

RULES OF PROCEDURE

These are the rules or protocols by which the committee operates. Do note that following the ROP is of paramount importance.

1. Abbreviations used:

The following abbreviations shall be used in the document:

1. IPC- International Press Corps
2. ROP- Rules Of Procedure
3. HOP- Head Of Press
4. MC- Moderated Caucus
5. GSL- General Speaker's List
6. EB- Executive Board.

2. Applicability:

This ROP applies to all committees, including IPC.

3. *Vote:*

Every delegate gets one vote each. The five types of elections are:

1. Yes: a substantive vote in the affirmative.
2. No: a substantive vote against.
3. Yes, with Rights: a substantive vote in the affirmative that allows the delegate to explain their vote. You may only declare “rights,” if you are voting against your national policy or if you decide to switch your vote from your declared position during committee.
4. No, with Rights: a substantive vote against that allows the delegate to explain their vote. You may only declare “rights,” if you are voting against your national policy or if you decide to switch your vote from your declared position during committee.
5. Abstain: Neither a vote in favor nor against. An abstention lowers the total vote count. For example, a draft resolution with a vote of 10 in favor, 5 against, and 99 abstentions passes. Abstention votes are not votes against.
6. Pass: Upon declaring a pass, the chairperson will continue with roll call vote, passing the delegate that has passed. After all states have voted, the chairperson will again call on the delegate to vote; however, if you use a pass, you abandon your right to abstain and must vote ‘Yes’ or ‘No’

4. Language:

The official language for formal debate shall be English only



5. Internet Usage:

Delegates are not allowed to use the internet to gather information for debate during the committee. If found violating the same, they will be demarcated heavily.

6. Motions:

There are two types of motions that the delegates shall follow in the committee. THEY ARE:

1. Moderated Caucus
2. Unmoderated Caucus (usually abbreviated as Unmod)

When a delegate raises a motion, they are expected to mention the topic to be discussed, stating the time period per speaker and total time (in the Moderated Caucus) or the total time required (in the Unmoderated Caucus, it cannot extend beyond twenty minutes)

7. Yielding time:

Once a delegate finishes a speech, and if they have time left, they may do either of the following:

1. Yield time to the chair: The remaining time shall be utilized as per as the discretion of the EB;
2. Yield time to questions: Point of Informations can be raised. The number of questions to be considered is dependent on the time left.

3. Yield to comments: Once the speech is done, a delegate can raise their hand for time to yield to comments, and raise points on the delegate's speech in the form of comments. The delegate who made a speech does not have to answer.

8. Points:

When points are raised, delegates are expected to show proper restraint and decorum, and shall only then be acknowledged by the EB. During a moderated caucus, a delegate can put forward a point(s), which are:

1. Point of Personal Privilege: A delegate can use this point when they are experiencing any discomfort during another delegate's speech. They can interrupt the current speaker if they are facing any difficulty.
2. Point of Information: After a delegate finishes his/her speech, another delegate can raise a point of information if they feel the former needs to elaborate on any point. This shall be entertained only if the delegate (who just finished their speech) yields their time to Point of Information, or after GSL speeches;
3. Point of Enquiry: A delegate can raise this point after another delegate's speech if they want to obtain clarity on the few of the committee, or have any queries regarding how the committee is going to proceed.
4. Point of Order: Points of order can be raised by Member States at any point in the meeting. If a delegate believes that the Chairman is not following the Rules of Procedure or not being sufficiently active in ensuring others do so, he/she may raise a point of order.

9. Conduct:

1. **Quorum:** Quorum is the total number of delegates that should be present in committee to begin its proceedings. The Quorum should be at least one-third of the total committee strength;
2. **General Speaker's List:** Abbreviated as GSL, this is the first set of speeches in committee. The time limit is set to one minute per speaker. Points of Information are entertained on a delegate's speech, even if they exceed one minute;
3. **Right to Reply:** If a delegate feels the interests of his/her portfolio is compromised, or if any other delegate makes remarks such that they affect the delegate's or portfolio's sentiment, they can raise a Right To Reply. Both the delegates will have to deliver a speech for a minute each, either on why they feel violated, or how they are justifying their comment. After this, the committee shall vote in favour of the delegate who they feel is right, and the other delegate shall be asked to leave the committee session for ten minutes. Right to Replies can be submitted via private chat to the EB;
4. **Appeal to EB's decision:** If a delegate feels that the EB has taken any decision that either violates ROP, or has made an incorrect ruling, they can raise an appeal to the HOP's decision. The appeal will be taken to the Secretary General, and appropriate measures will be taken. These can be submitted via private chat to the EB

10. Resolutions:

The initial documentation of the solutions can be put forward in the following three ways:

1. **Press Communiqué:** An official document comprising the solutions by individual delegates is called a communiqué. It is unanimous, and shall not include perambulatory clauses. Instead, the delegates are required to mention their agency name, mention their solutions, followed by the next delegate, in no particular order.
2. **Draft resolution:** Both the resolutions shall be discussed in committee either by the procedure of moderated caucuses or question and answer sessions. Friendly amendments are accepted in both situations.
3. **Working Paper:** Blocs can be formed in this type of resolution, and shall include a minimum of five preambulatory clauses.

11. *Press Conference:*

Preceding the sessions, the press members shall be allotted time to question any delegate of their choice (in their allotted committee) based on the discretion of the EB of that committee and the HOP. Their questions can be based on anything the delegate stated.

12. *Table debate:*

In this type of discussion, delegates can, in pairs, argue on a topic related to the agenda. There shall be two pairs, one for, and the other against, and ROP shall be suspended for that current time.

Points of information and order are entertained post the discussion. In case any delegates want to have a table debate, they can send a private message to the EB. Though the ROP is relaxed, delegates are expected to follow basic quorum.

13. *Passing of the resolution:*

For a resolution to pass, it should be voted by the majority of the committee. A simple majority is 50% of the committee plus one vote.

14. *Suspending debate:*

Once the resolution is passed, or the committee has failed, or the committee has to be suspended for a current time frame, the delegates are expected to raise a motion to stop formal debate. The discretion of the HOP can also pass it.

WRITING YOUR POSITION PAPER

- The position paper is written with the help of the Background Guide.

So a position paper is an essay which is supposed to reflect your or your country's stance on the issue in discussion.

- The position paper must be original and must not contain information copy pasted from any site as it will count as plagiarism.

- It has 3 parts to it:

1. The background of the topic: mention the history, the response received
2. Your portfolio's stance: what has your country/ representation done
3. Solutions to the agenda

- It usually runs into 2 pages, and every Executive Board has a specific word count and font you should follow.
- Add your country's flag or party's symbol

DRAFTING YOUR RESOLUTION

A resolution is a written document between submitters and co- submitters, where the issue being discussed in the committees is solved within that document.

A resolution should include the following:

1. Name of the committee

2. Name of the debated issue

3. Sponsors

4. Signatories

5. Preambulatory clauses

These are clause s which address the issues at hand. Preambulatory clause s have specific formats, the very beginning of the preambulatory clause includes a phrase called the preambulatory phrase. This phrase is italicized. Preambulatory clauses can include sub- clauses and sub-sub clauses, but at the end of the general clause, a comma must be put, and at the very final clause, a semicolon is used.

6. Operative clauses

These are clauses which suggest a solution to the issue at hand. Operative clause s have specific formats, the very beginning of the operative clause includes a phrase called the operative phrase. This phrase is underlined and bolded. Operative clauses are numbered, and can include sub-clauses and sub-sub clauses, but at the end of the general clause, a comma must be put, and at the very final clause, a full-stop is used.

SOME PRE-AMBULATORY PHRASES

1. Affirming
2. Alarmed by
3. Approving
4. Believing
4. Confident
5. Concerned
6. Deeply convinced/ disturbed/ regretting/ conscious/ concerned
7. Emphasizing
8. Expecting
9. Fulfilling
10. Observing
11. Guided by
12. Having adopted/ considered/ received
13. Keeping in mind
14. Declaring
15. Reaffirming
16. Recalling
17. Referring
18. Expressing its appreciation
19. Bearing in mind

SOME OPERATIVE PHRASES

1. Affirming
2. Draws attention
3. Approves
4. Authorizes
5. Calls
6. Calls upon
7. Designates
8. Notes
9. Encourages
10. Endorses
11. Emphasizes
12. Expresses
13. Has resolved
14. Trusts
15. Proclaims
16. Reaffirms
17. Recommends
18. Condemns

19. Confirms/Trusts

20. Further proclaims/ invites/ requests/ resolves

21. Declares accordingly

22. Reminds

23. Takes note of

24. Transmit

A SAMPLE RESOLUTION:

Signatories: Denmark, Portugal, Iraq, Kazakhstan, Bahrain, Armenia, Italy, Liberia, Norway, France, Colombia, Canada, Libya

Topic: Climate Change

The United Nations World Tourism Organization,

Alarmed by the ways in which climate change has already impacted nations, including flooding, hurricanes, and wildfires,

Acknowledging tourism's large carbon footprint and vast detrimental effects climate change,

Bearing in mind the importance of tourism-related climate change solutions and documents such as the Paris Climate Accords,

Recognizing the critical role tourism plays in numerous economies and the importance of maintaining tourism revenue,

1. Trusts provinces/regions to be better capable of managing available resources in their jurisdiction than national Governments

a) Noting with satisfaction that this method has already been implemented in nations such as Canada with great success,

b) Stressing that each region is more aware of its own resources and should have agency regarding tourism;

2. Further recommends education on climate issues through environmental awareness programs;

a) Emphasizing changes in early schooling, including:

i) An implementation of a comprehensive climate issues curriculum,

ii) Teacher training on encouraging climate discussions in various spheres of the classroom,

b) Promoting environmentally friendly tourism practices among tourism stakeholders, through:

i) Creation and distribution of pamphlets to key tourism stakeholders, including hotels, resorts, and travel agencies,

ii) Virtual training programs for tourism stakeholders on energy-efficient practices;

iii) Awards and benefits offered to stakeholders exemplifying green practices.

DIRECTIVE

- An integral part of every CCC or FC of HC is a “directive”. It is a document, submitted by you, which orders for the killing or deportation of someone, or moving troops.
- It is basically you recommending actions that the EB can take on any other delegate.
- You can submit a “covert directive” to the EB, which means they will not reveal the directive’s author to the committee. Else, you submit an “overt directive”.
- The format is:
 1. Portfolio name
 2. Nature: (whether the directive is covert or overt)
 3. Aim: (what do you want to achieve out of the directive?)
 4. Plan of Action: (how will you carry forward the plan?)
 5. Result: (what did you achieve in the end?)
- Your PoA should be written in points, and should be only instructions.