**SCIEMUN 2024**

**Procedures for Delegates**

SCIEMUN uses the UNA-USA format for our 2024 conference. For more detailed rules and procedures, please refer to: <https://unausa.org/wp-content/uploads/2019/01/UNA-USA-National-Council-Standard-Operating-Procedures-6.9.18.pdf>

**GENERAL RULES**

* English shall be the official and working language of all committees during formal and informal debate
* Delegates are to obey instructions given by SCIEMUN staff. Those who do not obey directions will be dismissed from the conference.
* Devices are only to be used during unmoderated caucuses and resolution writing. Devices are not allowed to be used during Resolution Debate.
* It is assumed that the UN has unlimited funding for every committee, please do not debate on the amount of funding provided. However, do not write any clauses requiring unreasonable amounts of funding either.
* During resolution writing, each “bloc” is required to submit 2 resolutions - one for each topic. Therefore, it is advised to have between 2-3 blocs per committee to keep resolution debate within time constraints. This does not apply to the Security Council.
* Delegates do not need to raise a point of personal privilege to go to the bathroom. Instead, they should give their IDs to the chair, or an admin then leave the room.

**SECURITY COUNCIL RULES**

* The resolution in the Security Council is produced by each bloc/country writing one clause as part of the resolution
* Clauses will be debated and voted on one by one, any clauses that pass will make it into the draft resolution.
* When all clauses have been debated, the Security Council will vote on the resolution as a whole. There will be no debating on the draft resolution as a whole.
* The five permanent members of the Security Council (namely China, France, Russia, the United Kingdom, and the United States) have the right to veto a clause or the resolution as a whole.
* Should this happen, the chair and the 5 permanent members will be outside and each member will get a chance to express their views. The member who proposed the veto will then decide again whether to veto the resolution/clause or not.

**START OF COMMITTEE**

* Chairs begins with roll call
* Delegates may respond “present” or “present and voting”
* Next, the Chair asks to hear any points or motions
* In the first committee session, a delegate must move to open the Speakers’ List
* During the first committee session, the agenda must also be set

**SPEAKER’S LIST**

* The Speakers’ List is the default format of the committee if there are no points or motions
* A country may only appear on the list once at any given time
* Any delegate wishing to be added to the speakers list shall indicate so when asked by the Chair or shall submit such a request in writing to the Chair.
* The speaking time will be set by the delegate who moves to open the Speakers’ List, but a delegate may move to change the speaking time
* If there is still time remaining when a delegate concludes his or her speech, he or she must yield his or her time (to the Chairs, to another delegate, or to questions, by saying either “I yield my time to …”)
* Yielding to Chairs ends the speech, yielding to another delegate allocates the remainder of the time to that delegate (the second delegate may not yield to a third delegate), and yielding to questions allows for POIs from other delegates

**MODERATED CAUCUS**

* When the Speakers’ List is open, a delegate may introduce a motion for a moderated caucus, which is a less formal debate format to debate a specific subset of the topic
* No set speaking order; each new speaker is chosen after the previous speaker concludes
* A delegate may not yield her or his time; if delegate finishes early, move to next speaker
* Must have a set topic, duration, and speaking time (which will be voted on)

**UNMODERATED CAUCUS**

* When the Speakers’ List is open, a delegate may introduce a motion for an unmoderated caucus, the least formal debate format
* Delegates may move around the room and speak freely to one another to draft resolutions
* Delegate may not leave the room without permission from the committee director

**LOBBYING**

The first stage of resolutions is “working papers,” or the first draft of a resolution. Working papers, like draft resolutions, require sponsors and signatories.

* Working papers are written together as a “bloc”
* The working paper is then submitted to the Chair for review
* The chair will give suggestions on the working paper. If the chair believes the working paper is well written enough to become a draft resolution, they will send the main submitter of the working paper to the approval panel.
* The approval panel will review the paper once again, checking for plagiarism and fixing any formatting issues

**RESOLUTION DEBATE**

* Whenever a new draft resolution is introduced, the chair will allocate a reading time for delegates to read the resolution
	+ Resolutions are debated on in the order they were approved in
* The main submitter will then be asked to take the floor and read out the main clauses of the draft resolution. The main submitter should not read out sub clauses or sub sub clauses.
* The main submitter will then give a speech on the resolution
	+ After the main submitter’s speech and any POIs, the main submitter can yield the floor back to the chair or to another delegate. The main submitter is highly advised to yield the floor to a co-submitter after their speech
* After the speech, the floor will be open for any delegates wishing to speak for or against the resolution
* If delegates wish to improve a draft resolution, they may pass an amendment
	+ An amendment can strike, add, or change any clause, sub-clause or sub-sub clause
	+ An amendment should only affect 1 clause/subclause/sub-sub-clause at a time
* If all sponsors of the draft resolution agree that the amendment should be added, it is considered a “friendly amendment,” meaning it can be added without debate
	+ If at least one sponsor does not agree with the amendment, it is considered an “unfriendly amendment” and needs support from a majority of the committee
* Amendments are voted on first
	+ Each amendment is read, with one or two speakers for or against, and then voted upon
	+ After an amendment is passed, delegates should make the changes on their own copy of the resolution
* After debate, delegates may move into voting procedure
	+ Before entering voting procedure, the chair will open the floor for four delegates to speak, two in favor and two against
	+ It is highly advised that the main and co submitters take part in this
* During voting procedure, doors are closed and no delegates may enter or exit the room until all voting has been completed
	+ Delegates may not pass two draft resolutions that have conflicting clauses
* Once a draft resolution passes, it becomes a Resolution

**RESOLUTION FORMATTING**

* Preambulatory clauses
	+ Preambulatory clauses set up the context of a resolution
	+ They do not do anything; they serve to justify the actions taken later on in the resolution
	+ Not numbered and it ends in a comma rather than a semi-colon
	+ The Preambulatory phrase is italicized, and calls for no specific action from countries
* Operative clauses
	+ Operative clauses are the main substance of a resolution
	+ These are the clauses that actually do something (calls for one specific action)
	+ Clause is numbered, operative phrase is underlined, and ends with a semicolon
	+ Only the last clause in a resolution should end with a period
	+ Sub-clauses are indicated with a lowercase letter, and sub-sub clauses are indicated with lowercase roman numerals
	+ There are no underlined words in sub or sub-sub clauses
	+ Please note: most UN committees cannot call for binding action (only recommendations). Words like “requires,” “forces,” and “obligates” may not be used in operative clauses except for in committees that may pass binding resolutions (AKA UNSC and UNHC)

**SAMPLE RESOLUTION FORMAT**

Deeply concerned that corruption is estimated to annually cost the global economy between $2.6 trillion and $3.6 trillion, which is equivalent to more than 5% of global gross domestic product (GDP),

1. ***Declares*** the definitions of keywords:
	1. corruption defined as “the abuse of entrusted power for private gain”,
	2. bribery defined as “dishonestly persuade to act in one's favour by a gift of money or other inducement”;
2. ***Urges*** more nations to increase engagement in the UN Convention Against Corruption in ways such as but not limited to:
	1. including more articles of non-mandatory provisions such as but not limited to:
		1. Article 20: Illicit enrichment, subject to its constitution and the fundamental principles of its legal system, each state party shall consider adopting such legislative and other measures as may be necessary to establish as a criminal offence, when committed intentionally, illicit enrichment,
	2. encouraging more developed and developing nations to ratify the Convention.

**SPONSORS AND SIGNATORIES**

* Draft resolutions and working papers must have a certain amount of sponsors and signatories
	+ Sponsors are delegates who wrote the working paper, or whose ideas are substantially represented in the paper
		- Within the sponsors there should be 1 main submitter and 2 co-submitters chosen. These should be delegates who’s countries that are relevant to the topic being discussed or have strong opinions on it. These delegates are advised to contribute significantly to the resolution, as they will have the most time allocated to speak on the topic and resolution.
* Signatories are delegates who would like to see the working paper debated
	+ Signatories need not agree with the content of the resolution they are signing, they must only agree that it is worthy of discussion

**POINTS AND MOTIONS**

