

RULES OF PROCEDURE

EAFITMUN 2021

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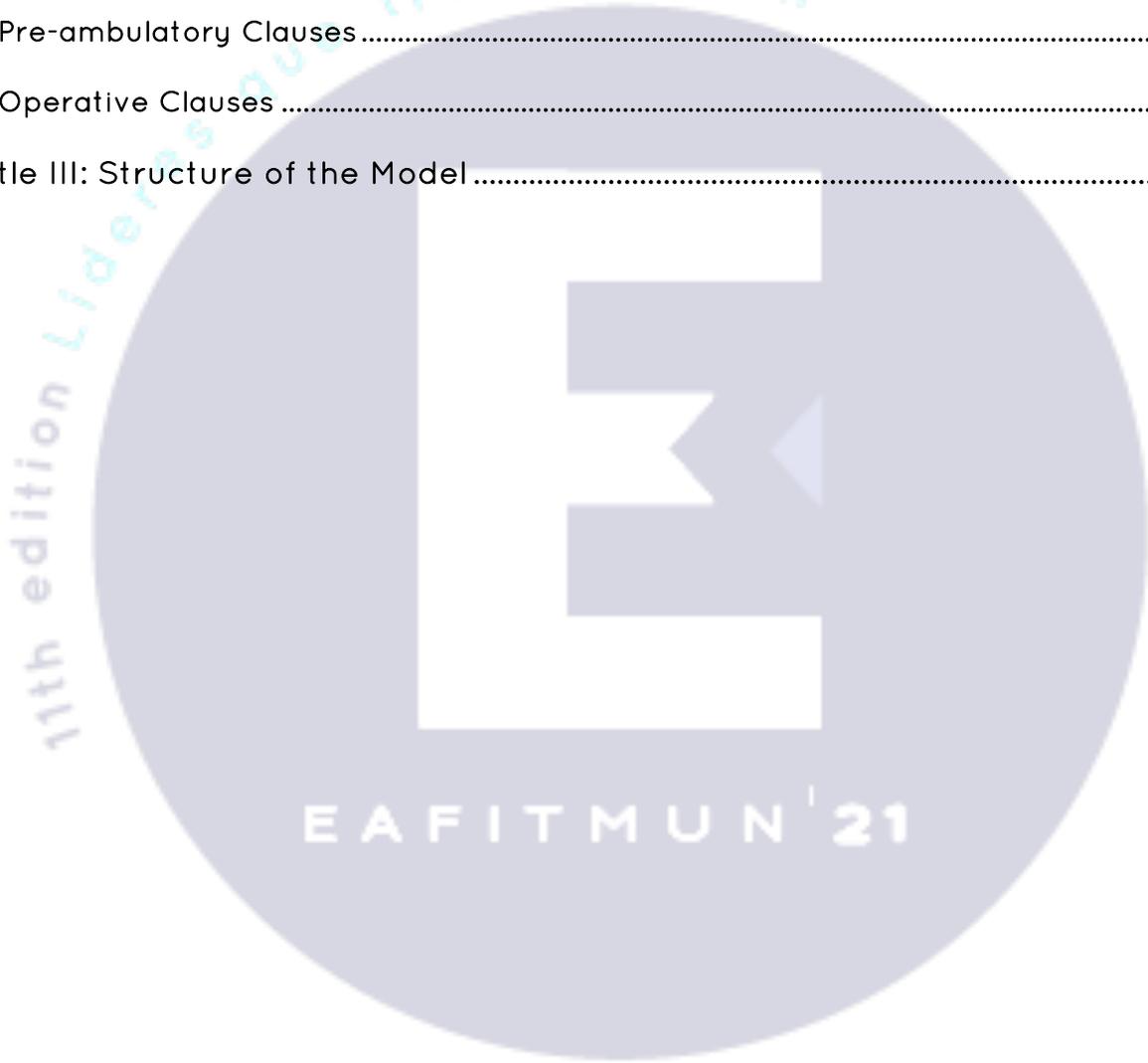
11th edition #UNstoppable



EAFITMUN '21

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TITLE I: GENERAL PROVISIONS

Art. 1. Scope of application: All the rules contained in this handbook apply to all areas related to EAFITMUN. During both, academic (committee, opening and closing ceremonies) and social scenarios (events, breaks, lunches). Being an event sponsored and hosted by EAFIT University, EAFITMUN is governed by the discipline rules contained in Title III of the Undergraduate Regulations of our University.¹

If any participant incurs in a serious offense in accordance with the EAFIT University Regulations, even if this is the first offense, the Secretary General, having heard the delegate and the person responsible for the delegation (teacher, faculty advisor, sponsor, head delegate); will take pertinent actions, which might include the expulsion from the Conference.

Art. 2. Venue: The event will take place at the facilities of the EAFIT University, Medellín campus (Carrera 49, number 7 sur 50). The specific allocations within the campus will be subject to further notice via email and social media.

Art. 3. Code of conduct: All participants in EAFITMUN must follow the rules of behavior established below:

3.1: EAFITMUN has a zero-tolerance policy with any form of disrespect or discrimination towards delegates, organizers or others present at the event. Every attendee must refrain from any action or omission which might constitute in disrespect or discrimination to another attendee.

3.2: Delegates and participants must always wear their credentials in a visible place. If lost, the individual must assume the value of replacement.

¹For further information refer to:
<https://www.eafit.edu.co/institucional/reglamentos/Paginas/reglamento-academico-pregrado-titulo3.aspx>

3.3: Plagiarism is considered a serious offense and warrants expulsion from the conference, previous evaluation of the particular case according to the standards of the Integrity Committee of EAFIT University.

3.4: The consumption of psychoactive substances is strictly prohibited on campus.

3.5: Being under the influence of the aforementioned substances is forbidden while in session.

3.6: Any other behavior sanctioned by the code of conduct of EAFIT University.

Art. 4. Dress code: All delegates must abide by the following dress code of the model at all times:

Men:

- Formal suit with shirt and tie (or bowtie).
- Jeans are strictly prohibited.
- It is mandatory to wear formal shoes, with the respective appropriate socks.

Women:

- Skirts are allowed as long as their length corresponds to the formal framework and the nature of the event, that is, a maximum of 8 fingers above the knee.
- Formal pants are allowed. Jeans are strictly prohibited.
- Blouses must not have inappropriate necklines, slits or expose the shoulders.
- Shoes must not be completely open. Additionally, the use of heels is not required as long as the shoes used are of a formal nature.

Other violations to the dress code can be subject to the consideration of the chairmen of each committee.

TITLE II: PARLIAMENTARY PROCEDURE

Art.1: Substantial Issues: Are those directly related to the material aspect of the discussion, as well as resolatory documents of the different committees, therefore, all matters related to working papers and / or draft resolutions. Substantial matters are to be approved by a qualified majority.

Art.2: Procedural Matters: These are those related to the formal course of the session. In general, all matters related to the form, and not the substance of the committee. Procedural questions will be approved by means of simple majority.

Art.3: Right to Vote: Each of delegations has the right to one vote within its committee. This might be subject to modification in respect of substantial matters of specific committees. Delegations may only abstain on substantial issues such as voting on a draft resolution or amendment. In the case of observer members, voting is limited to procedural matters.

Art. 4: Roll call: To open and resume the session, the chair must call each delegation in alphabetical order. After being called, the delegation must respond "Present" or "Present and voting". Those delegations that show up late for committee work, thus not present in the roll call, must send a message to the board of directors informing them of their presence in the room and their status in order to be recognized.

Art. 5: Quorum: The board of directors will proceed to check the quorum after the roll call, before starting the commission work. The session may be started or resumed as long as a simple majority of the total commission delegates are present. Then, the chair must indicate how the majorities will be, according to the quorum present, which will be determined by the number of delegations present in the committee in any given moment.

Art. 6: Motions: The course of the debate will be managed by the delegates of each committee, under the moderation of the board of directors (chair). To facilitate the flow of the debate, the delegates must propose motions to the chair, by means of which the committee will decide the direction and characteristics of the debate on the proposed topic and make collective decisions on it. It will be at the discretion of the Dais, whether the motion is in order.

The Chair can entertain up to three motions at once. They will proceed to be voted from the most disruptive to the least, that being from the one that changes the most the course of the debate. If there are several motions which are similar, they will be voted in the order of arrival.

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

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

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

After the agenda is established, the board of directors will proceed with the formalization of the committee's permanent speaker list; which will be open throughout the work by committee and will be the default mode of debate in the committee, to which delegates will return in case there is no other motion on the chair, or none is approved by the committee.

Initially, delegates who wish to be part of the list of speakers will have to raise their placards. Afterwards, if they wish to be added to this list, delegates must make the request in writing, by means of a diplomatic note to the board of directors of the committee.

The speaker list will have a predefined time per speaker, which can be modified by means of a motion.

If the delegate speaks for a time shorter than that established, it may dispose of it in following manner:

- *Yield time to the chair:* In this way the intervention of the delegate is finished, and the chair will be ready to recognize the next delegate in the order established in the speaker list.

- *Open up to points of information:* The chair will determine the number of questions that the delegate may open itself to, according to the duration of the intervention. It is up to the chair to recognize any given delegation before they proceed to ask the questions. The time will be counted only in the speaker's responses and not from that of the delegates' questions. The time the speaker has to respond is up to the chair. Opening up to information points excludes the possibility of giving time to another delegation.

- *Yield time to another delegation:* The time that is left to the delegation will be used by the next delegation who receives the time. The second delegation (to which time was assigned consecutively) may not assign it again to another delegate, they can only give time to the chair or open themselves to information questions.

6.3: Motion for a moderated caucus: The purpose of this motion is to establish a debate by placards. The delegate proposing the motion must establish a total time (which shall not exceed 20 minutes), a time per speaker (which must be divisible by the total time, in order to have a whole number of speakers) and the specific scope for the debate. Once the motion is approved, the delegate who proposed it will be able to choose whether to be the first or the last speaker in the caucus. The chair may recognize up to three delegations at once, who will proceed to use the floor one after the other.

There are no points of information to the speaker during the moderated caucus.

6.4: Motion for a speaker's list: This motion creates a speaker's list with a defined number of speakers, time per speaker and a specific scope for the debate. The order is defined beforehand by the chair. The total time for the speaker's list shall not exceed 20 minutes and shall be divisible by the time per speaker.

If any delegate fails to use the full extent of their time, the rules listed above in the section referring to the permanent speaker's list shall apply.

6.5: Motion for an unmoderated caucus: certain time is established in which the parliamentary procedure is suspended, and the delegates will be able

to speak and negotiate in an informal way, without the moderation of the chair. The delegate who proposes the motion must be establish a total time for debate (not to exceed 20 minutes).

6.6: Motion to extend debate: The purpose of this motion is to extend the duration of an un-moderated caucus or lobby time. The extension may be for a maximum of half the duration of the official debate and will only proceed before the original debate ends.

6.7: Motion to suspend debate: The purpose of this motion is to temporarily suspend the caucus / lobby time. The debate must be then resumed or closed.

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

6.9: Motion to close the debate: The purpose of this motion is to end the debate / lobby time before its duration has expired, in order to move on to another procedure or debate.

6.10: Motion to suspend the session: The purpose of this motion is to temporarily suspend the work by committee when a work session ends (to go out for refreshment, lunch, or end the day).

6.11: Motion to resume the session: The purpose of this motion is to resume the working session in the committee that was temporarily suspended.

6.12: Motion to close the session: The purpose of this motion is to terminate the work by committee and will proceed only on the last day of the model.

6.13: Motion to introduce a draft resolution/working paper: The purpose of this motion is to introduce a draft resolution, prior approval of the board of directors, to be presented by a specific number of representatives of the block (this number will be determined by the board of directors).

6.14: Motion to introduce an amendment: The purpose of this motion is, after the presentation of a draft resolution and prior approval of the board of directors, to introduce an amendment to a specific draft resolution.

6.15: Motion to go to the voting process: The purpose of this motion is proceed with the official voting process of a draft resolution or amendment.

6.16: Motion to annul a draft resolution: This motion can be made after reading a draft resolution in the event in which a delegate considers that said draft resolution has uncorrectable substantive shortcomings or in case another draft resolution with identical dispositions has been passed; for the purpose of automatically discard the draft.

For this motion, the board of directors will first have to recognize the delegate who is proposing the motion, so that they can explain in one (1) minute the reasons why they call upon the annulment of the draft resolution. The motion will be voted on and if it is accepted, vote, via roll, call will take place to determine whether or not the draft resolution should be annulled. This motion passes with a qualified majority.

A draft resolution will be automatically canceled by the chair if it does not meet the minimum requirements specified in this handbook.

6.15: Motion to add to the registry: For the purpose of the simulation, a delegate is given the possibility to use this motion to add a specific phrase or fraction of another delegate's intervention. It must be sent to the chair written in a parliamentary note.

Motions are not taxative.

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

7.1 Point of order: When a delegation or the board of directors is not following parliamentary procedure in any way, a delegate may make a point of order. The presidents must make an immediate decision on this request. They can declare the appropriate point; in which case the error or inappropriateness must be corrected. This is an interruptible point; however, discretion is suggested when using it.

7.2 Point of personal privilege: A delegate may make a point of personal privilege when his or her ability to participate properly in the debate is somehow

impaired. This is an interruptible point; however, discretion is suggested when using it.

7.3: Point of information to the Dais: A delegate may use the point to ask a question to the board of directors of the committee about the correct use of the rules of procedure or for any matter related to the committee.

7.3: Point of information to the speaker: A delegate may make use of a point of information to the speaker when it considers necessary a clarification on the immediately previous intervention. Rhetorical questions are not encouraged. This point is not interruptible. The point of information to the speaker is only applicable during the speaker list in case a delegate uses their remaining time to open to information points.

Order of precedence of points

1. Point of personal privilege
2. Point of order
3. Point of Information to the Dais
4. Point of Information to the Speaker

Art. 8: Right to Reply: The delegation that considers that it has been directly and explicitly offended by another delegation may make use of the right to reply. It should be requested to the chair only through a written message and it will be at the discretion of the same whether or not, it considers this request relevant. The delegate who makes use of the right to reply will have one (1) minute to address the committee and explain the reasons for it. Likewise, the accused delegate with the right to reply may intervene for one (1) minute to defend himself or apologize to the other delegation. In any scenario will a right to reply proceed against another right to reply. The repercussions and the status of such rest at the discretion of the chair.

Art. 9: Warnings: A warning is understood to be that call of attention imposed by a member of the Board of Directors or the Secretariat once a delegate has violated the code of conduct or has repeatedly breach the parliamentary procedure. Collective warnings will not be in order. The warnings will be accumulative during the full extent of the conference.

Three warnings will result in the delegate's removal from the room for ten minutes. For the Fifth warning, the presidents may request that the delegate leave the room for thirty minutes. With the seventh warning, a meeting will be called with the delegate, the sponsor / faculty advisor and the Secretary General and / or a member of the Board of Directors, where the situation will be evaluated, and the pertinent measures will be taken.

The following situations, among others, warrant an immediate warning:

- Late arrival to any session without a valid excuse.
- Violating the dress code.
- Inappropriate use of floor messaging.
- Make inappropriate use of points and motions, at the discretion of the Board.
- Communicate 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 are empowered to declare a committee in a state of debate at risk. This power is held by each member of the dais at any time, resulting in the suspension of points, except for points of personal privilege, and the citation of documents for as long as the president deems necessary.

Art. 11: Working papers: The working papers are to be considered as preliminary Draft Resolutions. These may be carried out by a block of delegations or by a single delegate and may contain a series of points that have been dealt with throughout the debates. They have no format. They are NOT voted upon.

These working papers will not have a specific format or signatory countries and must be sent to the board of directors who will inform the delegates of their approval and subsequent enumeration so that they can be presented to the committee.

The number of delegations that will present a working paper will be defined by the board of directors. After the presentation, there will be a time (to be defined by the board of directors) for questions about the work paper.

Art. 12: Draft resolutions: It will be the document that brings together 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 commission provides solutions to the problems dealt during the conference.

To be presented, it requires the signature of one third of the members of the commission. The signing of a draft resolution implies the desire for it to be debated, but not a commitment to vote for approval.

An adequate draft resolution consists of a minimum of 5 pre-ambulatory clauses and 7 operative clauses:

Pre-ambulatory Clauses

The pre-ambulatory sentences are in charge of giving the general context of the problem, in addition to previous actions that justify the decisions made in the committee and in the clauses.

These phrases must end with a comma (,) in each sentence, except for the last one that ends with a semicolon (;).

The first clause of each preambulatory phrase must be in italics.

Examples of Preambulatory Phrases	
Further regretting	Worried about,
Also remembering,	Deeply regretful,
Warning with,	Deeply convinced,
Searching,	Reaffirming,
Aware of,	Recognizing,
Believing fully,	Remembering,
Stating,	Referring,
Wishing,	Given,
Emphasizing,	Keeping in mind,
Waiting,	Observing with appreciation,
Expressing,	Guided by,
Firmly convinced,	Having heard,

Seriously concerned,	Fully aware,
Having considered,	Deeply aware,
Having studied,	
Having received,	
Regretting,	
Observing,	
Fully alarmed,	

Operative Clauses

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

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

The sub-clauses of each sentence also end in a semicolon (;). The first clause of each operative sentence must be underlined.

Examples of Resolutive Phrases	
Accepts;	Emphasizes;
In addition, it invites;	Appeals;
It states;	Incites;
Encourage and exhort;	Insta;
Encourage;	Invite;
Supports;	The Mint;
Approves	It draws attention;
Authorizes;	Asks;
Sentence;	Proclamation;
Trust;	Reaffirms;
Confirm;	Denies;
Considers;	Observe;
Decide;	Recommend;
Declares;	Reiterates;
Deplores;	Transmit;

Designates;	He reiterates his conviction;
Praise;	Emphasizes;
Emphasize;	Appeals;
It has been resolved;	Incites;

It must be sent to the Board of Directors for approval. Once approved, it will be numbered for easy reference.

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

Not every committee creates draft resolutions. See the respective academic guides and research handbooks.

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

The amendments are presented by means of a written note that is sent to the board of directors, and only after being approved by the presidents, they are made public to the entire Committee. These amendments must be sent before going to the voting process of the draft resolution. It is up to the presidents to determine the time required to read them. Later, if the delegates consider it necessary, they can make a motion to initiate a debate on the amendment, which will be voted on by the entire Committee.

Amendments that deal with matters of form, such as spelling and writing, are made ex officio by the Board in the review of the project. The delegates will not be able to do them in any case.

Amendments require a qualified majority, that is, two-thirds (2/3) of the committee to be approved by the committee.

Amendments can be:

13.1: Friendly: When presented by one of the heads of block or drafting members. It shall be put to the consideration of the heads of block, if both agree, it passes. If there is one vote against, the drafting members are asked in the same manner, if the amendment does not pass unanimously, it will be subject to vote by the whole committee.

13.2: Unfriendly: When presented by anyone, except from one of the heads of block or drafting members. It will be subject to vote by the whole committee.



TITLE III: STRUCTURE OF THE MODEL

Art.1: The Secretariat: The Board of Directors of EAFITMUN is composed of:

1.1: General Secretariat: It must coordinate the work of the organizers and facilitate the cooperation of all the groups involved with the development of the model (delegates, organizers, and sponsors). In addition, the Secretary General must resolve any doubt or discrepancy that may arise in any of the instances related to the development of the model.

1.2: Academic Direction: It must coordinate all academic aspects, and those involved in these, and is responsible for leading issues such as the development of committees, interactions between delegates and their respective boards of directors.

1.3: Logistics Management: Must coordinate all aspects related to the logistics of the event, lead the logistics team and coordinate aspects related to materials and physical plant of the model, hand in hand with the Admissions and Registrations team of the EAFIT University.

1.4: Public Relations Department: It must coordinate all the factors related to the press, public relations, and social networks of the event, in addition to leading the team involved in the development of these activities.

1.5: Financial Management: It must coordinate all aspects related to the finances of the event, its sponsors, registrations, and other procedures of a similar nature.

Art.2: Committees: EAFITMUN will have, in this version, 6 different committees, in which various topics of different kinds will be debated during the days of the event. These are:

- Committee on the Peaceful Uses of Outer Space (COPUOS)
- Senate of the Republic of Colombia
- Internet Governance Forum
- Heads of State Summit
- Special Political and Decolonization Committee (SPECPOL)

United Nations Environment Programme (UNEP)

Art.3: Boards of Directors: These are the highest authority within their respective committees. In addition, they are in charge of leading and moderating the development of the different committees of EAFITMUN 2019. Their functions are:

Choose and prepare the topics to be discussed within the development of your committee;

Support the process of preparing delegates;

Guarantee the good development of the committee;

Moderate the debates that take place throughout the working sessions by committee;

Choose delegates deserving of awards for academic excellence;

Any other function assigned by the Secretary General and / or Academic Director.

Art.4: Logistics team: They are in charge, under the leadership of their respective management, of carrying out all logistics functions related to the development of the model. Also, it will be composed of the floor messengers who will support the sending of diplomatic notes in committees.

Art.5: Financial team: They are in charge of carrying out all the functions of managing economic resources, registrations, and managing sponsorships of the model.

Art.6: Public relations team: They are in charge of developing all the press activities, social spaces, and the management of social networks of the model.

Art.7: Delegates: Delegates are the foundation of the model. They will be in charge of representing a State or organism, in the committee that they were assigned to. The interventions of any delegate representing a State must, as far as possible, represent and be subject to the foreign policy of the State it represents, as well as the ideologies and guidelines of the assigned bodies. In case of representing a character, you must also adopt their ideological, discursive, and political positions. However, delegates will enjoy the right to free expression, always resorting to parliamentary procedure and based on respect.

Art.8: Sponsors / Faculty Advisors: They are responsible for the delegations of various institutions participating in EAFITMUN. They will participate in the daily feedback meetings, they will be able to move freely between all committees and spaces of the model, and they are in charge, in case of any eventuality, to respond to this from the hand of the model's secretariat.

