



Rules of Procedure

Sheffield Model United Nations MMXXIII

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*“Follow the rules or
follow the fools”*

Tupac Shakur





I. General Provisions

1 Rules of Procedure

- The official SMUN 2023 Rules of Procedure, which shall be hereinafter referred to as 'The Rules of Procedure' or 'RoP' are not subject to change and shall be considered adopted prior to the beginning of the conference.
- The Rules of Procedure contains Special Rules of Procedure ('SRoP') which are specific to certain committees and overrule the general Rules of Procedure declared here in the relevant committees.
- If a situation arises which the Rules of Procedure has not covered, delegates can look to their chairs for guidance, and chairs in turn can request the secretary generals for the final decision.

2 Terminology

- '*This conference*' or '*conference*' refers to the entirety of the SMUN 2023 event.
- A '*Committee*' is a group of delegates from various countries that are tasked to discuss, debate and resolve issues of a certain type in a specific category, for example the World Health Assembly (WHA) is debating on and finding solutions to improve people's health.
- '*Delegates*' are the students attending the conference as a delegate of a country who will be taking part in debate.
- '*Chairs*' are the heads of the committees, with multiple chairs per committee who lead the flow of debate and ensure that rules are followed.
- '*The secretariat*' refers to the team overseeing and running the entire conference, in SMUN our secretariat consists a secretary-general, a president and a vice-president.
- '*Raise hand*' since SMUN is a virtual conference shall refer to the virtual raising of a hand by way of clicking the 'raise hand' button.
- '*The Delegate's Handbook*' or '*The Handbook*' is a document provided by the Secretariat and could be used for reference in this RoP.

3 Languages

- English is the official working language for this conference and shall be used during committee sessions and socials.

4 Accommodations

- If a delegate requires accommodations to perform to the best of their ability, any and all accommodations can be requested to the secretariat by emailing smun@sheffield-school.com





5 *Dress Code*

- The dress code is formal with shoulders covered at all times.
- Delegates are encouraged to wear jackets and ties if they're wearing suits.

6 *Video Settings*

- Every member in a committee must have their videos on at all times, excluding journalists entering for coverage purposes.
- Both delegates and chairs are requested to use their respective virtual backgrounds, and if unable should have a clear empty background behind them, preferably a wall.
- The video should be positioned with a clear view of your face and shoulders.

7 *Attendance*

- Attendance is mandatory for all participants of the conference.
- If a delegate is, for specific reasons, unable to attend a committee session, this must be communicated to the chairs as soon as possible.
- If a delegate attends less than 80% of committee sessions, they will not receive a participation certificate.
- Attendance of the social events are optional and will not be recorded.

8 *Personal Conduct*

- All delegates should remain diplomatic, courteous and respectful for the duration of the conference.
- Disrespectful language is strictly prohibited; formal, professional language should be used throughout the conference.
- Delegates should remain professional and refrain from insults even in unmoderated caucuses.
- Threatening, intimidating or insulting someone during the conference even through private messaging applications is grounds for serious action from the chairs, and depending on the severity of the incident can be grounds for expulsion from the conference.

9 *Plagiarism and Pre-Written Resolutions*

- Any form of plagiarism such as copying a text without properly referencing the source material will lead to disciplinary measures depending on the severity.
- This clause applies to all Conference materials including the study guides, position papers, resolutions, and amendments.
- Pre-written resolutions are not allowed at SMUN. If it is discovered a resolution is prewritten, the resolution will not be recognized by the committee.





II. Staff

10 Chairs

- The chairs shall preside over each committee. Their responsibilities include:
 - o declaring the opening and closure of each committee session
 - o suspending the session for a limited amount of time if necessary
 - o composing the speaker's list
 - o setting the initial speaking time
 - o granting the right to speak
 - o proposing limitations on speaking time
 - o announcing decisions
- The chairs may advise the delegates on substantive and procedural matters in order to enable a good functioning of the committee.
- The Chairs shall:
 - o act in an equitable and objective manner
 - o respect these RoP
 - o maintain the order during the sessions
 - o have complete control over the proceedings in the Committees
 - o be guided by considerations of equity, appropriateness and the good functioning of the Committee in all their decisions.
- The two chairs shall be considered as equal before the committee.
- The chairs' interpretation of the Rules of Procedure shall prevail.

11 Deputy Secretary General

- The under-secretary-general is the direct subordinate of the secretary-generals and is responsible for specific organizational and bureaucratic elements of the conference.

12 Secretary-General

- The Secretary-General has the right to adopt measures not mentioned in the RoP should they consider it necessary, and have the final say in committee situations not covered by the RoP.
- The Secretary-Generals may at any point make written or oral statements to the conference regarding topics under consideration.
- The Secretary-General's interpretation of the RoP shall prevail.
- They may enter a committee session at any point in time and leave with no comment.
- The Secretary-Generals shall also:
 - o assist the chairs
 - o receive, correct, and circulate documents
 - o have custody of documents in the archive





13 Vice-President

- The vice-president is the direct subordinate of the president and is responsible for a lot of the communications and training in the conference.

14 President

- The president has the right to adopt measures not mentioned in the RoP should they consider it necessary, and have the final say in organizational situations not covered by the RoP.
- The president may at any point present written or oral statements to the conference regarding topics under consideration.
- They may enter a committee session at any point in time and leave with no comment.
- The president shall also:
 - o communicate with the chairs
 - o receive, correct, and circulate documents
 - o have custody of documents in the archive

15 Secretariat & SMUN Team

- The Secretary-General, President, Deputy Secretary General and Vice-president form what shall hereinafter be referred to as the 'secretariat.'
- The aforementioned secretariat, faculty advisors, external advisors, chairs and journalists make up the SMUN team that are making this wonderful conference happen.





III. Participants

16 Delegation and Accreditation

- Each delegate represents one (1) state in their committee from member states chosen for that committee in order of relevance.
- The SMUN Secretariat has accepted and confirmed the personal information, country and committee allocation of all delegates and other participants prior to the opening of the conference.

17 Journalists & Privacy Policy

- Journalists may visit any committees at any time to record videos and take photos.
- By attending an SMUN conference you are giving your permission to be recorded and have those recordings uploaded on school social media.
- If you would like to opt out of recordings for any reason, please email smun@sheffield-school.com before the conference about your circumstance and we will make sure to leave you out of any recordings.

18 Disciplinary Measures

- If any delegate is repeatedly interrupting committee proceedings or is disrespecting or disregarding the diplomatic nature of our committees, the Secretariat reserve the right to invoke disciplinary measures on delegates, ranging from written warnings to expulsion from SMUN.





IV. Diplomatic Conduct

19 Session Times

- The times and breaks are determined by the secretariat prior to the Conference and are binding for the delegates. For logistical and organizational reasons, the exact schedule may be subject to changes. Any such change will be communicated to the delegates and the chairs in due time.
- Should any member of the committee fail to show up on time, appropriate measures to remedy the misdemeanor are at the discretion of the chairs.

20 Appropriate Conduct of a Delegate and Speaking in the Committee

- No delegate can address a committee without having previously obtained permission by the chairs during formal debate, a moderated suspension of the meeting or when voting on substantial or procedural matters.
- Delegates may request the right to speak by raising their hand when the floor is open and stating their request after being acknowledged by a chair.
- If a delegate addresses a committee without permission, exceeds their maximum allotted time to speak, makes irrelevant or offensive statements, or violates these Rules of Procedure in any other manner, the chairs may call the delegate to order and thereby revoke their permission to speak.
- During formal debate and moderated suspensions of the meeting, delegates may not talk with one another, and can communicate personally in a formal note form.

21 Chair's Discretion

- The chairs may use their discretion to make decisions without the delegates voting on it in order to facilitate the debate appropriately.
- The following elements may be decided upon, proposed or overruled at the chair's discretion:
 - o Deadlines regarding measures or decisions established or documents submitted by the committee
 - o All elements of time within the motions
 - o The topics proposed within the motions, or specific elements thereof.
- The Chairs have the right to suspend the Committee Session for a limited amount of time. This decision is not subject to appeal.
- The Chairs shall only use their discretion if it is in the interest of the smooth functioning of the proceedings and in full accordance with these Rules of Procedure.





V. Committee Session

22 *Procedural Voting*

- Every Delegate shall have one (1) vote for all matters in which they are allowed to vote
- Simple majority refers to more delegates being in favor of the subject of the vote rather than against.
- Absolute majority refers to one more than two-thirds (67%) of delegates being in favor of the subject than against.
- Abstentions do not count as votes in favor or against.
- If the subject of the voting gathers an equal number of votes in favor and against, it fails.

23 *Roll Call*

- In order to establish attendance, the chairs shall proceed with a roll call at the beginning of the committee session.
- During the roll call, the chairs shall call on delegates by their country in English alphabetical order.
- Delegates may state their status as “Present” or “Present and Voting”
- Delegates declaring themselves “Present and Voting” must not abstain from voting on substantive matters.
- If a delegate misses roll call, they can establish their presence with a private message to the chairs informing them of their status (“Present” or “Present and Voting”)

24 *Agenda Setting*

- The agenda decides the order in which the topics will be discussed in committee.
- The first matter the Committee decides on will be setting the agenda.
- The only motion in order at this time will be in the form of “Motion to set the agenda to ‘Topic X’.”
- Delegates may only propose topics listed in the preparation materials.
- The chair accepts, rejects or modifies this motion at their discretion before moving onto voting.
- This requires a simple majority to pass, and in the event that it does not receive the required majority, the other topic (reverse agenda) is automatically adopted.

25 *Opening Statements & Speakers’ List*

- At the beginning of the debate on each agenda item, there shall be time allotted to each delegate present to deliver an opening statement.





- The time allotted for the opening statements in SMUN 2023 is 1 minute 30 seconds.
- The speaker's list is opened with a motion to open the general speaker's list with a given speaker's time. This will be followed by a vote to set the speaker's time to the given time. A simple majority is needed to set the speaker's time.
- The motion to set the longest speaker's time takes precedence in voting.
- The speaker's list is opened, and the chair requests speakers, delegates can raise their hand to be added into the speakers list in roughly chronological order.
- Each delegate, when called upon after all the names are added, will speak upon the agenda. They can be readded to the speaker's list by informing the chair.

26 Formal Debate

- For the purpose of the Rules of Procedure, all debates taking place shall be referred to as formal debate unless the committee is in a caucus or in voting procedure.

27 Informal Debate

- For the purpose of the Rules of Procedure, all debates taking place within the framework of a moderated caucus, an unmoderated caucus or a voting procedure shall be referred to as informal debate.

28 Yields

- A delegate who has been granted the right to speak in a formal debate and has not exhausted their allotted speaking time may yield their remaining time to:
 - o another delegate (if they reject it time is automatically yielded to the chair)
 - o questions (follow ups to the second degree are allowed)
 - o chairs (debate will continue)

29 Right of Reply

- A delegate whose personal or national integrity has been infringed by another delegate may, at the end of the latter's speech, request a right of reply.
- The request shall be granted at the Chairs' discretion, and if so, the wronged delegate may immediately speak for 1 minute.
- A right of reply to a right of reply is not in order.

30 Raising a Point or a Motion

- All motions shall be raised only when the floor is open.
- Points may be introduced at any time during formal debate without interrupting a speaker.





- The floor is considered to be open when the committee is in a formal debate and there are no points or motions being processed by the chairs, voted upon or appealed, and no delegate is exercising their right to speak.
- In order to raise a point or a motion, delegates shall raise their hand. After receiving recognition, they shall state the name of their point or motion.
- The chairs shall be responsible for collecting motions. It is up to their discretion to decide when and how many motions to collect, but they should rank them in descending order of length.
- Once the chairs stop collecting motions, the delegates shall vote upon them one by one.
- All motions in SMUN 2023 are procedural and require a simple majority in favor to pass.

31 *Debatable motions*

- SMUN 2023 does not recognize any motions as 'debatable' and must only pass or fail with a simple vote.

32 *Points*

- *Point of Personal Privilege* – Used to remove some personal discomfort, and shall be judged by the chairs. For example, the delegate may raise a point of personal privilege if they cannot hear the speaker or need to use the bathroom.
- *Point of Order* – A delegate may raise a point of order to report an improper parliamentary procedure according to the Rules of Procedure. The chairs may rule it 'out of order' if they feel no violation of the rules has taken place.
- *Point of Parliamentary Inquiry* – A delegate may raise this at any point to clarify a question about the rules of procedure.
- *Point of Information to the chairs* – A delegate may clarify a question regarding information on the topic or the study guide. When responding to points of information, the chairs must provide impartial information related to the question asked

33 *Motions*

- *Motion to Open the Speaker's List* – "Motion to open speaker's list with a speaker's time of ___(time)___" (Simple Majority)
- *Motion for a Moderated Caucus* – "Motion for a moderated caucus on the topic ___(topic)___ for a total time of ___(time)___ minutes and an individual speaker time of ___(time)___ minutes." (Simple Majority)
- *Motion for an Unmoderated Caucus* – "Motion for an unmoderated caucus for a total time of ___(time)___ minutes." – Total time cannot exceed 45 minutes. (Simple Majority)
- *Motion to Extend the previous Caucus* – Delegates may motion to extend the previous unmoderated or moderated caucus. The proposed extension time





- cannot exceed original caucus time, and the individual speaker time in the moderated caucus is automatically applied. Chairs can reject this motion at their discretion. (Simple Majority)
- Motion for a Consultation of the Whole - “Motion for consultation of the whole on topic ___(topic)___.” – Every delegation may take the floor in alphabetical order for one (1) minute on the topic, subject to chairs’ discretion. (Simple Majority)
 - Motion to introduce draft resolution – “Motion to introduce draft resolution X.X” (No Vote)
 - Motion for the Adjournment of the Meeting – Temporarily adjourn the meeting until the next session, only in order if the disruption is called for in the schedule. (Chair’s Discretion)
 - Motion to Close Debate on the Item Under Discussion – This closes debate on the current topic and the committee moves onto the next topic. (Absolute Majority/Chair’s Discretion)
 - Motion for Closure of the Meeting – Delegates may propose this on the last day to conclude the conference until next year. (Chair’s Discretion)

34 General Rules Pertaining to the Introduction of Documents

- A document must first be sent to the chairs to confirm it reaches the standard of a draft resolution in SMUN, and can only be introduced as a draft resolution after changes given by chairs are implemented.
- The introduction of a document to the floor is at the discretion of the chairs and does not require a motion.
- The chairs shall inform the committee of all changes to the signatories or sponsors of a document.
- Should a document cease to meet the criteria necessary for it to be on the floor, it will be automatically withdrawn by the chairs.

35 Sponsors & Signatories

- Sponsors are recognized as the writers and the supporters of the resolutions. A maximum of three (3) sponsors and a minimum of one (1) sponsor are required for the draft resolution to be introduced.
- A sponsor is required to vote in favor of their resolution.
- Signatories are recognized as delegates wishing to discuss the draft resolution, they are not bound by any further obligations. A minimum of three (5) signatories are required for the draft resolution to be introduced

36 Draft Resolutions

- The document may be introduced to the floor and distributed as a “draft resolution” if it:
 - o meets the requirements detailed in the Handbook
 - o includes the required number of sponsors and signatories





- The satisfaction of said requirements shall be controlled and confirmed by the chairs, as well as by the secretary-generals in unison.
- Once the requirements are met, the draft resolution will be assigned a number in the format X.X, where the first number refers to the agenda item and the second refers to the position, which the draft resolution takes chronologically in the number of draft resolutions distributed on the agenda item.
- After the introduction of the draft resolutions by the chairs, the document will be distributed electronically to the committee and one of the sponsors shall read out its operative clauses.
- If no sponsor requests to speak, it is at the discretion of the chairs to select one.
- Subsequently, there shall be a question & answer session not exceeding seven (7) minutes, where the sponsors answer questions regarding the draft resolution. Delegates may ask their questions after raising their placards and being given the Floor to do so by the Chairs. Only the time in which the sponsors speak shall be deducted from the time allotted to the session.

37 Resolutions

- Resolutions are the final documents towards which each of the committees direct its work.
- If a draft resolution goes through the voting procedure and passes, it shall be considered a “resolution”. A draft resolution needs a simple majority to be adopted.

38 Amendments

- A draft resolution may be modified through amendments. An amendment is a written modification of the draft resolution, aiming to add, remove or revise one or more operative clauses of the resolution.
- Preambulatory clauses cannot be amended in SMUN.

39 Submission of an Amendment

- Amendments require one (1) sponsor and two (2) signatories in order to be introduced.
- Amendments shall be numbered chronologically, according to the order in which they were submitted to the chairs.
- The satisfaction of the requirements for the amendments shall be controlled and confirmed by the chairs. As soon as said requirements are met, amendments shall be introduced to the floor by the chairs, a motion is not required.
- Amendments to the first degree are in order, amendments to the second degree are not.





40 *Friendly & Unfriendly Amendments*

- Amendments to a draft resolution, which share the same sponsors, or are explicitly and unanimously accepted by the sponsors to which the amendment is referred to, shall be hereinafter referred to as “friendly amendments”.
- Friendly amendments shall be incorporated into the resolution without a vote.
- As soon as the amendment has been introduced, the chairs shall ask the sponsors of the resolution in alphabetical order to rise and state whether they formally accept the amendment to be friendly or not.
- If any of the sponsors do not accept the amendment, it shall be considered “unfriendly”
- Following the introduction of an unfriendly amendment, there shall be a question-and-answer session for the sponsor of the amendment for three (3) minutes, where the sponsor answers questions about their amendment. Delegates may ask their questions after raising their placards and being given the Floor to do so by the Chairs. Only the time in which the sponsors speak shall be deducted from the time allotted to the session.

41 *Voting Procedure*

- Voting procedure occurs when
 - o The General Speaker’s List has been exhausted
 - o There is a Motion to close Debate
 - o For the adoption/non-adoption of amendments
- Every Delegate shall have one (1) vote in SMUN Voting procedure.
- Voting for amendments occur right after their question-and-answer session time has elapsed. A delegate may motion to vote by Roll Call or to Adopt by Acclamation (see [Motions for Substantial Voting](#)) These require an absolute majority.
- Voting for draft resolutions occur in the ascending order of their assigned number. The first draft resolution is voted for through one of the Motions for Voting (see [Motions for Substantial Voting](#)) and this continues for all resolutions that have been introduced. These require an absolute majority.

42 *Motion for Substantial Voting*

- Delegates may respond for Substantial Voting with ‘Yes’, ‘No’, ‘Abstain’ (those Present and Voting cannot respond with Abstain), ‘Yes with Rights’, ‘No with Rights’.
 - o ‘Yes/No with Rights’ allows for the delegate to - After all delegates have voted – to explain in 30 seconds why they decided to vote yes/no for this resolution/amendment.
 - o It is at the discretion of the chair to entertain “Yes/No” With rights





- Motion to vote by roll call – Does not require a procedural vote, the chair will call out each delegate present in alphabetical order and delegate will vote when recognized.
- Motion to vote clause by clause – This motion requires a procedural vote and is also at the discretion of the chair, each operative clause will be voted upon in order, followed by the draft resolution being voted upon as a whole
- Motion to Adopt by Acclamation – Does not require a procedural vote, The Chair will ask if there is any objection to adopt the amendment/draft-resolution, if there is no objection the resolution is adopted unanimously, if there is objection, regular method of voting is used.

