

Gyeonggi Academy International Conference Model United Nations

GAIC-MUN

Rules of Procedure

Chapter I. Structure

Clause 1 | Secretariats

1. The Secretariat has authority over all matters relating to the conference.
2. The Secretariat is divided into the following departments:
 - A. Executive Office of the Secretary-General (EOSG),
 - B. Department of General Assembly and Conference Management (DGACM), C. Department of Management (DM).
3. All members of the Secretariat may issue oral or written statements at any time during the conference.
4. All members of the Secretariat report to and take orders from the Secretary-General.

Clause 2 | Student Officers

1. Student Officers may also be referred to as 'Chairs'.
2. Student Officers are responsible for the proceedings of the committee they have been assigned to.
3. Student Officers enforce the rules of procedure within the committee they have been assigned to.
4. Student Officers are involved in the award considerations.
5. All Student Officers report to and take orders from the DGACM.

Clause 3 | Administrative Staffs

1. Administrative Staffs are responsible for assisting with various logistical matters.
2. Administrative Staffs' responsibilities include the following:
 - A. Note screening,

B. Helping committees in logistical manner,

C. Night guard.

3. All Administrative Staffs report to and take orders from the DM.

Clause 4 | Delegates

1. All participants of the conference are hereby referred to as 'delegates'.

2. Delegates are representatives of their nation, and thus have a responsibility to act accordingly to their nation's stance in the real world.

3. As diplomats of their nation, delegates must participate actively as it is done in the real United Nations.

Chapter II. Code of Conduct

Clause 1 | Working Language

1. English is the sole working languages for all GAIC conference proceedings and thus will be the only language used in speeches, notes, resolutions, official announcements, reports, and all other material created through the conference.

2. If wishing to use another language in an official setting, one must present a translation of the foreign word used.

3. Any written material breaching this rule shall be discarded.

4. Delegates breaching this rule through either speeches or written work, including notes, shall be exempt from award considerations and/or certificate of participation.

5. The following circumstances are the only ones in which this rule shall not take effect:

A. Communication between members of the Secretariat,

B. Communication between a member of the Secretariat and a member of the administrative staff,

C. Communication between a chair and a member of the administrative staff,

D. Communication between a member of the Secretariat and a chair,

E. Communication with persons not registered in the conference,

F. Communication with observers.

6. Members of the Secretariat have the final say regarding the question of breach of this rule.

Clause 2 | Chair – Delegate Relationship

1. Chairs must behave professionally towards all delegates.

2. Delegates may give neither a gift nor a promise of one toward a chair, starting from before the conference begins until it ends.
3. Chairs must not discuss confidential information with delegates.
4. No pre-existing relationship between a chair and a delegate may lead to preferential treatment of that delegate.

Clause 3 | Plagiarism

1. All written works must not be plagiarized.
2. Any plagiarism by a chair within their chair reports will lead to the immediate dismissal of the chair in question.
3. Any plagiarism by a delegate within resolutions and amendments will lead to the immediate removal of that written work; further violations will lead to various disadvantages such as:
 - A. Removal from award considerations,
 - B. Removal from receiving the certificate of participation.
4. Any plagiarism by a journalist within their articles will lead to the immediate rectification of the section where plagiarism was used; further violations will lead to the dismissal of the journalist in question.
5. All chairs have a duty to make their best efforts in order for the prevention and the detection of plagiarism.
6. Members of the Secretariat have the final say regarding the question of breach of this rule.

Clause 4 | Dress Code

1. Boys must follow the following dress code:
 - A. a formal dark colored suit with tie
 - B. jackets are required but can be taken off during sessions
 - C. formal pants (no jeans or shorts)
 - D. formal shoes (no flip-flops or sandals)
2. Girls must follow the following dress code:
 - A. formal blouse or dress with appropriate colors and design
 - B. jackets are not required but suggested
 - C. formal pants or skirts (must be no shorter than top of knee)
 - D. formal shoes (no flip-flops or sandals)
 - E. heels are not necessary

3. School uniforms are not allowed

Chapter III Committee Proceedings

Clause 1 | Roll Call

1. The committee session begins with a roll call. When the chair calls out the delegations in alphabetical order, and all delegates should raise their placards high and say 'Present'. There is no 'Present and Voting' in GAIC.
2. Any delegates coming late should send a note and notifying chairs that they are 'Present', or they will not be counted during the voting procedure.
3. If the quorum is not met, the chair cannot declare the committee in session. The quorum is met when there are more than two-thirds of the committee members present.

Clause 2 | Procedural Vote

1. Procedural Vote is a vote on procedural matters such as motions.
2. This vote is conducted by delegates raising placards, administrative staffs counting the votes, and the chairs announcing the results.
3. There is no abstention for procedural vote.
4. A motion that requires a 'Simple Majority' passes when the votes for exceed half the committee present.
5. A motion that requires a 'Two-thirds Majority' (super majority) passes when the votes for exceed or is equal to two-thirds of the committee present.

Clause 3 | Substantive Vote

1. Substantive Vote is a vote on resolutions and amendments.
2. This vote requires a 'Simple Majority' to pass.
3. This vote is conducted by delegates raising placards, administrative staffs counting the votes, and the chairs announcing the results. Delegates may vote:
 - A. For,
 - B. Against,
 - C. Abstain.
4. After the voting procedure has been conducted and the tallies have been announced, the chairs will continue to proceed the session.

Clause 4 | Regarding All Motions-Second/Objection

1. Neither seconds nor objections are in order in GAIC.

Clause 5 | Setting the Agenda

1. When there is no agenda item on the floor, the committee has to set the agenda through the “Motion to Set the Agenda”. This motion is entertained by the chairs when a delegate says, “Motion to set the agenda to agenda item A.” After hearing the Motion, chairs will directly open the speaker’s list and entertain two delegates to speak for and two delegates to speak against the motion, with the following conditions:

A. Two delegates speaking for the motion should explain why this agenda item should be addressed first and be debated over first,

B. Two delegates speaking against the motion should explain why this agenda item should not be debated prior to the other agenda item,

C. Each speaker will have 60 seconds to speak.

2. After the speakers’ list has exhausted, the chair moves directly into voting procedure. This motion is a procedural vote and requires a simple majority to pass.

3. If the Motion passes, delegates will begin debating over the corresponding agenda item.

4. If the Motion fails, the committee will automatically move on to the next agenda without additional motion to set the agenda.

Clause 6 | Speakers’ List

1. After the opening speeches, the chairs will open the speakers’ list and entertain any delegates wishing to express their opinions pertaining to the agenda.

2. If the resolutions are introduced, the chairs will open the limited speakers’ list and delegates should express their opinions pertaining only to the resolution that has been introduced.

3. Delegates may be added on the speakers’ list by raising their placards and getting recognized when the chairs open the speakers’ list or the delegates can send a note to the chair requesting to be placed on the speakers’ list.

4. Chairs may accept motions or points during the speakers’ list, but not when a speaker is speaking on the podium with the exception of Point of Personal Privilege or Point of Order.

5. The usual set time for speeches on the speakers’ list is limited to 90 seconds, but can be adjusted by chairs’ discretion or through “Motion to Set the Speaker’s Time”.

6. Delegates may not approach the podium unless recognized by the chairs.

Clause 7 | Speeches

1. Delegates cannot use first-person-pronoun and second-person-pronoun (e.g. I, You, We), since they are representing countries or organizations. They should rather refer themselves as third-person pronoun (e.g. He, She, the delegate...)

2. Delegates on the speakers' list may yield their remaining time to:

A. Point of Information: allows other delegates to ask questions:

- i. Point of Information has to be concise and must be in question format,
- ii. Remaining time is used only when the delegate on the podium is answering a point of information,
- iii. One follow-up is granted upon request and under chairs' discretion.
- iv. Direct conversation between the delegates is not in order.

B. Another Delegate: allows another speaker to make speech for the remaining time:

- i. Yield cannot be yielded again,
- ii. Delegate can yield to another delegate only if the remaining time is more than 15 seconds,
- iii. If the yield was made to the speaker that is next on the speaker list, the delegate that has accepted the yield is automatically removed from the speakers list,
- iv. Although the delegates did not have prior agreements, no delegate can refuse the yield given to him/her whenever the action is taken place,
- v. Although yielded, delegates do not have to continue speaking on the same idea but can foster their own opinions.

C. Chair: allows delegate to yield the remaining time back to chair and return to his/her seat thus ending his/her speech.

3. Delegates should follow the time limitation, and chair has authority to suspend their speech once it exceeds time:

A. Chairs may alarm the delegate to come to the closing remarks when 10 seconds are remaining,

B. When the speaker's time has elapsed, the chair may stop the speaker and return him back to designated seat.

Clause 8 | Right of Reply

1. When delegates feel that their national integrity has been impugned by another delegate, they may submit a Right of Reply through note papers to chair.

2. Chairs will grant the Right of Reply at their discretion, and the delegates will be granted to speak for 60 seconds.

3. Right of Reply cannot be yielded to Point of Information or to another delegate.
4. Right of Reply to the second degree is not allowed.
5. Right of Reply is conducted by delegate submitting a note to the chair, chair recognizing the delegate, and the delegate delivering the speech on the podium for 60 seconds.

Clause 9 | Point of Order

1. During the discussion of any matter, a delegate may rise to a Point of Order to indicate an improper parliamentary procedure.
2. Chairs may rule the point out of order under their discretion.
3. Delegates raising the Point of Order may not speak on the substance of the subject under discussion.
4. Delegates are allowed to interrupt the speaker only if the right to speak of the speaker on the podium is not in accordance or procedure

Clause 10 | Point of Personal Privilege

1. Whenever delegates experience personal discomfort, they may raise a Point of Personal Privilege to request the discomfort to be corrected. (e.g. audibility, the room is too cold or too hot, etc)
2. Point of Personal Privilege may interrupt a speaker, only during audibility discomfort.

Clause 11 | Point of Parliamentary Inquiry

1. When the floor is open, delegates may rise Point of Parliamentary Inquiry to ask Chairs a question regarding the rules of procedure.
2. A Point of Parliamentary Inquiry may never interrupt a speaker.

Clause 12 | Point of Clarification

1. A Point of Clarification can be made after the heading out of a resolution or an amendment to ask a question to the immediate speaker.
2. A Point of Clarification is completely different from a Point of Information, and is strictly for clarification.
 - A. It is allowed only for delegates to rectify confusions upon the speech resulting from audibility problems or word concepts.
 - B. If a Point of Clarification is made in an argumentative nature, the point will directly be ruled out of order by chair.

Clause 13| Unmoderated Debate

1. Delegates can make a motion to move into Unmoderated Debate by saying: “Motion to suspend the debate to move into Unmoderated Debate for ___ minutes, for the purpose of ___.”
2. Under the chairs’ discretion, time for Unmoderated Debate may be adjusted.
3. Once the motion is made, chairs will automatically move into voting procedure. However, chairs may rule the motion out of order with their discretion.
4. This motion is a procedural vote that requires a simple majority to pass, and no abstentions are allowed.
5. During Unmoderated Caucus, delegates are free to move around within the committee room and share their opinions on agenda items, resolutions, and amendments or receive signatories for their resolutions and amendments. However, they may not approach the podium and use the microphone to deliver a speech.
6. The maximum time limit of Unmoderated Debate is 20 minutes.

Clause 14 | Moderated Debate

1. Delegates can make a motion to move into Moderated Debate by saying: “Motion to suspend the debate to Moderated Debate for ___ minutes, individual speaking time ___minutes, for the purpose of_____.”
 - A. The delegate should specify the purpose, time duration, and individual speaking time.
 - B. The overall time duration of the moderated caucus should be the exact multiple of the individual speaking time.
2. Purpose of Moderated Debate is usually for a fast discussion.
3. The maximum time limit for the Moderated Debate is 20 minutes; Moderated Debate cannot end unless the specified time is passed.
4. Once the motion is made, chairs will automatically move into voting procedure. However, chairs may rule the motion out of order with their discretion.
5. This motion is put into procedural vote and requires simple majority to pass.
6. During the Moderated Caucus, the speakers’ list is temporarily suspended and chairs will recognize the delegates one by one. Any delegates wishing to speak may raise their placards when the chairs ask. Once the delegate is recognized, one will stand up from their seats and deliver their speech for the limited time, pertaining of the motion.
7. There are to be no yields during Moderated Caucus; instead, delegates will seat themselves when they finish their speeches.

Clause 15 | Lobbying Session

1. The Lobbying Session exists so that delegates can freely move around the conference room to write resolutions, amendments and discuss ideas; however delegates are not allowed to leave the conference room.

Clause 16 | Resolution

1. Resolution is the work of the committee that contains solutions toward the agenda item.
2. Resolution can be divided into two extensive parts: Preambulatory and Operative Clauses.
 - A. Preambulatory Clauses only include the facts about the agenda item and cannot be amended.
 - B. Operative Clauses only contains the “actions” to be taken in the near future as a possible solution to the agenda on the floor. They are specified into sub-clauses and sub-sub-clauses.
3. The minimum number of resolutions is 2, and only the first three drafts to be submitted will be debated upon.
4. Below are the process to introduce a resolution:
 - A. Delegates write a resolution with other delegates and receive signatories of at least one-third of the committee delegations.
 - B. Delegates must submit resolution to chairs by the designated time.
 - C. Chairs will correct the formats and the contents (especially plagiarism, relevance to agenda, and division with other resolutions on the floor),
 - D. Chairs will send corrected draft resolutions and distribute them.
5. Resolutions cannot be mentioned nor discussed prior to its introduction in any of the committee’s substantive speeches.

Clause 17 | Introducing a Resolution

1. In order to introduce a resolution to the committee, the delegate must complete the following steps:
 - A. The requisite number of signatories must be met on the resolution:
 - i. The requisite number will be more than one-third of the committee delegates.
 - ii. Being a signatory of the resolution does not imply in any means that the delegate is a supporter of the resolution, but rather means they wish to discuss the resolution in the committee.
 - B. A resolution is not to be written and submitted by one main submitter alone, but by multiple sponsors. Sponsors are the delegates who contribute their ideas and stances to drafting of the resolution and support the whole content of the resolution.

C. A resolution may be introduced when the chair approves it.

D. When the floor is open, one of the sponsors of the resolution may raise a motion to introduce the resolution (e.g., “Motion to introduce resolution.”) This motion does not require a procedural vote and passes automatically.

i. Delegates may not mention nor discuss about the resolution in prior to its introduction to the committee.

E. The delegate who raised the motion will approach the podium and read out the operative clauses. The delegate is not obligated to read out the preambulatory clauses.

F. After the delegate reads out the operative clauses of the resolution, the chair will entertain two points of clarifications from the committee.

G. The delegate may give an authorship speech of the resolution, not exceeding 3 minutes maximum.

i. Authorship speech is optional, yet is encouraged. ii. At this time, no yields are allowed.

H. After the authorship speech, the chair will entertain two points of information from the committee. If there are none, the delegate may directly yield the remaining time back to the chair.

I. With all these process completed, the draft resolution is considered as formally introduced to the committee and is allowed discuss on the resolution during the substantive speeches.

Clause 18 | Amendments

1. Amendments allow altering the meaning or intentions of a particular in the resolution on the current agenda item. An amendment is a change that is made to the resolution and must be voted upon by the committee before the amendment becomes effective.

A. The Preambulatory clauses of the resolution may not be amended. B. Only one action will be taken in one amendment.

2. All amendments must be sent to the Chair in the proper format in an amendment sheet and approved by the Chair.

3. When an amendment to a resolution on the floor has been introduced, the speakers’ list is suspended for that time being.

4. After the introduction of the amendment, the main submitter of the amendment may give an speech explaining the amendment, not exceeding maximum 3 minutes. The chair will open up a limited speakers’ list, pertaining only to the amendment that has been introduced.

A. All speeches must remain relevant to the amendment itself, and digressing to other aspects of the agenda item or a resolution is not in order.

B. A yield to points of information or to another delegate is allowed at this time, since an amendment is a substantive matter.

5. After there have been 2 speeches FOR and 2 speeches AGAINST the amendment of a maximum of 60 seconds, a delegate may raise a motion to close debate on an amendment.

A. The amendment requires a simple majority to pass.

B. Abstentions are allowed.

6. If the amendment passes, the Chair shall re-read the amendment and inform the committee to make the corresponding changes to the resolution.

7. After the substantive vote on the amendment, and once the committee acted upon the amendment, the speakers' list resumes.

Clause 19 | Introducing Amendments

1. Amendments must obtain the approval of the Chair prior to its introduction to the Committee like a resolution.

2. A delegate is allowed to raise a Motion to introduce an amendment to any resolution on the current agenda item whenever the floor is open.

A. Amendments without the chair's approval or irrelevant to the resolutions are not in order.

B. In Chair's discretion, any amendment may be ruled out of order if the Chair recognizes the amendment render to the resolution nonsensical.

i. Amendment to the Amendment, also known as amendment to the second degree is not in order; delegates should fail the amendment and raise another motion to introduce a different amendment.

ii. However, an amendment clause may be amended again.

3. Only one amendment can be on the floor at the same time.

4. When two or more amendments are proposed at the same time, the chair shall discuss on the amendment that generates the greatest impact to the resolution.

5. When a delegate raises a Motion to introduce an amendment on resolution #, the motion is directly in order under Chair's discretion.

A. After the motion has been made, the delegate who raised the motion will approach the podium and read out the amendment.

B. The delegate shall receive two points of clarification from the committee. If the amendment is to strike a clause, then point of clarification will not be entertained.

Clause 20 | Closing the Debate

1. A delegate may raise a Motion to Close Debate on a resolution currently on the floor after the required debate. The Chair may rule out the motion.

2. The committee will move directly into voting procedures.
3. The motion requires two-thirds majority to pass.
4. Once the debate for all of the resolutions is closed, the committee will move into the voting procedure in the sequence of the introduction of the resolutions
5. In GAIC, multiple resolutions may pass on the same agenda item.

Clause 21 | Adjourning the Meeting

1. Once the remaining time of the session does not exceed over 30 minutes, a delegate may raise a Motion to adjourn the Meeting.
 - A. A Motion to Adjourn the Session must specify the specific time of resumption, purpose.
 - B. This motion is typically made before lunchtime, breaks, or at the end of the day
2. With Chairs discretion and for the quality of the debate, the Chair may rule this motion out of order.
3. Upon hearing the motion, the committee shall move directly into procedural voting procedures for this motion.
4. This motion requires simple majority to pass.

Clause 22 | Crisis Breakout and Action Paper

1. Upon the breakout of crisis, debate on the agenda will be temporarily suspended for a limited span of time as assigned by the crisis officer.
2. Suspending the formal debate, the committee will move to discuss and make a direct decision upon the crisis by forming an action paper.
3. The general speaker's list will be temporarily suspended and new speaker's list will be open on the crisis.
4. Delegates may continue to speak to share ideas through the speaker's list, or raise a motion for a caucus to discuss freely or write an action paper. Motions will be recognized accordingly to the procedure during the formal debate.
5. The introduction and debate over the action paper will be conducted in the same manner as the resolutions; however, some procedural aspects such as points of clarification may be overruled by the chair's discretion if necessary due to time constraints of crisis.
6. After the passage of an action paper, the committee will resume back to the formal debate.

Clause 23 | Clause-by-Clause Format

1. Clause-by-Clause Format is defined as debating only on the particular operative clause on

the table and taking votes to pass or fail the clause before moving on to the next one.

2. When debating on the operative clause one by one, amendments to strike, add or change clauses are not entertained,

3. After debating and voting on the last operative clause, the committee will take a vote on the preambulatory clauses as a whole. This is only perfunctory, and it should pass unanimously without debate as preambles do not contain controversial content,

4. After voting on all the operative clauses and the preambles, the Security Council will debate on the resolution as a whole. At this time, amendments to strike, add or change clauses are entertained.

5. This format is in effect for the Security Council only.

Clause 24 | Veto Powers

1. Veto powers pertain to P5 nations of the Security Council (SC) which are the following: United States of America, Russian Federation, France, United Kingdom, and People's Republic of China.

2. P5 nations can exercise their veto powers during all substantive votes.

3. If one or more of the P5 nations veto on the vote, the vote is considered to be failed regardless of the result of the remaining vote. However, substantive votes are to be conducted fully even if the result is pre-determined due to the veto of a nation.

4. In Security Council where veto power exists, all substantive votes are conducted in a form of roll-call vote.

A. The chair will call out the delegation name in alphabetical order, and delegates are required to answer among the following:

i. Yes (For)

ii. No (Against)

iii. Abstain

iv. Veto (P5 nations only)

B. Procedural votes are conducted in the same manner as other committees.

Appendix #1
ABRIDGED RULES OF PROCEDURE ON COMMITTEE PROCEEDINGS

Motions Points	Explanation	Speeches	Interrupt Speaker	Type of Vote	Vote to Pass
Motion to Set the Agenda	Motion to set the agenda is made at the beginning of the first committee session. It is used to choose which agenda will be debated about first.	2 For 2 Against	No	Procedural	Simple Majority
Motion to Adjourn Meeting	Motion to adjourn session is used to end a committee session for lunch, dinner or day.	No	No	Procedural	Simple Majority
Motion to close the debate	When the committee wants to move into voting procedure on resolution or amendment, Motion to close debate is raised. Once the motion passes, committee moves directly into voting procedure – substantive matter. Motion to close debate allows the committee to move into voting procedure.	No	No	Procedural	Two- Thirds Majority
Motion to introduce resolution / amendment	Motion to introduce a draft resolution / amendment allows delegates to introduce resolution / amendment that have been already approved by chairs. Any resolution / amendment that has not been approved and distributed cannot be introduced and the motion is out of order. However, once approved, they can be on the floor without any voting procedure.	3 minutes/2 minutes authorship speech (optional)	No		None
Point of Order	Point of order is used when delegate thinks that chair has made mistakes on committee proceedings. When making this point, delegate has to clarify chair's mistakes. Also, it can interrupt other delegate's speech.	No	Yes		None
Point of Personal Privilege	Point of personal privilege is made when delegate feels physical discomfort. However, it cannot be on the contents of speeches. Also, it can interrupt other delegate's speech as long as it pertains to audibility discomfort.	No	Yes		None
Point of Parliamentary Inquiry	When the floor is open, a delegate may raise point of parliamentary inquiry to ask a question regarding the rules of procedure to chairs	No	No		None
Point of Clarification	When a resolution is introduced and the main submitter finishes reading operative clauses, delegates can make two point of clarification to ask him or her	No	No		None

	regarding the wordings, vocabularies and abbreviation forms of words in the resolution. It must not be about contents.				
Point of Information	Point of information is basically a question. After main submitter finishes making authorship speech on resolution, chairs will entertain two points of information. Points of information can also be made when delegate yields remaining time to point of information after speeches in formal debate. Only time answering point of information is deducted. Follow-up to first degree is in order.	No	No		None
Yield	When time remains after a delegate speaks in a formal debate, he or she can yield remaining time to another delegate, to POIs, or back to chair.	No	No		None
Right of Reply	When a delegate feels that his or her national identity has been impugned by another delegate, he or she may submit a Right of Reply through note papers and submit to chair.	60 seconds	No		None

**Appendix #2
PRECEDENCE OF POINTS AND MOTIONS**

All points and motions take the following precedence:

- 1) Point of Personal Privilege
- 2) Point of Order
- 3) Point of Inquiry
- 4) Motion to Introduce a Resolution (directly entertained)
- 5) Motion to Introduce an Amendment (directly entertained)
- 6) Motion to Adjourn the Meeting
- 7) Motion to Extend the Speaking Time
- 8) Motion for an Un-moderated Debate
- 9) Motion for a Moderated Debate
- 10) Motion to Table Debate
- 11) Motion to Resume Debate
- 12) Motion to Close Debate on the Agenda/Amendment

*Within points and motion, one that casts greater effect on the debate takes precedence

*Within the same motions, one that has the longer duration takes precedence

*Within the same points, one that is introduced prior takes precedence.