.

7. Motion to Introduce a Draft Resolution

- a. only an approved draft resolution may be introduced to the committee,
- b. only the sponsor(s) can raise this motion,
- c. upon receiving this motion, the chairs may directly entertain the motion;
 - i. before directly entertaining the motion, the chair must still ask for further points or motions,
 - ii. if there were other points or motions received before this motion, it is highly recommended that the chairs follow the Order of Precedence,
- d. the sponsor who raised the motion must approach the podium will take the following corresponding steps:
 - i. the delegate reads out the operative clauses of the resolution,
 - ii. then the chairs may entertain any and all Points of Clarification and follow ups are not in order,
 - iii. after the Points of Clarification have been made, the chairs must ask the sponsor if he or she would like to make an authorship speech, with a maximum time of 5 minutes,
 - iv. regardless of whether the authorship speech has been made (if it has been made, Points of Information should be conducted after the authorship speech) or not, the chair must entertain two mandatory Points of Information,
- e. after the Points of Information have been made, yielding the time may only be entertained if it is to another delegate,
- f. yielding the time for the authorship speech is in order only between sponsors,
- g. yielding to the second degree is not in order.

8. Motion to Introduce an Amendment

- a. only an approved amendment may be introduced to the committee,
- b. the process for approval is as below:
 - i. the delegate should write the amendment on the provided note paper with whether it is a strike, modify, or add amendment,
 - ii. the written amendment should be sent to the chairs through the staffs,
 - iii. the chairs should then either write 'approved' or 'rejected' on the amendment,

- iv. then the chairs return the amendment back to the delegate through the staffs,
- c. chairs should be responsible for approving the amendment, considering the remaining time and the influence of each amendment,
- d. upon receiving this motion, the chairs may directly entertain the motion,
 - i. before directly entertaining a motion, chairs must still ask for further motions or points,
 - ii. if there were other points or motions received before this motion, it is highly recommended that the chairs follow the Order of Precedence,
- e. the delegate who raised the motion must approach the podium will take the following corresponding steps:
 - i. the delegate reads out the amendment,
 - ii. then the chairs may entertain any and all Points of Clarification; if the amendment is a striking amendment, no Points of Clarification shall be entertained, and follow ups are not in order,
 - iii. after the Points of Clarification have been made, the chairs must ask the delegate if he or she would like to make an authorship speech, with a maximum time of 3 minutes,
 - iv. after the authorship speeches have been made, the chairs may entertain Points of Information, to the amount the delegate feels comfortable,
 - v. the delegate may yield his or her authorship speech time to another delegate,
 - vi. delegates have the right to reject the yield,
 - vii. yielding to the second degree is not in order,
- f. upon introducing the amendment, no debate or discussion on another issue & amendment & resolution is allowed until the debate on the amendment is closed and voted upon.

9. Motion to Table the Debate

- a. when a delegate feels that a debate on a resolution needs a break for a valid reason, the delegate may raise a motion to table the debate,
- b. the delegate must specify what the delegate would like to table exactly,

- c. upon receiving the motion, the chairs may directly entertain the motion, and open up a Limited Speaker's List including two speakers for and two speakers against the motion,
 - i. before directly entertaining a motion, chairs must still ask for further motions or points,
 - ii. if there were other points or motions received before this motion, it is highly recommended that the chairs follow the Order of Precedence,
- d. if there are none, the chairs may move directly into voting procedures,
- e. the motion to table the debate is a procedural voting procedure requiring a supermajority to pass.

10.Motion to Resume the Debate

- a. when a delegate feels that a debate on a resolution & amendment & agenda that has been tabled should be resumed, a delegate may raise a motion to resume debate,
- b. the delegate must specify what the delegate would like to resume exactly,
- c. upon receiving the motion, the chairs may directly entertain the motion, and open up a Limited Speaker's List including two speakers for and against the motion,
 - i. before directly entertaining a motion, chairs must still ask for further motions or points,
 - ii. if there were other points or motions received before this motion, it is highly recommended that the chairs follow the Order of Precedence.
- d. if there are none, the chairs may directly move into voting procedures,
- e. the motion to resume the debate is a procedural voting procedure requiring a supermajority to pass.

11.Motion to Close the Debate

- a. when a delegate feels that enough debate has been made for a resolution & amendment & agenda, the delegate may raise a motion to close debate,
- b. upon receiving the motion, the chairs may directly entertain the motion, and open up a Limited Speaker's List including two speakers against the motion,
 - i. before directly entertaining a motion, chairs must still ask for further motions or points,

- ii. if there were other points or motions received before this motion, it is highly recommended that the chairs follow the Order of Precedence,
- c. if there are none, the chairs may directly move into voting procedures,
- d. the motion to close the debate is a procedural voting procedure requiring a supermajority to pass.

Chapter III Resolution and Amendments

Clause 1 Resolution

1. A resolution is the final outcome of the conference.
2. There are no limitations to the number of resolutions that may be passed or failed.
3. A resolution must follow the format edited by the chairs, and secretariats.
4. Only one resolution may be on the floor: if wanting to discuss about another resolution, the delegates may raise the motions of tabling or closing the debate.
5. A resolution must contain the following elements;
 - a. Sponsors:
 - i. sponsors refer to the ones who participated in crafting the resolution the most,
 - ii. the minimum number of sponsors must meet $\frac{1}{3}$ of the quorum, or at least 5, whichever is greater in value,
 - iii. the sponsors must be the ones to introduce the draft resolution,
 - b. Signatories:
 - i. signatories refer to the delegates who are interested in debating upon the agenda,
 - ii. the minimum number of signatories must meet $\frac{1}{3}$ of the quorum,
 - iii. the signatories and sponsors may not overlap,
 - c. Committee Name,
 - d. Agenda,
 - e. Pre-ambulatory Clauses:
 - i. pre-ambulatory clauses refer to clauses that list facts and information necessary to effectively read the resolution,
 - ii. pre-ambulatory clauses may not be amended after being introduced,
 - iii. there are no limitations to the number of pre-ambulatory clauses,
 - iv. pre-ambulatory clauses must begin with the opening words that will be provided by the secretariats,
 - f. Operative Clauses:

- i. operative clauses refer to clauses that take action related to resolving the issue and agenda at hand,
 - ii. operative clauses may be specified further with sub clauses and sub-sub clauses,
 - iii. operative clauses may be amended by passing an amendment,
 - iv. operative clauses must begin with the opening words that will be provided by the secretariats,
6. Voting procedure on the resolution is considered as a substantive voting procedure and requires a supermajority to pass.
7. Clapping is in order when a resolution is passed.

Clause 2 Approving the Resolution

1. The approval panel will be directed by the Department of Conference Education, and other necessary secretariats.
2. The approval panel will be open after the chairs have made necessary changes to the resolution regarding the following criteria:
 - a. grammar,
 - b. plausibility,
 - c. redundancy,
 - d. format.

Clause 3 Amendments

1. An amendment is an alteration made to any part of the resolution that is permitted.
2. An amendment may be submitted after a resolution has been introduced.
3. Only one amendment may be on the floor; motion to table or resume debate on an amendment is not in order.
4. An amendment must be either:
 - a. Strike; a delegate may strike a part of a resolution when he or she feels that:
 - i. the word, phrase, or clause is inappropriate,
 - ii. the clause is implausible or redundant,
 - iii. the clause does not satisfy the delegate's stance,
 - iv. there are other appropriate reasons,

- b. Modify; a delegate may modify a part of a resolution when he or she feels that:
 - i. the word, phrase, or clause is inappropriate or ineffective, and may be replaced by another,
 - ii. the word, phrase, or clause is ambiguous,
 - iii. there are other appropriate reasons,
 - c. Add; a delegate may add a word, phrase, or a clause when he or she feels that:
 - i. more specifics may be needed to the clause,
 - ii. there are other appropriate reasons,
5. Voting procedure on the amendment is considered as a substantive voting procedure and requires a supermajority to pass.
 6. Delegates are suggested to make corresponding changes to the resolution, when the amendment has passed.
 7. Clapping is not in order even after an amendment has passed.

Clause 4: Approving Amendments

1. Delegates must write the amendment in the note paper and send it to the chairs.
2. The chairs will either approve or disapprove the amendment.
3. The chairs must consider the following criteria when approving the amendment:
 - a. the time left for the session & meeting,
 - b. relevance to the resolution,
 - c. relevance to the topic,
 - d. appropriateness in timing and content,
4. No approval from the secretariat is needed.

Chapter IV Order of Precedence

1. Point of Personal Privilege
2. Point of Inquiry
3. Point of Order
4. Motion to Suspend Rules
5. Motion to Adjourn the Session
6. Motion to Adjourn the Meeting
7. Motion to Modify the Speaking Time
8. Motion to move into an Unmoderated Caucus
9. Motion to move into a Moderated Caucus
10. Motion to Introduce a Draft Resolution
11. Motion to Introduce an Amendment
12. Motion to Table the Debate
13. Motion to Resume the Debate
14. Motion to Close the Debate