

Marist Brothers  
International School  
Model United Nations



**Parliamentary  
Procedure  
Guidelines**

Last Amended: June, 2021

**“Since wars begin in the minds of men, it is in the minds of men that the defense of peace must be constructed.”**

- Unknown -

## **SCOPE**

These rules are self-sufficient and shall be considered adopted in advance of the session. They are in accordance with the United Nations Charter. No other rules of procedure applicable. No rules or modification will take place once these rules are adopted.

## **LANGUAGE**

English is the official and working language of the Regional Committees and the General Assembly.

## **OBSERVER STATES**

- The Observer States are Palestine and the Vatican City.
- Observer States automatically have full speaking rights on all resolutions during Committee meetings and General Assembly sessions.
- Observer States cannot submit or co-submit a resolution.
- Observer States can co-sponsor a resolution.
- Observer States must obtain voting rights through a special voting request.

**The following procedure must be used in both the Committees and General Assembly for each Observer State:**

1. An Observer State must make the voting request right before a particular resolution is placed on the floor for discussion, before the reader of the resolution goes to the podium.
2. The request is to be made in the following manner:

**“Madame/Mr. President, the Observer State of \_\_\_\_\_ requests members of the General Assembly to grant it voting rights regarding the resolution of \_\_\_\_\_. Thank you.”**

3. A vote takes place after the General Assembly has heard a minimum of one speaker in support of granting voting rights and one speaker in opposition of granting voting rights to an Observer State. The President solicits speakers from members of the General Assembly.

The President says:

**“Is there a member of the Assembly who wishes to speak in support of granting voting rights to \_\_\_ regarding the resolution on \_\_\_?”**

OR

**“Is there a member of the Assembly who wishes to speak against granting voting rights to \_\_\_ regarding the resolution on \_\_\_\_\_?”**

Observer States may speak for themselves as the speaker in support of granting voting rights. If there is no speaker against, no speeches are entertained and the President immediately proceeds to voting on the request.

4. A majority placard vote is needed for an Observer State to obtain voting rights on a particular resolution.

## **MOMENT OF MEDITATION**

Immediately following roll call on Day 1, the President invites all members to pause and stand for a moment of meditation. Delegates are to stand for the observance.

The President announces the intention.

## **GENERAL POWERS OF THE CHAIRS**

To ensure the smooth running of the General Assembly chairs will be selected exclusively from the Marist Brothers delegation.

### **PRESIDENT**

The President of the General Assembly is charged with the smooth running of debate and is responsible for presiding over the General Assembly and any other administrative duties associated with the General Assembly. The president declares the opening and closing of each meeting, directs discussions, recognizes delegates, puts all questions to a vote, announces decisions and may issue warnings with the advice of the parliamentarian. Only the President has the responsibility to recess and adjourn the General Assembly. The President can accept or deny a point of personal privilege for caucusing by any delegate of the General Assembly. The President has the right to deny any motion or request, if considered inappropriate or disruptive.

### **PARLIAMENTARIAN**

The Parliamentarian of the General Assembly ensures and enforces observance of all rules of Parliamentary Procedure and any other administrative duties associated with the General Assembly. He/she rules on all points of order; monitors the time allotted to each speaker at the podium, and the time allotted for each resolution. Additionally the Parliamentarian keeps track of which delegates have spoken and assists the President in ensuring all delegates have fair speaking time. The parliamentarian may advise the president on issuing warnings and deciding speakers to be called on.

## **SECRETARY**

The Secretary of the General Assembly is responsible for taking roll call, determining the number of votes necessary for a simple majority vote and a 2/3's vote, keeping accurate records of the proceedings in the General Assembly, typing amendments, reading the amended resolution prior to the roll call vote, administering roll call vote, and perform other administrative duties associated with the General Assembly.

The secretary will also announce the total number of delegates present, the number of delegates needed for 1/3, a simple majority and a 2/3 majority.

Additionally, the secretary will announce topics to be debated that day, and time allotted for each debate.

The day one secretary will announce the maximum number of speakers for the speaker's list as well as the maximum yielding time to the General Assembly on the Afternoon of day one.

At the beginning of the second and third day sessions of the General Assembly, the secretary reports on the vote totals for the previous day's topic(s).

## **ALTERNATES**

An Alternate may be designated for the President of the General Assembly and will always be a Marist delegate. The appointment will be at the MUN Director's discretion.

If the President has to step down, for a temporary period of time (not to exceed one resolution debate), then the President Alternate takes his/her place. The President Alternate has the same powers as the General Assembly President.

If the Parliamentarian or Secretary of the Day has to step down for a temporary period of time (not to exceed one resolution debate), then one of the other designated Parliamentarians or Secretaries takes his/her place.

## **PARLIAMENTARY PROCEDURE COMMITTEE**

The Parliamentary Procedure Committee consists of the Marist committee chairs and Student Director and acts as the governing body of the MBIS MUN during the three-day session. The committee makes sure parliamentary procedure is followed, clarifies parliamentary procedure for members of the General Assembly, works out problems that may occur during the three-day session, and helps maintain a cooperative spirit among the delegates of the General Assembly or Committees.

All decisions of the Parliamentary Procedure Committee, with the approval of the MBIS MUN Director, become binding for the remainder of the current General Assembly session.

If for any reason the Chair is unsure of how to proceed with the General Assembly meeting they are free to call a Parliamentary Procedure Committee meeting whereupon the Chair can receive counsel from the PPC. PPC meetings are not a time for caucusing,

delegates should remain quiet in their seats. The Chair is responsible for final decisions that arise from any PPC meeting.

The Parliamentary Procedure Committee determines the number of speakers placed on the Speaker's List.

The PPC will determine the number of points of clarification allowed for the current session.

The PPC determines how many minutes of debate will be allocated to first time speakers.

### **COURTESY OF THE CHAIR AND ASSEMBLY**

After being recognized, a delegate must acknowledge the recognition by the President with a simple: ***“Thank you, Madame/ Mr. President.”***

At the time a delegate begins his/her speech, the delegate must acknowledge the members of the Assembly with a statement, such as: ***“Esteemed Chair and members of the Assembly.”*** When a delegate finishes his/her speech, the delegate must end with ***“Thank you.”***

### **ROLL CALL ATTENDANCE**

At the beginning of each day, a roll call attendance takes place. Delegates respond with: **“Present and voting.”**

An Observer State only says, **“Present”** during the time of roll call attendance.

Delegates arriving late to the General Assembly must rise to a “point of personal privilege” and request voting rights.

### **“PRESENT AND VOTING”**

“Present and voting” means all or nothing. When the roll is called, a delegate declares his / her intentions regarding voting in a particular session of the General Assembly. Roll call attendance takes place every morning and session of the General Assembly. In the interest of time roll call attendance does not need to be taken for the afternoon session.

If a delegate chooses not to vote either for a morning or afternoon session, that delegate has decided not to exercise his / her voting rights in both a placard vote and roll call vote.

When a delegate gives up his/her voting rights, the delegate can only regain his/her voting rights at the time of the next roll call attendance. The delegate just simply has to say: ***“Present and voting.”***

## **AGENDA**

The full agenda for each session of the General Assembly shall be finalized by the Parliamentary Procedure Committee and the MUN Director.

During the three-day session, only the items on the predetermined agenda are to be discussed. New agenda topics may not be added.

Items on the agenda for a particular day must be covered before recessing for that day. Lost time will be made up for by reducing time allocated for lunch or a later recess.

### **THE QUESTION OF NATIONAL SOVEREIGNTY**

The United Nations concern is the maintenance of international peace and security. Since the end of the Cold War, the United Nations has become involved in many crisis situations. Therefore, without formal amendment, the UN is reinterpreting the restriction in Article 2.7 of the UN Charter, regarding the intervening in the domestic affairs of a nation state (national sovereignty).

Generally with consent, and, in some cases the preferences of the parties involved, the UN has actively become involved in the internal problems of member nations. This has occurred in El Salvador, Haiti, Croatia, Bosnia-Herzegovina, Cambodia, Mozambique, Angola, northern Iraq, Somalia and East Timor.

### **PROCEDURES FOR ASSIGNING THE RESOLUTIONS IN ORDER OF DISCUSSION**

Once a resolution is passed out of a Committee, it becomes the possession of the entire General Assembly. Therefore, even if all co-submitters and co-sponsors take their names off the resolution, the General Assembly still continues to debate and vote on the resolution at hand.

Each resolution passed out of committee is placed on the agenda, using the following method:

- A. A resolution from each of the committees is placed on the agenda as determined by the Parliamentary Procedure Committee.
- B. Debate on each resolution will be allotted equal time.
- C. Time may also be allotted on the agenda for either a guest speaker and / or crisis situation. The MBIS MUN Director will determine the topic for the emergency crisis.

## **READING OF THE RESOLUTION**

The Chairperson of the Committee designates the reader/clarifier of the resolution. It may be a delegate who either authored the resolution or the Chairperson. The Parliamentary Procedure Committee will determine, at its first meeting on Day 1, the full procedure for reading the resolutions, which will help save time.

### **READER OF THE RESOLUTION**

The delegate reading the resolution announces only changes in the preambulatory clauses. How the resolution is read will be determined by the Parliamentary Procedure Committee during their meeting on Day 1 and announced to the General Assembly on the afternoon of Day 1.

### **POINTS OF CLARIFICATION**

Points of clarification are questions regarding grammatical content and the meaning of words or phrases.

Points of clarification cannot be a type of question that could generate discussion or debate.

The Parliamentary Procedure Committee decides on the number of points of clarification. This will depend on the number of resolutions to be discussed and the time allotted to each resolution. The General Assembly President makes the number known to the General Assembly on the Afternoon of Day 1.

### **FOR AND AGAINST SPEECH (PODIUM SPEECH)**

The General Assembly shall have for and against speeches for each resolution. These speeches allow delegates to introduce the main points of their stance on the resolution and serve to set the tone for debate.

Following the reading of the resolution and points of clarifications, delegates may raise their placard to deliver a speech from the podium regarding the resolution, speaking either for or against the resolution.

The same number of speakers will be allotted for each resolution. On day one, an announcement will be made regarding the maximum number of speakers per resolution.

The general priority for speakers will be as follows:

- A. Delegates on the co-submitters List
- B. Delegates on the co-sponsor list
- C. Delegates most directly impacted by and / or related to the proposed resolution
- D. All other delegates

It shall be the responsibility of the President and Parliamentarian to identify in advance potential speakers.

Once speakers for the resolution are determined, the President shall ask if there are any speakers against the resolution.

Speakers will alternate: one speaker for followed by one speaker against.

Questions to the speaker following a speech shall not be allowed, thus allowing more time for open debate. If a delegate wishes to ask one of the speakers a question regarding their speech, it should be done during open debate.

### **TIME LIMIT ON PODIUM SPEECHES**

The maximum time allotted to each speaker is 100 seconds.

The speaker's time begins after the President says: **"Delegate, please begin."**

The Parliamentarian monitors the allotted time given to the speaker.

The Parliamentarian tells the delegate when they have 10 seconds remaining by either banging the gavel or the Parliamentarian saying: **"10 seconds."**

If a delegate exceeds the time limit, the Parliamentarian shall call the delegate to order without delay by stating: **"Delegate, your time is up, please conclude now."**

### **YIELDING SPEAKING TIME FROM THE PODIUM**

Delegates called to give a for or against speech may yield a portion of their time to one other delegate. The President must be notified before the delegate begins speaking by saying: **"Madame / Mr. President, the delegate of \_\_ (country) \_\_ yields \_\_ (time) \_\_ seconds to the delegate of \_\_\_\_."** All delegates who will speak from the podium, whether they have been called on by the president or will share speaking time, should approach the podium at the same time.

Maximum yielding time is not to exceed 50 seconds: half of 100 seconds.

### **ADDRESSING THE CHAIR AND ASSEMBLY**

Before a delegate begins the substance of his/her speech, the delegate must address the Chair and Assembly. The most common form is: **"Thank you Madame / Mr. President. Honorable Chair and Fellow Delegates."** or **"Thank you Madame / Mr. President. Esteemed Chair and members of the Assembly."**

A delegate may greet the Assembly in his / her MUN country's language, providing the delegate knows the proper greeting. A delegate must then proceed with the speech in English; otherwise, the delegate receives a warning from the President.



## **“I” AND “WE”**

Delegates *can not* use “I,” either when giving a speech or during open debate. Delegates *may use* the pronouns “you, she, he and they.” Also delegates *can use* “We,” but only after the delegates have mentioned the name of their country before saying, “We.”

## **OPEN DEBATE ON A RESOLUTION**

Open debate on a resolution begins upon completion of the Speakers List. During open debate, delegates may make remarks from the floor, propose amendments, ask and answer questions from other delegates.

Delegates that have been recognized by the chair may make remarks from the floor. All remarks and questions must be pertinent to the resolution at hand and advance the debate.

Delegates are not permitted to make speeches from the floor.

The President will use discretion in determining what constitutes a speech. However, a speech is generally longer and wider in scope than ordinary remarks.

## **ASKING QUESTIONS FROM THE FLOOR**

During open debate, delegates that have been recognized by the chair may ask direct questions to individual delegates or to co-submitters. In all cases, such questions must be pertinent to the resolution at hand and work to advance debate.

In the case that questions are asked to co-submitters, the chair shall ask if there are any co-submitters that would like to address the question. After receiving recognition from the chair, the co-submitter may then address the question. If no co-submitters identify themselves as being able to address the question, the delegate should be seated.

## **YIELDING QUESTIONS FROM THE FLOOR**

A delegate that has been recognized by the chair to speak may not yield their speaking time to another delegate.

A delegate that has been asked a direct question may yield the question to another delegate that is better prepared to respond to the question provided the question is yielded immediately following the president’s question, “do you wish to answer the question?” In such cases, the chair must first recognize the delegate before speaking.

## **FOLLOW-UP ON A QUESTION**

A follow-up question is permitted during points of clarification and during open debate. The follow-up question is a continuation of the first question, not a different question asked to the delegate.

Following the initial answer to a question the President / Chair shall ask, “**Delegate, does that answer your question?**”. The delegate may then respond either “yes” or “no”.

It is up to the President / Chair to decide whether to grant a follow-up question or not. If the President / Chair decides to grant a follow up (s)he will say, **“Delegate, do you wish to state a follow up question?”** If the delegate responds in the affirmative (s)he shall immediately state the question. If the delegate responds in the negative (s)he shall immediately sit down.

The Parliamentarian rules out of order any follow-up question that is either inappropriate or does not fit the definition of one.

After asking the initial question, only one follow-up question is permitted by the delegate.

### **INTERVENTION**

During open debate on a resolution, delegates may make a comment or pose a question to the speaker via an intervention. The intervention may be used by delegates who do not have the floor, with the purpose of questioning the delegate's statement or pointing out additional information that is directly related to the speaker's points.

Delegates seeking to intervene may do so by raising their placard and stating “will the delegate give way?” without being acknowledged by the president to speak.

A delegate may accept an intervention by stating, ‘I give way to the delegate from (Country Name).’ Following which, speaking time will be paused for the duration of the intervention. The delegate will succinctly state their question or comment and then be seated.

The delegate who has the floor may or may not choose to address the point or question made in the intervention. Regardless of outcome, an extra twenty seconds will be added to the speaking time of the delegate that has the floor.

Alternatively, the delegate who has the floor may reject an intervention though a polite gesture or comment.

Only one intervention may be entertained per speaker.

### **TIME ALLOTMENT FOR OPEN DEBATE ON A RESOLUTION**

Open debate on a resolution is to proceed for the allotted time set by the Parliamentary Procedure Committee and approved by the MUN Director. It is crucial that all resolutions be given equal time. Additionally, there is **NO MOTION FOR CLOSING OPEN DEBATE ON A RESOLUTION FROM THE FLOOR.** The President of the General Assembly will end the open debate at the allotted time.

The President has the sole responsibility of closing open debate on a resolution, bearing in mind the allotted time given to the resolution. There is no extension of open debate on a resolution by a delegate.

If by a very slim chance, there is no debate on a resolution, the time left is added to other resolutions or the crisis situation. The MUN Director and the Parliamentary Procedure Committee determine this.

### **A DELEGATE’S RESPONSIBILITY DURING OPEN DEBATE**

In any debate, delegates must go through the President, otherwise, they will be declared out of order. Delegates cannot have discussions or conversations between themselves.

A delegate is expected to show courtesy to the entire General Assembly, especially when someone has been given recognition to speak.

### **NOTE PASSING**

Delegates are not permitted to pass notes between themselves while the GA is in session. Notes may only be passed to the chair in the form of a proposed amendment.

## **AMENDMENTS**

During open debate in the General Assembly, a delegate may move to amend operative clauses of the resolution.

### **FRIENDLY AMENDMENTS**

If all the co-submitters agree to the friendly amendment (such amendment shall not affect the nature of the resolution), then it is immediately incorporated into the body of the resolution. There can be an unlimited number of friendly amendments, however delegates should be aware that an inordinate amount of friendly amendments may be distracting to the GA proceedings. As such, friendly amendments should be proposed with discretion.

The President asks: “Are any co-submitters opposed to this amendment?” A co-submitter who objects raises his/her placard. The President declares the amendment a non-friendly one. The delegate who proposed the amendment can then try to make it a formal one. However if the nature of the resolution is affected by the proposed amendment it is automatically considered a formal amendment.

A co-submitter cannot explain his/her objections.

### **FORMAL AMENDMENTS**

A formal amendment changes the nature of the resolution.

A maximum of 4 formal amendments are permitted, regardless of their fate. A proposed formal amendment does not count against one of these four unless it enters debate.

A simple majority of “yes” votes is needed to incorporate the amendment into the body of the resolution.

Once a proposed amendment has been rejected, that amendment is no longer open for discussion or debate.

In instances where delegates wish to amend a resolution by striking out a clause, the author of said clause shall be given the opportunity to speak on the amendment at hand.

Each amendment must have one and only one submitter, but there may be an unlimited number of co-sponsors.

### **PROPOSING A FORMAL AMENDMENT**

Formal amendments must be written properly on the official formal amendment slips and will be accepted only when called for by the chair. The president may call for formal amendments at their discretion.

Formal amendments must be called for at least once during each debate.

Following the call for formal amendments, delegates that wish to submit an amendment shall raise their placard. The president will then call on delegates to approach the table to submit their amendment. The president shall give the secretary time to type the formal amendments. The chair announces when all amendments have been typed.

Secretaries are required to read aloud all formal amendments that have been proposed prior to voting on the amendment. Additionally, secretaries must read clauses that amendments propose to strike.

### **CLOSING DEBATE ON A FORMAL AMENDMENT**

A delegate makes a motion to end debate from the floor. If there is a second, then the President proceeds to see if there is at least one delegate wishing to speak for closing debate and one delegate wishing to speak against.

A simple majority vote is needed to close debate on an amendment.

If no delegate wishes to speak against closing debate, then the President immediately proceeds to voting on the amendment, without a speaker in support of closing debate.

### **CAUCUSING**

Two caucus sessions will be allowed per resolution of which the first caucus will be part of scheduled debate. The first caucus of the first resolution will be scheduled immediately after the reading of the resolution.

Members who wish to call for caucusing may rise to a point of personal privilege at any time other than when another member has the floor. The President has the right to reject the request.

Caucusing will take place in the General Assembly Room.

The President will determine the amount of time allotted for caucusing while keeping in mind the need to complete all agenda items on time.

Additionally, Security Council nations have the right to ask for caucusing time (point of personal privilege) when a resolution in the General Assembly directly involves or affects them. The President has the right to reject the request.

## **EQUALITY OF SIDES IN THE GA ROOM FOR RECOGNITION**

The Chair (President, Parliamentarian and Secretary) divides the GA room into three sections: left, right, center.

The parliamentarian keeps a tally to make sure each section is recognized on an equal basis. The president will not show favoritism either towards one side of the room or towards a particular delegation.

Many delegates want to speak and have that right. The MBIS MUN policy is to allow as many delegates as possible the opportunity to speak and avoid monopolization of debate by a handful of delegates.

# OPPORTUNITY TO SPEAK BEFORE CLOSING OPEN DEBATE

Towards the end of debate the floor is open only to first time speakers. During this allotted time, the chair will try to recognize as many delegates as possible. The Parliamentary Procedure Committee determines the allotted period of time.

A delegate, speaking at this time, must speak on the whole resolution.

## VOTING

Each member nation shall have one vote. “Members Present and Voting,” shall be defined as those members casting an affirmative or negative vote.

A **1/3 vote** is used in the General Assembly for entering into debate on a formal amendment.

A **simple majority** vote is used in the General Assembly for

- Passing a formal amendment
- Closure of debate on a formal amendment
- Granting observer states voting rights

A **2/3's majority** of voting delegates is required to pass a resolution. Delegates who abstain shall not be counted as voting.

The chair counts a simple majority vote. Delegates voting raise their placards.

A roll call vote is used when voting on the entire resolution.

All delegates are encouraged to have their final vote be either a “yes” or “no” vote. A final “abstain” vote should be used only when it is vital to their national interests.

## ROLL CALL VOTE

After closure of debate on a resolution, the final vote follows the roll call procedure:

- A. Roll call votes shall be taken in alphabetical order;
- B. Members of the General Assembly answer the roll call with either
  - a. “YES,” “NO,” or “ABSTAIN.”
- C. Upon conclusion of this, the President shall ask for changes in vote.
- D. At this time, a delegate who initially voted yes or no has the opportunity to change his vote only by raising his/her placard.
- E. The President announces the outcome of the vote

Once voting begins, no delegate may interrupt with a point of order in connection with the conduct of the voting or with a point of personal privilege.

The voting procedure begins with the calling of the first nation on the roll, and does not end until the outcome has been announced.

# INCIDENTAL MOTIONS

Incidental motions are made in response to some previous action or inaction that has taken place during the GA debate. The four following motions are the only incidental motions permitted.

## POINT OF PARLIAMENTARY INQUIRY

During the discussion of any matter, when the floor is open, a delegate may rise to a direct point of inquiry to the President, concerning parliamentary procedure. A point of parliamentary inquiry may not interrupt a speaker.

## POINT OF PERSONAL PRIVILEGE

Whenever a delegate is hindered in his/her ability to follow the proceedings for a physical reason - e.g. can't hear the speaker, can't see the screen - that delegate may rise to a point of personal privilege. While a point of personal privilege may interrupt a speaker, delegates should use this privilege only when very necessary. Point of Personal Privilege may not be used to register complaints about not being called on.

## POINT OF ORDER

During discussion of any matter, a delegate may rise at any time to a point of order to complain of improper parliamentary procedure by the Chair (President, Parliamentarian, Secretary) or other delegates. The Parliamentarian in accordance with these rules shall immediately decide the point of order.

A delegate rising to a point of order may not speak on the substance of the matter under consideration. A delegate may not rise to a point of order and request speaking time or state they have not been recognized by the chair. The Parliamentarian has the right to rule those points out of order, which, in his/her judgment are improper.

## RIGHT TO REPLY

All requests for right to reply will be dealt within the following manner:

- A. Any delegate whose national integrity has been insulted should immediately stand as soon as the offensive statement has been made.
- B. The delegate stands and is silent.
- C. Upon completion of the speech, the President determines if the insult warrants a verbal right to reply or not.
  - a. The President can say one of two things:
    - i. **“Delegate, you may respond. You have \_ seconds”**
    - ii. **“Delegate, it has been duly noted that your national integrity has been insulted. We apologize to you, but we feel the insult does not warrant a right to reply. Please sit down.”**
- D. The President may issue a warning at his / her discretion.

## INTERVENTIONS

Delegates may seek to intervene while another delegate is speaking from the floor. This intervention shall take the form of a brief question or comment, it shall not be a speech.

- A. **Seeking to Intervene** - Delegates who are not recognized by the President may seek to intervene by raising their placard and asking, 'will the delegate give way?'
- B. **Accepting an Intervention** - A delegate may accept an intervention by stating, 'I give way to the delegate from (Country Name).'

  - a. Speaking time will be paused for the duration of the intervention.
  - b. The intervening delegate will succinctly state their question or comment and then be seated.
  - c. The delegate may or may not choose to address the points or question made in the intervention.
  - d. An extra twenty seconds will be added to the speaking time of the delegate that has the floor.

- C. **Rejecting an Intervention**- The delegate who has the floor may reject an intervention through a polite gesture or comment.
- D. Only one intervention may be entertained per speaker.

## MISUSE OF INCIDENTAL MOTIONS

A Delegate who misuses any incidental motion will be corrected by the President and may be given a warning.

## CONSEQUENCES OF USING PARLIAMENTARY TERMINOLOGY NOT ADOPTED FOR THE MBIS MUN

The terminology given in the *MBIS MUN Parliamentary Procedure Guidelines* is the only terminology to be used since all the participating schools have officially adopted it.

If a delegate uses terminology not in the *Parliamentary Procedure Guidelines* and thus unfamiliar to other delegates, that delegate is considered out of order and may be issued a warning at the President's discretion.



## **PARLIAMENTARY PROCEDURE ITEMS NOT ADOPTED FOR THE MBIS MUN**

The following items are acceptable parliamentary procedure rules, however, they are not to be used during the MBIS MUN three-day session. They have not been adopted, either by the Marist MUN Director or by the Parliamentary Procedure Committee.

- A. **Right to Explain Votes**
- B. **Competence-tabling**
- C. **Division of the Question**
- D. **Appealing the Decision of the Chair**
- E. **Yielding Floor Time**

## **SECURITY COUNCIL**

No permanent member of the Security Council can use veto power during the General Assembly sessions.

No Security Council member, permanent or non-permanent, is allowed to call a special meeting for an item not on the predetermined agenda.

Members of the Security Council must keep in line with the primary principle of the UN Charter, which is “to maintain international peace and security.” (Article 1.1)

## **RESPONSIBILITIES OF DELEGATES**

### **GENERAL RESPONSIBILITIES**

Delegates are expected to have read the Parliamentary Procedure Book and to have a basic understanding of the rules and procedures used at the Marist Model United Nations.

Delegates are expected to be well researched on the topics to be covered and their country’s national interest.

All delegates shall conduct business in a diplomatic manner and have a responsibility to move debate forward in a spirit of cooperation. Any undiplomatic behavior will be looked upon with extreme disfavor. Undiplomatic or inappropriate behavior will constitute a warning from the President.

### **COURTESY DURING PROCEEDINGS**

All delegates are expected to show courtesy to the entire General Assembly, especially when someone is given recognition to speak.

A delegate can condemn a nation or a nation's act, but cannot personally condemn the delegate representing the nation.

Delegates should not carry on side conversations in the General Assembly hall while in session.

Delegates are not allowed to eat in the General Assembly hall while in session.

### **RESPONSIBILITY OF CO-SUBMITTERS AND CO-SPONSORS**

Co-submitters are delegates who claim authorship of at least one operative clause in the resolution.

Co-sponsors are delegates that have not necessarily authored any clauses but wish to show their strong support for the resolution.

Co-submitters and co-sponsors cannot vote no on their resolution if their name remains on the resolution.

Co-submitters and co-sponsors can take their name off a resolution either:

- A. After the reading of the resolution, or,
- B. Before the roll call vote.

The President will ask **“Are there any co-submitters or co-sponsors who wish to take their name off the resolution?”**

A co-submitter and co-sponsor can add his/her name to a resolution, only if it had been accidentally left off. Nations cannot decide to add their names during the General Assembly, but must have shown their intent to either co-submit or co-sponsor the resolution before it passed out of the Regional Committee.

After the reading of the resolution, the President asks if the co-submitters and co-sponsors lists are accurate. A delegate can inform the President at this time, that his/her name was accidentally left off the resolution and where it should be placed.

### **ELECTRONIC DEVICES AND SOCIAL MEDIA**

Electronic devices including but not limited to iPhones and other smartphones, iPads and personal computers are not to be used in the General Assembly or in committee rooms. The only exception being, when such devices are being read off during a 60 second speech or a speech at the podium. Additionally, committee chairs may use electronic devices to record clauses while caucusing during the emergency crisis.

Delegates are accountable for their words and conduct on social media. All social media communication relating to the Marist MUN should be conducted in a responsible, courteous and positive manner. Delegates responsible for posts deemed inappropriate, degrading, or unbecoming of a Marist MUN delegate may receive a warning from the director and / or dismissal from Marist MUN conferences. Inappropriate communications include but are not limited to, degradation of individual delegates, delegations or the

conference itself. These rules apply during the conference as well as pre and post conference.

## **PLAGIARISM**

A free exchange of ideas is an important component for the success of the Marist Model United Nations, however delegates should take care not to pass off the ideas of others as their own.

Delegates are free to refer to actual United Nations resolutions for ideas, however they may not copy language from the resolution.

Instances of plagiarism may be met with warnings, expulsion from the conference and / or forfeiting of any awards already received.

All cases of plagiarism will be dealt with by the Director and faculty advisor of the respective delegation.

## **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR AND FRIVOLOUS ACTIONS**

Any behavior that can disrupt the proceedings and / or waste valuable time is considered unacceptable.

Inappropriate behavior centers on the:

- A. Misuse and abuse of Points of Personal Privilege, Parliamentary Inquiry, Point of Order,
- B. Derogatory or insulting remarks directed to a particular delegate
- C. Demeaning remarks about a resolution
- D. Inflammatory, absurd or frivolous statements
- E. Overly aggressive, confrontational or attention getting remarks.

In the event of inappropriate behavior the President and Parliamentarian of the day assess the comment to determine if it was personal insult or derogatory remark directed to a particular delegate.

If the President and Parliamentarian feel a delegate has been demeaning, overly aggressive, confrontational, frivolous, etc., the Parliamentarian may warn the delegate by saying: ***“Delegate, you are out of order.”*** The President follows with: ***“Delegate, you will receive three warnings, if you proceed.”*** If the delegate proceeds, then (s)he may receive three warnings.

Additionally such behavior may be grounds for dismissal by the MBIS MUN Director.

## **WARNING SYSTEM**

Since there is only one General Assembly Session held for three-days, warnings by the President are accumulative.

The Secretary of the General Assembly records and keeps track of all warnings.

The President of the GA Session may at any time, at his/her discretion, place warnings on delegates for acts considered undiplomatic or inappropriate. These warnings cannot be appealed.

The penalty system follows:

- A. First Warning: No Penalty
- B. Second Warning: An apology to the members of the General Assembly
- C. Third Warning: Will be dealt with by the MUN Director and the respective MUN Faculty Advisor
- D. Fourth Warning: Speaking and voting privileges suspended for the remainder of the GA Session
- E. Fifth Warning: Potential expulsion from the Marist MUN

## **ORDER OF WARNINGS**

In most instances warnings will be issued in the successive order, however in cases of serious parliamentary infraction a President may issue a third warning immediately following the first.

- A. First time
  - a. "Out of Order"
- B. Second time
  - a. Warn the delegate that he/she can get three warnings.
  - b. President: "Delegate, if you persist, then you'll get three warnings."
- C. Third time
  - a. President: "Delegate, you have three warnings."

With the third time, the delegate has lost his/her speaking and voting privileges.

## **DRESS CODE**

Each delegate is to be professionally dressed during the entire three-day session. Professional dress is as follows:

### **MALES**

- D. Native clothes of the country of representation, such as would be worn by an actual delegate to the United Nations.
- E. Dress trousers, shirt, tie, and suit or sport coat, or,
- F. The school uniform, if your school has one.
- G. Jewelry shall be worn conservatively.

No turtleneck or collarless shirts are to be worn, unless part of the national costume. *Suit or sport coats must be worn in the GA Room or in the Regional Committee Room at all times.* Tennis shoes, jeans and jean material are NOT ACCEPTABLE.

### **FEMALES**

- H. Native clothes of the country of representation, such as would be worn by actual delegates to the United Nations.
- I. Dress skirts, trousers, blouses or dresses;
- J. skirts must be at or below the knee
- K. blouses and shirts must be appropriately buttoned
- L. The school uniform, if your school has one.
- M. Makeup and accessories shall be worn conservatively.

No mini skirts or very short dresses. Dress shoes, preferably with hosiery. Girls representing Middle East nations are reminded to dress very conservatively.

### **CONSEQUENCES FOR VIOLATION OF THE DRESS CODE**

Delegates who are not properly dressed as determined by the MUN Director and their respective Faculty Advisors, will only have observer status and may not actively participate in any discussion, debate, or voting procedure, until the infraction is corrected.

Any delegate in violation of the dress code will lose diplomatic privileges, including the right of discussion, debate and voting. However, in order to avoid embarrassment the President shall not issue a formal warning. Rather, the delegate will be informed by the MUN Director.

## **AWARDS**

As part of the Day Three closing ceremony awards will be issued to a number of delegates. Delegates will be selected for awards by a process of discussion among the coordinators during the day three lunch meeting. The Marist MUN Director retains final decision for allocation of all awards. Awards are allocated based on the style and substance of the delegate without regard to the delegate's school.

- A. "Outstanding Delegate" awards will be issued to approximately 10% of the GA body. An Outstanding Delegate shall be well informed on the issues, represents their country's best interest, succinct, focused on the issue at hand, respectful and diplomatic, constructive.
  
- B. The "General Assembly" award will be given to a single delegate who exhibits the same characters as an outstanding delegate but with particular emphasis on using diplomatic and negotiating skills to move the GA in a positive direction.