

# Rules of Procedure

Independent Prague MUN 2024

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## I. APPLICATION

### **Rule 1**

These rules of procedure apply to the General Assembly's proceedings and all other forums labelled by the IPMUN administration unless otherwise outlined by chairs in scenarios of discretion.

## II. IPMUN SECRETARIAT

### *Composition of the Secretariat*

#### **Rule 2**

The IPMUN Secretariat shall be made up of the Secretary General, Deputy Secretary General, Director General, and President of the General Assembly.

### *Duties of the Secretariat*

#### **Rule 3**

The IPMUN Secretariat is solely responsible for the conference's overall organization. As well as appointing the IPMUN staff, directing them and drawing up the agenda for each day.

### *Reporting to the Secretariat*

#### **Rule 4**

The IPMUN secretariat must be notified of the status of the conference regularly. If any difficulties arise, any conference participant must report them to the Secretariat body.

## III. IPMUN PRESIDENT

### **Rule 5**

The IPMUN secretariat shall nominate one President of the General Assembly from among themselves. The President shall serve from the beginning to the end of the conference and should uphold to their duties.

### *Duties of the President*

#### **Rule 6**

The President shall, subject to the most recent programme of events. Their responsibilities include:

- Adjourning the meeting.
- Direct and change any plans in agenda for the conference.
- Granting the opportunity to speak.
- Posing questions.

The President rules on points of order and has total authority over the proceedings of every meeting, including the opening and closing ceremonies. During a topic's debate, he may decide to restrict the time granted to speakers and the number of times each representative may speak. He may additionally suggest that the meeting will be suspended or that the argument be adjourned for the time being. The President has the power to declare the opening and closing of each plenary meeting of the session.

#### IV. IPMUN ORGANISATION TEAM

##### **Rule 7**

All the Staff that is part of the organization team of IPMUN is selected solely by the members of the Secretariat.

##### **Rule 8**

The Secretariat must provide the IPMUN Staff with detailed information about their responsibilities. The Staff cannot violate any regulations or obligations assigned to them.

##### *Duties of the Heads*

##### **Rule 9**

Each head must fulfill their responsibilities and be responsible towards their team. The primary responsibility of heads is to lead their teams to outstanding teamwork; nevertheless, they must additionally provide information to the Secretariat regarding their performance throughout the conference upon request. Heads must always be present during the conference, from the beginning to the end. Heads should also be always aware of the whereabouts of committee members within the conference sessions.

##### *Duties of the Admins*

##### **Rule 10**

Admins must work both outside and inside each committee. They assist the session chairpersons by preparing, printing, and distributing any necessary material. Admins must report to and be instructed by the Head of Admins. Treatment of admins must always be respectful, if this is not adhered to, disciplinary action may be taken on behalf of the secretariat.

#### V. PROGRAM

##### *Notification of the set program*

##### **Rule 11**

The Secretariat sets the conference program, which the Secretariat can only amend. The schedule of the IPMUN conference is distributed to all participants before the conference.

##### *Additional changes to the program*

##### **Rule 12**

If the Secretariat makes modifications to the program, it is the Secretariat's obligation to notify all participants in whatever form of these changes.

##### *Inability to attend specific IPMUN events*

##### **Rule 13**

If IPMUN conference attendees cannot attend certain program plans, they must notify the chairs of their committee and explain why they cannot participate in such particular events.

##### **Rule 14**

The IPMUN programme shall include the timings and locations of all ceremonies, any online materials for participants to use during their time in committees, any online materials for

supervisors to have a complete itinerary of every event that will take place, the locations of all the forums, supplementary information.

## VI. LANGUAGE

### **Rule 15**

English is the official language of the General Assembly and all other committees of IPMUN. As a result, all documents, resolutions, and speeches must be written or spoken solely in English.

### **Rule 16**

The use of inappropriate language is strictly prohibited. If a participant uses inappropriate language, the Secretariat body will be notified immediately, and the participant will be confronted with appropriate measures.

## VII. BEHAVIOUR OF THE PARTICIPANTS

### **Rule 17**

Every IPMUN participant must be respectful to all attendees, including the Secretariat, Organization staff, Delegates, Chairs, and others during the conference.

#### *Behavior of IPMUN's delegates*

### **Rule 18**

Delegates should be professional during their debates and refrain from expressing personal opinions during the committee session. Furthermore, all delegates should allow everyone to speak freely, and there should be no unpleasant interruptions throughout the conference.

#### *Behavior of IPMUN's chairs*

### **Rule 19**

Chairs should maintain a professional demeanor during the conference, both outside and within their committees. They should not show favoritism to individual delegates and should allow everyone to speak equally in their committees. Chairs must assist any delegate needing clarification about their standing in their committee. If a delegate in their committee misbehaves, the chairpersons should first handle the problem; if the situation does not resolve itself, they must alert the Secretariat.

## VIII. DRESSCODE

### **Rule 20**

All IPMUN participants are asked to dress according to the business casual or business formal dress code.

### **Rule 21**

Any inappropriate symbols or flags cannot be shown during the IPMUN conference. (Such display is illegal under the Criminal Code Act of the Czech Republic: 40/2009/403a.)

## IX. GENERAL RULES OF DEBATE

### *Committee Topics*

#### **Rule 22**

The directorate team selected the topics for each committee. Such issues cannot be modified during the conference; only the Secretariat can make slight adaptations. Each committee's representatives are expected to undertake preparatory work on their assigned themes.

### *Order of the debate*

#### **Rule 23**

All committees will adhere to the IPMUN conference standard structure, which is summarized below. Unless otherwise specified by the IPMUN secretariat, such criteria shall be followed during the meeting. Special committees, such as the Security Council and the Historical Security Council, do not adhere to the procedures outlined below.

#### **THE BEGINNING**

Introduction of the debated topic → Chairs set the agenda for the day → Opening speeches are made.

#### **OPEN DEBATE**

Resolution is presented by the main submitter → Points, Motions and Amendments are proposed → delegates hold speeches

#### **CLOSED DEBATE**

Time in favour and against are held

#### **VOTING PROCEDURE**

Voting is made upon the motion, amendment, after voting the Committee finds itself back in the Open Debate  
Voting is made upon the entire resolution, another resolution then may be presented, or even a new topic

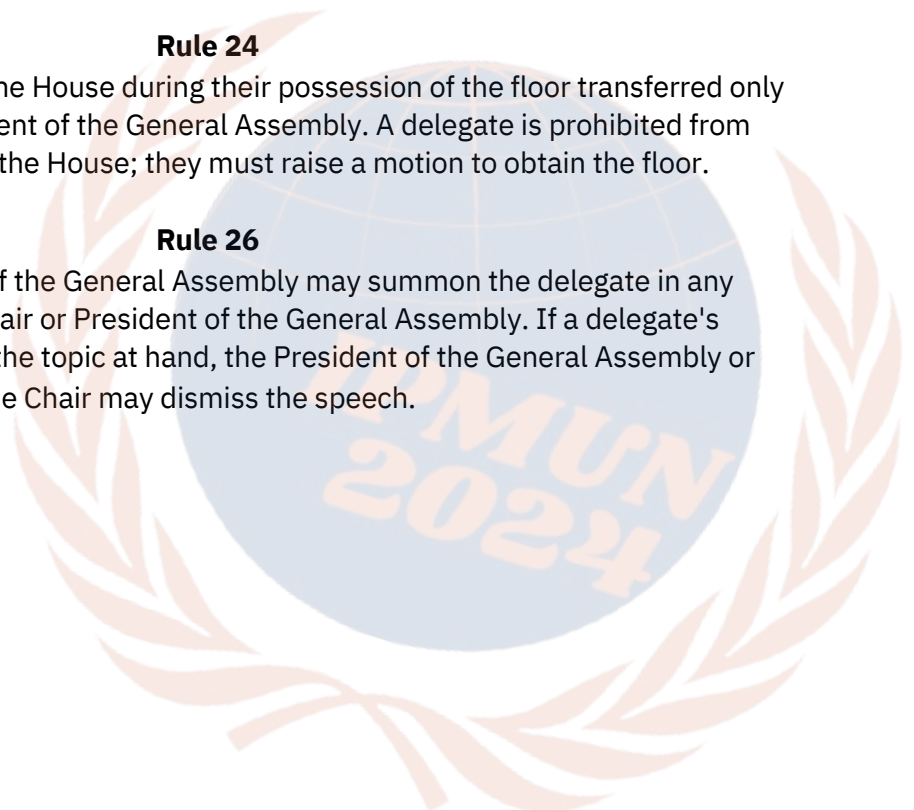
### *Speeches*

#### **Rule 24**

All delegates may address the House during their possession of the floor transferred only by the Chair or the President of the General Assembly. A delegate is prohibited from talking or interrupting the House; they must raise a motion to obtain the floor.

#### **Rule 26**

The Chair or President of the General Assembly may summon the delegate in any order chosen by the Chair or President of the General Assembly. If a delegate's remarks are irrelevant to the topic at hand, the President of the General Assembly or the Chair may dismiss the speech.



### *Time-Limits on Speeches*

#### **Rule 27**

The standard time limit for speeches at the IPMUN conference is 90 seconds. The Chair or President of the General Assembly may amend the time limits at any moment. In addition, the number of times a delegate may speak may be regulated. If a delegate exceeds the permitted time during the purpose of discussion. The Chair or President of the General Assembly must bring them to order. If the time restriction for remarks is changed, the delegates must be informed of the alterations before the next debate.

### *Voting Rights*

#### **Rule 28**

Every member state in every committee has exactly one valid vote. However, observers shall not have the right to vote on substantial matters, such as an amendment or a resolution.

Observers can vote on issues such as a motion to adjourn or a motion to move to an unmoderated/moderated caucus. In General Assembly, despite member states having more than one representative, they still have just one counting vote. Although a delegate is being censored during the debate, they still have the right to vote.

#### **Rule 29**

Chairs or the President of the General Assembly must conduct a roll-call of every member state present before the beginning of each debate. If a representative says "present," it signifies that they may abstain from voting throughout the voting procedure. However, if a representative says "present and voting," they may either vote for or against and cannot abstain from voting.

#### **Rule 30**

The Chair or President of the General Assembly will generally vote by showing placards throughout the voting procedure. However, voting by roll call can be done if necessary or if a delegate requests it. If so, the roll call should be conducted in alphabetical order of the names of the member states, with each representative responding "in favor," "against," or "abstaining."

### *Simple Majority*

#### **Rule 31**

A simple majority is required to pass procedural or substantive matters. More than half of the committee members must vote in favor of passing the subject.

### *Two-Thirds Majority*

#### **Rule 32**

If a procedural or substantive item requires a two-thirds majority vote, it signifies that two-thirds of the Committee must approve the subject. Such form of voting must be announced by chairs at the latest when entering closed debate. If such an announcement is not presented, any and all votes will only require a simple majority of voting member states pursuant to rule 31.

### *Exceptions in Voting*

#### **Rule 33**

If there are equal votes, it is unambiguous that the voting topic failed, and the item does not pass. However, a chair might advise the committee that a "motion to split the House" can be made. However, the Chair can only split the house if a representative raises such a motion.

#### **Rule 34**

A motion to Split the House signifies that a committee will vote on the topic again, but exclusively in support or against it. A representative cannot abstain from the vote.

#### **Rule 35**

If there are no statements in favor or against during a closed debate, it is apparent that the voting will be unambiguous. As a result, the chair anticipates that the vote will be unanimously in favor or against. To vote for or against, a speech in support or opposition must be given in a closed debate.

### *P5 nations*

#### **Rule 36**

The United States of America, the Russian Federation, the People's Republic of China, and the United Kingdom of Great Britain and Northern Ireland are the permanent members of the UN Security Council. These individuals must be present for a Security Council debrief.

#### **Rule 37**

The Security Council's permanent members have the ability to veto any substantive subject. That is, the matter is automatically dismissed if one of the permanent members exercises their veto. If any permanent members intend to use a veto, they must notify the chair with a veto threat. The chair should notify the committee that a veto threat is on the floor. Any permanent member may vote against and not use their veto.

#### **Rule 38**

Permanent Council Members may conduct private discussions to avoid a veto vote. Any Permanent Member may seek such a meeting. This meeting will last no more than 10 minutes, during which time the debate will be paused. During such a meeting, the President of the Security Council or the Vice President must be present. They are required to inform the committee of the judgment later, but they cannot reveal what was discussed, only the outcome of the meeting.

### *Quorum*

#### **Rule 39**

A committee debate begins when at least half of the Committee is present (50% +1), which is when a Quorum is reached. If the House is not met within 10 minutes of the planned time, the Committee session may begin without the required number of members present. A roll call, performed by the Chair before the start of each discussion, can be used to verify the Quorum.

### *Motions, Points and Amendments*

#### **Rule 40**

All IPMUN points, motions, and rights are given here. Any points, motions, or rights not contained in the list below are to be considered prohibited unless recognising such points, motions, or rights will help the flow of the debate. The chair is then free to make a decision.

- Points of Information
- Point of Information to the Chair
- Point of Personal Privilege
- Point of Order
- Motion to hold a speech
- Motion to submit an amendment
- Motion to table
- Motion to move directly to the voting procedure
- Motion to divide the house
- Motion to move to open/closed debate
- Motion to move to unmoderated caucus
- Motion to explain the vote
- Motion to adjourn
- Motion to censor
- Motion to follow-up
- Right to reply

### *Lobbying*

#### **Rule 41**

Before beginning a new issue, lobbying is in order. Lobbying is used to bring allies together and achieve a resolution to a certain issue. Each lobbying session should last around two hours. Lobbying time is unmoderated, although the delegate is expected to use proper language throughout the set time.

### *Adjournment of Debate*

#### **Rule 42**

The Chair has the authority to adjourn a debate at any moment if they deem it is necessary.

As a result, all Committee duties are put on hold until the next planned meeting. A representative may also request an adjournment. The Chair has the authority to rule on such a motion. This decision, however, does not pass automatically; to be implemented, a simple majority vote is required.

### *Resolutions*

#### **Rule 43**

A resolution at an IPMUN conference must have one main submitter, and a maximum of 3 co- submitters and a minimum of 5 signatories.



#### **Rule 44**

The chair may modify the format but not the meaning of the resolution received from the main submitter.

#### **Rule 45**

All decisions adopted at the IPMUN must be published in the official language.

#### **Rule 46**

A friendly amendment can only be done, only if a main submitter agrees to the change. Such modifications should only affect the resolution's format, not its measurement.

### **X. ADDITIONAL INFORMATION AND QUESTIONS**

#### **Rule 47**

Declaration of war is strongly discouraged at IPMUN. The Secretariat must be alerted immediately of the possibility of declaring war. A declaration must be confirmed by a sitting member of the secretariat, or a confirmed proxy i.e. chairs. If such a declaration is in order, the committee moves into a chair-regulated crisis regime.

#### **Rule 48**

All budgetary concerns addressed within resolutions should be formulated as percentage points rather than absolute values, however the financial strain of decisions taken within committees shall be considered minimal as there is no restriction on the usage of existing allocated funds.

#### **Rule 49**

The chairs of any given committee have ultimate discretion over procedural matters, in the case of a severe and insurmountable difference in points of view, the given issue may be brought up to relevant directorate members, however this is strongly discouraged. Chairs have the exclusive right to modify, allow, or shift debate to retain flow of discourse.

#### **Rule 50**

The IPMUN Directorate reserves the right to ensure the integrity of the Rules of Procedure and vows to take any action necessary to prevent exploitation by any participating individual.

