1. General Rules

**1. Staff Powers:**

The Undesecretary-General will open and close the conference during formal ceremonies. Members of the Secretariat will supervise the conference staff throughout the conference. The Chairs will declare opening and closing of all committee sessions, rule on points and motions, moderate debate, and choose committee award recipients. The Chairs will have the power to rule a motion “dilatory” based on its level of disruptiveness to the committee’s proceedings. The Secretariat and the conference staff will oversee non-committee based activities.

**2. Language:**

English is the official working language of the conference.

**3. Attendance:**

Registered delegates are required to attend all committee sessions, unless previous request is submitted to the Secretariat, and approved. Admittance into the conference is subject to the delegation’s submittal of the required fees and registration forms by or before the due date.

**4. Courtesy:**

Exemplifying courteous and diplomatic behavior to the Secretariat, Conference staff and delegates is an absolute expectation of SPLMUN participants. Failure to comply may result in Chairs or Secretariat members invoking a call to order. In extreme cases, the SPLMUN

Secretariat reserves the right to expel delegates from their committee room.

**5. Attire:**

Delegates are highly encouraged to wear Business Casual Attire. Exceptions will not be considered for a country’s national dress, or any other large deviation from Western Business Attire.

**6. Official documents:**

Official documents such as ID card or Passport will be issued to the head delegate of each delegation upon arrival at the conference.

**7. Quorum:**

At least 10% of the voting members within a committee must be present for debate to be declared open.

**8. Electronic Devices:**

Laptops and tablets will not be used in committee except for the writing of working paper and resolutions. No access to Internet will be accepted by the Chairs during Committee. Phones will be silent or swished off during Committees but may be used out of sessions. If a delegate uses an electronic device without fallowing the previous rules, it will be the Chairs in consultation with the Secretariat who will decide the consequences the delegate will face.

**9. Position Papers:**

Delegates are required to submit a position paper per committee topic in order to qualify to win an award. Position papers should explain the topic background, past international actions, national policy, and possible solutions. Position papers must be submitted by or before the deadline to the committee’s Chairs.

**10. Awards:**

Committee awards will be decided upon by the dais. Awards will be given on the basis of topic knowledge and understanding, diplomatic skill, and committee insight. Some awards will be presented in the last committee session, while Best Delegate (Gavel), the Outstanding Delegate Awards, and Honorable Mention will be presented in the closing ceremony of the conference.

1. Debate Procedure

**1. Roll Call:**

The Chairs will conduct roll call at the beginning of each first committee session of the day. Delegates may announce themselves as “present” or “present and voting”.

1. Present: Delegates declaring themselves “present” announce their intention to be able to abstain for substantive votes only;
2. Present and Voting: Delegates declaring themselves “present and voting” indicate that they deliberately forfeit their right to abstain on any substantive vote which means voting in favor or against only.

**2. Setting the Agenda:**

Committees that have multiple topics are required to order the agenda at the beginning of formal debate. Delegates may suggest a preferred Agenda order when motioning to Order the Agenda. The committee will then vote on the motions on the floor in the order they were received. The first motion to be passed by a majority of the committee will be regarded as the Order of Agenda.

**3. Speaker’s List:**

After setting the agenda, the Chair will open the floor to a Motion to Set the Speaker’s List. After the motion passes, delegates will be able to add their countries to the Speaker’s List. The Speaker’s List will be active when the committee is in formal debate without a moderated caucus, unmoderated caucus, or other procedural motion. Speaking time will be set at a standard one minute unless otherwise amended by delegates.

**4. Speeches:**

Following the order prescribed by the Speaker's List, delegates will be recognized by the Chair and will be permitted to speak on the issue at hand within the time prescribed.

1. Questions: Delegates may wish to question the speaker after yielding their time to points of information or questions. Delegates with questions are chosen at the Chair’s discretion. The response time for a question will be counted against the speaking time. Questions may be asked until the speaker has exhausted their time. Questions must not be of excessive length (determined at Chair’s discretion).

**5. Presentation of Draft Resolutions (Formal Caucus):**

After working papers have been submitted to the Dais for its review, they are reclassified as draft resolutions. These draft resolutions are then presented to the committee in Formal Caucus. During Formal Caucus, the draft resolutions will be displayed and presented to the committee by the draft resolution’s sponsors. The Motion to Present Draft Resolutions must include the times for presentations and for a question and answer period. Delegates with questions are chosen at the Chair’s discretion.

**6. Moderated Caucus:**

A moderated caucus may be used to address a specific topic and direct the focus of the content of debate. Moderated caucuses must be for a specific topic, with a specific duration, and with a specific individual speaking time.

1. Extension: A delegate can motion for an extension of a moderated caucus after the caucus expires and the Chair opens the floor to any points or motions. By a simple majority, a moderated caucus may be extended, after which no additional extensions will be considered. The extension may not be for longer than half of the initial time will not alter individual speaking times or the topic.
2. Delegates must address the topic of the moderated caucus during their speeches. Any speech not on the topic will be ruled Out of Order by the Chair.

**7. Informal or Unmoderated Caucus:**

Unmoderated caucuses are an opportunity for delegates to discuss events in committee without the structure of formal debate. When motioning to enter unmoderated caucus, delegates must offer the duration. This duration is subject to approval by the dais before it may be voted upon by the committee. During unmoderated caucus, delegates may move and speak freely throughout the room. However, when unmoderated caucuses end delegates will be expected to move quickly and quietly to their seats.

1. Extension: A delegate can motion for an extension of an unmoderated caucus after the caucus expires and the Chair opens the floor to any points or motions. By a simple majority, an unmoderated caucus may be extended by maximum half of the previous time, after which no additional extensions will be considered.
2. Points and Motions

**1. Motion to Open Formal Debate:**

When quorum is met and the committee believes that formal debate should begin, a Motion to Open Formal Debate will be in order. The motion passes with a simple majority.

**2. Motion to Close Formal Debate:**

When the committee believes that formal debate has culminated (or when the committee runs out of time), a Motion to Close Debate will be in order. The motion passes with a simple majority.

**3. Point of Personal Privilege:**

In the event that a delegate faces a condition in which they feel uncomfortable in the committee room or are unable to hear a speaker, they will be able to interrupt the speaker to express a Point of Personal Privilege.

**4. Point of Order:**

If a delegate observes an incorrect use of these Rules of Procedure, they may call a Point of Order to correct the error. Points of Order should not be used to interrupt a speaker unless the speech directly violates the Rules of Procedure.

**5. Point of Inquiry:**

Delegates that have a question for the Chair regarding procedural matters should raise a Point of Inquiry. The Chair will answer the question to the best of their ability.

**6. Order the Agenda:**

Once quorum is met and the committee enters formal debate, delegates will move to order the agenda.

1. All agenda topics will be regarded by the entire committee.
2. Once the Chair has recorded all possible proposed orders, delegates will vote on the options in the order in which they were received.

**7. Motion to Open/Close/Re-Open the Speaker’s List:**

After opening debate, delegates will be invited to move to open the Speaker’s List. Subsequently, the Chair will request that any delegates that would like to be added to the Speaker’s List raise their placards. The Chair will add the delegates to the Speaker’s List. The Speaker’s List will activate in descending order without an interrupting motion. If the Speaker’s List is exhausted, debate is automatically closed, and the committee will enter voting bloc. Closing the

Speaker’s List maybe reversed by a Motion to Re-Open the Speaker’s List. After resuming debate from a different motion, it will automatically restart to the Speaker’s List if there are no other points or motions on the floor.

**8. Motion to be added to or removed from the Speaker’s List:**

Delegates may send a note to the dais requesting to be added to or removed from the Speaker’s List. Delegates may not be added if the Speaker’s List is closed.

**9. Suspend Debate:**

Delegates who wish to halt all committee functions until the next session of the same day may Motion to Suspend Debate.

**10. Adjourn Debate:**

At the end of a day’s final session, delegates may Motion to Adjourn Debate within their committee.

**14. Close Debate:**

When the committee believes the agenda topic has reached its conclusion, a Motion to Close Debate will be in order. After majority passes the motion, the committee will move into voting bloc.

**15. Right to Reply:**

In the event that a delegate receives an excessively abusive remark, a delegate can appeal for a Right to Reply. This must be submitted to the dais as a written note and will be processed solely at the Chair’s discretion.

1. Working Papers, Draft Resolutions, and Amendments

**1. Working Papers:**

Serve as a description of possible solutions to the current topic.

1. Working papers have no formalized formatting requirements.
2. Signatories are not required for working papers.
3. The dais will specify the minimum number of signatories required for working papers to become draft resolutions.

**2. Draft Resolutions:**

Draft resolutions constitute a description of a course of action that a committee as a whole may wish to take.

1. Draft resolutions are required to follow the conference resolution format.
2. Draft resolutions must have a sponsor and the proper number of signatories.
3. Draft resolutions become resolutions only after they are passed in voting bloc.

**3. Amendments:**

Delegates may submit amendments to alter draft resolutions on the floor.

1. *Friendly Amendments:*
2. All sponsors of the draft resolution must be a sponsor of the friendly amendment.
3. Once submitted to the dais, friendly amendments are immediately incorporated to the draft resolution.
4. *Unfriendly Amendments:*
5. Unfriendly amendments must have ⅕ of the committee as signatories to it.
6. Unfriendly amendments must first be introduced on the floor of the committee which will immediately move into voting procedure on it. To send an unfriendly amendment into voting bloc, a simple majority is required. After the voting procedure on the unfriendly amendment, debate will return to the Speaker’s List.
7. Voting

**1 .Voting Procedures:**

1. *Enter Voting Bloc*: Delegates wishing to vote on draft resolutions must move into voting bloc. A Motion to Enter Voting Bloc requires two speakers for and two speakers against, and if such a motion passes, debate is suspended. This motion is automatically passed, without speakers for or against, if the committee closes debate.
2. *Standard Voting Procedure*: Voting for substantive matters requires a simple majority and will be conducted by the dais while delegates use placards to vote.
3. *Roll Call*: A delegate may Motion for a Roll Call Vote, which will bring about Roll Call Voting Procedure. During a Roll Call Vote, the member states in committee will be called in alphabetical order for their delegates to vote “Yes”, “Yes with Rights”, “Abstain”, “No”, or “No with Rights”. If a delegate passes in the first round of roll call, they will not be allowed to abstain.
4. Delegates who vote with rights will be afforded 30 seconds of speaking time after the committee has exited voting bloc to speak.
5. *Motion to Adopt by Acclamation*: If a Motion to Adopt by Acclamation is called for, then the Chair will accept any objections to the motion from delegates. If there are no objections from delegates, then the resolution automatically is passed. If there are objections, then the motion fails and the committee returns to voting procedure.
6. *Division of the Question*: If a Motion to Divide the Question is passed, then the prescribed operative clause(s) will be voted on separately as if they were unfriendly amendments.
7. All suggestions to separate the operative clauses will be voted on in the order they were received.
8. Divisions that receive majority support from the committee will be included in the adopted resolution, while divisions that do not receive majority support will be excluded from the resolution.
9. *Exit Voting Bloc*: At any time during voting procedure, delegates may Motion to Exit Voting Bloc. This motion will pass with a simple majority.