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## Mun rules of procedure pdf

The Rules of Procedure (ROP) represent a code of conduct and the working regulations of the conference and are not subject to change. They will be considered as adopted at the beginning of the conference munimunes. SECRETARIAT 1. The Secretary-General has the highest authority in relation to the Rules of Procedure. The interpretation of RoP will be at your discretion and your final decision on the issues not specified in RoP will prevail over all others. 2. The Secretary-General may at any time make oral and written statements on any subject. Any deviation from the provisional agenda shall be the approval of the Secretary-General. 3. The Secretary-General shall assist the Chairs, if necessary, shall receive and correct documents as proposed by the Committees and, in general, supervise the proper functioning of the world conference. 4. The Secretary-General may delegate his authority to other members of the Secretariat. CHAIRS 1. The Presidents shall act as Directors of the Committee and chair their Sessions. They must declare the opening and termination of each Session, open and close the Floor for Points and Motions, and ensure compliance with the ROP. 2. Presidents shall have authority with regard to the commission's procedure; they will have the right to exclude Points and Movements that they consider non-constructive. They will keep the Commission in order and direct them to a consensus, which can be done by their council in substantial and procedural matters of the Commission. 3. Presidents are at all times responsible for the Secretary-General. LANGUAGE 1. English is the official and working language of the munimunes conference. COURTESY 1. At all times, delegates will show respect and courtesy to other delegates, the Secretariat and honorary guests of MunimUN – not what will result in admonition by the Secretariat or Committee Presidents. DRESS CODE 1. All delegates are required to comply with the formal Western attire for the MunimUN Sessions and Lectures. Formal costumes are optional for social events (unless otherwise noted). If any of the delegates wish to wear the traditional costume of the represented country, permission will be granted prior to the event. USE OF ELECTRONIC DEVICES 1. Electronic devices that are being used to contribute to the debate are allowed. However, its use is recommended, if possible, only during the duration of the Non-Moderate Caucus. PRESENCE (MOTION TO CHECK QUORUM) 1. At the beginning of each session and in the Motion to verify the Quorum, the Presidents shall convene an alphabetical order to all Member States in order to declare their attendance status. Member States may respond to this or present and vote. Representatives who claim only present and vote shall not have the right to abstain from any vote on the Matter. 2. If any of the Representatives is not present during the Nominal Call, upon arrival, they will send a note to the Presidents clarifying their condition of attendance. QUORUM 1. The quorum means the minimum number of delegates who need to be present to open a session for the debate. 2. The quorum shall be fulfilled when at least one third of all registered delegates are present at the committee session. The quorum must be checked at the beginning of each session by the Roll Call. SETTING SCHEDULE 1. Setting the agenda is the first step to be examined by the committee. A. The motion to place a thematic area on the agenda must be made first. This motion requires a second. B. Delegates may propose only topics presented by the Secretariat on the provisional agenda, i.e. the topics that were defined by the Secretariat before the conference. C. If there is no opposition to the proposal, the motion shall be considered to be adopted. D. In the case of opposition against the proposed order of the order order, a list of two or four delegates for and against the order shall be established, the number of speakers shall be the same for both cases. And. After the president's list has been exhausted, the Commission will immediately vote on the motion. For this vote, which is procedural, a simple majority is required for the motion to be passed. If the motion is not adopted, the Commission will automatically adopt the second theme, i.e. the reverse order of the topics will be introduced. DEBATE The three modes of Debate can be introduced during MunimUN: 1. Formal Debate (General Speaker's List) 2. Moderate caucus 3. Non-moderated caucus When setting the agenda, the Speaker's List is open, either at the discretion of the Chairs or by the delegates proposing a Motion to Open the Speaker List. SPEAKER LIST 1. The General List of Speakers shows the order of the speakers so that the theme is on the agenda and is open throughout the duration of the discussion. 2. Once the Speaker List is opened, any delegate may be added to the Speaker List by: a. Being recognized by raising his poster during the call made by Cadeiras. B. Sending the official note to the presidents. 3. The delegate already added to the Speaker List cannot be added a second time. Once the delegate makes his speech, he can submit a request to be placed on the Speaker List again. The delegate may also withdraw from the President's List by sending a note to the Chairs. 4. The speech time of the General List of Speakers is set to 90 seconds. The deadline may be amended by a motion to change the speaker's time. 5. If there is a motion adopted amending the mode of discussion, the General Speaker's List shall be suspended for the duration of the motion and will be resumed thereafter. 6. As the Speaker's List is exhausted, the debate is commission automatically moves on to the process of voting on the document being discussed on the defined subject. 7. The Speaker's List is open only to the theme on the agenda. MODERATE CAUCUS 1. The moderate bench aims to facilitate and accelerate the discussion on issues considered essential and critical to the theme under discussion. Instead of being added to the Speaker's General List, delegates who wish to speak will raise their posters and be called at the discretion of the Chairs. 2. The motion for the moderate bench may be introduced by any of the delegates once the Floor is open for Points and Motions. The delegate shall specify the total time of the Motion (not more than 20 minutes), the individual speaker time for each of the delegates (not exceeding the time set for the General Speaker List), and the purpose of the Motion. The objective, that is, the theme of the Motion should be linked to the theme currently discussed on the agenda and will be more particular than the general theme of the discussion. 3. A Simple Quorum Majority is required for the motion to be passed. If there are more moderate caucus proposals, the Commission will vote on them in descending order according to the total time of the Caucus (i.e. from the longest to the shortest) as established by the Chairs. 4. If the delegate does not take advantage of all the time allocated to him, the remaining time and floor are being automatically assigned to the Presidents. During the Moderate Caucus delegate can not cede his time to other delegations or inquiries. 5. If no delegate wishes to speak, the Moderate Bench may be closed at the discretion of the Presidents and the Commission will return to the General List of the President. 6. A Moderate Caucus may be extended twice as long as the total time of the Caucus does not exceed the previous term. 7. The Motion may be excluded from the order at the discretion of the Chairs - such a decision is not subject to appeal. NON-MODERATE CAUCUS (INFORMAL DEBATE) 1. Non-moderate caucus is the most informal of all forms of debate, during which delegates are able to freely discuss all issues with other delegations, press for their interests, resolve difficult issues on the topic on the agenda and create jobs and resolutions. 2. The motion for non-moderate caucus may be introduced by any of the delegates once the Floor is open for Points and Motions. The delegate will specify the purpose of the motion and must declare the total time of the motion (not exceeding 30 minutes). 3. A Simple Quorum Majority is required for the motion to be passed. If there are more non-moderate caucus proposals, the committee will vote on them in descending order according to the total time of the (i.e. from the longest to the shortest) as defined by the Chairs. A non-moderate Caucus can be extended twice as long as the total caucus time does not exceed the previous term. 4. The Motion may be excluded from the order at the discretion of the Chairs - such a decision is not subject to appeal. CLOSING OF DEBATE 1. Any delegate may, at any time, when the Plenary is open, move the Closing of the Debate on the current theme on the agenda being discussed. Such a Motion for the Closure of the Debate may be introduced without the exhaustion of the General List of the Speaker and it does not matter if any other delegation wishes to speak. The Proposal to Close the Debate means the immediate closure of all discussions on the thematic area and the voting of all Draft Resolutions and Amendments. 2. After the introduction of the motion, two delegates shall have the right to speak for and against the proposed Motion. 3. After its speeches, the committee proceeds with the voting process in relation to the motion. A qualified majority of the quorum established is required for the motion to be passed. If more than two-thirds of the majority is in favour of closing the debate, the committee automatically enters the voting process on all draft resolutions and amendments proposed during the debate. 5. The Closing of the Debate and the Change to the Voting Process may be introduced together in a motion or may be separated, i.e. first the Motion for the Closure of the Debate to be approved, the delegate may introduce the second. The latter can be applied if the delegation wants to change the type of vote, divide the question etc. as this cannot be done in the first. 6. The motion may be rejected by the presidents. Such a decision shall be subject to appeal. MOTION TO PRESENT DEBATE 1. Any delegate may, at any time, when the Plenary is open, submit the Motion to the Debate Bureau, which temporarily suspends any discussions on the Subject that is on the agenda. 2. The Movement is debatable. Two or four representatives may be selected to speak for and against the Motion. The Motion requires a qualified majority to pass. 1. The Motion to Resume The Debate will automatically cancel the Motion to Present the Debate on a particular Topic. The motion is not debatable and requires a simple majority to pass. 2. For both the Motion to the Bureau, the Debate and the Motion to Resume the Debate, presidents can exclude motions. Such a decision is not subject to appeal. SUSPENSION AND POSTPONEMENT OF MEETING 1. The suspension of the Meeting is the postponement of all the Commission's functions until the next session. 2. The postponement of the Meeting is the postponement of all the functions of the Committee until the next edition of MunimUN. Such a Movement departs all his work for the rest sessions and general conference. 3. Both motions can be lifted by a delegate at any time when the floor is open and requires a second. The House is obliged to vote on this motion immediately; a simple majority of the quorum is required for either of these two motions to be passed. The motions can be overturned by the presidents. Such a decision is not subject to appeal. INCOME A delegate who has been granted permission to speak by the presidents shall have the right to give his time, if he stays, to: 1. Assign to another delegate, the remaining time will be offered to another delegate as allocated by the former speaker. The delegate, if he accepts the income, may not give the floor to anyone other than the presidents. 2. Give in to investigations- If the delegate is open to questions, it is at the discretion of the presidents to grant this right to any delegate willing to submit an inquiry to the delegate within the remaining time allocated to the delegate. Investigations are not counted in the remaining speaker's time, unlike the answers provided by the delegate. The delegate who gave his time to the questions may refuse to answer any of them at his discretion. In addition, presidents should seek the order of any delegate whose investigation for its character does not comply with the rules. 3. Surrenders back to the Chairs - If there is time left, but the delegate does not want to answer any questions or give his allocated time to another delegate, he can give his time back to the presidents, who will follow with another delegate on the President's List / wishing to speak later. POINTS 1. Personal Privilege Point- A delegate may raise the Personal Privilege Point in case of any personal discomfort that prevents him from fully participating in the debate. Such a thing can be, for example, audibility of other speakers, change of air conditioning etc. A point of personal privilege can only interrupt the speaker in case of poor audibility. 2. Parliamentary Point of Inquiry - A delegate may raise the Parliamentary Point of Inquiry in order to clarify certain aspects of the Rules of Procedure by the Presidents. This point cannot interrupt the speakers and can only be entered when the floor is open for points and movements. 3. Point of Order - A delegate may raise the Point of Order if there is a discrepancy of any improper application of the Rules of Procedure by the delegates or presidents. It is up to the Presidents to decide whether their point is valid and to clarify any irregularities. This point of Order cannot interrupt a speech. RIGHT OF REPLY 1. The delegate, whose national integrity or sovereignty of the country has been challenged, may demand the Right of Reply. Presidents may decide to give the Delegate a certain deadline to respond and decide whether the Right of Reply is in order. The decision Chairs are not subject to appeal. 2. The right of reply does not concern any case of insults or personal challenges. Such issues should be addressed individually in accordance with the code of conduct of the munimunes conference. WORK ONE. The work aims to assist the work of the Commission and, in particular, the draft resolution, as well as to present the views of the delegates and the possible solutions to the subject. 2. Any delegate may introduce the Work for the Commission's assessment. The Working Document must be approved by the Presidents prior to its distribution. 3. The work does not require any signatory or sponsor. However, you must take the name of the delegate or delegates who proposed it. 4. There is no format defined for Paper, i.e. the work paper does not need to be entered in the resolution format. The Work Paper is referred to by its designated number. 5. Any document of the United Nations or other organizations, as well as graphs and tables, may be introduced as a Work, provided that they are relevant to the topic discussed. It is at the discretion of the Secretary-General to withdraw a Working Document which is considered inappropriate or does not contribute to the discussion. DRAFT RESOLUTION 1. Draft Resolution means a document drawn up in the official format of the resolution. 2. No Draft Resolution shall be disclosed without the prior approval of the required format and the number of Sponsors and Signatories by the Presidents. 3. Those recognized as authors of the Draft Resolution are called Sponsors. Presidents shall define the minimum required number of Sponsors according to each Committee. 4. Signatories are those who support the discussion on the Draft Resolution in plenary and have no obligation. Presidents shall define the minimum required number of signatories according to each Committee. 5. A Member State may not be a Sponsor and Signatory at the same time. 6. Once the Draft Resolution has been introduced, delegates can no longer add themselves to the List of Sponsors. However, they can be removed from the list by passing a written request to the Chairs. If the Draft Resolution does not have the required number of Sponsors, the document will be removed immediately from the Floor. 7. Delegates who wish to be added or removed from the signer list may do so at any time. The request to do so must be passed to the Chairs in writing. 8. More than one Draft Resolution may be in plenary immediately. PRESENTING A DRAFT RESOLUTION 1. After the approval of the Draft Resolution by the Presidents and the Secretary-General, the Draft Resolution will be assigned a number and distributed among the delegates. 2. A Sponsor of the Draft Resolution shall introduce it by moving from the Motion to a Moderate Moderate the purpose of introducing the Draft Resolution. Subsequently, Sponsor has the Floor to introduce the Draft Resolution, while the Introduction should be limited to reading the Operating Clauses. 3. Subsequently, sponsor will respond to questions about the clarification of the Draft Resolution. The session for surveys should not exceed five minutes. Any substantive statements about the Draft are not in order during the Inquiry Session. 4. It is up to the Secretary-General to provide any comments, objections or suggestions for improvement to the Draft Resolution. WITHDRAWAL OF A DRAFT RESOLUTION 1. A draft resolution may be withdrawn at any time from the plenary by its Sponsors before the beginning of the vote on the document. If Sponsor wishes to do so, it will send a written request to the Presidents. 2. The same rules apply to the withdrawal of Amendments. 3. A draft resolution cannot be withdrawn if there is a Hostile Amendment in plenary. CHANGES 1. A change is a document that modifies, deletes, adds, or revises one or more parts of the Resolution Project. 2. The amendment may be proposed by any delegate anywhere or clause of the draft resolution. All amendments will be submitted in writing to the presidents. 3. Amendments to the Preambulatory Clauses are out of order. 4. Any grammatical, spelling or formatting errors in the Draft Resolution will be corrected without voting. The final correctors are at the discretion of the presidents. 5. There are two types of Amendments: a. Amicable Amendment- Amendments accepted and approved by all Draft Draft Sponsors will be considered amicable. They will be implemented in the Draft Resolution without the need to be voted on. b. Hostile Amendment- Amendments not approved by all Sponsors will be considered Anti-Amesas. The required number of sponsors required for the Hostile Amendment will be defined by the presidents according to each Committee. Any amendment to the Hostile Amendment is out of order. The Hostile Amendment may be removed from the plenary by all its Sponsors before it is voted on; such withdrawal shall be submitted in written form to the Presidents. PROCEDURAL AND SUBSTANTIVE VOTE VOTE 1. Substantive votes for resolutions, amendments or their parts shall be considered. During substantive votes, delegates may vote for, against or may abstain. Delegates who claim to Submit and vote during the Nominal Call may not abstain. Substantive voting is being done only for Member States, i.e. observers are not entitled to vote. 2. The procedural vote shall be considered those relating to other voting procedures, with the exception of those mentioned above. During procedural voting, abstentions are not allowed. procedural voting, all those observed have the right to MAJORITIES 1. The Simple Majority requires that a majority of 1/2 + 1 of all delegates submit and vote in favor. 2. A Qualified Majority requires 2/3 of all present delegates and voting to be in favour. 3. All procedural and substantive matters shall be approved by a simple majority, unless otherwise stated. NECESSARY MAJORITIES 1. Motions requiring a Simple Majority A. Motion to Check Quorum B. Motion to set schedule c. Movement to open list of speakers d. Movement to the Moderate Caucus (and its extent) and. Move to the Non-Moderate Caucus (and its extension) f. Motion to resume debate g. Motion to postpone Meeting 2. Motions requiring a qualified majority a. Motion to the Debate Bureau b. Proposal for the closure of the voting procedure for debate 1. If the Speaker's List is exhausted or the Motion for the Closing of the Debate and the Change to the Voting Process are accepted, all Draft Resolutions and Amendments in plenary will be put to a vote. 2. During the Voting Process, no representative other than the Secretary-General and the persons authorized by the Secretary-General may enter or leave the room. Presidents must ensure the doors so that the Voting Process is not interrupted. Delegates should refrain from any communication within the room and shall not speak unless requested by the Presidents, while raising Points or when the Floor is open to Points and Movements. 3. Each representative has one vote. The vote will be made by the delegates by raising their posters unless the opposite is declared. Each Delegate may vote for, Against or Abstain. 4. The Member may decide to vote in favour of rights or against rights in order to be granted the right to explain the vote during the roll-call vote. The presidents will set the speaking time for the explanation of the vote. NOMINAL VOTE 1. During the roll-call vote, each representative shall vote alphabetically, starting with the Member State randomly drawn by the Presidents. 2. During such a vote, the Presidents shall convene separately each representative who verbally announces his vote to the Commission. The Delegate must declare in favor, Against, Abstain or Pass. 3. During the roll call vote, a Member may decide to pass once, i.e. to a round of voting does not need to state his opinion. However, subsequently, the Delegate must vote for or against being called a second time. VOTE ON AMENDMENTS 1. The vote on amendments to the draft resolution in plenary will take precedence over draft resolutions. 2. In the case of two or more amendments being proposed in plenary, the presidents shall determine the order in which they will be voted. The most disruptive changes will be put first. 3. Changes that are going through incorporated into the Draft Resolution immediately. VOTING ORDER 1. In the event that two or more Resolutions are in plenary, the representatives will vote on them in the order in which they were submitted. 2. The order of the draft resolution being voted on may be amended by the Motion of Resolution of the Draft Resolution which may propose order different from that currently in force. The Motion requires a simple majority to pass. The Motion may be proposed only after the end of the Debate. 3. The draft resolution shall be voted on as a whole, unless the Motion to Divide the Issue can be introduced. By this Motion, the Delegate suggests that each Clause be voted on separately. Preambulatory clauses and suboperative clauses cannot be independently separated and voted on. If there is opposition to the Motion, two speakers for and against can be selected: the Motion requires a simple majority to be adopted and can only be proposed after the end of the Debate. 4. In the event that two or more Resolutions are in plenary, the Representatives will first vote on all amendments to all draft resolutions and, at the end, on the draft resolution itself. 5. If one of the two or more Resolution Sts is approved, the other automatically fails without being voted on. SPECIAL RULES SAFETY COUNCIL VOTE AND MAJORITIES 1. For the vote on Substantive Affairs, an affirmative vote of nine members of the Security Council, including the votes of the five Permanent Members, will be required. 2. For voting on Procedural Issues, the general rules of other committees shall apply. Appendix 1.1. The PREEDéncia of points and motions As to the precedence of motions, the most disruptive should be voted as the first. In the event that a Motion with greater precedence passes, the rest of the Motions are automatically considered excluded and the committee will no longer vote on them. In order at any time, including speeches and Voting Procedure 1. Personal Privilege Point 2. Point of Order 3. Parliamentary Point of Inquiry (not in order during speeches) In order when the Plenary is open: 1. Motion to Close Debate 2. Motion to the Table of Debate 3. Motion to postpone Meeting 4. Motion to Suspend Meeting 5. Motion to resume debate 6. Motion to introduce a 7th amendment. Movement to insert a work paper 8. Movement for Non-Moderate Caucus (its Extent takes precedence) 9. Movement for Moderate Caucus (its Extent takes precedence) 10. Movement to change speech time 11. Motion to open the speaker's list in order after the end of the debate: 1. Motion to reorder resolutions 2. Motion to split question 3. Movement to the nominal call

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