

# GTRO 표준의사규칙

## GTRO Standard Rules of Procedures



글로벌 인재육성사업단  
Global Talent Raising Operation

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# GTROP

## Rules of Procedures

### 1. Organization

#### Clause 1 | Secretariat

1. Roles of the Secretariat include the following:
  1. Departments within the Secretariat include the following:
    1. Executive Office of Secretary General (EOSG),
    2. Department of Public Information (DPI),
    3. Department of Management (DM),
    4. Department of Economic and Social Affairs (DESA),
    5. Department of Web Designing (DWD),
    6. Department of General Assembly and Conference Management (DGACM),
  2. Responsibilities of the Secretariat include the following:
    1. Receiving and reviewing all documents related to the conference,
    2. Documenting and storing all the records including logistics related to the conference,
    3. Publishing, printing, and reviewing all documents needed for the conference,
    4. Fulfilling the needs of each committee and overview general conference proceedings,
    5. Ensuring the safety of all participants throughout the conference,
    6. Reporting to and receiving confirmation from the Secretary General, the chief executive of the Secretariat, before making any decisions, with the exception of the following:
      1. During the absence of the Secretary General, the duties specific to the Secretary General will automatically be yielded to a preassigned member of the secretariat, or if lacking, the Deputy Secretary General.
  3. Rights of the Secretariat include the following:
    1. Attributing opinions regarding any issues related to the conference and/or committees either verbally or through document submission, this privilege limited to the Secretary General and the secretariat members given permission,
    2. Issuing either written or oral statements during the committee session at any time,
    3. Overriding all content in the rules of procedure if deemed necessary,
  4. Failure of any participant of the conference to abide by the rules set forth will result in discussion amongst the ethics commission formed by the Secretariat regarding further consequences.

#### Clause 2 | Chair

1. Roles of the chairs include the following:
  1. Moderating the debate within each respective committee in charge,
  2. Assisting delegates in the process of participating in debate actively,
  3. The roles are divided into:
    1. Head Chair
    2. Deputy Chair
2. Responsibilities of the chairs include the following:
  1. Adhering to the content in the Rules of Procedures,

2. Proposing and enforcing the Rules of Procedures within each respective committee in charge,
  3. Opening and closing the debate for each session,
  4. Imposing time constraints on all motions and committee proceedings according to the schedule announced by the Secretariat,
  5. Adhering to the instructions and guidelines of all secretariat members,
  6. Reporting to and receiving guidance and instructions from the Department of General Assembly and Conference Management (DGACM),
3. Rights of the chairs include the following:
1. Participating in award considerations according to the given award criteria,
  2. Changing certain aspects of the Rules of Procedures if deemed necessary using chair's discretion with prior consultation with the Secretariat,
  3. Modifying time for all time constraints including individual speaking time in the general speaker's list, moderated caucus, and unmoderated caucus using chair's discretion,
  4. Passing or failing motions without voting procedures using chair's discretion if deemed necessary,

#### Clause 3 | Administrative Staff

1. Roles of the administrative staff include the following:
  1. Assisting the Secretariat with the general affairs of the conference,
  2. Taking responsibility for each respective committees, the Secretariat room, or any location the Secretariats deem as appropriate to assist with proceedings,
  3. The roles are divided into:
    1. Secretariat staff,
    2. Head staff,
    3. Deputy staff,
2. Responsibilities of the administrative staff include the following:
  1. Taking responsibility for the safety of participants in the committees,
  2. Assisting the chairs and the delegates in the committee room to ensure the facilitation of debate,
  3. Reporting to and taking instructions from the Secretariat in case of alterations in situations,
  4. Restricting entrance to and exit from the committee room and suspending note passing during voting procedures,
  5. Standing sentinel during the unofficial sessions taking place at the hotel and keeping night duty,
  6. Adhering to the instructions and guidelines of all secretariat members,
  7. Reporting to and receiving guidance and instructions from the Department of Management Training,
3. Rights of the administrative staff include the following:
  1. Making announcements to other administrative staff or delegates for committee and general proceedings,
  2. Screening notes between delegates in order to facilitate proceedings,
  3. Restricting delegates from passing notes between themselves, and ensuring that the note goes through the screening of the administrative staff,

#### Clause 4 | Delegates

1. Participants of the conference are referred to as ‘delegates’ and are responsible for formal involvement in the debate, representing the respective nations they are assigned.
2. Participants are considered to be the delegates of a specific committee involved in the United Nations, serving as diplomats of each representing nation.

## 2. General Rules and Ethics

### Clause 1 | Conference Date and Location

1. Model United Nations New Equal Opportunity (MUNNEO) will officially begin 13/01/2017.
2. Model United Nations New Equal Opportunity (MUNNEO) will officially end 15/01/2017.
3. Model United Nations New Equal Opportunity (MUNNEO) will take place at International University of Korea, Jinju, Republic of Korea.

### Clause 2 | Language

1. The official language of Model United Nations New Equal Opportunity (MUNNEO) is Korean.
2. As an exception, the following committee will use English:
  1. United Nations Environment Programme (UNEP).
3. All committees must use their official language(s) throughout session and in official documents. However, in particular cases, such as the absence of a suitable substitute in the official language or recognition of acceptable informal language, that the chairs deem necessary, exceptions may be made.
4. Korean is the only language allowed in the United Nations Security Council (UNSC) and the United Nations Office of Drugs and Crime (UNODC) sessions, including but not limited to speeches, notes, and communication during caucuses.
5. English is the only language allowed in the United Nations Environment Programme (UNEP) sessions, including but not limited to speeches, notes, and communication during caucuses.
6. The English/Korean only policy is flexible to only the following:
  1. Between the members of the Secretariat,
  2. Between the members of the Secretariat and the student officers,
  3. Between the members of the Secretariat and the administrative staff,
  4. Between non-members of Model United Nations New Equal Opportunity (MUNNEO),
  5. Unofficial communication, excluding unmoderated caucuses when the policy is enforced,
7. All committees must use their official language throughout session and in official documents. However, in particular cases, such as the absence of a suitable substitute in the official language or recognition of acceptable informal language, that the chairs deem necessary, exceptions may be made.
8. Participants that constantly break the English/Korean only language policy after constant warning will be removed from award consideration and/or certificates of participation.

### Clause 3 | Waiver of Participation

1. The waiver of participation contains all guidelines regarding a delegate's privileges and responsibilities.
2. Participants must agree and act in accordance to the waiver of participation in order to qualify as delegates. By signing the waiver of participation, they agree to all terms listed.

3. The signed waiver of participation must be submitted to the Secretariat either before the conference or on the day of the conference. Failure to do so will result in withdrawal of one's position as a delegate, and the participant cannot participate in the conference.
4. When choosing to give up on one's position as a delegate, the participant may yield one's position under secretariat approval. The alternative is yielded, along with the official position of a delegate, all privileges and responsibilities given to a delegate.

#### Clause 4 | Alcohol, Tobacco, and Drugs

1. All participants of the conference, including chairs, administrative staff, and delegates, are strictly prohibited intake of alcohol or smoke in any and all circumstances during the conference, regardless of age.
2. Any chairs, administrative staff, or delegates that impeach these rules must follow instructions given by the members of the Secretariat regarding punishment are subject to all of the following consequences:
  1. Temporary or permanent expulsion,
  2. Confiscation of the prohibited items,
  3. Direct report to the participants' parents or guardians,
  4. Direct report to the participants' school authorities,

#### Clause 5 | Electronic Devices

1. The use of laptop computers, cell phones, and any other electronic devices will not be allowed during committee session unless specifically approved by the chairs or members of the Secretariat.
2. Under chair's discretion, delegates may use electronic devices solely for the purpose of researching material and writing resolutions.
3. Electronic devices may be used for purposes that are not related to the conference when the committee is not in session outside of the committee room.

#### Clause 6 | Relationship Between Participants

1. Secretariats, chairs and administrative staff must behave professionally toward delegates.
2. Chairs and administrative staff must not reveal any confidential information during chair or administrative staff training sessions about the conference to delegates.
3. The Secretariat must not reveal any confidential information during secretariat meetings to all participants excluding the secretariat members.
4. As representatives of countries or organizations, delegates must respect all other delegates, chairs, administrative staff, and the Secretariat.
5. All participants must maintain relationships in accordance to their positions and are prohibited from any private relationships or conversations during the conference.
6. Delegates are strictly prohibited from bribing the chairs or the Secretariat, especially in areas of conference proceedings and award considerations.

#### Clause 7 | Absences and Quorum

1. Delegates cannot leave the committee room for more than 20 minutes during the session unless given approval by chairs or the Secretariat.
2. Delegates leaving the committee room must hand over their name tags to the administrative staff to confirm their leaving.
3. Because committee rooms are secured during voting procedure, any delegates outside the committee room during voting procedures cannot vote.

4. Chairs, administrative staff, and delegates may not enter any other room except their assigned committees that they belong to unless they are given approval by the Secretariat.
5. Any participant that misses more than two sessions of the conference will not be qualified to receive their certificate of participation unless their absence has been notified to the Secretariat and given approval prior to the session.
6. Chairs may only declare a committee to have met the quorum and permit proceeding of the debate when at least two-thirds of the delegates participating in a committee is present.
7. Chairs must keep track of the number of delegates present in the committee room before conducting a voting procedure to ensure the committee has met the quorum.

#### Clause 8 | Dress Code & Attire

1. All participants of the conference must adhere to the following dress code: Western business attire.
2. T-shirts, sweatshirts, jeans, shorts, sneakers, sandals, flip-flips, open-toe shoes, or any other kind of informal wear are strictly prohibited.
3. The dress code is in effect from the official opening of the conference to the official closing of the conference.
4. Participants that fail to abide to the dress code will receive a warning from the Secretariat and may not be permitted to enter the committee room.

#### Clause 9 | Emergency Situation

1. In the case of an emergency, administrative staff and chairs are responsible for directing delegates under the directions and guidance of the Secretariat.
2. Members of the Secretariat have the right to override official Rules of Procedure in times of emergency.
3. Participants of the conference must follow the directions and guidance of the Secretariat in times of emergency.

#### Clause 10 | Preparation Prior to Conference

1. Delegates are required to have either a prewritten opening speech or a position paper prior to the conference. This speech/position paper should include information including but not limited to the agenda, country's stance, and suggested solutions.
2. Pre-written resolutions are strictly prohibited and delegates found with any evidence of pre-written resolutions will be exempted from award considerations and participation certificates.

#### Clause 11 | Plagiarism

1. All written work publicly displayed for the purpose of the conference, especially resolutions and amendments, must not be plagiarized in any way, shape, or form.
2. All written material drafted before the conference, including chair reports and position papers, must include MLA citations, if referenced from other sources.
3. If any work is found to impeach this rule, chairs will be dismissed from their positions and delegates will be exempted from award considerations and participation certificates.
4. The Secretariat has the final decision regarding plagiarism and may adjudicate the violations of these rules.

### 3. Committee Proceedings

#### Clause 1 | Roll Call

1. The committee session begins with a roll call. When the chairs calls out the delegations in alphabetical order, all delegates should raise their placards high and say present. Present and voting will not be entertained in Model United Nations New Equal Opportunity (MUNNEO).
2. Any delegates entering the conference room late need to send a note to the chairs notifying whether they are present or present and voting, or their votes will not be counted during the voting procedure and their attendance will not be recognized.
3. If the quorum is not met, the chairs cannot declare the committee in session and is obligated to contact the Secretariat.

#### Clause 2 | Speeches

1. Delegates are forbidden to use first person pronouns and second person pronouns, such as I, you, or we, since they are representing not themselves but countries or organizations. When referring to their delegation, the delegates must refer to themselves with third person pronouns, such as he, she, or the delegate of *[his or her nation]*.
2. Delegates may yield their remaining time to:
  1. Points of Information
  2. Another delegate
  3. The chair
3. Delegates should adhere to the time limitations, and the chairs have the authority to suspend their speech once it exceeds time by:
  1. Notifying the delegates to come to their closing remarks when 10 seconds are remaining,
  2. Completely stopping the speaker on the podium and ask the speaker to return back to his or her designated seat when the speakers' time elapses.
4. Delegates may not approach the podium or go back to their seats unless recognized by the chairs.
5. Speeches on either the general or limited speakers' list have the following extra regulations:
  1. Delegates may be added to the speakers' list by raising their placards to get recognized when the chairs open the speakers' list, or by sending a note to the chairs requesting to be placed on the speakers' list.
  2. Several delegates can be added to the speakers' list at a time.
  3. Chairs may accept motions or points during the general speakers' list, but only when a speaker is not speaking on the podium, with the exception of points of personal privilege due to audibility.

#### Clause 3 | General Speakers' List

1. Once the roll call has been conducted, the chairs will open a general speaker's list and entertain any delegates wishing to express their opinions pertaining to the agenda.
2. The general speakers' list for the general debate continues as resolutions are introduced as well, unless a limited speakers' list takes place for motions or amendments.
3. When the general speakers' list is exhausted, a new general speakers' list is automatically opened for any other speeches.
4. The time for speeches on the general speakers' list is automatically set to 120 seconds at the beginning of the session, but can be adjusted by chair's discretion or through a motion to set the speakers' time.

#### Clause 4 | Limited Speakers' List

1. During the session, a limited speaker's list will be opened when motions or amendments are raised to entertain any delegates wishing to express their opinions on a particular matter.
2. During a limited speakers' list, delegates may refer only to the matter being discussed.
3. When the limited speakers' list is exhausted, a new limited speakers' list will not be opened unless another motion or amendment causes a new limited speakers' list.
4. The time for speeches on the limited speakers' list for motions is automatically set to 60 seconds and the time for speeches on the limited speakers' list for amendments is automatically set to 120 seconds at the beginning of the session, but can be adjusted by chair's discretion or through a motion to set the speakers' time.

#### Clause 5 | Yielding

1. Delegates on the speakers' list may yield their remaining time to Points of Information:
  1. Points of Information must be concise and must be in a question format. Only one question is allowed at a time.
  2. It is only considered using remaining time when the delegate on the podium is answering a Point of Information, and it is not considered using remaining time when the delegate is asking a question to the delegate on the podium.
  3. Follow-ups are granted upon request and under chair's discretion, but follow-ups to the second degree are not in order.
  4. The delegate on the podium may choose to answer the question on the podium or reply after going back to his or her seat in note form.
  5. Direct conversation between the delegates is not in order, as so, if the delegate on the podium has difficulty understanding the question, he or she must ask the chairs to request the delegate asking the question to rephrase the question.
  6. A delegate can yield to points of information only if the remaining time exceeds 10 seconds.
2. Delegates on the speakers' list may yield their remaining time to another delegate:
  1. A delegate may not yield the remaining time to another delegate who is not a sponsor to during an authorship speech when introducing a resolution.
  2. Yielding to the second degree is not in order.
  3. No delegate may refuse the yield given to him or her whenever the action has taken place even if the delegates did not have prior agreement to this action.
  4. Delegates do not have to continue speaking on the same ideas as the delegate that yielded the floor to him or her and can foster their own opinions.
  5. A delegate can yield to another delegate only if the remaining time exceeds 30 seconds.
3. Delegates on the speakers' list may yield their remaining time to the chair. The chair will tell the delegates to return back to his or her seat to end his or her speech when yielded the remaining time. The remaining time will be automatically yielded back to the chair when the delegate has less than 10 seconds remaining.

#### Clause 6 | Right of Reply

1. A Right of Reply is raised when delegates feel that their national integrity has been impugned by other delegates.
2. Delegates may request for a Right of Reply by sending a note to the chair.



3. Chairs will grant the Right of Reply under their discretion and will send a note back to the delegate if approved, and the delegate will be granted to speak for 60 seconds under a limited speakers' list.
4. Time remaining after a Right of Reply cannot be yielded to another delegate or to Points of Information. Time is automatically yielded back to the chair.
5. A Right of Reply to the second degree is not allowed.

#### Clause 6 | Appeal

1. When a delegate believes that the chair's ruling is inappropriate, he or she may appeal to the decision of the chairs by writing a note to the Secretariat, with clear indication that the note is an Appeal.
2. The delegate must pass the note to an administrative staff of his or her respective committee and request the note to be sent directly to the Secretariat.
3. The members of the Secretariat will adjudicate the appeal and render a decision.

#### Clause 7 | Notice

1. The chairs of the committee may intervene during debate at any point when a speech is not being delivered and issue a Notice.
2. The Notice can be delivered either through note form or in oral form during the debate to a specific delegate or to all delegates in general when the delegates are clearly and persistently out of order or are misrepresenting the foreign policy of the country they are representing.
3. The Notice serves as a warning to the delegate it pertains to, and thus consecutive offences will be reported to the Secretariat.

#### Clause 8 | Note Passing

1. Note passing is used to communicate in an unofficial manner between delegates or between a delegate or a chair through administrative staff.
2. Notes can be only sent between delegates, unless a delegate wishes to make an Appeal to the Secretariat.
3. All content should pertain to the discussion or the agenda itself, and any notes screened by that administrative staff deemed to be inappropriate will be confiscated and the note will be reported to the chairs.

### 4. Points

#### Clause 1 | Point of Order

1. A point of order is raised by delegates when the delegates notice an error in the chairs' parliamentary procedures during the discussion of any matter.
2. Delegates may request for a Point of Order by setting their placard on its edge vertically when interrupting another speaker or the chair, yet as an exception may raise a Point of Order when asked for points or motions by the chair.
3. Chairs may rule the point of order out under their discretion.
4. A point of order may interrupt speeches of other delegates.

#### Clause 2 | Point of Personal Privilege

1. A point of personal privilege is raised by delegates when delegates experience personal discomfort to request the discomfort to be resolved, such as audibility or room temperature.

2. Delegates may request for a Point of Personal Privilege by setting their placard on its edge vertically when interrupting another speaker, yet as an exception may raise a Point of Personal Privilege when asked for points or motions by the chair.
3. A point of personal privilege may interrupt a speaker only for audibility issues.
4. For any other discomfort, a point of personal privilege may not interrupt another speaker.

#### Clause 3 | Point of Parliamentary Inquiry

1. A point of parliamentary inquiry is raised by delegates when delegates wish to ask the chairs a question regarding the Rules of Procedure.
2. A point of parliamentary inquiry may not interrupt another speaker.

#### Clause 4 | Point of Clarification

1. A point of clarification is raised by delegates after one of the sponsors of a resolution, after the draft resolution is approved by the chairs, reads out the operative clauses, to ask a question regarding clarification of terms.
2. A point of clarification is different in nature from a point of information, as:
  1. It is only allowed for delegates to rectify confusion from the speech or the resolution resulting from confusing terms or word concepts, such as the names for a committee.
  2. If a point of clarification is made in an argumentative nature and resembles a point of information, the point will directly be ruled out of order by the chairs.
3. A point of parliamentary inquiry may not interrupt another speaker.

### 5. Motions

#### Clause 1 | Motion to Modify Speaking Time

1. A motion to modify the speaking time is called when a delegate believes that the individual speaking time preset before the debate of 120 seconds is either too long or too short and wish to change the individual speaking time.
2. If the chairs consider the modification to speaking time an interfering factor to the flow of the overall debate, the chairs may rule the motion out of order or change the suggested individual speaking time using chair's discretion.
3. The modified speaking time is reset to 120 seconds at the beginning of each session.
4. This motion to modify speaking time is directly put into vote and is a procedural vote that requires a simple majority to pass.

#### Clause 2 | Motion to Move Into Unmoderated Caucus

1. A motion to move into unmoderated caucus is called when a delegate wishes to move around within the committee room and share his or her opinion on resolutions, amendments, or agenda items or to receive signatories for his or her resolutions or amendments.
2. Speeches on the podium are not allowed during an unmoderated caucus.
3. A motion to move into unmoderated caucus must specify the specific time and purpose.
4. The maximum time limit for unmoderated caucuses is 20 minutes. An unmoderated caucus cannot end unless the specified time passes.
5. Under chair's discretion, time for an unmoderated caucus may be adjusted.
6. This motion to move into unmoderated caucus is a procedural vote that requires a simple majority to pass.

#### Clause 3 | Motion to Move Into Moderated Caucus

1. A motion to move into moderated caucus is called when a delegate wishes to temporarily suspend the general or limited speakers' list and proceed with the debate by recognizing delegates one by one from their seats.
2. The speeches made within a moderated caucus within the individual speaking time must pertain to the purpose mentioned in the motion. No yielding is allowed.
3. A motion to move into moderated caucus must specify the specific time, purpose, and individual speaking time. The overall time duration of the moderated caucus should be the multiples of the individual speaking time.
4. The maximum time limit for moderated caucuses is 30 minutes. A moderated caucus cannot end unless the specified time passes.
5. Under chair's discretion, time for a moderated caucus may be adjusted.
6. The motion to move into moderated caucus is a procedural vote that requires a simple majority to pass.

#### Clause 4 | Motion to Table Debate

1. A motion to table debate is called when a delegate wishes to temporarily pause debate on the resolution or amendment and wishes to move to the next resolution or amendment.
2. Upon receiving this motion, the chairs will entertain two speakers for and two speakers against the motion with individual speaking time of 60 seconds by opening a limited speakers' list on this motion. No yielding is allowed.
3. If the motion passes, no further discussion or action on the resolution or amendment tabled is to take place until a motion to resume debate is raised.
4. A motion to table debate on another resolution is out of order when the committee is in the middle of discussing an amendment for the resolution.
5. This motion to table debate is a procedural vote that requires a super majority to pass.

#### Clause 5 | Motion to Resume Debate

1. A motion to resume debate is called when a delegate wishes to bring back debate on the resolution or amendment that was tabled in a previous motion to table the debate.
2. Upon receiving this motion, the chairs will entertain two speakers and two speakers against the motion with individual speaking time of 60 seconds by opening a limited speakers' list on this motion. No yielding is allowed.
3. If the motion passes, the resolution or amendment is resumed back to the floor once more, allowing further discussion or action on that specific item to take place. The resolution or amendment that is currently being debated on will be tabled automatically.
4. A motion to resume debate on another resolution is out of order when the committee is in the middle of discussing an amendment for the resolution.
5. This motion to resume debate is a procedural vote that requires a simple majority to pass.
6. Resuming debate on an agenda item can only be raised after a motion to table or close debate. This motion is only in order when the committee has no agenda item on the floor. Furthermore, the agenda item that has not been discussed in the committee before can only be set by a motion to set the agenda.

#### Clause 6 | Motion to Close Debate

1. A motion to close debate is raised when a delegate wishes to close debate on the resolution or amendment that is fully debated on.

2. Upon receiving this motion, the chairs will entertain two speakers against the motion with individual speaking time of 60 seconds by opening a limited speakers' list on this motion. No yielding is allowed.
3. If the motion passes, the committee will directly move into voting procedures on the resolution or amendment.
4. A motion to close debate on another resolution is out of order when the committee is in the middle of discussing an amendment for the resolution.
5. This motion to close debate is a procedural vote that requires a super majority to pass.

#### Clause 7 | Motion to Adjourn the Session

1. A motion to adjourn the session can be raised if the remaining time of the session does not exceed 30 minutes.
2. A motion to adjourn the session must specify the specific time of resumption and purpose.
3. Under chairs' discretion and under consideration of quality of debate, the chairs may rule out this motion.
4. This motion to adjourn the session is a procedural vote that requires a super majority to pass.

#### Clause 8 | Motion to Adjourn the Meeting

1. A motion to adjourn the meeting can be raised if the remaining time of the session does not exceed 30 minutes and if the current session is the last session of the last day.
2. A motion to adjourn the session must specify the specific time of resumption and purpose.
3. Under chairs' discretion and under consideration of quality of debate, the chairs may rule out this motion.
4. This motion to adjourn the session is a procedural vote that requires a super majority to pass.

#### Clause 9 | Motion to Suspend Rules

1. A motion to suspend rules is called when a delegate believes that the committee is in circumstances in which adherence to the Rules of Procedure hampers proceedings.
2. A motion to suspend rules requires the delegate wishing to raise the motion to indicate specifically which rule he or she wants suspended, for what purpose, and for what duration of time.
3. This motion to suspend rules is directly put into vote and is a procedural vote that requires a super majority to pass.
4. Before implementing this motion, chairs must seek approval from the Secretariat.

### 6. Resolutions

#### Clause 1 | Draft Resolution

1. A resolution is the work of the delegates within a committee that contains solutions for the agenda. It should represent the ideas of the delegates present in the committee after discussion.
2. A resolution is divided into two parts:
  1. Preambulatory clauses, which:
    1. Only include facts about the agenda
    2. Cannot be amended
  2. Operative clauses, which:
    1. Contain actions to be taken to solve the issue
    2. Contain specific information divided into subclauses and sub-subclauses
    3. Can be amended

3. Below is the process of introducing a draft resolution:
  1. Delegates can submit resolutions to the chairs by sending their USB through the administrative staff during formal debate or directly to chairs during informal debate in unmoderated caucuses.
  2. Delegates should wait until the chairs notifies back that the draft resolution is copied and distributed after approval from the Secretariat.
  3. When a delegate raises a motion to introduce a draft resolution, the motion is directly in order under chairs' discretion.
  4. A sponsoring nation will raise a motion to introduce draft resolution, and the delegate that raises the motion will approach the podium and read out the operative clauses.
  5. After the delegate reads out the operative clauses of the resolution, the chairs will entertain two Point of Clarifications from the committee.
  6. The delegate may give an optional authorship speech of the resolution with a maximum time limit of 5 minutes.
  7. After the authorship speech, the chairs will entertain two Points of Information from the committee. The remaining time can be used to yield to Points of Information, to another sponsor of the resolution, or back to the chair.
  8. The draft resolution is then considered formally introduced to the committee and is open to discussion and reference during committee session.
4. After the resolution passes, clapping is in order.
5. The introduced draft resolution on the floor may be discussed continuously until the committee tables or closes debate.
6. No individual owns any documents that are produced. All the documents are considered property of Model United Nations New Equal Opportunity (MUNNEO).

#### Clause 2 | Approving Resolutions

1. The chairs of the committee will check the draft resolution for the following:
  1. The number of requisite sponsors of the resolution:
    1. The requisite number of sponsors will be one-third of the delegates present in the committee.
    2. Being a sponsor of the resolution signifies that the delegate supports the resolution, and agrees with certain, if not all, aspects of the resolution.
  2. Relevance to the committee's current agenda item
  3. General quality of the draft resolution
  4. Distinct difference from prior resolutions in the approval process
  5. Adherence to the resolution formatting guideline
  6. File format of word document (.doc or .docx)
2. The chairs will assign a serial number after reviewing the categories mentioned above in order of resolution approval by the chairs on the agenda item.

#### 7. Amendments

##### Clause 1 | Amendments

1. An amendment is a possible alteration to the meaning or intentions of a particular clause in the draft resolution on the floor, which must be voted upon by the delegates within the committee before the amendment becomes effective.

2. Only one action can be taken at a time in one amendment: add, amend, or strike. When two or more amendments are proposed at the same time, the chairs will discuss which amendment generates the greatest impact to the resolution.
3. Below is the process of introducing a resolution:
  1. Amendments must be sent to the chairs through note form. Delegates should wait until the chairs sends a note back that the amendment is approved.
  2. When a delegate raises a motion to introduce an amendment, the motion is directly in order under chairs' discretion.
  3. A delegate will raise a motion to introduce an amendment, and the chair reads out the amendment while the delegate approaches the podium. A limited speakers' list on the amendment will be open for speakers for and against the amendment.
  4. The chairs will entertain two Point of Clarifications from the committee.
  5. The delegate may give an optional authorship speech of the resolution with a maximum time limit of 3 minutes.
  6. After the authorship speech, the chairs will entertain two Points of Information from the committee. The remaining time can be used to yield to Points of Information, to another delegate, or back to the chair.
  7. The amendment is then considered formally introduced to the committee and is open to discussion and reference during the limited speakers' list.
4. After the amendment passes, the chairs will reread the amendment and inform the committee to make the corresponding changes to the resolution.
5. The temporarily suspended general speakers' list is resumed.
6. No individual owns any documents that are produced. All the documents are considered property of Model United Nations New Equal Opportunity (MUNNEO).

#### Clause 2 | Approving Amendments

1. The chairs shall approve amendments with the same manner and procedure as for resolutions except the process with the Approval Panel.
2. The serial number on an amendment shall be made by adding a number to the serial number for the resolution the amendment pertains to.

### 8. Voting Procedures

#### Clause 1 | Procedural Vote

1. A procedural vote is any vote on procedural matters such as motions.
2. This vote is conducted by delegates raising placards, administrative staff counting votes, and chairs announcing results of the voting procedure.
3. For procedural voting procedure, delegates may vote:
  1. For
  2. Against
4. A motion that requires a simple majority passes when the votes for exceed half the delegates present in the committee.
5. A motion that requires a two-thirds majority, or a super majority, passes when the votes for exceed or is equal to two-thirds of the delegates present in the committee.

#### Clause 2 | Substantive Vote

1. A substantive vote is a vote on substantive matters such as resolutions and amendments.

2. This vote is conducted by delegates raising placards, administrative staff counting votes, and chairs announcing results of the voting procedure.
3. For substantive voting procedure, delegates may vote:
  1. For
  2. Against
  3. Abstain
4. This vote requires a two-thirds majority, or a super majority, to pass. A motion passes when the votes for exceed or is equal to two-thirds of the delegates present in the committee.

#### Clause 3 | Voting Procedure on Motions

1. No seconds or objections exist in Model United Nations New Equal Opportunity (MUNNEO).
2. The passing and failing of all motions will be determined by a voting process, following the order of precedence.

### 9. Order of Precedence

#### Clause 1 | Order of Precedence

1. All points and motions take the following precedence:
  1. Point of Personal Privilege
  2. Point of Order
  3. Point of Parliamentary Inquiry
  4. Motion to Suspend Rules
  5. Motion to Adjourn the Session
  6. Motion to Adjourn the Meeting
  7. Motion to Modify Speaking Time
  8. Motion to Move Into Unmoderated Caucus
  9. Motion to Move Into Moderated Caucus
  10. Motion to Introduce Draft Resolution
  11. Motion to Introduce Amendment
  12. Motion to Table Debate
  13. Motion to Resume Debate
  14. Motion to Close Debate
2. Within points and motions, one that casts greater effect on the debate takes precedence.
3. Within the same motions, one that has the longer duration takes precedence.
4. Within the same points, one that is introduced prior takes precedence.

#### Clause 2 | Order of Precedence at the Beginning of Voting Procedure

1. At the beginning of the voting procedure, the following points and motions are in order with the following order of precedence:
  1. Point of Personal Privilege
  2. Point of Order
  3. Point of Parliamentary Inquiry
  4. Motion for a Roll Call Vote

### 10. Award Criteria

#### Clause 1 | Award Criteria

1. The award considerations follow the award criteria:

1. Understanding of the Rules of Procedure
  2. Manners towards all participants
  3. Cooperation and diplomacy
  4. Clear adherence to country's stance and committee procedures
  5. Contribution to writing resolutions or amendments
  6. Content and clarity of speech
  7. Clear research background
  8. Participation during debate
  9. Constructive criticism and feasible solutions
2. All aspects will be considered when deciding awardees.