



United Nations

MIRAS MODEL UNITED NATIONS

**PREVENTIVE DIPLOMACY AND
GLOBAL CITIZENSHIP**

RULES OF PROCEDURE

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RULES OF PROCEDURE HANDBOOK FOR DELEGATES

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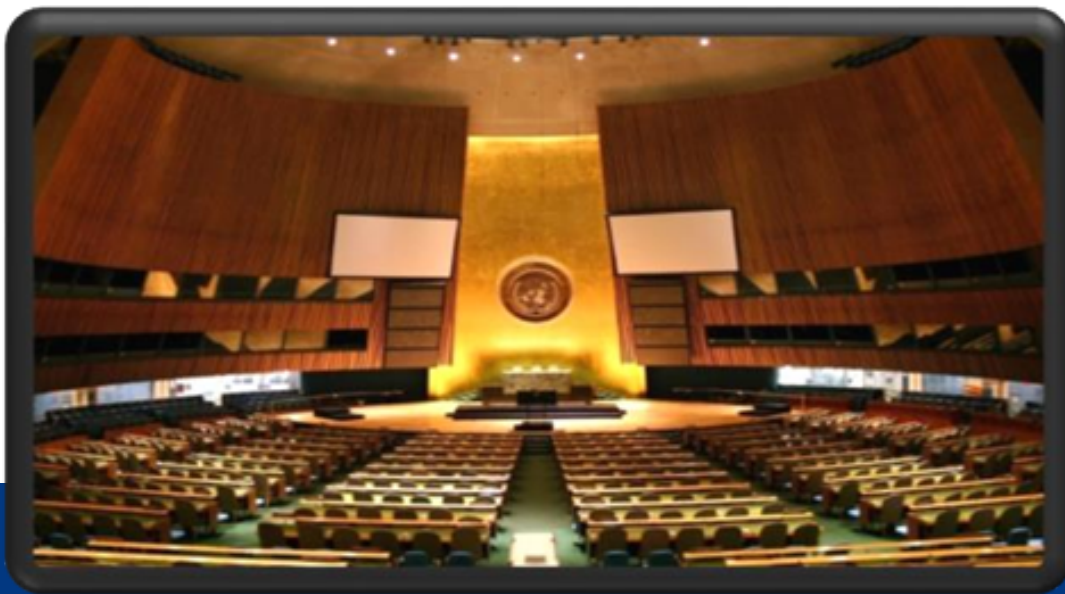
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CHAPTER 1. GENERAL PROVISIONS

1. Code of Conduct

Our intention is to create an environment at the Miras Model United Nations Conference which supports our educational mission of appreciation of and respect for cultural diversity and actively contributes to positive changes in the world. Professionalism in speech and actions by all participants is a requirement of MISMUN sessions. Failure to follow the Code of Conduct may result in suspension from further participation.

These guidelines are provided to help establish clear expectations:

Everyone

- Treat everyone with the highest level of courtesy and respect at all times
- Respect academic integrity; plagiarism will not be tolerated
- Inappropriate public displays of affection are not permitted
- Disruption of committee sessions or causing problems in the school facilities will not be tolerated
- Formal language must be used during the conference; no bad language or obscene gestures



Delegates

- Remain in character by consistently advocating the interests of your assigned country.
- Display respect for the opinions and ideas of fellow delegates even if there is a conflict of interest.
- Collaborate with fellow delegates whenever possible.

Chairs and Co-chairs

- Know the topic better than any delegate
- Lead the delegates in order to move the program forward
- Explain and enforce the rules; be as fair as possible

Faculty and advisers

- Help students maintain a positive and professional approach to the conference.
- Serve as an information resource when appropriate but do not participate in the debate or writing of resolutions
- Refrain from using any kind of grading policy to influence your students' participation

Guests

- Guests are required to adhere to the same expectations as all other conference attendees.
- Guests serve as observers.



2. Rules of Procedure

Rules of Procedure – this is a set of rules necessary for conducting an organized discussion and making informed decisions reflecting the will of the majority, while taking into account the views of, and respect for, minority rights. Changes to the rules are made only by the Model United Nations Council - MISMUN

3. Agenda

An agenda is approved by the MISMUN Coordination Council before the conference and cannot be changed.

4. Conference Languages

The conference is in three languages – English, Kazakh and Russian.



CHAPTER 3. CHAIRPERSON

1. Chairperson's authorities

Chairperson (President – in GA, SC; Chair or Chairman – in GA and SC committees) – This is one of the forum delegates who, by common agreement of the participants, is given exclusive authority to manage the discussion.

Due to the exclusivity of his/her role, the chairman refuses the right to represent his/her country's interests, and can make proposals and express his/her opinion only on procedural matters. The chairperson must act in accordance with the Rules of Procedure and with a glance to the agreement of the majority of delegates.

The chairperson strives to ensure effective work of the committee by showing respect towards meeting participants. The chairman stays impartial and abstains from making statements on the issues discussed, except when it is necessary to ensure the effective work of the committee.



CHAPTER 4. SECRETARIAT

1. Secretariat members

At committee meetings the Secretariat is represented by Experts and Secretaries. The overall management of the work of the Secretariat's representatives in the committees is exercised by the Chairperson and the Coordination Council.

2. Experts

Experts prepare a report on the agenda issues. The Chairperson may, at any time, address the Experts for clarification on the matters relating to the agenda. The Experts' conclusion on the issues discussed in the committees may not be appealed.

3. MUN Helpers

Our intention is to create an environment at the Miras Model United Nations Conference that supports our educational mission of appreciation and respect to cultural diversity and actively contributes to the positive changes in the world. Professionalism in speech, actions, and appearance by all participants is a requirement of all MIS MUN sessions. Helpers should follow the Code of Conduct and failure to do so may result in suspension from further participation.



CHAPTER 5. MEETING PROCEDURE

Placement

1. Committees are formed and delegates placed in them by the Coordination Council of the conference.
2. Conference secretaries inform the delegates of the conference arrangements and prepare work materials.

Pledge of delegates

1. Immediately, after the opening of the meeting, the President of the Conference invites the delegates to make a pledge that guarantees a display of tolerance and respect for the other conference participants.

Committees

1. Heads of the committees shall take roll-calls of countries' representatives at the beginning of work and after each break to establish the quorum.
2. During a roll-call, delegates raise a sign with the name of the country they represent.

Quorum

1. A head of a committee may declare a meeting open or resume it after a break if there is at least a half of the committee delegates registered in this committee.
2. During meetings, delegates may not leave the committee without the permission of the Chairperson (unless absolutely necessary).

Formal debates

1. Before the start of a formal debate, the Head of a Committee announces the transition to debates and opens the speaker's list.
2. Representatives of a country wishing to speak, raise a sign with the name of their country. The head of the committee makes a list of speakers.
3. Delegates may make proposals for the procedure of work of committee. Delegate speeches are governed by the rules adopted.



CHAPTER 5. MEETING PROCEDURE

Informal debates

1. Informal debates are used to continue the discussion of the agenda informally.
2. In the mode of informal debates, the list of speakers is not drawn up; delegates, who wish to speak, should declare this by raising their signs with the names of their countries.
3. Each delegate or Committee Head at any time during the meeting may make a proposal to move to an informal debate.

Meeting procedure

1. Meeting procedure regulates the duration of delegates' speeches in a conference. The number of questions that delegates can be asked, as well as the time for questions, is regulated by Heads of Committees.
2. The time-limit shall be established at the beginning of committee meetings

Speaking in meetings

1. A delegate wishing to speak requests the permission to speak from the Committee Head.
2. Speaking on various issues on the agenda, the Head of the Committee must adhere to the time-limit.
3. If a delegate has time to answer questions, s/he has the right to declare him/herself open or closed to questions. The delegate may transfer the right to answer a question to another delegate if the Head of the Committee gives his/her consent.



CHAPTER 6. CONSIDERATION OF MOTIONS AND RESOLUTIONS

1. Motion - a request made by one of the delegates or chairmen. A motion may refer to the course of the meeting (procedural motion) or resolution, which is the result of the work of the body (substantive motion, proposal). Substantive motions include draft resolutions, amendments to the draft resolution and amendments.

2. Consideration of a motion takes place in three stages: introduction to the motion, discussion of the motion (debate) and voting on the motion (voting). At the first stage, the author of the motion reads it (procedural motions) or reads out the text (substantive motion). Then, if at least one other delegation supports this motion, the author is entitled to speak in support of his/her motion and answer questions. If after this stage no delegation has any objections to the proposal, it is considered adopted by consensus. If there are some objections, the forum proceeds to discuss the motion, that is, to speak for and against it. The rules of debate on procedural motions are established by the chairman, and on substantive motions - by the forum as a whole through procedural proposals.

If an amendment is being discussed, then an amendment to the amendment can be made at the second stage of consideration. Having discussed the motion, a vote is taken.

3. Resolution - a document reflecting the collective will of the forum participants. There are four stages of a resolution process. Firstly, at the General Debate, all delegates express their position on the issue as a whole, as well as their wishes on the content and structure of the resolution. Then, after informal consultations, the forum considers the submitted draft resolutions and approves one of them as a working draft. After that, the resolution working draft is amended. At the last stage, the amended text of the resolution is checked again, after which it is approved as the final one.



CHAPTER 6. CONSIDERATION OF MOTIONS AND RESOLUTIONS

4. Speech - speech of the delegate, which expresses the position of his/her country on the agenda, in general (at the stage of the general debate) or on the proposal under discussion. In the second case, a statement usually calls to vote for or against this proposal, and the delegate must state the purpose of his/her speech at the beginning of it. After his/her speech, the delegate may agree to answer questions asked by other delegates.

5. A point of information is a question relating to a country's position or essence of the proposal being discussed, which may be asked after a delegate's speech.

6. A point of personal privilege is a question asked when a delegate feels some kind of personal discomfort: s/he can barely hear the speaker or s/he has not been given a text of a draft resolution. A point of personal privilege is the only case when a delegate may interrupt another delegate.

7. A point of procedural inquiry is a question relating to the procedural rules, meeting and organization.

8. A point of substantive inquiry is a question relating to the factual part of the issue being discussed and official position of the UN. It may be asked with the permission of the chairperson.

9. A point of order is a question which is asked if a delegate feels that the chairperson or other delegates violate procedural rules. This issue must be immediately resolved by the chairperson. After that, the chairperson's decision may be appealed.



CHAPTER 6. CONSIDERATION OF MOTIONS AND RESOLUTIONS

10. Country's Position Preparation Recommendations

A country's position is a short report containing its government's attitude towards the issue outlined in the agenda.

The maximum duration of the speech is established at the beginning of a meeting (which is usually from 2 to 3 minutes; and from 3-5 minutes in the Security Council). To make your speech the most impressive, try to make it as engaging, informative and brief as possible. The report should not express your personal opinion on the agenda, but the position of the country you represent. To prepare well for one of the most important speeches in the MUN, which is explanation of the official position of the country represented by you, it is necessary to:

1. Divide the agenda into simple components, i.e. problems arising from the agenda of a body.
2. Obtain as much information about the country you represent as possible.
3. Study your country's position on the agenda.

You are recommended to consider the following:

- Main priorities of foreign policy (doctrines and real steps).
 - Agreements (multilateral and bilateral) which the country has.
 - Information on the represented country's allies and opponents.
 - Speeches by the head of state or government on this issue.
 - Speeches of the country's Permanent Representative to the UN.
4. It is necessary to find the resolution on the agenda:
- Resolutions adopted by the UN.
 - Decisions at regional summits (EU, ASEAN, OAS, etc.).
 - Decisions of NATO, OSCE, etc.



CHAPTER. 7 STRUCTURE OF A POSITION PAPER

Our honorable delegates and dear friends!

The next step includes the submission of a position paper on the agenda.

What is a position paper?

A position paper is a succinct policy statement on the agenda of the committee representing the relevant views of your assigned country or organization. The position paper should be a product of your own research. Its main purpose is to help you in understanding your nation's interests and goals and to find out the official position of the assigned country or organization, in order to acquaint the other representatives with it during the sessions. Moreover, the position paper should briefly explain your country's or organization's suggestions for a possible resolution on a problem. Before you start writing, it is important to overview the questions that are worked out in your essay, since it should definitely help you to map out the strategy of the research. Afterwards, make a list of the resources, by focusing on the recent news, looking for editorials and submissions from appropriate trusty sources (such as works of economists, political figures and political activists, etc.) It is comparatively easy to find sufficient number of necessary materials on the Internet. And, of course, make sure to research the UN resolutions from the General Assembly and Security Council on the agenda.



CHAPTER. 8 STRUCTURE OF A POSITION PAPER

The position paper has a definite general structure: the introduction, the main body and the suggestions. Each of them serves a clear purpose within the general context of the paper.

1.The introduction. You should very briefly specify the issue of the UNSC and introduce general information about the country or organization which is related to the agenda.

2.The main part. Here comes the position of the country or organization itself. You should concisely explain it, in relation to the issue that is found

under your consideration. The following questions may be helpful in this matter:

- What is your country's or organization's policy on the topic?
- What issues in this area are of particular importance to the country or organization you represent?
- What action has been taken already? What action have you taken, in cooperation with other countries?

3.The suggestions. You should recommend some steps to be taken in order to improve the situation. These steps will include the ideas and recommendations for a successful and effective outcome and they will be mentioned in the UNSC final document, according to the opinions of each representative.

Please keep in mind that other representatives should clearly understand your position therefore, it is recommended that you have a list of notes as you take your speech.



CHAPTER. 8 STRUCTURE OF A POSITION PAPER

The most important points to remember are as follows:

- Plagiarism is strictly forbidden at MIS MUN. Your position paper will be checked. Violation of this policy may result in dismissal from the conference.
- Remember that you are a representative of a particular country or organization. The position paper is not your personal point of view, therefore you should not refer to yourself in the first person. You should write on behalf of the country you represent (use terms such as “our country”, “our delegation”, “we”).
- Make your statements simple and clear. To communicate strongly and effectively, avoid elaborate wording and use uncomplicated language.
- The information included in a position paper should be based on provable facts (such as statistics, official documents, etc.)
- The Bibliography at the end of the work is compulsory.