



1st International Model United Nations Conference Leirion

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Individual Freedoms in the Contemporary Era

Rules of Procedure of the Leirion MUN Committees

The Secretariat

Ioannis Kordas, Deutsche Schule Athen
Katerina Mouzaki, Freie Universität Berlin
Sofia Christoforidou, Democritus University of Thrace
Fay Anagnostopoulou, University of Athens
Marianna Generali, University of Athens

Secretariat Supervision: **Niki Paraskevopoulou**, Sciences Po Paris &
University of Piraeus

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Ground Rules

1. The use of electronic devices for personal use (talking on the phone, texting etc.) is prohibited during debate and committee work time; it is, however, allowed if it serves the conference's purposes (writing or viewing resolutions/clauses on laptops, tablets etc.) Delegates are advised to have their documents in printed and online versions (photocopies, USB).
2. The official language of the conference is English, and delegates have to respect that rule, since Leirion MUN is an international conference.
3. Delegates are not to leave the committee during lobbying procedures or debate without informing the presidency and leaving their badges at the bench, which will be given back to them once they return to the committee.
4. If delegates are to leave earlier than scheduled in the Conference's Program, they should inform their advisors and the Presidency; the Presidency shall contact the Secretariat for its permission.
5. All participants must remain diplomatic, undiplomatic language and behavior will not be tolerated. If a delegate is being offensive during his/her speech, the Presidency will have to ask the delegate to remain diplomatic; if the delegate does not abide by the rule, he/she will be asked to yield the floor to the Chairs. If the delegate continues to misbehave, then the Chairs will have to notify the secretariat as well as the respective advisors.
6. Eating and drinking in the committee are prohibited. Delegates will have the opportunity to have lunch and will be provided with snacks at their designated break time. Smoking as well as alcohol and drugs consumption are strictly forbidden in every area of the conference.

Quorum & Roll Call

What is Quorum?

- A Quorum is the minimum number of committee-members necessary for the debate processes. A quorum protects against unrepresentative action in the name of the body by a smaller number of representatives. In contrast, a plenum is the presence of all delegations.
- The Committee-work may start when at least $\frac{1}{4}$ of delegates are present.
- Before the beginning of each committee-activity and after every break, the Presidency should do a Roll Call to keep track of the number of delegates. Delegates who hear their country's name shall raise their placard high and state "Present". Delegates arriving at the committees during or after the Roll Call should inform the Chairs about their presence via a notepaper.



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Opening Statements

Opening statements are speeches made by delegates prior to the beginning of the lobbying procedures. In their opening speeches, delegates comment on the agenda-topic; depict the ongoing situation in their respective country; briefly analyze their country's policy on the issue; point out basic problems that need to be addressed during resolution-drafting and finally offer some solutions.

- Opening speeches are similar to policy briefs/statements and should last approximately 1-2 minutes. **They are completely optional.**
- Opening statements by delegates will be delivered through the **Speakers List Procedure**. To establish a Speakers' List, a delegate shall raise the following motion: **"Motion to Establish a Speakers' List"** and determine each individual speaker's time (ideally 1 minute). The Motion must be firstly approved by the Presidency and then is voted upon by delegates, requiring 2/3 majority to pass. In case that more than one motions suggesting a different Speaker's Time come up, they will be voted upon.
- A delegate, who has not been included in the List can be added to the Speakers' List by raising their placard when the Presidency calls for delegates to do so, by sending a note to the Chairpersons or by raising a *"Motion to be added in the Speaker's List"*
- **Points of Information will not be in order.**
- Only the Point of Personal Privilege due to audibility may interrupt the speaker.
- If a delegate feels that another delegate stated false information or insulted their country in their speech, then they shall raise a **"Right of reply"**. If the Presidency decides that the Right to reply is in order, the delegate shall have 1 minute at his/her disposal to address the Council and rebut the previous speaker's point.
- Each delegate is entitled to two rights of reply.

If Delegates decide to prepare their statements in advance, they are free to send them to leirionmunsecr@gmail.com in order for the Presidency of their Committee to send them feedback.



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Lobbying

In Leirion MUN, all committees are asked to produce a document called **Resolution** which will contain proposals in order to address the respective Agenda topic of each Committee. The process during which the Delegates will draft the Resolution is called **Lobbying** and will start after the first introduction of opening speeches.

Forming Alliances

Prior to the beginning of the negotiations and discussions, the committee will have to divide into alliances. For this to happen, a delegate needs to raise the following motion: ***Motion to move to unmoderated caucus on setting the alliances.***

- Delegates will be called within 10 minutes to form- at least two- alliances with other delegates. Each alliance should be created in accordance with each country's policy, beliefs, political and financial system as well as geographical characteristics (e.x. Russian Federation will create an alliance with China, while the USA, UK and France will form a separate one). The Presidency should oversee the alliances and advise delegates to change alliances, in case of contradicting policies. **These alliances will be kept at all stages of lobbying.**
- The delegates should therefore add themselves to the Submitters-Sheet, which is very important, because a resolution to be debated upon requires $\frac{1}{3}$ signatories of the total Members present in the committee.

Creating the clauses

- After the alliances have been formed, delegates will start discussing the topic and drafting clauses. The **discussion will be divided in different parts, based on the different sub-topics of the issue at hand, as also** depicted in the Study Guides. Therefore, a delegate must raise the following motion: ***Motion to move to unmoderated caucus on the sub-topic of...*** The motion requires a second and is subject to procedural vote.
- The duration of each unmoderated caucus will be decided according to each committee's timetables and needs and will be announced by the Chairs. **During that time, delegates are called to discuss the specific sub-topic and come up with solutions and clauses.** Delegates are expected to merge their pre-written clauses and/or create new ones.
- This procedure will be followed for every sub-topic that needs to be addressed by the Committee.

Resolution Drafting

- At the end, delegates will be given extra time to finalize their resolution and decide on the Main Submitter, who is the Delegate that will introduce the Resolution to the Committee. (E.g., *Motion to move to unmoderated caucus to draft final resolution*)



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Debate

- After the draft of the resolution of each alliance formed in the beginning of Lobbying, the committee will have to then debate upon each of them in order to decide whether it is going to be adopted or not. For the debate to begin, the Main Submitter of a Resolution shall raise the **Motion to Introduce a document**. If the motion is accepted, then the debate shall commence.
- The debate on each resolution will take place through the General Speakers' List Procedure. A continuously open Speakers List will be established for the purpose of general debate.
- The debate mode on the resolution is open debate; this means that there are no limitations on speakers in favor and against each resolution. The delegates debate on the resolution as a whole and not clause by clause.
- The Presidency must set a specific debate time for each resolution, which can be extended if deemed necessary (Motion to extend debate time).
- Preambulatory clauses are not debatable, but ought to be in accordance with the operative clauses.
- To establish a Speakers' List, a delegate shall raise the following motion: *"Motion to Establish a Speakers' List"*. The Motion must be firstly approved by the Presidency and then is voted upon by the delegates, requiring 2/3 majority to pass.
- The Presidency shall ask the Committee for those who wish to be added to the Speakers' List when it first opens and ask again from time to time for delegates wishing to be added;
- Any Delegate wishing to be added to the General Speakers' List can do so by raising the following motion: *Motion to be added to the Speakers List*, by raising their placard when the Chairs ask if there are any Delegates wishing to be added to the Speakers' List or by sending a notepaper to the Chairs.
- Any Delegate can also ask to be removed from the General Speakers' List by notifying the responsible member of the Presidency via a notepaper.
- **The first to be included in the Speakers List shall be the Main Submitter of the resolution.**
- The Presidency shall therefore give the floor to the main submitter of the resolution, so as to read the operative clauses (or part of it, depends on existing time constraints) and then deliver his/her main-submitter speech. After the delegate has finished, the Presidency shall ask, if he/she is open to any Points of Information. If the answer is affirmative, then the Presidency shall state: *"The floor is now open for any delegates wishing to ask a question/raise a point of information to the speaker. Please raise your placards high now"*. The Presidency shall recognize delegates to pose a question in that respective order. When the speaker/main submitter has finished with his/her speech and/or was not open to points of information, he/she shall yield the floor to the Presidency or to another delegate (see chapter 8. Yielding).
- The floor will then be given to the next delegate in accordance with the Speakers List. The procedure is similar to the one described before.



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Voting

After the end of the debate time set in the beginning, and if there is no motion to extend the debate time, all Delegates will have to vote whether the Resolution is going to be adopted by the Committee. The Presidency is the one to conduct the voting and is responsible for the counting of the votes.

- Delegates can vote either in favor, against or abstain.
- Each delegation regardless of the size and population of his/her country has one vote and must demonstrate his/her voting intentions by raising his/her placard at the Chair's request.
- Delegates must vote "in favor" or "against" on procedural matters¹ and "in favor", "against" or "abstain" on substantial² matters. No delegate is permitted to vote on behalf of another delegate.
- Abstentions are not counted as negative votes.
- Non-Governmental Organizations and Observer States do not have the right to vote; they can only vote for procedural matters, which, however, does not occur often.
- Voting shall not be interrupted. Only the Point of Order referring to the voting procedures can interrupt the process.
- During voting procedures on both resolutions and amendments note passing is to be suspended and doors are to be closed. Additionally, guests like Journalists, Observers, Advisors and Photographers etc. will be kindly asked to exit the room.
- A resolution passes when the votes in favor of it exceed the votes against it.
- After voting delegates may raise Motions to Divide the House or Vote by Roll Call.

Amendments

- Amendments are alterations and changes in the clauses debated. They can be submitted by any delegate.
- Typical amendments are of first degree.
- Only one amendment is allowed per Amendment Sheet and one amendment can be discussed at a time.
- The Presidency, after receiving the amendment sheets, shall prioritize the proposals, choose the most efficient one and notify its submitter.
- If delegates wish to submit an amendment, they should do so through the official Amendment Sheet. The Chairs, after prioritizing and assessing the amendments, should inform delegates via note whether their amendment is in order.
- After having forwarded the proposed amendment to the Chairs, delegates shall raise the following motion: Motion to introduce an amendment. It does not need a second and is not subject to procedural vote.



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- Given the submission of an amendment, the Speaker's List will “freeze” and the debate on the resolution as a whole will continue after voting on the amendment.
 - Such matters relate to the structure of the committee session and debate. Procedural matters are, for instance, Motions to adjourn and extend the debate
 - Matters that are in accordance with the topic being debated upon.
- The debate on the amendment will take place via a closed Speakers List meaning that the Chairs are expected to set a specific number of speakers. These specific speakers shall speak either in favor or against the amendment with the submitter counting as a speaker in favor.
- After the delegate reads the amendment and the Chairs set debate time, the delegate shall move on with his/her speech. The procedure is the same as in open debate, just with a set amount of speakers
- When all speakers have delivered their speeches and answered any possible questions (if they opened themselves to Points of Information), the Council shall move on with voting procedures on the amendment. Delegates may vote in favor, against or abstain.
- After voting on the amendment, the Speaker's List and subsequently the Debate will continue as before its proposal; meaning that the Speaker's List will be open again.
- The procedure is similar to the debate on the resolution.
- There are also amendments of second degree, which are changes on the amendment and are to be submitted only in time against the original amendment (namely the amendment of first degree). Any delegate who wishes to submit an amendment of second degree shall do so through an official amendment sheet. The Presidency shall decide if the amendment of the second degree is to be entertained. The procedure is similar to the one followed for first degree amendments; the debate mode is again closed. After speakers in favor and against the 2nd degree amendment have delivered their speeches, the Council shall move directly to voting procedures regarding the 2nd degree amendment (and not the 1st degree one). General rules regarding voting are equally applicable. If the 2nd degree amendment passes, the council shall continue with the closed debate on the amendment of the 1st degree, after making the necessary changes; If the 2nd degree amendment fails, the council shall continue again with closed debate and/or voting on the 1. degree amendment, without making any changes.
- If the amendment passes, delegates should make the necessary changes to their clauses and continue with open debate on the amended clause. If the amendment fails, delegates should move on with open debate on the resolution as a whole.

Yielding

- To the Presidency: After the delegate delivers his/her speech, he/she shall either yield the floor to the Presidency or open him/herself to questions and yield the floor after answering. The Presidency can entertain Points of Information to the Speaker from the committee, only if he/she accepts so. Delegates wishing to ask questions shall raise their placards and wait to be recognized by the Presidency.



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- To Another Delegate: After the speaker has delivered his/her speech and answered any possible questions, he/she shall be free to yield the floor to another delegate, if the latter accepts the yield. If he/she does, then the delegate has to take the floor immediately and deliver a speech. A Speaker that has been yielded to cannot yield his or her time again.

Points and Motions

All points and motions may not interrupt a speaker except for the “Point of personal privilege” referring to audibility.

Points

Point of Personal Privilege:

- Refers to the comfort and well-being of the delegate.
- May only interrupt a speaker if it refers to audibility.
- May not refer to the content of a speech.
- Is not debatable and does not require a second.

Ex: “Could the admin staff please open the window? It is very hot in here!”

Point of Order:

- May be raised by a delegate, if he/she observes that an error was just made by the Presidency.
- Is basically an intervention directed to the presiding officer, requesting him/her to make use of some power inherent in his/her office or specifically given him/her under the rules of procedure. It may, for example, relate to the manner in which the debate is conducted, to the maintenance of order, to the observance of the rules of procedure or to the way in which presiding officers exercise the powers conferred upon them by the rules.
- Is the only point-motion that can interrupt the voting procedures, but only if it refers to an incident that occurred during voting and/or affects the voting procedures/results.
- Has precedence over any other procedural motions.
- No point of order on the same or a different subject can be permitted until the initial point of order and any appeal arising therefrom have been disposed of. Both the presiding officer and delegations may request information or clarification regarding a point of order.

Ex: “Is it in order for 2nd degree amendments to be entertained during time in favour of the 1st degree amendment?”

Point of Parliamentary Inquiry:

- Point of Information directed to the Presidency concerning the Rules of Procedure.

Ex: “Could the Chair please explain what a 2nd degree amendment is?”



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Point of Information to the Presidency/Chair:

- Question to the Presidency referring to anything that does not fall under the category of Point of Parliamentary Enquiry, Point of Order or Point of Personal Privilege.

Ex: “Could the Chair please explain what is meant by HR violations?”

Point of Information to the Speaker:

- A question directed to the delegate having the floor, who has stated that he/she is open to points of information.
- The Presidency will firstly ask the speaker if he/she is open to any points of information; if the answer is positive, then the Presidency will recognize other delegates to pose brief questions. Delegates are not obligated to open themselves to Points of Information but are strongly urged to do so for the sake of the debate. Nonetheless, answering questions provides the House with clarifications and elaborations that can change the mind of the delegates and, thus, vote in favor of the resolution and the proposed amendments.
- The delegate posing the question has the right to ask ONLY ONE question and there may be no direct dialogue between the delegate having the floor and the delegate asking a question. In Leirion MUN follow-ups are allowed (Motion to follow-up).

Right of Reply:

- Delegates feeling that their personal or national integrity has been impugned by another delegation may raise a Right of Reply.
- Disagreement with the content of a delegate's speech is not a sufficient justification for a Right of Reply.
- Its entertainment is at the Presidency's discretion; if the Chair rules the Right of Reply out of order, his/her decision cannot be appealed with objections.
- May not interrupt a speaker but should be raised the moment he/she has finished his/her speech.
- A Right of Reply on a Right of Reply is out of order.

Motions – General & for lobbying

Motion to Approach the Chairs:

- Is used by a delegate who would like to talk to the Presidency in person.
- It may not interrupt the speaker.
- Is on the Chair's discretion, whether the motion is going to be in order or overruled; most of the times the Presidency member chairing will allow the motion and another member of the Presidency (not chairing at that time) will be the one that the delegate should talk to.



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Motion to establish a speakers' list

- Raised at the beginning of the committee session before delegates start delivering their opening statements and before the debate on a resolution. After this motion has been entertained, Chairs ask delegates in the house if they want to be added to the speaker's list so as to deliver an opening speech or a speech on the resolution debated.
- Needs $\frac{2}{3}$ majority to pass.
- It needs a second

Motion to be added in the speaker's list

- Raised by delegates who want to be added in the Speakers' list during the opening statements or the debate on a resolution and after the first call for speakers at the beginning of the two aforementioned committee activities.
- Does not require a second and it is not debatable.
- May not interrupt a speaker.

Motion to move to unmoderated caucus on establishing the alliances

- Raised by delegates at the beginning of lobbying in order for them to form their alliances.
- It needs a second but it is not debatable.

Motion to move to unmoderated caucus on the sub-topic of...

- Raised after the alliances have been formed. After this motion has been raised, delegates are expected to discuss the subtopic with their allies, write down clauses that could be possible solutions to the matter at hand and that will be used to compose a resolution on the topic as a whole.
- In case that more than one motions suggesting different subtopics come up, they will be voted upon.
- It needs to be seconded but it is not debatable.

Motions used during Debating a resolution

Motion to introduce a document:

- Raised by the Main Submitter of a Resolution in order to begin the debate of the specific resolution.
- It is up to the Chairs' discretion to decide the time of the debate.



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Motion to Follow Up:

- After the delegate having the floor answers a Point of Information raised by another delegate, the delegate that posed the question can use the motion to Follow-Up to ask a second one (a follow-up question). It is at the Chair's discretion to entertain this motion.

Motion to introduce an amendment

- Raised by a delegate who wants their amendment to be entertained and discussed in the committee.
- It is at the Chairs' discretion to decide if they are going to entertain the amendment or not.
- It is not debatable and does not need a second.
- May not interrupt a speaker.

Motion to Move to the Previous Question:

- Calls for the closure of the debate and a vote to be taken on the item pending. When discussing, however, an amendment, in time in favour, this motion means to move to time against the amendment.
- May not interrupt a speaker.
- Requires a second by the house.
- If an objection is raised, it cannot be entertained. May be overruled by the Presidency if time needs to be filled.
- This motion is not debatable.

Motion to Divide the House:

- In case that many delegates decide to abstain from voting, a delegate may raise this motion so as the voting to be re-taken without the ability to abstain.
- It requires a second.

Motion to Vote by Roll Call:

- This motion is similar to the "Motion to divide the House" but, when this motion is entertained, the chair should do a Roll Call and ask each and every delegate in the committee if he/she is in favor or against the resolution.
- The Roll Call shall be taken in the English alphabetical order of the names of the members; the name of each member shall be called in any Roll Call, and the delegates shall reply "in favor", "against" or "abstain".



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Motion to Extend Caucus Time:

- Is at the chairs' discretion to entertain it.
- Requires a second by the House.

Motion to Extend Points of Information (to the Speaker):

- Is at the chairs' discretion to entertain it; if the Chair thinks that there is enough time, he/she shall ask the delegate having the floor, if he/she is open to further Points of Information. If the delegate accepts, the motion can be entertained, if not, the motion is overruled.

Motion to Reconsider a Resolution:

- Is used by delegates when a re-debate and a re-vote of the resolution that has already been debated and discussed is necessary.
- It needs $\frac{2}{3}$ majority to pass and abstentions are out of order.

Motion to Withdraw a Resolution:

- Can be entertained during debate and before the voting procedure, only if the Main-Submitter and all Co-Submitters agree on the withdrawal.
- Is not recommended; delegates who are dissatisfied with their resolutions are urged to make corrections and improvements via amendments.

Motion to Adjourn the Debate:

- Can be raised by the House, if a delegate feels that it would be for the sake of the debate to adjourn the debate until the next designated meeting (ex. after lunch, group photograph or the next day of the conference).
- It is not debatable.
- Cannot interrupt a speaker.
- It requires a $\frac{2}{3}$ majority to pass.

GOOD LUCK WITH YOUR PREPARATIONS FOR LEIRION-MUN!

Don't hesitate to contact the Secretariat at leirionmunsec@gmail.com if you need help regarding the Rules of Procedure!