

Introduction

This delegate Rules of Procedure handbook contains information passed on from previous Secretariat members of SEOMUN. It covers the basic information that delegates need to know in order to debate at the conference. Please read this handbook closely in preparing for the conference.

This handbook is only for delegates of SEOMUN XXI.
Do **not** distribute this handbook to others without
the express permission from the Secretary General

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Table of Contents

Resolution Vetting Guidelines	3
Approval Process	5
Debate Process	6
Chair Stock Phrases	10
Chairing Styles	13
Chairing Scenarios	14
Specialized Committees	15
Logistics	19
Secretariat Contact Information	20

Resolution Vetting Guidelines

General Guidelines

- A. Resolutions should not exceed 4 pages (two pages double-sided).
- B. Submit all resolutions in Times New Roman, 10 point font.
- C. Nothing should be bold or colored.
- D. Do NOT number lines or pages.
- E. Single spaced, with 1 line between each clause.
- F. Acronyms and abbreviations are written out completely in their first occurrences.
- G. Numbering:
 - a. Preambulatory clauses are not numbered.
 - b. Operative clauses are numbered in Arabic numerals (1., 2., 3., etc.)
 - c. Subclauses begin with lowercase English alphabets (a., b., c., etc.)
 - d. Sub-sub-clauses begin with lowercase Roman numerals (i., ii., iii., etc.)
- H. The first word of every preambulatory clause may be a present participle (e.g. “realizing”), past participle (e.g. “concerned”) or adjective (e.g. “aware”). The first word of every operative clause is a singular action verb in present tense (e.g. “stresses”). The openers of both clauses may be accompanied by a preceding adverb (e.g. “deeply concerned”, “strongly recommends”).
- I. The opener of each preambulatory clause is *italicized*; the opener of each operative clause is underlined.
- J. There should be no hanging clauses - meaning that there should not be a single sub-clause or sub-sub-clause on its own. Such content must be merged into the preceding-tier clause.
- K. There should be no sub-sub-sub-clause or further.

Note on the nature of resolutions by committee

- A. SC/HSC resolutions **may** mobilize armed forces, under Chapter VII powers, and are considered legally binding for all member states
- B. SPT resolutions are considered legally binding for the six states within the SPT
- C. Resolutions from all other forums are considered legally non-binding

Examples of Preambulatory and Operative Clauses

*Only the Security Council may use the operative clause ‘condemns’.

*‘Further’ should only be used for clauses that are used for the second time.

Preambulatory Clauses

Affirming	Deeply conscious	Fully aware	Noting with deep concern
Affirmed by	Deeply convinced	Fully believing	Noting with regret
Approving	Deeply disturbed	Further recalling	Noting with satisfaction
Aware of	Deeply regretting	Having adopted	Observing
Bearing in mind	Desiring	Having considered	Reaffirming
Believing	Emphasising	Having examined	Realizing
Contemplating	Expecting	Having studied	Recalling
Convinced	Expressing its appreciation	Keeping in mind	Recognising
Declaring	Expressing its satisfaction	Noting Further	Taking into account
Deeply concerned	Fully alarmed	Noting with approval	Welcoming

Operative Clauses

Accepts	Calls for	Deplores	Further resolves
Affirms	Calls upon	Designates	Reaffirms
Approves	Condemns	Draws attention	Recommends
Authorizes	Confirms	Encourages	Requests
Congratulates	Further requests	Endorses	Resolves
Considers	Supports	Further proclaims	Solemnly affirms
Takes note of	Urges	Further reminds	Strongly condemns

Sample Resolution

FORUM: Human Rights Council

QUESTION OF: Situation in the Gaza Strip

MAIN SUBMITTED BY: India

CO-SUBMITTED BY [1]: France, United Kingdom, Jordan, Canada, Indonesia, United States of America, Philippines, Nepal, Germany, Estonia, Kosovo

[2]

THE HUMAN RIGHTS COUNCIL, [3]

Deeply concerned [4] by the prolonged conflict of the Gaza Conflicts, [5]

Acknowledging with gratitude the humanitarian works of the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA), [6] the United Nations High Commissioner for Refugees (UNHCR), and other organizations and agencies with similar aims,

Renouncing the Hamas' violent and oppressive influence over the Gaza population that endangers the Palestinians and compromises any international efforts in sending humanitarian aid to the region,

1. Recognizes [7] the principles and guidelines assessed during the Geneva II Conference on Syria, including the principles of the gradual transition of a non-democratic nation into forming a democratic government; [8]
[9]
2. Encourages nations to abide by the *Report on the Protection of Civilians in Armed Conflict* published by the United Nation Secretary General, which stipulates the importance of nations sharing information on their laws, policies, and activity concerning use of explosives;
3. Asks governments adjacent to the Gaza Strip to take autonomous actions to prevent the impede and compromise the actions of the terrorists, such as but not limited to:
 - a. increasing [10] border surveillance and security by means such as but not limited to:
 - i. augmenting [11] security forces stationed on the borders by [12]:
 1. actively searching for tunnels used for smuggling weapons, ammunitions and explosives, [13]
 2. establishing better communication between border strongholds and outposts,
 - b. increasing security on their arms and ammunitions stocks and practice proper disposal precautions so as to prevent them from being used by terrorist organizations, by means such as but not limited to:

- i. maintaining records of any weapons that are transferred over the border, to ensure that they are not reaching an unidentified third party,
- ii. notifying the UN before any disposal, and ensuring that a UN observation party is present in the scrapping process. [14]

[1]All header categories written in full capitals

[2]Two spaces between header and the content

[3]The forum name (in capitals) is fully written (no abbreviations) and the 1st and 2nd committee should not be written

[4]Preambulatory clauses begin with present participles and are italicized

[5]Comma at the end of each perambulatory clause, including the final preambulatory clause

[6]Acronyms written out in first occurrence

[7]Operative clauses begin with verbs and are underlined; begin with Arabic numerals

[8]A semicolon at the end of each operative clause unless sub-clauses follow

[9]Space between clauses

[10]Sub-clauses begin with lower-case English alphabets and are not capitalized

[11]Sub-sub-clauses begin with lower-case Roman numerals and are not capitalized

[12]There should be no hanging clauses - meaning that there should not be a single sub-clause or a sub-sub-clause on its own. Such content must be merged into the preceding-tier clause.

[13]Sub-sub-sub-clauses and beyond are not used in a SEOMUN resolution.

[14]Period at the end of the last clause. This is the only period in the resolution, which is, in effect, a single sentence.

Approval Process

Approval Process for SEOMUN XXV

I. Approval from the Committee

- A. Every main-submitter must fill out the co-submitter signatory sheet, which will be linked here (TBD). Have these documents shared to the chairs for verification.
 1. Co-submitter requirements:
 - a) 10 delegates for General Assembly committees
 - b) $\frac{1}{4}$ of present delegates for all other forums (if $\frac{1}{4}$ is not an integer, round up)
 - c) SPT, SC resolutions and APQ comminques do not have a required number of Co-submitters. However, a main-submitter is necessary for the approval process

II. Approval from the Chairs

- A. Main-submitter of the resolution will share the resolution draft as the Google Document to the expert chair of the topic.
- B. The chair will revise and discuss the resolution with the main submitter (grammar, plagiarism, content, plausibility, formatting, etc).
- C. To approve the resolution, the chair will change the filename to: Edited-Forum-Issue#-Resolution# (e.g. Edited-GA1-3-1).

III. Approval from the Advisors

- A. Once the resolution is approved by the chair, the main-submitter of the resolution will enter the advisory panel Zoom room.
 1. Make sure your name has been altered to include your committee and delegation.

- B. The advisory panel admin will accept you into the call if there is an available advisor, and you will review the resolution together in a separate breakout room. If there are no spots available at the time, the admin will advise you through chat to remain in the “waiting room” until further notice.
- There is no limit to the number of resolutions that can be submitted per agenda for all committees, but it is recommended that the number is under 2.
- Once the review process has been completed, make sure the resolution file in the committee folder has been updated to the latest version.

Debate Process

1. Opening

- A. Chairs will open the debate by saying, “Would the House please come to order.”
- B. Chairs will conduct role call. When a delegate’s country is called, delegates should raise their placards and state, “present.”
 - a. Late delegates are expected to send a note to chairs to explain why they came late to session.
- C. Delegates in every committee will begin with an Opening Speech (60 seconds) briefly explaining their country stance and the agenda on which they will focus and submit a resolution.
 - a. Chairs will call delegates up to the podium in alphabetical order to give their opening speech.
 - b. Delegates are highly encouraged to pay close attention to other opening speeches as it may serve as a productive method to find people that delegates can work with when constructing resolutions.

2. Lobbying

- A. After opening speeches, the committee will move into a lobbying section for the majority of the first day. It’s recommended that delegates have a laptop and a google account as most people work via Google Drive. This should be the only time delegates would be using a digital device.
- B. Groups are split according to agendas and work to compile and revise clauses into one whole resolution.

3. The Debate - Resolution Debate

- A. The chair will address the issue that is to be debated and call upon the main submitter of the resolution to take the floor.
- B. The main submitter of the resolution will approach the podium and read out ONLY the operative clauses.
- C. Once the operative clauses are read out, the chair will set a debate time for the resolution and then the main submitter may proceed with his/her main submitter speech (3 minutes).
 - a. All other speeches in SEOMUN are set at maximum 90 seconds.
 - b. However, speeches can be extended to 120 seconds upon requests of the delegate.
- D. Once the speaker has finished, the chair will open the floor to **Point of Information (POI)**.
 - a. When the chair asks the speaker if he/she is open to any POIs, the speaker may decline to accept POIs, provide a specific number of POIs he/she will take, or say “any and all point of information.”
 - b. If the speaker open him/herself up to any points of information, the chair will ask if there are any delegates in the house who would like to raise a POI. Delegates must raise their placards **after the chair has finished speaking**.
 - c. Delegates in the committee who have any questions to the speaker may raise their placards to be noticed by the chair.
 - d. Only **one** follow up to a point of information is allowed at SEOMUN.
 - e. Direct conversation between delegates is out of order even during POIs. If the speaker needs clarification, the speaker must ask the chair to ask the delegate to restate their question. Speakers and delegates may never speak directly to one another, and delegates **MUST go through chairs** to communicate to one another.
 - f. If the speaker can’t think of an answer to another delegate’s POI, the speaker may choose to reply through note form.
 - g. If the delegate believes the speaker did not answer the question, the delegate can ask the chair to ask the speaker to restate the answer with regard to the question given.

- h. If a delegate's POI has already been asked and answered, then the delegate, when his/her turn comes, may tell the chair that "the delegate's Point of Information has been answered."
 - i. After the first round of POIs, if any delegates still have POIs, a delegate may raise a motion to extend Points of Information. The chair will ask if there are any seconds and then if there are any objections to this motion. If there is even one objection, the motion will not be entertained.
- E. After all delegates chosen to give a POI have finished, the chair will ask the speaker if he/she would like to yield the floor back to the chair or to another delegate.
 - a. The floor can not be yielded twice in a row to another delegate.
 - b. Once a delegate is called for a yield, the chair will ask the delegate that has been called if he/she will accept this yield. The delegate may choose to accept or reject the yield. If the delegate chooses to reject the yield, the floor will automatically be given back to the chair. The speaker will then return to his/her seat.
 - c. If the speaker chooses to yield the floor back to the chair, the chair will tell the speaker to return to his/her seat and then open the floor again for other delegates to speak.
- F. Points
 - a. Information: questions to speakers on the content of the resolution
 - b. Information to the chair: basically about anything (ex. When is lunch?)
 - c. Personal Privilege: anything to do with delegate's comfort (ex. Too hot, too cold, audibility, etc.); audibility is the only point that may interrupt a speaker.
 - d. Order: correcting the chair's or another delegate's mistake
 - e. Parliamentary Procedure: questions about debate format (the contents of the ROP)
- G. Motions
 - a. There can be motions for just about anything: to adjourn for lunch, to table the resolution, to move to the previous question, etc.
 - b. Motions will always be asked for any seconds and objections, aside from the Motion to Divide the House. If there is even one objection, then the motion is overruled regardless of the number of seconds.
 - c. If delegates wish to move the debate forward and skip the current debating stage, delegates may make a 'motion to the move to the previous question'. Note that 'motion to the move to the previous question' is the correct motion. 'Motion to move into voting procedure' or 'Motion to move into time against the amendment' are **not** in order
 - d. For all committees, including SC, Motion for a P5 meeting is out of order.
- H. Amendments
 - a. There are **no** friendly amendments at SEOMUN, i.e. no amendments will be adopted without a vote.
 - b. Delegates **MUST** wait to receive a note from the chair that the amendment they sent is approved in order to bring the amendment to the debate.
 - c. When a chair sends a delegate a note saying his/her amendment is approved, they may raise their placards when the floor is open, and when called upon, delegates should tell the chair "*This delegate has submitted an amendment.*"
 - d. Chairs will read out the amendment and it will also be projected. All amendments are debated in **closed** debate. Once chairs set time for and against the debate, the delegate who submitted the amendment may proceed with his/her authorship speech.
 - e. Amendments to the 2nd degree: An amendment to the amendment (an amendment to the second degree) is allowed, but amendments to the third degree are not.
 - i. If the amendment to the 2nd degree passes, the **entire** amendment passes. If the amendment to the second degree does not pass, the house will go back to debating on the original amendment.
 - f. All amendments require a simple majority to pass.

4. Closing (Resolution Debate)

- A. Once time for the resolution elapses, delegates may raise a motion to extend debate if he/she believes more time is needed for the debate to come to a conclusion.
- B. If no motions are raised or if chairs decide that there is no need for an extension, the committee will move into voting procedures:
 - a. Note passing is suspended at this time

- b. Delegates may vote for, against, or abstain
- c. Delegates may raise a Motion to Divide the House. This motion automatically triggers a separate voting process that requires the approval of 1/10 of the committee for the motion to be entertained (if 1/10 is not an integer, round up). Once entertained, the motion rids of a delegate's ability to abstain and a delegate must either vote for or against.
- C. All resolutions need a supermajority, or $\frac{2}{3}$ of the committee, to pass (if $\frac{2}{3}$ is not an integer, round up).
- D. If a resolution passes, clapping will be in order. Otherwise, clapping is not in order for resolutions that do not pass.

6. The Debate (Clause-by-Clause Debate)

- A. This section only pertains to the debate in Clause-by-Clause debate committees, which are Six Party Talks, Advisory Panel Question, Security Council, and Historical Security Council.
- B. Debate will start with the first operative clause.
 - a. The chair will call up the main submitter of the first clause and will ask the main submitter to read out only the operative clause.
 - b. After the operative clause is read, the chair will then set a time for that clause only.
- C. Once time is set, the main submitter of the clause may proceed with his/her main submitter speech (3 minutes maximum)
 - a. All other speeches in SEOMUN are set at a maximum of 90 seconds.
 - b. However, speeches can be extended to 120 seconds upon requests of the delegate
- D. Once the speaker has finished, the chair will open the floor to **Point of Information (POI)**.
 - a. When the chair asks the speaker if he/she is open to any POIs, the speaker may decline to accept POIs, provide a specific number of POIs he/she will take, or say "any and all points of information."
 - b. If the speaker opens him/herself up to any points of information, the chair will ask if there are any delegates in the house who would like to raise a POI. Delegates must raise their placards **after the chair has finished speaking**.
 - c. Delegates in the committee who have any questions to the speaker may raise their placards to be noticed by the chair.
 - d. Only **one** follow up to a point of information is allowed at SEOMUN.
 - e. Direct conversation between delegates is out of order even during POIs. If the speaker needs clarification, the speaker must ask the chair to ask the delegate to restate their question. Speakers and delegates may never speak directly to one another, and delegates **MUST go through chairs** to communicate to one another.
 - f. If the speaker can't think of an answer to another delegate's POI, the speaker may choose to reply through note form.
 - g. If the delegate believes the speaker did not answer the question, the delegate can ask the chair to ask the speaker to restate the answer with regard to the question given.
 - h. If a delegate's POI has already been asked and answered, then the delegate, when his/her turn comes, may tell the chair that "the delegate's Point of Information has been answered."
 - i. After the first round of POIs, if any delegates still have POIs, a delegate may raise a motion to extend Points of Information. The chair will ask if there are any seconds and then if there are any objections to this motion. If there is even one objection, the motion will not be entertained.
- E. After the speaker has finished speaking and answering Point(s) of Information, the chair will ask the speaker if he/she would like to yield the floor back to the chair or to another delegate.
 - a. The floor can not be yielded twice in a row to another delegate.
 - b. Once a delegate is called for a yield, the chair will ask the delegate that has been called if he/she will accept this yield. The delegate may choose to accept or reject the yield. If the delegate chooses to reject the yield, the floor will automatically be given back to the chair. The speaker will then return to his/her seat.
 - c. If the speaker chooses to yield the floor back to the chair, the chair will tell the speaker to return to his/her seat and then open the floor again for other delegates to speak.
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- c. Personal Privilege: anything to do with delegate's comfort (ex. Too hot, too cold, audibility, etc.); audibility is the only point that may interrupt a speaker.
 - d. Order: correcting the chair's or another delegate's mistake
 - e. Parliamentary Procedure: questions about debate format (what is in this packet)
- G. Motions
- a. There can be motions for just about anything: to adjourn for lunch, to table the resolution, to move to the previous question, etc.
 - b. Motions will always be asked for any seconds and objections, aside from the Motion to Divide the House. If there is even one objection, then the motion is overruled regardless of the number of seconds.
 - c. If delegates wish to move the debate forward and skip the current debating stage, delegates may make a 'motion to the move to the previous question'.
 - i. Please note that 'motion to the move to the previous question' is the correct motion. 'Motion to move into voting procedure' is **not** in order
 - d. For all committees, Motion for a P5 meeting is out of order.
- H. Amendments
- a. There are **no** friendly amendments at SEOMUN, i.e. no amendments will be adopted without a vote.
 - b. Delegates **MUST** wait to receive a note from the chair that the amendment they sent is approved in order to bring the amendment to the debate.
 - c. When a chair sends a delegate a note saying his/her amendment is approved, they may raise their placards when the floor is open, and when called upon, delegates should tell the chair "*This delegate has submitted an amendment.*"
 - d. Chairs will read out the amendment and it will also be projected. All amendments are debated in **closed** debate. Once chairs set time for and against the debate, the delegate who submitted the amendment may proceed with his/her authorship speech.
 - e. Amendments to the 2nd degree: An amendment to the amendment (an amendment to the second degree) is allowed, but amendments to the third degree are not.
 - i. If the amendment to the 2nd degree passes, the **entire** amendment passes. If the amendment to the second degree does not pass, the house will go back to debating on the original amendment.
 - f. All amendments require a simple majority to pass.

7. Closing (Clause-by-Clause Debate)

- A. A vote on a clause occurs at the end of debate for each clause.
- B. Once time for the resolution elapses, delegates may extend the time by raising a motion.
- C. If there are no motions or if the motion to extend debate time is overruled, the house will move into voting procedures:
 - a. Note passing is suspended at this time.
 - b. Delegates may vote for, against, or abstain.
 - c. Delegates may raise a Motion to Divide the House. This motion automatically triggers a separate voting process that requires the approval of 1/10 of the committee for the motion to be entertained (if 1/10 is not an integer, round up). Once entertained, the motion rids a delegate's ability to abstain and a delegate must either vote for or against.
- D. Votes requisite for passage are as follows:
 - a. SC, and HSC: 9 votes, with veto power of P5 nations
 - i. A veto must immediately be accompanied by a 60 second speech providing justification.
 - b. SPT: Unanimity. Each country, not delegate, gets one vote
- E. Clapping is not in order for clauses that do not pass.
- F. When all clauses have been debated and voted on, the chair will set time for an **open debate** on the entire resolution.
 - a. Delegates may discuss all clauses, preambulatory and operative, and submit amendments for both. This is the only time when delegates may add a new operative clause.
 - b. Once time elapses, the committee votes on the entire resolution as a whole, in its amended form, following the same procedures as it did for votes of clauses.

Conference Details

Prior to the Conference

- All delegates, especially on the first day, should bring their laptop AND charger.
- Delegates are required to wear business **formal** attire during the conference.
 - Delegates must continue to wear proper attire even during debate.
 - If delegates are seen out of formal attire, they will be asked to change.

Delegate Conduct

- It is expected that delegates are respectful to one another. SEOMUN is attended by people from across the globe that may have different perspectives on many issues. Delegates must remain professional throughout the conference and any undiplomatic conduct will not be tolerated.
- The Secretariat and advisors will be contacted and the delegate will be asked to leave the committee in cases of repeated undiplomatic conduct such as but not limited to, taunting, racial, sexual or ethnic slurs, inappropriate gestures, or implied or overt threats of physical violence.

Bathroom

- Delegates are free to use the bathroom at any time during the conference, unless there is a scheduled vote soon.

Secretariat Contact Information

If you have any questions or concerns throughout the conference, please feel free to contact the Secretariat.

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