



Main Model United Nations Conference
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Empowering Voices in a Diverse World



Rules of Procedure

Preface

Dear delegates, welcome to MainMUN 2024!

The following pages will contain the Rules of Procedure (RoP), that will be used during this conference. They consist of three parts:

- I. The short form of the RoP: All rules applied in paragraphs; This part is made to give you an overview over all rules and can be your first source if you have any uncertainties during debates.
- II. The long form of the RoP: All rules with explanations and examples; Sometimes, explanations in the short form are not sufficient or you wonder when this specific rule is applied. For this purpose, you can click on all underlined parts in the short form to get directed to a more detailed explanation of the rule in the long form.
- III. The annex, that contains helpful tables, that summarise many of the rules briefly and clear. Especially the “Rules Index” is recommended to be printed out as you will often refer to it during the debates.

Don't get scared by the length of this document! For most rules, reading the first part will be enough. The second part (Long form) is there to clarify and give examples as detailed as possible. It is extremely important to familiarise yourself with the RoP prior to the debate to thrive and guarantee a great flow of debate.

To quickly look up rules during the debate we recommend using the “search” function (accessible by pressing “ctrl” and “f”) and entering the keyword you are looking for.

Your MainMUN Team

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General Introduction

MainMUN is a four-day international relations simulation for university and high school students held annually in the city of Frankfurt am Main. Each February/March, about 250 participants gather to confront and debate about issues of international importance.

Through participation, delegates at MainMUN experience first-hand the challenges of negotiation by assuming the roles of United Nations representatives and members of other decision-making bodies. MainMUN is considered one of the biggest German MUNs in present-day history and has a long-standing tradition of high-quality debates.

This 20th session will consist of seven committees. The expert-level committees are the Security Council and Foreign Ministers Summit, which are simultaneously also our two Crisis committees. Furthermore, as intermediate committees the Arctic Council, the Economic and Social Council (ECOSOC) and the Commission on Crime Prevention and Criminal Justice (CCPCJ). For our beginners, we will simulate the International Atomic Energy Agency (IAEA) and the General Assembly.

Next to this, there will be four Non-Governmental Organizations, namely Human Rights Watch, Doctors without Borders, Greenpeace International and International Work Group for Indigenous Affairs.

Finally, MainMUN will also host a press corps, with Al Jazeera, BBC, and Fox News. MainMUN 2024 will be a crisis-orientated conference. This means that one or several committees may be faced with a big international crisis at any time. Depending on the committee, the delegates will have the opportunity to act as a whole and within the jurisdiction to solve this crisis. Further explanation will be given at the time. Throughout the conference, the time will be frozen, and the MainMUN team will instead apply an alternative timeline. This means that events which have taken place right up to the conference might be considered. However, most events taking place during the conference will not, unless they have been brought forward by the crisis team.

Lacking resources to imitate several logistical aspects of the UN the simulation will be tailored to our capabilities. This means that even throughout the crisis simulations, we will remain as close to the spirit and actual practice of the UN as possible, and consequently, the official (RoP) of the UN will be applied unless considered not feasible in the Frankfurt Model. The following guide will introduce the rules applied in **all** committees at MainMUN. Please also pay attention to supplementary rules that might be applied in your committee only.

Please do not hesitate to contact the committee dais if you have any questions concerning special rules and how the general rules are applied in the respective committees. Students who are new to MUNs are strongly recommended to watch the RoP Videos in advance to the conference and to ask their questions in the RoP workshop at the beginning of the conference.

Rules of Procedure: Short Form

Chapter 1 – General Rules

§ 1 – Validity of the Rules of Procedure (RoP)

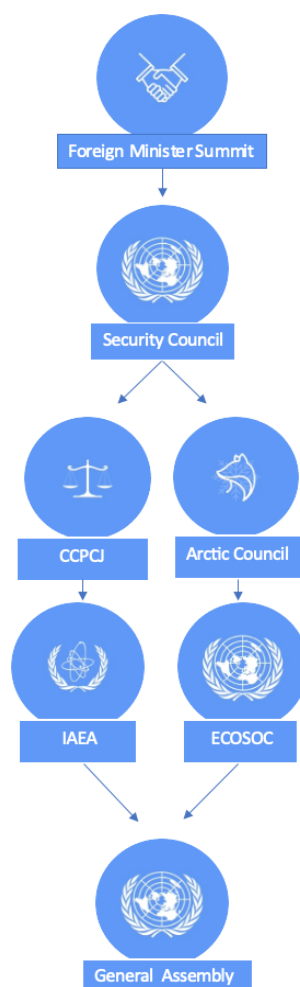
- (1) These rules are valid during the whole MainMUN conference in accordance with §2, subclause 2 of the MainMUN Terms & Conditions and apply to all committees that are simulated unless stated otherwise.

§ 2 – Additional Rules

- (1) In addition to the following RoP, all provisions in additional Guides provided by the MainMUN Team are to be considered valid. In case of any dissent between these documents, the dais decides upon the interpretation of the rules.

§ 3 – Delegation Chain of Command

- (1) Each delegation member bears a certain level of command based on their committee assignment; the highest-ranked member of every delegation can submit directives and is the representative of the whole delegation.
- (2) The ranks are as follows (in descending order): Tier 1 comprises the Foreign Ministers Summit, tier 2 is the Security Council, tier 3 is the CCPCJ and the Arctic Council, tier 4 is IAEA and ECOSOC, and tier 5 is the General Assembly.



§ 4 – Dress Code

- (1) During all official events of the conference (excluding socials), delegates must be dressed in accordance with “Western business attire”. This means a suit for male delegates and a suit or a business-appropriate dress for female delegates.
- (2) Wearing national or religious symbols of the represented nation is prohibited at MainMUN unless the delegate is a part of that religion. Exempt from this rule are national/UN pins. Not exempt from this rule are any symbols that are not worn, such as pictures.

§ 5 – The Secretary-General

- (1) The Secretary-General is the head of the secretariat. They may give statements on the debate, current events or agenda items at any time or may appoint members of the secretariat to give these statements on their behalf.
- (2) The following Heads support the Secretary-General: Head of Academics, Head of Delegate Service, Head of Crisis, Head of Media and Marketing and Head of Events and Logistics.

§ 6 – The Crisis Team

- (1) The Crisis Team is responsible for approving, answering and declining directives that the top member of the delegation chain of command can send.
- (2) The Crisis team will publish news over means announced by the dais. Delegates can only refer to this news during the conference and not to news from the real world after the 22nd of February 2024.

§ 7 – The Dais

- (1) Each committee will be chaired by a president (referred to as “chair”) and a rapporteur. Together they are referred to as the “dais”. The dais conducts the sessions and the voting procedure. Further, they take care that the RoP are applied and can, in doubt, interpret them at their discretion.
- (2) The dais can assign the floor to delegates. Only the following are allowed to speak:
 - a. Delegates who have the floor during a speech,
 - b. Delegates who have been called upon by the dais (such as during a roll call, a roll call vote, or to introduce a point or motion).

§ 8 – Other

- (1) Prior to the conference, the dais selects an agenda for the committee and prepares it accordingly. This decision is not subject to an appeal. A background guide will be provided on the preselected topics.
- (2) Delegates can communicate with each other and their dais using the conference platform Ryver to send notes. Further, the Crisis Team will use Ryver to answer directives.

Chapter 2 – General Sessions

§ 9 – Roll Call

- (1) Prior to every session, the rapporteur conducts a roll call. They call every delegation and note whether they are “present”, “present and voting” or “absent”. During the session, delegates can change their status by sending a note to the dais. After the roll call, the dais announces the majorities.

§ 10 Quorum and Majorities

- (1) Every member of the committee has one vote and cannot vote on behalf of another nation.
- (2) Simple majority: The simple majority lies at 50% of all delegates present +1 vote (rounded down if not integer).
- (3) Two-Thirds majority: The two thirds majority lies at two-thirds of all delegates present + 1 vote (rounded down if not integer)

§ 11 - Flow of the Debate

- (1) After the first roll call, the committee moves into an agenda-setting debate. If no motion sets the agenda after the first day, it is adopted in the order used in the background guide. After the agenda is set, the committee directly moves into the debate on the agenda items. For every agenda item, there is a debate and a voting procedure.

§ 12 - Speeches & Speakers' List

- (1) During the debate on agenda setting and the debate on the agenda items, delegates may take the floor and give speeches. The dais will record all nations wishing to speak ("speakers' list"). Speeches are substantive.
- (2) At the beginning of a speech, the delegate should address the house.
- (3) At the beginning of the conference, the speakers' list is closed, and the time for speeches is unlimited. The speakers' list is erased when moving to a new agenda item.
- (4) The Speaker can yield their remaining time either to the chair, who will then continue moderating the debate, to another delegate or a member of an NGO, but not to a member of the press. Time can only be yielded once to another delegate. Additionally, they can choose to answer points of information to the speaker (§ 14, (1), 2).
- (5) During speeches, any other forms of interrupting the speaker are prohibited.

Chapter 3 – Points or Motions

§ 13 – Introducing Points or Motions

- (1) To introduce any point or motion, delegates raise their placards or use any other method announced by the dais and wait to be recognised. After stating their point/motion, the dais collects further points/ motions and deals with them in order of precedence.
- (2) The dais can, at their discretion, not entertain motions that are hindering the flow of the debate or are redundant.

§ 14 – Points

- (1) Points do not require a vote and pass automatically. Points are always directed to the chair and entertained immediately. The following points are allowed at the conference:
 - a. Point of information to the chair: To ask the chair questions on issues such as the RoP, the schedule, the stance of debate, etc. Points of information should always be in the interest of the whole committee.
 - b. Point of information to the speaker: The delegate can ask a question to the current speaker on the floor about their previous speech if the current speaker is open to questions.
 - c. Point of Order: To address violations of the RoP.
 - d. Right of Reply: If a delegation insults another nation, questions its integrity or spreads arguably false statements during a formal session, this nation's delegate can raise a right of reply. After

shortly stating the reason, the chair can grant this right. If granted, the delegate who raised this right gets allotted a certain amount of time to prepare a written response, which must be handed to the dais. The response must adhere to diplomatic standards and not in itself offer grounds for another right of reply. The dais will check this. If the dais accepts the response, the delegate will have the chance to read out their response to the committee. This decision by the dais is not subject to an appeal.

(2) Points according to § 14, (1), a, and § 14, (1), d cannot be used during voting procedure.

§ 15 – Motions

- (1) If motions require speakers in favour or against, the dais will select committee members, that are willing to speak. The speeches are procedurally of nature. The dais set a time of 15 seconds for each speech. If only one member wants to speak in favour, there will also be only one speaker against. Unless stated otherwise, motions require no debate.
- (2) Delegates cannot introduce multiple motions at the same time. The following motions are allowed during the conference:
 - a. Adjournment of Debate: This motion adjourns the debate on the current agenda item without moving into voting procedure. It requires two speakers in favour, two speakers against and a simple majority to pass. The topic will be deleted from the agenda, it can however be reconsidered at a later point in the discussion.
 - b. Adjournment of the Meeting: This motion adjourns the current meeting until to the next year; Only used on the last day of the conference. It requires a simple majority to pass.
 - c. Adopt by Acclamation: This motion adopts the draft resolution without a substantive vote. It fails if there is no consensus. It cannot be brought in after a motion for a roll call vote or to vote clause by clause.
 - d. Adoption of the Agenda: Approves the agenda in a specific order that is stated by the introducing delegate. It requires a simple majority to pass. Once the agenda is adopted, this motion can only be introduced again directly after a motion for an amendment of the agenda. After the motion passes, the current speakers' list is discarded, and the committee moves directly into the debate of the first agenda item.
 - e. Amendment of the Agenda: This motion adds a new topic as the last agenda item. This motion is only in order if a crisis occurs or if the amendment is handed in prior to the conference. It requires a simple majority to pass.
 - f. Appeal the Decision of the Chair: This motion repeals a decision of the dais. It can only be introduced after a point of order on the same issue. After its introduction, it will be dealt with immediately. The dais may give a short explanation for their decision that is subject to the appeal. It requires a simple majority to pass. Any appeals that are against the spirit of the conference or the United Nations will not be entertained.
 - g. Closure of Debate: If this motion passes, the current speaker's list is discarded, and the committee moves directly into the voting procedure. It requires two speakers against and a two-thirds majority to pass.
 - h. Close/re-open Speakers List: If the speakers list is closed, no further speakers can be added to the speakers list. This motion closes, opens or reopens the current speaker's list. It requires a simple majority to pass. If introduced at the beginning of the first session, it passes automatically.
 - i. Decision of Competence: This motion declares the committee incompetent in dealing with a topic. If passed, the debate on this topic is immediately adjourned, and the topic is deleted from the agenda (see Adjournment of debate). The topic cannot be reconsidered later or during any other committee session in question. This motion cannot be entertained in the General Assembly and the Security Council, as they are the main decision-making bodies of the United Nations and can deal with any topic that is brought forward. It requires a simple majority to pass.
 - j. Division of the Question: This motion, if passed, leads to a substantive vote on dividing out (an) operative clause(s). the requesting delegate states which operative clause(s) will be divided out. It requires two speakers in favour, two against, and a simple majority to pass. If this motion has passed, a second substantive vote on the operative clauses will be conducted immediately. If it reaches a

simple majority, the clauses that were divided out will be put in the annex of the draft resolution. Even if the draft resolution fails, the annex will survive. If the substantive vote does not reach a simple majority, the clause(s) will be completely discarded from the draft resolution.

- k. Exclude the Public: If adopted, the public has to leave the committee room for up to 30 minutes. The term “the public” includes representatives of NGO’s, the press, expert speakers as well as faculty advisors. It requires a simple majority to pass.
 - l. Have an Expert Speech: To invite an expert on a specific topic, that is deemed too complex to have been subject to the research prior to the conference or that is related to current/ recent events/crisis. The requesting delegate must state the topic and the speaker. In case the speech cannot be delivered by another delegate, a member of the Crisis Team will give the expert speech. Expert speakers are not subject to the time constraint for speeches. It requires a simple majority to pass.
 - m. Minute of Silent Prayer or Mediation: Motion can only be introduced at the very beginning of the session before the roll call starts and after a voting procedure. The delegate must state the purpose of the minute of silent prayer. If accepted, everyone in the committee rises to remember recent disturbing incidents or commemoration days silently for one minute. Multiple motions of this kind for differing incidents/commemorations will be combined into one minute of silence. Once introduced, it passes automatically. If the motion is deemed as offensive by the dais (e.g., because the commemorative event would be considered offensive by another member state), they will not entertain it. This decision is not subject to an appeal.
 - n. Reconsideration of a Topic: Any previously concluded topic can be reconsidered. If the committee votes in favour of a reconsideration, the topic will be reintroduced as the last agenda item. It requires two speakers against and a two-thirds majority.
 - o. Roll Call Vote: This may be only raised on substantive votes. Once raised, it passes automatically. The committee will then vote substantively by a roll call instead of raising placards. During roll call votes, it is additionally possible to vote “pass”, “in favour with rights” and “against with rights”.
 - i. After all delegations have voted, those who have passed their votes will be asked again and must vote either in favour or against, regardless of their status of presence.
 - ii. All nations who voted “in favour with rights” and “against with rights” will be granted 30 seconds to explain their decision to vote either in favour or against.
 - p. Set the Speaker Time: This motion changes the time for substantive speeches. The delegate has to state the time they wish. The speakers’ time cannot be below 30 seconds. Motions that change the speaker's time more are considered more disruptive. It requires two speakers in favour, two speakers against and a simple majority to pass.
 - q. Suspension of the Meeting: This motion suspends the meeting for some time. It can be either for an unmoderated or moderated caucus. For an unmoderated caucus, the introducing delegate has to state the time. For a moderated caucus, the delegate has to name the total amount of time, the individual speakers’ time, the topic and a moderator. Motions that suspend the meeting longer are considered more disruptive. Unmoderated caucus always takes precedence. It requires a simple majority to pass.
 - r. Vote Clause by Clause: This motion passes automatically and can only be raised prior to voting upon a draft resolution. The committee will then vote substantively on every single operative clause before it votes on the resolution as a whole. If clauses don’t reach the required majority, they are discarded from the draft resolution completely.
 - s. Press Conference: This motion suspends the meeting for a duration of 5-15 minutes and allows for a press conference.
- (3) If not stated otherwise, motions can be raised in formal debate at any time during the conference after the dais asks for points or motions.
- a. Motions according to § 15, (2), c/j/o/r can only be used during the voting procedure.
 - b. Motions according to § 15, (2), a/b/d/e/g/h/i/k/l/n/p/q/s can only be used outside of the voting procedure.

§ 16 – Voting on Motions

- (1) Motions change the mode of debate and are, therefore, procedural in nature. When voting on motions, delegates have to vote either in favour or against. Abstentions are not in order.
- (2) As an alternative to the aforementioned procedure, delegates can second a motion or object to a motion by raising their placard and stating “second” or “objection” without the need to obtain the floor. It automatically passes if two or more nations are seconding a motion without objection. If there are two objections and no seconds, the motion automatically fails. If there are seconds and objections, the procedure continues as demanded. Delegates cannot second their own motion.

§ 17 – Order of Precedence

- (1) After the dais have collected several motions, they will be dealt with in order of disruptiveness (listed in descending order):
 1. Suspension of the meeting,
 2. Adjournment of the meeting,
 3. Motions, that disrupt/change the pattern or procedure of the committee. This includes:
 - Adjournment of debate,
 - Amendment of the agenda,
 - Appeal the decision of the chair,
 - Closure of debate,
 - Declare a topic an important question,
 - The decision of competence,
 - Reconsideration of a topic,
 4. Motions that involve minor changes to the committee's course. This includes:
 - Adoption of the agenda,
 - Close/Re-open the speaker's list,
 - Exclude the public,
 - Have an expert speech,
 - Set the speaker's time,
- (2) Equally disruptive motions will be dealt with in the order in which they've been brought in.

Chapter 4 – Resolutions

§ 18 – Resolutions

- (1) Resolutions are considered the output of the conference. They must be written during the conference by the delegates. Any working papers that are prepared prior to the conference will not be entertained. They are substantive of nature.
- (2) While delegates are still working on resolutions, they are to be referred to as “Working papers” and should not be referred to during speeches.
- (3) To introduce working papers to the committee, they have to be handed in to the dais during the debate on the topic. They will approve them if they are formally in order, and they become a “Draft resolution”. They will be voted upon during voting procedure.

- (4) To be approved as a draft resolution, a working paper needs to contain a heading, sponsors, and signatories (at least 15% of the committee; The exact number will be determined by the dais and is not subject to an appeal), preambulatory clauses and operative clauses. Sponsors are considered to have significantly contributed to the content of the working paper while signatories are considered to have an interest in dealing with the working paper as a draft resolution. Sponsors are automatically considered as signatories. Further, it needs to meet the mandate of the committee, the United Nations Charter, be grammatically in order and consistent in its content. The ultimate decision upon the approval is at the discretion of the dais and not subject to an appeal.
- (5) Instead of passing resolutions, some United Nations committees pass reports on their specific topics. The structure of reports differs from the structure of resolutions. When voting on reports, the committee needs to find consensus, meaning that a draft report only passes if all members of the committee vote either in favour or abstain from voting. If one or more members of the committee vote against a report, it automatically fails. You will be informed in the background guide of your committee and by the dais at the beginning of the conference, if your committee is voting on reports instead of resolutions.
- (6) Prior to the first session there will be a “Working paper writing workshop” for all delegates still confused about the purpose and technicalities of a working paper and the resulting resolutions or reports.

§ 19 – Amendments

- (1) It is possible to change, strike out or change the order of operative clauses in draft resolutions as well as to add new operative clauses of draft resolutions by handing in amendments to the dais. Amendments are substantive of nature.
- (2) To be dealt with, amendments need to be approved by the dais. To be approved, they need to contain sponsors and signatories (See §18, (4) for the exact requirements) in addition to the intended change according to §19, (1). At the discretion of the dais the necessary number of signatories can be decreased to 10% of the committee members.

Chapter 5 – Voting Procedure

§ 20 – Structure of the Voting Procedure

- (1) After a motion for Closure of Debate has been adopted or after the general speakers’ list on a topic has run out, the committee immediately moves into the voting procedure. Entering the committee room will no longer be allowed during the voting procedure, and breaks are not in order. At the beginning, the dais will conduct a roll call. If there are multiple draft resolutions, the dais assigns the order in which they are voted. This decision is not subject to an appeal. For every draft resolution voting procedure includes three steps in the following order:
 1. Voting on amendments,
 2. Voting on motions for a division of the question,
 3. Voting on the draft resolution as a whole.

§ 21 – Voting on Amendments

- (1) If all sponsors of the draft resolution agree to the amendment, it is considered friendly and will be immediately included in the draft resolution.
- (2) If not all sponsors of the draft resolution agree to the amendment, it is considered unfriendly, and the following rules apply:
 1. If there are multiple unfriendly amendments, the dais assigns them an order, beginning with the most disruptive amendment, i.e. the amendment that changes the substance of the draft resolution the most.

2. Votes on unfriendly amendments are substantive of nature. After all delegates have been made aware of the amendment, the dais will take the votes. Nations that are present and voting cannot abstain.
3. Unfriendly amendments pass with a simple majority of votes.

§ 22 – Voting on Motions for a Division of the Question

- (1) The dais will entertain motions for a division of the question (§ 15, (2), 10) or to adopt by acclamation (§ 15, (2), 3) in this step.

§ 23 – Voting on a Resolution as a Whole

- (1) The motion to vote clause by clause (§ 15, (2), 18) is only in order in this part of the voting procedure. Additionally, motions to adopt by acclamation (§ 15, (2), 3) and for a roll call vote (§ 15, (2), 15) can be introduced.
- (2) The dais may rule out the combination of voting clause by clause and by roll call. This decision is not subject to an appeal.
- (3) Draft resolutions pass with a simple majority and once adopted, become resolutions. After a successful adoption, acclamations are in order.

Chapter 6 – Special Rules

§ 24 – Non-Governmental Organisations (NGOs)

- (1) NGOs may be present in all committees at any time and may raise points. They may not raise motions.
- (2) NGOs cannot be on the speakers' list. Delegations may yield their time for speeches to NGOs.
- (3) NGOs cannot vote.

§ 25 – Special Rules applied in the General Assembly

- (1) In addition to the motions in §15, (2), delegates may, at the beginning of the voting procedure, declare a topic an important question: Topics that will contain recommendations with respect to the maintenance of international peace and security can be declared an important question. Substantive votes on important questions require a two-thirds majority to pass. It requires two speakers in favour, two speakers against and a simple majority to pass.

§ 26 – Special Rules applied in the Security Council

- (1) The Security Council is quorate if at least nine members, including the permanent members (The Peoples' Republic of China, the Republic of France, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland and the United States of America) are present or present and voting.
- (2) Procedural and substantive votes in the Security Council always require nine votes in favour to pass. Substantive votes additionally require the concurring votes of the five permanent members. This is reached if the permanent members vote either in favour or abstain.
- (3) In addition to the motions in §15, (2), the permanent members may raise the following motion:
Declare a vote substantive: Must be introduced directly after the introduction of a motion; It passes automatically and declares the procedural vote on the motion, which has been just brought in, a substantive

vote with all its consequences. The dais will ask for objections against declaring the vote a substantive vote. If there are objections, the dais will conduct a substantive vote on whether to redeclare the motion, which has been made substantive, a procedural motion. If this vote passes the motion will be voted on procedurally, if the vote fails it will remain a substantive vote.

§ 27 – Special Rules applied in the Arctic Council

- (1) The Arctic Council is a quorate of at least eight members, including all Arctic States (Canada, The Kingdom of Denmark, The Republic of Finland, Iceland, The Kingdom of Norway, The Russian Federation, The Kingdom of Sweden, and The United States of America) are present or present and voting.
- (2) The Arctic Council consists of three different types of delegates:
 - a. Eight Arctic states: The Arctic states can hold speeches, sponsor resolutions, and have voting rights.
 - b. Six Permanent Participants: Indigenous Permanent Participants can hold speeches and sponsor resolutions but cannot vote.
 - c. Observers: Delegates who represent an Observer can hold speeches during the formal sessions but are not allowed to be a sponsor of resolutions, nor do they have procedural or substantive voting rights.
- (3) Substantive votes in the Arctic Council always require all votes in favour from the Arctic States to pass. This is reached if the Arctic States vote either in favour or abstain.

§ 28 – Press Conference

- (1) Committees may pause for 5-15 minutes to hold a press conference; these should be initiated by:
 - a. the members of the press corps who should approach the dais for approval.
 - b. the Chairs, should they feel the necessity of a press conference. This should be coordinated with the Press Coordinators.
- (2) Members of the press corps will be able to ask delegates questions about their proposed solutions, specific clauses on working papers/draft resolutions, or the committee in general.
- (3) Press conferences can be initiated by the dais or by delegates who can motion for a press conference once this has been approved.

Rules of Procedure: Long Form

General Rules

Delegations and Chain of Command

A country can only fulfil its potential with a comprehensive strategy and delegations need to work together to realize their agenda in different committees. Communication between the delegates of one country within and between the sessions is encouraged and at least once a day the country delegation will meet at a specified time to discuss developments within the conference and plan the next steps. As a representative in a delegation, you will not always agree with your co-delegates or interpret situations differently and deem a different course of action to be appropriate. In such a case it is best to solve the inner-delegation conflict with what you do in the committees – arguments and facts. But keep in mind that any country has a chain of command and in case of dispute settlement is up to the higher-ranking member of your delegation. MainMUN 2024 distinguishes between 3 levels of hierarchy.

Level 1: Foreign Minister / Interior Minister

Ministers are the highest-ranking representatives of a country at MainMUN and thus the highest-ranking members of your delegation. These delegates decide on the general agenda, approve of any actions, and settle disputes within your delegation.

Ministers are the delegation's representatives to the Crisis Committee, this year the Security Council and Interpol.

Level 2: Ambassador to the United Nations

The Ambassador to the United Nations coordinates the country's work within the entire organization and can, if necessary, represent the country in any committee.

The Ambassadors are the delegation's representative to the Human Rights Council.

Level 3: Delegate to the United Nations

The Delegates to the United Nations work on the country's agenda in the UN bodies. They are the delegation's representatives to the UN Women committee and the General Assembly, as well as the Peacebuilding Commission.

Keep in mind that since not every country is present in every committee; thus, your highest ranked delegation member might not be of the highest possible level of the conference.

NGOs are usually two-member delegations with no fixed committee assignment.

Decorum

Decorum is one of the most important rules at the conference. It simply means being quiet and attentive during formal session and voting procedure. While this might sound trivial, a room full of people talking or whispering to each other will make it impossible to listen to speeches or to recognize statements made by the chair. Please always stay in decorum during formal session. Apart from the fact that the dais will not tolerate any aberration from this, it is easy to make yourself unpopular with your fellow delegates if you are disturbing speakers and those listening to speeches.

This also means to remain seated during speeches. If you have entered the room too late after a break and a delegate is holding a speech, please wait at the door until the speech is finished before taking your seat. There is a small-time frame between each speech as every delegate has to rise and move to the front of the committee to deliver their speech: You can use this time to pass notes, find your seat or leave the room if necessary or to introduce points or motions. Moreover, decorum means not to applaud after speeches or to show disappointment, discontent, or disapproval with a speaker after the deliverance of their speech. Furthermore, using notebooks during formal session is as well considered very impolite.

Diplomatic Conduct

Diplomats always treat each other with dignity and respect. Even in circumstances which normally might provoke displays of indignation, diplomatic personnel adhere to diplomatic conduct – which means remaining polite. Even small breaches of diplomatic conduct are remembered for a long time and such grievances may grow over time, especially if they occur repeatedly and therefore might impede future negotiations.

Exceptions to this rule are delegates of some countries which are noted for this kind of behaviour. They do indeed push the limits in order to emphasise their position. Their comments, however, are of political nature and not personal or personally abusive. We are confident that the representatives of these nations at MainMUN will know who they are and, having done their research properly, know how far they can realistically go!

Part of polite behaviour is the use of the correct forms of address. You should always refer to your fellow delegates as “distinguished delegate”, “honourable delegate” or similar expressions. Even more polite would be also to mention the country name, i.e. “as the honourable delegate of France is surely aware...”.

The Dais

Each committee will be chaired by a president and his or her assistants. The president is normally called “chair”, while the assistants are called “rapporteurs”. They are responsible for conducting the session and voting procedures of the committee and will ensure that all delegates act according to the RoP. Together they are called the “dais” and normally decide how the rules are interpreted, applied and who is recognised to speak. Although this sounds as if the chair has ultimate authority in regard of the rules, it is possible to challenge these decisions. While the chairs at MainMUN are experienced at UN models and at interpreting rules, they are not infallible. If a delegate thinks that the dais has made a mistake, they should rise for a point of order or even appeal the decision of the chair.

Contrary to the rules of the real UN or the rules of the National Model United Nations (NMUN) in New York City, the chair at MainMUN will not be elected from or by the committee. In the UN, as well as the NMUN, all delegates are prepared to fulfil the role of the chair and, therefore, have extensive knowledge of the rules and their interpretation. At MainMUN the members of the dais will be provided by the organising team.

The Conference Tool: Ryver

At MainMUN 2024, all delegates can send notes to their committee members, their fellow delegation members and to the dais through our conference platform, Ryver. Prior to the conference, you’ll receive an invitation link and will be asked to create an account. All notes that you send have to be conference related and all the rules of diplomatic conduct are applied in the chat as well. During the Voting Procedure, sending notes will not be allowed, since absolute decorum is to be maintained.

Dress Code: Western Business Attire

To preserve the dignity of the body all delegates are obliged to dress in an appropriate and similar manner. The type of dress is normally referred to as “western business attire”. This means a suit for male delegates and a suit or a business appropriate dress for female delegates. All delegates at the MainMUN have to dress in western business attire.

Wearing national symbols is absolutely prohibited at UN conferences and thus also at MainMUN 2024. We will not allow costumes and in respect of religious symbols a delegate may only wear religious symbols if the delegate him- or herself, is a member of said religion. If they do not belong to the specific religion and are wearing these symbols as a part of their role at MainMUN, this could be interpreted as being disrespectful. Doing so has therefore been prohibited at MainMUN. Any delegate wearing national symbols or religious symbols merely as part of their role will be asked by the conference management to remove them. It is

however allowed to wear a small United Nations/ or National pin as this shows respect to the UN as an Institution.

About Procedural and Substantive Matters

There is a distinction between procedural and substantive matters. Issues related to the conducting of the conference: breaks, speaker's time, opening of the speakers list etc. are all procedural matters. Substantive matters are related to the content of a topic, such as resolutions.

How is the distinction being made during the session? When speaking for or against procedural matters you may only speak procedurally. For example, if you move to reduce the speaker's time (a procedural matter) you could be asked to justify this motion. In doing so you may give reasons like the fact that there are many delegates who have not had the opportunity to hold a speech yet, or that the allotted speaker's time has proved adequate so far. You may not give reasons regarding the content of the debate, for example, that certain points have not been discussed yet and need to be. This distinction is also important for voting: For procedural votes every delegate must vote – there are no abstentions allowed. This is different to substantive votes in which delegates may abstain unless they are present and voting. Procedural votes are votes upon speaker's time, caucus, and similar issues whereas substantive votes are normally limited to resolutions and their specific clauses.

As a rule of thumb, you can make the distinction that all votes of points and motions during normal session are procedural, while all speeches held in front of the committee based on the speakers list and most votes during voting procedure are substantive. The exception of this rule is the Division of the Question.

Voting

If a motion which requires a simple majority results in a "hung vote", this means one in which no majority is achieved, it is counted as the failure of that specific motion. In addition, a majority of "yes" votes is needed for the motion/resolution to pass. Abstentions do not count towards "yes" votes to reach a majority.

After the committee has finished debate on an agenda item, and at least one draft resolution has been accepted by the dais, the committee will enter voting procedure.

During voting procedure, the doors of the conference room will be closed; no delegate may return if they leave during voting. This is to prevent disorder during voting procedure by perpetual coming and leaving of delegates, which makes it impossible for the dais to conduct a proper voting procedure as majorities are constantly shifting. Besides, absolute decorum will be held. Sending messages during voting procedure is strictly prohibited. This is to ensure a proper and efficient conducting of the voting procedure.

About Objection

There are frequent debates about motions. Often, the chair will begin by asking if there were seconds. If no one seconds the motions, nobody will call for objections, with the only exception being the motion for adoption by acclamation. If there is any objection to the motion, the committee has to vote. If there are none, there is obviously no need to vote as everybody is in favour of the motion. To state seconds or objections, delegates may raise their placards and speak up (simply say "objection"). If there is objection and the respective motion requires debate, the chair will ask for volunteers in the committee to speak, normally two in favour of and two against a specific motion. The chair will then grant each delegate a certain amount of time to speak, usually something between fifteen seconds and a minute. In the case that there is only one speaker in favour or against a motion, there will also be only one speaker opposing the speech.

Points and Motions

Making Points, Motions, or anything else

A point or motion is something a delegate has to say outside their substantive speech. Such points and motions can be as diverse as moving for a lunch break, to set the speaker's time or to close the debate to start the voting procedure. They should, however, not be a response to a speech or a point substantive to the topic. Such points can only be made in a substantive speech in which every delegate is free to say whatever they wish. If delegates want to bring in a motion, they raise their placards or use any other method provided by the dais and wait to be recognized by the chair who will ask on what point they wish to be heard.

Every time delegates recognized by the chair make a point, move for a specific action, or deliver a speech, they rise from their chair and neither start speaking before standing nor sit down before finishing. While this might sound trivial, it not only shows respect for the committee, the rules, and the dignity of the high body you are attending, it also makes it clear to the other delegates that a point is being made and by whom, not to mention making it acoustically easier to understand the point being made.

More important than rising is that points and motions should never interrupt the speech of a fellow delegate, or a statement being made by the dais.

If there are several motions on the floor with the same context, for example, one motion to set the speaker's time to five minutes, one to set it to fifteen minutes, and one to set it to thirty minutes the chair normally starts voting with the most extreme. This means the most extreme deviation of the current speaker's time. If the speaker's time in the aforementioned example was two minutes to start with, the chair would start with the motion to extend it to thirty minutes. The first motion to reach a simple majority is considered to be the will of the committee, while all other motions of the same type are discarded. If after several similar motions of one kind a delegate again moves for the same one, the chair will probably consider it "dilatatory" – which means it will not be entertained – since the committee has already debated this kind of motion at length.

No motions are lost during a suspension of the meeting: the motions will be noted down and entertained when the committee is back in formal session.

The precedence of motions usually follows the following pattern: a motion to suspend the meeting always takes precedence. This is followed by the motion to adjourn the meeting. 3rd are motions, which somehow disrupt or change the procedure of the committee such as adjournment of debate or closure of debate. Motions which only involve minor changes to the course of the committee, like changing the speaker's time have the lowest priority. However, it always remains at the discretion of the chair which motions are entertained first.

About Resolution Writing

The aim of each conference is to write resolutions. A resolution is the condensed opinion of the delegations which participated in the conference and normally consists of a variety of options, ranging from general remarks to concrete suggestions to complete, for example, plans of action. They have a preamble and an operative section. The preamble section normally contains the spirit of a topic or issue under discussion and under which perspective possible solutions should be considered. Very often resolutions and important documents written in past conferences on the same topic are also mentioned here. Specific ideas and plans for action resulting from the debates in conference will be listed in the operative section. Preamble and operative clauses have specific phrases with which they begin. A list of these wordings can be found in the annex – this is of course only a selection; in reality there are many more options.

However, we do ask you to draw your introductory phrases from this list unless you can prove that other phrases in respect of the topic under discussion have been used as well, in which case you may of course also use them.

Resolutions start as working papers written by the delegates. Normally, such papers are written during caucus so you will need to move for caucus frequently if you want to have time to finish a paper. After they have been written they need a specific number of sponsors and signatories. Sponsors are normally the delegations which have played a major role in writing the paper and who are advocating the ideas presented. Signatories are normally delegates, who have not significantly contributed to the content but support the general idea behind the paper or are willing to discuss proposals therein. Sometimes, for strategic reasons, countries are asked to sponsor a specific paper, without having contributed to it or others, which have worked intensively on the respective paper, are only named as signatories. The biggest difference between sponsors and signatories can be seen when delegates who did originally not take part in the writing process approach the authors of a resolution and want to amend their paper. In that case ALL of the sponsors (but not the signatories!) have to agree on the amendment – if they do, it becomes a “friendly amendment” and will be included in the draft resolution immediately. If not every sponsor or none of them agree with it, the amendment becomes an “unfriendly amendment” – it then has to be handed in to the dais prior to the voting procedure and the committee will vote upon its inclusion in the respective resolution.

Normally, the combined number of sponsors and signatories has to amount to about 15 to 20% of the number of delegates of the entire committee (if 20% of the committee are sponsors, no signatories are needed). The chair will decide and announce how many sponsors and signatories are actually needed. Please bear in mind that a sponsor is automatically a signatory – meaning that all of the supporters of a resolution could be sponsors, you do not have to search for extra signatories if your number of sponsors is already reaching the necessary fraction of the committee. This might especially be the case within smaller committees, where you might need only a few sponsors and signatories.

Before becoming a resolution, working papers have to be handed in to the dais, in order for the paper to be corrected. As detailed questions have to be clarified, this will take a while in most cases, and it is not unusual that the dais recommends revising a paper several times. The dais will usually not interfere with the actual substance of the paper but will merely correct language mistakes as well as wrongly cited organizations or treaties. Moreover, the dais will draw the attention of the sponsors to logical errors in the paper, for example if an operative clause interferes with another clause. Apart from such formal errors, the proposals made by the dais are not mandatory. After the delegates have corrected their paper, the dais will accept the working paper and it becomes a draft resolution, which will be distributed to every delegate. If the committee approves the draft resolution during voting procedure, the draft will finally become a resolution.

The universal rules regarding plagiarism are of course as relevant at this MUN as at all others. It is not acceptable to re-use resolutions and speeches formulated by other people or bodies. Also, pre-written resolutions will not be accepted at the MainMUN since they harm the dynamics of the negotiations.

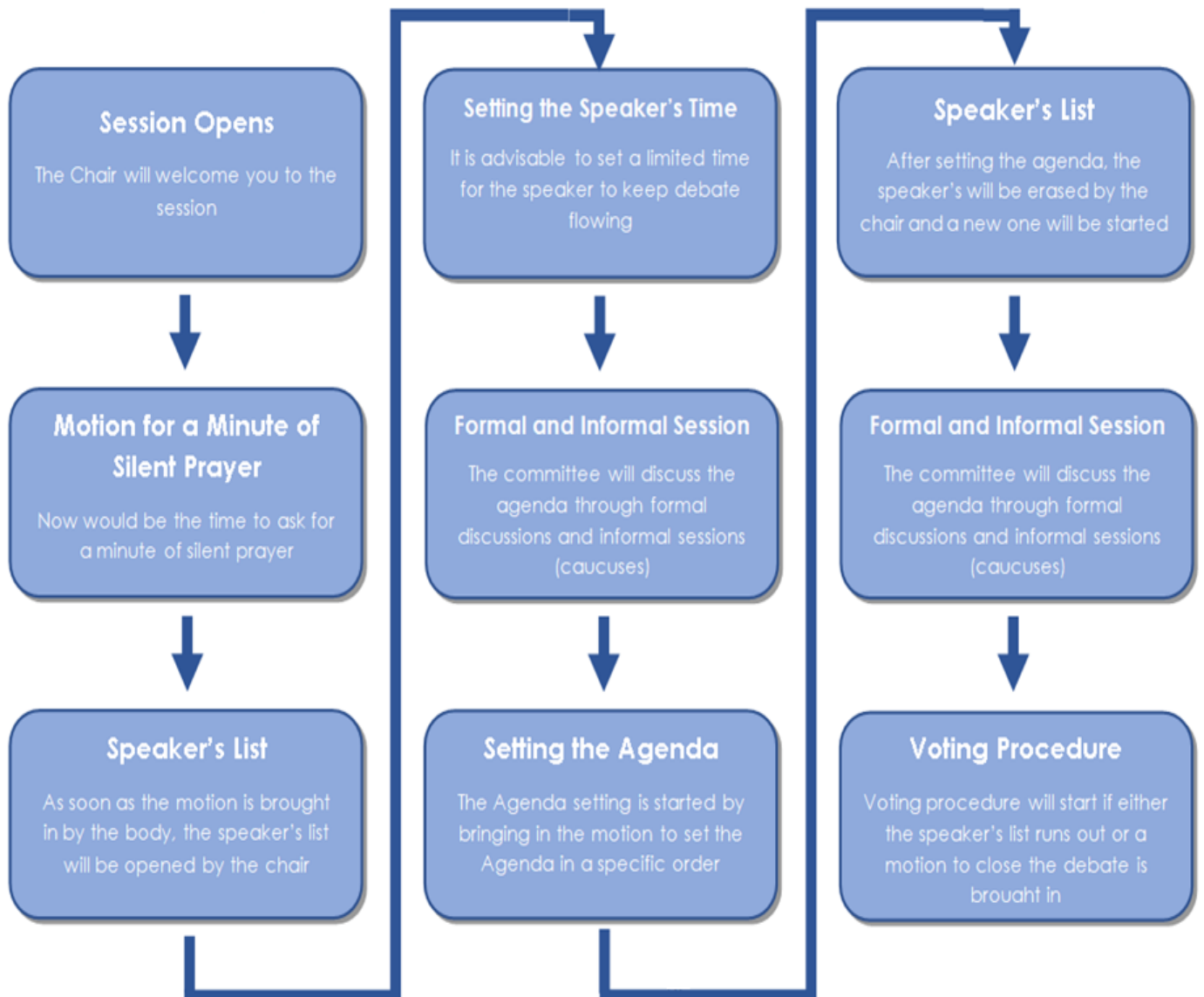
Guidelines for Further Research

In preparing to represent your country your approach should be twofold. First, you should search for general information about your country, for example, how large is the population? What cultural background does it have? What regional aspects are important? The internet links below provide different perspectives and give you a more textured picture of your country – be aware that you ARE actually representing this country. For example, if you would represent a country which is cloaking its oppressive policy with the mantle of fighting terrorism, you will have to take this position during the conference, even if you personally totally disagree with it. Secondly, you should find out which relevant treaties your country has signed or ratified.

It is very helpful to study the speeches of your country's representatives, which can be easily accessed through the UN Bibliographic Information System. This way you can identify typical phrases you may use when holding speeches. It is also the best way to find out how your country frames problems and what matters most to your country.

Further Information

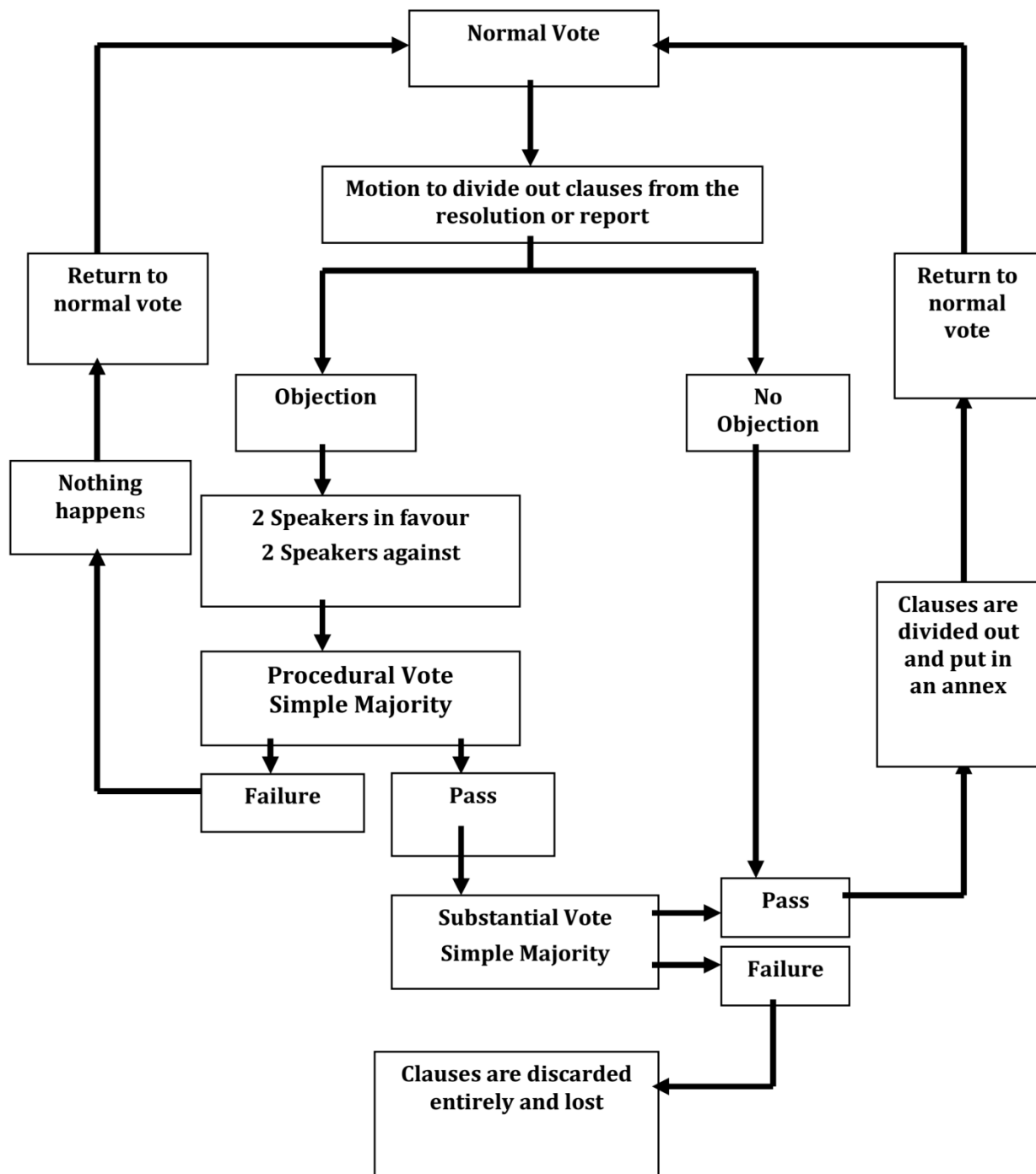
Flow of the Session



Preambular Clauses

Affirming	Deeply disturbed	Having adopted	Noting with satisfaction
Alarmed by	Deeply regretting	Having considered	Observing
Aware of	Desiring	Having considered further	Realizing
Bearing in mind	Emphasizing	Having devoted attention	Recalling
Believing	Expecting	Having examined	Recognizing
Confident	Fulfilling	Having heard	Referring
Contemplating	Fully alarmed	Having received	Seeking
Convinced	Fully aware	Having studied	Taking note
Declaring	Fully believing	Keeping in mind	Welcoming
Deeply concerned	Further deploring	Noting further	
Deeply conscious	Further recalling	Noting with deep concern	
Deeply convinced	Guided by	Noting with regret	
Accepts	Declares accordingly	Further recommends	Reminds
Affirms	Deplores	Further reminds	Requests
Approves	Designates	Further requests	Resolves
Authorizes	Draws attention	Furthers resolves	Solemnly affirms
Calls	Emphasizes	Have resolved	Supports
Calls upon	Encourages	Notes	Takes note of
Condemns	Endorses	Proclaims	Urges
Confirms	Expresses its hope	Reaffirms	
Considers	Further invites	Recommends	
Decides	Further proclaims	Regrets	

Division of the Question



Rules Index

To introduce a point or motion, the following phrases may help you after you've been recognised:

- "The delegation of Germany moves for [name of the motion]"
- "France would like to introduce a motion to [name of the motion]"
- "Point of [name of the point]"

Please **do not say** "The United States motions for [name of the motion]" or "Point of Motion" (It is either a point or a motion, it can never be both).

Points				
Points always take precedence and are entertained immediately	Point	Debate	Vote	Purpose
	Point of information to the chair / permission to approach the dais	None	None	Ask the chair about the rules of procedure
	Point of order	None	None	Correct a procedural error or a disregard of diplomatic conduct
	Point of information to the speaker	None	None	Pose questions to the current speaker when the speaker's time has not yet elapsed
	Right of reply	None	None	To reply to an insult or wrong statement made by another delegate
Motions				
Order	Motion	Debate	Vote	Purpose
Level I (Entertained first)	Suspension of the meeting	None	Simple majority	Suspends the meeting, usually for the purpose of an unmoderated or a moderated caucus. In both cases the time and for a moderated caucus additionally the individual speaker's time, the topic and a moderator must be stated
Level II	Adjournment of the meeting	None	Simple majority	End the meeting immediately
Level III	Adjournment of debate	2 pro / 2 con	Simple majority	End debate without vote
	Amendment of the agenda	None	Simple majority	Add a new agenda item to the primary agenda
	Closure of debate	2 con	Two-thirds majority	Move to substantive voting Immediately
	Declare a topic an important question (restricted to the General Assembly)	2 pro / 2 con	Simple majority	Recommendations about the maintenance of international peace and security

Motions (continued)				
Order	Motion	Debate	Vote	Purpose
Level III	Decision of competence	None	Simple majority	Declare the committee incompetent to deal with a particular issue
	Reconsideration of a topic	2 con	Two-thirds majority	Resume negotiations about a topic which has already been concluded
Level IV	Adoption of the agenda	None	Simple majority	Approval of a specific order of the agenda. Exact order with all topics needs to be stated
	Close/re-open the speakers list	None	Simple majority	No further speakers can be added to the speakers list
	Exclude the Public	None	Simple majority	Excludes all members of the public (visitors, press, NGOs) from the committee for a certain amount of time
	Have an expert speech	None	Simple majority	Invites an expert to the committee to give a speech; Speaker and topic must be stated
	Set the speaker's time	2 pro / 2 con	Simple majority	Set or change the speaker's time limit
Immediately	Appeal the decision of the chair	None	Simple majority	Challenge a decision of the Dais; A point of order must precede.
	Declare a vote substantive (restricted to the Security Council	None	None	Must be brought in directly after a motion and declares the vote on it substantive with all its consequences; After this motion has been brought in, a vote is conducted whether to redeclare the vote procedurally. This vote is substantive.
Motions during Voting Procedure				
Phase	Motion	Debate	Vote	Purpose
All phases	Roll call vote	None	None	Vote by roll call on substantive matters
Phase 2	Division of the question (first vote)	2 pro / 2 con	Simple majority	Vote on specific operative clauses separately
Phase 3	Adopt by acclamation	None	None	Adopt a resolution/amendment without voting upon it. This motion fails through objection to it
	Voting clause by clause	None	None	Vote upon each clause of a draft resolution separately