



HAND BOOK AND RULES OF PROCEDURE

EAFITMUN 2019



INDEX

GENERAL PROVISIONS

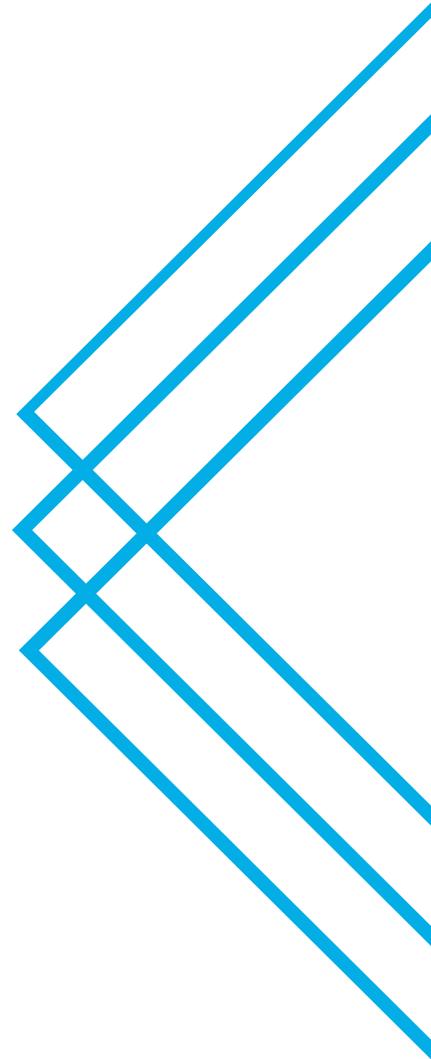
- i. Scope of application
- ii. Location
- iii. Behaviour code
- iv. Dress code
- v. Electronic devices
- vi. Position papers

STRUCTURE OF THE CONFERENCE

- i. Secretariat
- ii. Committee
- iii. Chairs
- iv. Logistics Team
- v. Finance Team
- vi. Public Relations Team
- vii. Delegates
- viii. Sponsors/Faculty Advisors
- ix. Observers

PARLIAMENTARY PROCEDURE

- i. Substantial matters
- ii. Procedural matters
- iii. Right to vote
- iv. Roll call
- v. Quorum
- vi. Motions
- vii. Points
- viii. Right to reply
- ix. Warnings
- x. Debate at risk
- xi. Working papers
- xii. Draft resolutions
- xiii. Amendments



Art. 1. Scope of application: All rules this handbook contains apply for the totality of the matters related with EAFITMUN; academic (committee, inauguration and closing ceremonies) as well as social (events, coffee breaks, lunch). Being an official EAFIT University event, EAFITMUN is ruled by the discipline rules of the Behaviour Handbook of the institution, available at the University's webpage.

Should any participant incur in a serious misconduct, Falta Grave, according to the University's Ruling, even being that the first case, the General Secretariat, with previous meeting with the delegate and his delegation's responsible (teacher, faculty advisor, sponsor or head delegate); will take the measures he or she considers appropriate, including the expulsion of the conference.

Art. 2. Location: The event will take place at the campus of EAFIT University, Medellín (Carrera 49, número 7 sur 50). The places inside the institution in which the conference and its different activities will take place will be informed via email and social networks to the participants.

Art. 3. Behaviour Code: All EAFITMUN participants must follow the behaviour code set forth below:

3.1. EAFITMUN has a zero-tolerance policy with any form of disrespect towards other delegates, organizers or anyone else present in the event.

3.2. Delegates y participants must carry their badge in a visible place at all time. In case of loss, the replacement value of it must be assumed by the person who lost it.

3.3. Plagiarism is considered a severe misconduct and merits immediate expulsion of the Conference, with prior analysis of the particular case.

3.4. The consumption of psychoactive substances is absolutely prohibited within the University's installations, as well as entering to those installations while being under the effect of those substances.

3.5. The consumption of any type of food during committee sessions is forbidden, with the exception of the Chair explicitly allowing the whole committee to do so.

3.6. All situations that might be presented are left to the decision of the General Secretary and the Directive Board of the conference.

Art. 4. Dress Code: All delegates must comply to the following dress code, at all times during the conference:

Men:

- Formal suit with shirt and tie (or bowtie).
- Jeans are strictly forbidden.
- The use of formal shoes and adequate socks is mandatory.

Women:

- Skirts are allowed as long as their length corresponds to the formal environment of the event, i.e, 8 fingers above the knee at maximum. Formal pants are allowed. Jeans are strictly forbidden.
- Blouses should not have pronounced neck-lines or inappropriate slits, nor leave the shoulders uncovered.
- Shoes must not be completely open. Additionally, high heels are not demanded as long as the shoes that are being used are of a formal nature.

It is up to each committee's chair to determine the cases not included here that are considered outside the dress code.

Art. 5. Electronic devices: The use of electronic devices is prohibited during committee's working time. The use of them will be restricted to lobby time or, in special cases, when the committee's chair decides is pertinent.

Art.6. Position papers: This is a document that the delegate must deliver to their respective chairs before the start of the conference. It will account for the preparation and research that the participant has carried out and will consist of the following points:

1. A brief summary of the committee's topic(s);
2. A brief reference to the position to be assumed by the country, entity or character represented by the delegate in accordance with said thematic (s);
3. A mention of the possible solutions, plans, alternatives or strategies that the delegate wishes to propose throughout the conference, as an answer to that (those) topic(s).

Position Papers must have the following format: 1 page at maximum, simple line spacing (1,0), letter type 12, Times New Roman font.

Position Papers are required only for the following committees:

- INTERPOL.
- Unidad de Apoyo a la Mediación.
- GAE: Trump (Plan estratégico de campaña como asesor del candidato).
- GAE: Clinton (Plan estratégico de campaña como asesor del candidato).
- Cumbre Global de Medios.
- FIFA

The document must be sent to the corresponding committee chair's email, specified in the Study Guides, on Monday September the 9th 11:59 p.m., at the latest.

Art. 1. The Secretariat: The Directive board of EAFITMUN is made up of:

1.1. Secretary General: Must coordinate the staff of the event and facilitate the cooperation from all those involved in the development of the conference (delegates, organizers and faculty advisors). Furthermore, the Secretary General must resolve any doubt or disagreement that may arise regarding the development of the conference.

1.2. Academic Director: Must coordinate all academic aspects and all of those involved in them. Also must be responsible of leading topics such as the development of the committees and the interactions between delegates and their corresponding chair.

1.3. Logistics Director: Must coordinate all aspects regarding the logistics of the event, lead the logistics team, and coordinate all aspects related with materials and planta física of the event, with the support of the Admisiones y Registros de la Universidad de EAFIT's team.

1.4. Public Relations Director: Must coordinate all related with press, public relations y social media of the event. Also must lead the team involved in those activities.

1.5. Financial Director: Must coordinate all aspects related to the event finances, sponsors of the event, registration and other procedures with similar nature.



Art. 2. Committees: This version of EAFITMUN will count with 10 different committees, in which various topics will be debated during the days of the event. These are:

- Gabinete Adjunto Electoral (GAE) Trump
- Gabinete Adjunto Electoral (GAE) Clinton
- Unidad de Apoyo a la Mediación
- Junta Directiva del Banco Asiático de Desarrollo
- Federación Internacional de Fútbol Asociado (FIFA)
- Organización Internacional de Policía Criminal (INTERPOL)
- Cumbre Global de Medios
- British House of Commons (Comité en inglés)
- Ronda de Uruguay 1986
- RevCon3

Art. 3. Committee Chair: They represent the main authority inside their corresponding committee. Furthermore, they are in charge of leading and moderating the development of the different committees of EAFITMUN 2019. Their main functions are:

1. Select and prepare the topics that will be debated in the committee;
2. Aid in the delegate preparation process;
3. Guarantee the good development of the committee;
4. Moderate the debates during the working sessions of the committee;
5. Choose delegates deserving of recognition for academic excellence;
6. Any other functions assigned by the Secretary General or Academic Director.

Art. 4. Logistics team: They are the ones in charge, under the leadership of their corresponding Director, to fulfil all their logistics functions related to the development of the conference. The team is also composed by the floor secretaries, who will support with the sending of diplomatic notes in the committees.

Art. 5. Financial team: They are the ones in charge, under the leadership of their corresponding Director, to fulfil their functions of management of economic resources, registration, and sponsorship management of the conference.

Art. 6. Public Relations team: They are the ones in charge, under the leadership of their corresponding Director, to develop all press activities, social spaces and social media management.

Art. 7. Delegates: The delegates are the foundation of the conference. They will be in charge of representing a State or Agency in their corresponding committee. The delegate is part of a delegation, and their statements must, as far as possible, represent and be subject to the foreign policy of the represented State, as well as the ideologies and guidelines of the assigned agencies. In the case of representing a character, the delegate must also adopt the corresponding ideological, discursive and political positions. However, these delegates will enjoy the right to free expression, always based on respect and parliamentary procedure.

Art. 8. Sponsors/Faculty Advisors: They are the responsible of the delegations from the different institutions participating in EAFITMUN. They will participate in the daily feedback meetings, can freely move between all committees and spaces of the conference, and are in charge, in case of any eventuality, of responding to this one alongside with the Secretary General.

Art. 9. Observers: They are those who are not directly involved in the debates of the committees, whose purpose is to observe and learn the dynamics of the conference from an exterior point of view.

Art. 1. Substantial Matters: Are those directly related to the topics of discussion of the different committees, hence, all of the matters related to working papers and/or draft resolutions. Substantial matters will be passed by qualified majority.

Art. 2. Procedural Matters: Are those related with the course of the debate, and in general, to all of the matters related to the form of the committee. Procedural matters will be passed by simple majority.

Art. 3. Right to vote: Each delegation has the right to vote in their corresponding committees. Delegations can only abstain in substantial matters such as the voting of a resolution or amendment. In the case of observer members, their vote will be limited to procedural matters only.

Art. 4. Roll Call: For opening and resuming the session, the chair must proceed with the roll call in alphabetical order. After being called, the delegation must state its status as “present” or “present and voting”. Those delegates who arrive late to the working session of the committee, and therefore are not on the roll call list, must send a floor message to chair informing of their presence in the room so that they can be recognized.

Art. 5. Quorum: The chair will proceed to verify the quorum by means of the roll call before beginning the committee’s sessions. The session may begin or resume as long as there is a simple majority of the total delegates of the committee. Then, the chair must establish the majorities considering the quorum, which can be modified if the quorum changes for any reason.

Art. 6. Motions: The course of the debate will be managed by the official delegates of each committee, under the moderation of the chair. To facilitate the flow of the debate, delegates must propose motions to the chair through which the committee will decide the direction of the debate on the proposed topic and make collective decisions on it. The moderator will only accept motions that are in order, according to the rules of procedure established in this manual.

6.1. Motion to start the session: The purpose of this motion is to officially start the working sessions of each committee and will be in order only at the beginning of the first session, the first day of the conference.

6.2. Motion to set the agenda: The purpose of this motion is to establish the order in which topics proposed for each committee will be discussed. When this motion is proposed, a debate about the establishing of the agenda will take place. This will consist of two (2) speakers in favor of establishing the agenda with the topics proposed in the motion, and two (2) speakers against, who will speak in favor of establishing the agenda with other topics.

In case the committee has only one topic, the agenda will be understood as automatically established and the motion will not be in order.

After the motion is established, the chair will proceed with the formalization of the speakers list of the committee. This list will be open throughout all of the working sessions and will be the default modality of debate in the committee, which will be returned to in case there is no motion at the table, or none is approved by the committee.

In a first moment, delegates who wish to be added to the speakers list must raise their placards. If at a later time they wish to be added to this list, they must make the request in writing, through a diplomatic note to the chair (floor message).

The speakers list will have a predefined time per speaker, which can be modified through a motion.

If a delegate takes the floor for less time than what was established, he may use it in the following ways:

- **Yield the time to the chair:** This way the delegate's intervention will be concluded, and the chair will recognize the next delegate in the speaker's list.
- **Open to points of information:** The chair will determine the number of questions that can be made to the delegates, taking into account the duration of the intervention. The chair must recognize the delegations before they proceed to ask the questions. Time will be counted only in the speaker's responses and not in the delegates' questions. The time the speaker has to respond is the decision of the chair. Opening to points of information takes away the possibility of yielding to another delegation.
- **Yield the time to another delegation:** The remaining time of the delegate will be used by the delegate to whom the time was yield to. The second delegate (to whom the time was yield to) will not be able to yield it again to another delegate, only to the chair or to points of information.

6.3. Motion for a moderated caucus: The purpose of this motion is to establish a debate by placards. The delegate who proposed the motion must establish the total time of the debate (no more than 20 minutes), a time per speaker (which has to be divisible by the total time) and a specific topic for debate. One the motion has passed, the delegate may choose to be the first or last speaker.

6.4. Motion for an unmoderated caucus/lobby time: The purpose of this motion is to establish a lobby time, in which the parliamentary procedure will be suspended, and delegates may speak and negotiate with one another in an informal way, without the moderation of the chair and the use of parliamentary language. The delegate that proposes the motion must establish a total time for the debate (no more than 20 minutes).

6.5. Motion to extend debate: The purpose of this motion is to extend the duration of a moderated caucus or a lobby. The extension may be a maximum of half the duration of the official debate and will only proceed before the official debate time ends. In addition, a debate or lobby time may only be extended once.

6.6. Motion to suspend debate: The purpose of this motion is to temporarily suspend the debate/lobby, in case it is not over and it is time to leave the committee for any reason. This motion will also proceed when it is time to address a crisis.

6.7. Motion to resume debate: The purpose of this motion is to resume a debate that was previously suspended.

6.8. Motion to close debate: The purpose of this motion is to end the debate/lobby time before the official duration has ended, in order to move to another procedure or debate.

6.9. Motion to suspend the session: The purpose of this motion is to temporarily suspend work by committee when a working session ends (to go out for a coffee break, lunch, or the day has ended).

6.10. Motion to resume session: The purpose of this motion is to resume the committee's work session that was temporarily suspended.

6.11. Motion to adjourn session: The purpose of this motion is to end the committee's work and will only proceed on the last day of the conference.

6.12. Motion to introduce draft resolution: The purpose of this motion is to introduce a draft resolution, with prior approval of the Chair, to be presented by a specific number of block representatives (this number will be determined by the Chair).

6.13. Motion to introduce amendments: The purpose of this motion is, after the presentation of the draft resolutions and prior approval of the Chair, to introduce amendments to a specific draft resolution.

6.14. Motion to pass to a voting process: The purpose of this motion is to pass on to the official voting process on draft resolution or amendment.

6.15. Motion to table a draft resolution: This motion can be made after reading a draft resolution in case any delegate considers that said draft has many substantive flaws or if another draft resolution has been passed with similar content.

For this motion, the Chair will first recognize the delegate who proposed the motion for him or her to explain in one (1) minute the reasons why they want to table the draft resolution. The motion will be voted on and, if accepted, a vote by roll call will be held in order to determine whether or not to table the draft resolution. This motion passes with a qualified majority.

A draft resolution will automatically be annulled by the chair if it doesn't meet the minimum requirements specified in this manual.

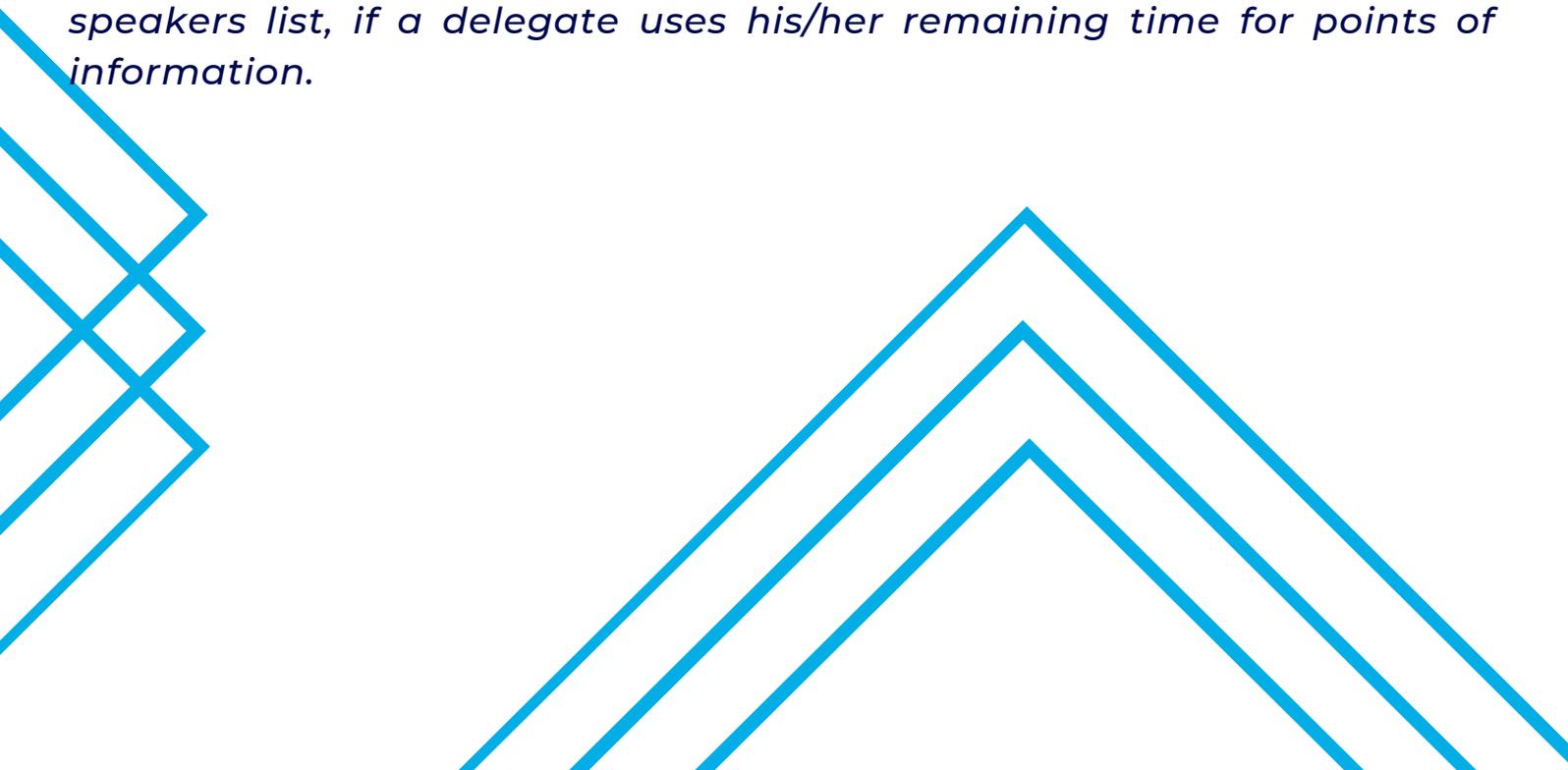
Art. 7. Points: A point is a request made by a delegate to regulate the course of the debate.

7.1. Point of order: When the Chair or any delegation is not following parliamentary procedure in any way, a delegate can make a point of order. The Chair must take an immediate decision regarding the request. They can declare the point appropriate, in which case the Chair will proceed to correct the mistake, or inappropriate/inadmissible. This point is interruptible, however, discretion with its use is suggested.

7.2. Point of personal privilege: A delegate can make a point of personal privilege when its ability to participate correctly in the debate is in any way being inhibited. This point is interruptible, however, discretion with its use is suggested.

7.3. Point of information to the Chair: A delegate can make use of a point of information to ask the Chair about the correct use of the rules of procedure or any matter regarding the committee on which there is a doubt.

7.4. Point of information to the speaker: A delegate can make use of a point of information when she or he considers necessary a clarification on the immediately preceding intervention. Suggestive/Rhetorical questions are allowed and this point is not interruptible. *The point of information to the speaker will only proceed during the general speakers list, if a delegate uses his/her remaining time for points of information.*



Order of precedence of points:

1. Point of personal privilege
2. Point of order
3. Point of information to the speaker
4. Point of information to the Chair

Art. 8. Right of Reply: The delegation that considers that it has been directly and explicitly offended by any other delegation can make use of the right to reply. A written request must be made to the Chair and it will be at its discretion whether or not this request is considered pertinent. The delegate who made use of the right to reply will have one (1) minute to address the committee and explain his or her reasons. Likewise, the delegate accused with the right to reply may intervene for one (1) minute to defend him/herself or apologize to the other delegation. In no case shall a right to reply proceed against another right to reply. The repercussions are at the discretion of the Chair.

Art. 9. Warnings: A warning is understood as a call for attention imposed by a member of the Chair or the Secretary General, once a delegate has violated a rule of the code of conduct or parliamentary procedure. Collective warnings will not be necessary. Warnings will be cumulative during the days of the event.

Three warnings will result in the delegate being removed from the room for ten minutes. After five warnings, the Chair will request the delegate to leave the room for thirty minutes. With the seventh warning, a meeting will be convened with the delegate, the sponsor/faculty advisor and the General Secretary and/or a member of the Directive Board, where the situation will be assessed and the relevant measures will be taken.

The following situations, among others, will merit immediate warning:

- Arriving late to any session without a valid excuse.
- Use of electronic devices during not approved periods of time.
- Eating during sessions.
- Violations of the dress code.
- Inadequate use of floor messaging.
- Inadequate use of point or motions, according to the Chair criteria. Having communications with another delegate by means other than floor messaging.

Art. 10. Debate at risk: In the event that many points or amendments are presented that obstruct the development of the debate, the Chair is entitled to declare the committee in a state of debate at risk if they consider it pertinent. This power is held by each Chair to be used at any time, resulting in the suspension of points, except for points of personal privilege, and the permission for textual citation of documents for as long as the president considers necessary.

Art. 11. Working Papers: The working papers will be a draft of the Draft Resolution. These may be made by a block of delegations or by a single delegate and may contain a series of points that have been addressed throughout the discussions.

These working papers will not have a specific format or signatory countries, and should be sent to the Chair. Once approved, the Chair will enumerate the Working Papers in the order that they will be presented.

The number of delegates that will present a previously approved working paper will be defined by Chair. After the presentation, a time will be established (defined by the Chair) for questions about the document.

Art. 12. Draft Resolution: It will be the document that gathers all the proposals that were reached throughout the different debates and based on the previous Working Papers. This will be the document with which the committee gives solutions to the problems addressed.

To be presented, it requires the signature of the third part of the committee members. The signing of a Draft Resolution implies the desire for it to be debated, but not commitment to vote.

An adequate draft resolution consists of a minimum of 5 preambulatory and 7 operative clauses:

- ***Preambulatory Clauses:***

The preambulatory clauses are responsible for giving the general context of the problem and previous actions that justify the decisions taken by the committee.

These sentences must end with a comma (,), except for the last one that ends with a semicolon (;).

The first clause of each preambulatory sentence must be italicized.

<u>Examples of Preambulatory Clauses</u>	
Affirming	Further recalling
Alarmed by	Guided by
Approving	Having adopted
Aware of	Having considered
Bearing in mind	Having examined
Believing	Having heard
Concerned	Having received
Confident	Keep in mind
Contemplating	Mindful
Convinced	Noting
Declaring	Noting with deep concern
Deeply concerned	Noting with satisfaction
Deeply conscious	Noting further
Deeply convinced	Observing
Deeply disturbed	Reaffirming
Deeply regretting	Realizing
Desiring	Recalling
Emphasizing	Recognizing
Expecting	Referring
Expressing it's appreciation	Seeking
Fulfilling	Taking into consideration
Fully aware	Taking note
Further deploring	Viewing with appreciation

- **Operative Clauses:**

The operative clauses express the concrete actions that will be implemented by the committee on the proposed topic.

They end with a semicolon (;) , excluding the last sentence which ends in a period (.)

The subclauses of each operative clause end in a semicolon (;).

The first clause of each operative sentence must be underlined.

Examples of Operative Clauses	
Accepts	Further reminds
Affirms	Further recommends
Approves	Further requests
Authorizes	Further resolves
Calls	Has resolved
Calls upon	Notes
Condemns	Observes
Congratulates	Praises
Considers	Proclaims
Decides	Reaffirms
Declares	Reaffirms its conviction
Declares accordingly	Recommends
Deplores	Regrets
Designates	Reminds
Draws the attention	Requests
Emphasizes	Solemnly affirms
Encourages	Strongly condemns
Endorses	Strongly support
Expresses its appreciation	<u>Supports</u>
Expresses its hope	Takes note of
Further invites	Transmits
Further proclaims	Trust

It must be sent to the Chair for approval. Once approved, it will be listed to facilitate references to it.

The number of delegations that will present a draft resolution will be defined by the Chair. After the presentation, a time will be established (defined by the board of directors) for questions about the document.

Art. 13: Amendments: They are the tool used to eliminate, add or modify substantive aspects of the draft resolution introduced to the committee after its presentation to the committee.

The amendments are presented by floor messaging and must be sent to the Chair, and only after being approved, they are made public to the entire committee. These amendments must be submitted before moving on to the voting process on the draft resolution. It is up to the Chair to determine the time required to read them. Subsequently, if delegates deem it necessary, they can make a motion to initiate a debate on the amendment, which will be voted on by the entire committee.

The amendments that deal with matters of form, such as spelling and writing, are made by the Chair in the revision of the project. Delegates may not suggest them under any circumstances.

The amendments require a qualified majority, that is $2/3$ of the committee, to be approved.



EAFIT UN Society



@eafitunsociety

www.eafit.edu.co/eafitmun