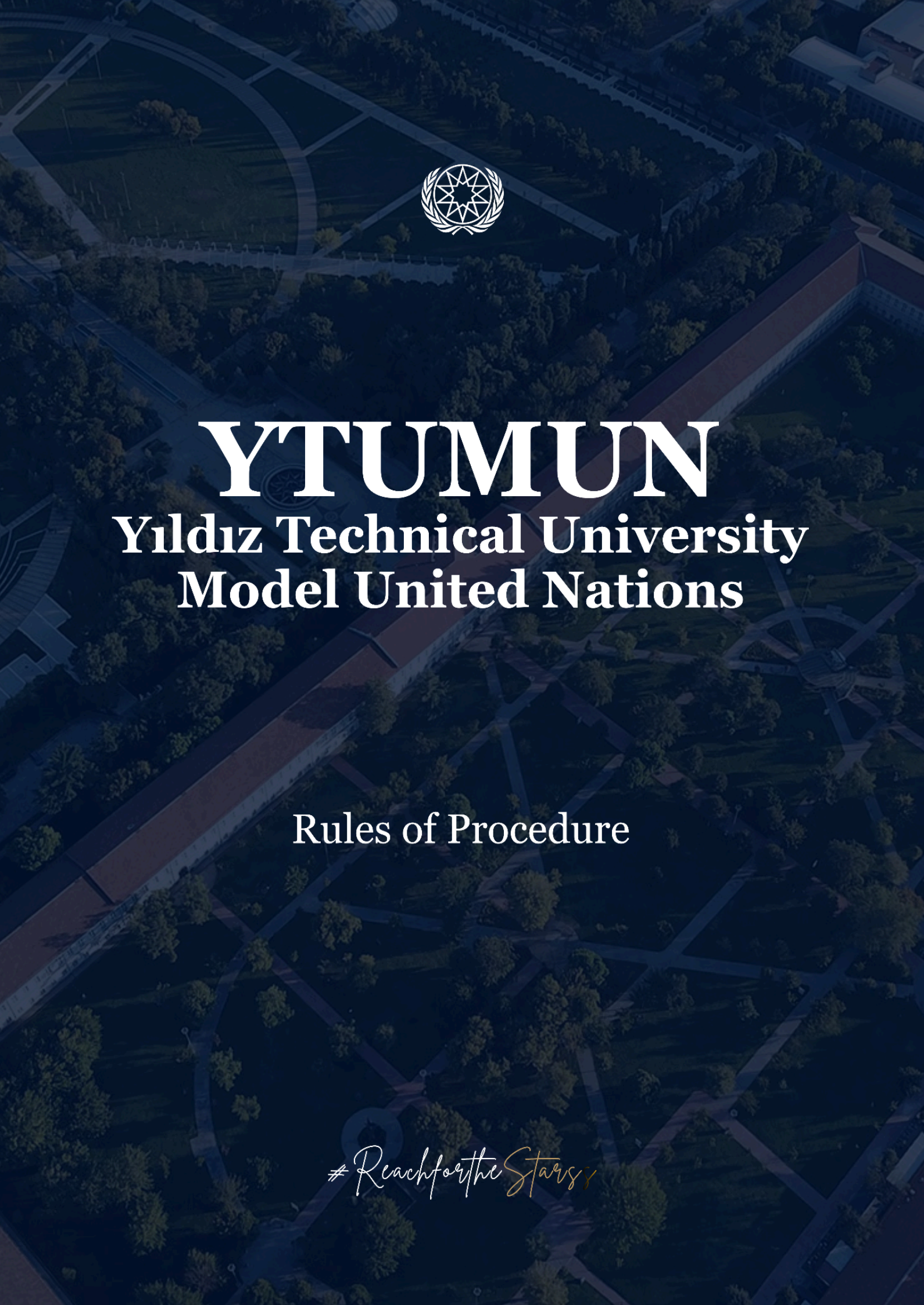


YTUMUN

Yıldız Technical University Model United Nations

Rules of Procedure

#ReachfortheStars

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2. Introduction

Provision 1: Duties of the Secretariat

The Secretariat shall receive, print, and distribute the Committee's documents, reports, and resolutions to members of the United Nations or other international bodies, as well as undertake all other work that the Committee may require in accordance with UN Charter Article 98. The decisions of the Secretary-General are final. For purposes of these rules, the Deputy Secretaries-General who are designated agents of the Secretary-General are collectively referred to as the Secretariat.

Provision 2: Scope

In the event of a contradiction between these rules and the Charter of the United Nations, the Rules of Procedure of YTUMUN shall take precedence. If a situation arises that is not addressed in either these Rules of Procedure or the Charter of the United Nations, the Committee Directors shall have final authority on the matter.

Provision 3: Language

The official language that will be used throughout the conference shall be English and English only.

Provision 4: Credentials

Upon registration, all delegations' credentials were accepted. Actions involving a modification of any member's rights, privileges, or credentials may not be commenced without the prior authorization of the Secretary-General. Any delegate whose admission causes another member to object will be seated provisionally with the same rights as other representatives, pending a decision by the Secretary-General. Every participant is required to have their badges with them during the whole of the conference.

Provision 5: Dress Code

The official dress code of the conference is 'Western Business Attire', and delegates are expected to observe it throughout all formal committee sessions and conference

proceedings. Western business attire generally contains suits, blazers, dress shirts, ties, blouses, skirts, dresses, bow ties, and other clothing of a comparable professional standard. Footwear shall be in a similar formal or business-appropriate style.

Clothing should be primarily **conservative**, **professional colors**, such as black, navy, charcoal, gray, white, beige, brown, and other muted tones. Bright, fluorescent, neon, or otherwise conspicuous colors and patterns that detract from the formality of the conference should be avoided.

Delegates are permitted to adapt their attire in accordance with personal, cultural, religious, or gender expression, provided that the overall appearance is professional and appropriate for a formal diplomatic setting.

Provision 6: Courtesy

During the conference, all participants must maintain diplomatic etiquette. Those who fail to behave diplomatically may face academic warnings and/or ejection from the conference, at the discretion of the Secretariat.

Provision 7: Official Warnings

The Secretary-General holds the right to issue official warnings to all participants. Official warnings may be issued in cases of disrespect toward delegates, staff, Chairboards, or any conference participant, racism or discrimination, or failure to follow the Conference Rules and Regulations. An unofficial warning will be given first; if the misconduct is repeated, an official warning will be issued. Receiving an official warning results in the participant being **ineligible** for any conference award. Continued misconduct after an official warning may result in the participant's **suspension** from the conference.

Provision 8: Awards and Accolades

At the Closing Ceremony, Delegates may be recognized for their performance within their respective committees through two categories of awards and one category of accolade. In descending order of distinction, these are the Best Delegate Award, the Outstanding Delegate Award, and the Honorable Mention.

The conferral of all awards and accolades shall be determined by the Academic Board of the respective committee, based on each Delegate's performance throughout the conference, in adherence to regulations designated by the Secretariat before the conclusion of all committee sessions. Each committee may confer the Best Delegate Award upon no more than one Delegate. The Academic Board retains full discretion to withhold the Best Delegate Award should it determine that no Delegate has demonstrated a level of performance warranting the distinction.

The decisions of the Academic Board concerning the conferral or withholding of awards and accolades shall be final, except where reconsideration is necessitated by circumstances of force majeure.

3. General Provisions

Provision 9: Committees

Committees are the bodies in which Delegates debate, negotiate, draft documents, and take decisions. Each committee consists of Delegates, an Academic Committee Board, and any additional officers required by its format. Committees are divided into three types: General Assembly Committees, Crisis Committees, and Special Committees.

General Assembly Committees center on debate and negotiation. Delegates represent their assigned countries or entities, discuss the agenda, draft resolutions, and vote on the matters brought before the committee. Their proceedings follow the standard procedure established by these Rules.

Crisis Committees combine debate with an occurring scenario. Delegates respond to developments through a form of order papers named directives, and other crisis instruments available to them. Each Crisis Committee is accompanied by a Crisis Team, which introduces developments, processes Delegate actions, and maintains the progression of the scenario.

Special Committees represent committees whose subject, structure, or mechanics do not conform entirely to either the General Assembly or Crisis format. They may employ distinct procedures and instruments suited to their mandate. Any such departures from the standard procedure shall be specified in the committee's supplementary rules.

Provision 10: Members of the Committees

The membership of each committee shall consist of an appropriate combination of an Under-Secretary-General, Academic Assistant, Academic Committee Board Members, Rapporteur, and Delegates, as applicable to the respective committee.

The order of precedence within a committee shall be determined by its composition. In committees presided over by an Under Secretary-General, the hierarchy shall descend from the Under Secretary-General to the Academic Assistant, Academic Committee Board Members, Rapporteur, and Delegates, respectively. In the absence of an Under Secretary-General, Academic Committee Board Members shall hold precedence over the Academic Assistant, followed by the Rapporteur and Delegates.

Additionally, Crisis Committees—along with certain Special Committees—contain a Crisis Team composed of Crisis Team Members and presided over by such officers or titles as may be deemed necessary. The Crisis Team shall exercise the functions and authority necessary to facilitate crisis proceedings, administer crisis developments, and ensure the proper and continuous functioning of the Crisis Committee.

Provision 11: Academic Committee Board

Academic Committee Board Members shall moderate debate within their respective committees in accordance with these Rules of Parliamentary Procedure and shall be responsible to the Secretariat. They shall declare the opening of the debate in the first official session and closure of debate when it is satisfied, recognize Delegates, open the floor for points and motions, and entertain or rule upon them as prescribed by these Rules.

Provision 12: Administrative Staff

The Administrative Staff shall assist the Academic Committee Board with the practical needs of committee proceedings, including the conveyance of Message Papers to and from Delegates and the provision of basic necessities, such as water. Verbal communication with members of the Administrative Staff shall be strictly out of order during sessions unless absolutely necessary. Administrative Staff shall read carefully the content of any message paper before delivering it.

Provision 13: Message Papers

The primary source of communication is message papers. The Message Papers, as their design shows, require the indication of the recipient and the source on top of the paper. The message papers may be between Delegates or from and to an Academic Committee Board Member. Message papers shall be in formal English and English only. Message papers may only be carried by Administrative Staff. Delegates conveying them to one another is strictly out of order. Message Papers can be suspended at any time upon the decision of the Academic Committee Board. Message Papers will automatically be suspended during roll calls and voting procedures.

Provision 14: Electronic Devices

No laptops, tablets, cell phones, or other electronic devices may be used in the committee room during formal debate or moderated caucus. Computers may be used outside the committee room at any time, or in the committee room during unmoderated caucus at the discretion of the Committee Board. Rules can be altered at the discretion of the Committee Board.

4. Rules Regarding Committee Debates

Provision 15: Roll Call

The Academic Committee Board shall conduct a roll call at the beginning of each committee session to record the presence status of all delegations. Delegations shall declare themselves either as Present, whereby they may abstain during substantive voting, or Present and Voting, whereby they oblige themselves to vote either in favor or against during substantive voting. A Delegation must hold either status to participate in debate and in substantive or procedural voting. Delegates who miss the roll call shall notify their respective Academic Committee Board of their status as either Present or Present and Voting by means of a Message Paper delivered by an Administrative Staff.

Provision 16: Quorum

When at least one-fourth of the committee's voting members are present, the Academic Committee Board may declare a committee open and allow discussion to continue. If at least one representative of a committee member is present in the committee chamber, that member is deemed present. To cast a vote, a majority of the members must be present. Unless it is explicitly contested by a point of order and demonstrated to be absent, a quorum will be presumed to be present. To ascertain whether a quorum is present, a roll call is never necessary.

Provision 17: Speeches

Speeches delivered throughout the conference shall be subject to the standards of diplomatic courtesy mentioned in Provision 6 of these Rules of Procedure. Delegations should refrain from using first-person expressions such as “I,” “me,” and “myself,” et cetera. Instead, they should use “we,” “us,” and “ourselves,” since they are representing their respective countries. Speeches within the Committees shall not be off-topic. Their subject matter shall fall under the Agenda and/or the topic of the specific caucus. During General Speakers List speeches, Single Speaker speeches during caucuses, Opening Speeches, and In Favor/Against speeches, Delegates shall address the Committee from the floor. During any speeches other than the aforementioned ones, Delegates shall simply rise at their seats to address the Committee.

Provision 18: Opening Speech

Following the very first Roll Call of the conference, the Academic Committee Board shall entertain Opening Speeches during the first session only. If the Opening Speeches are not concluded during the first session, they may be continued during the pursuant sessions until they are fully concluded. Opening Speeches shall contain general remarks and considerations from Delegations regarding the topic. The individual speaker time for Opening Speeches shall be one and a half minutes. Opening Speeches should not exceed 90 seconds.

Provision 19: Agenda Setting

Following the Opening Speeches, each Committee shall proceed with the Agenda-Setting Procedure. Motions to Set the Agenda shall be entertained by the Academic Committee Board. If the committee has only one Agenda-Item then then the Agenda will be set by default.

Provision 20: Debates and the General Speakers List

For each Agenda Item, the Academic Committee Board shall establish a General Speakers List in order to commence and continue debate on that specific topic. Following the establishment of the list, the Academic Committee Board shall add Delegates to the list through recognition by placard. At any time when Message Papers are in order, a Delegate may add themselves to the list by sending a Message Paper to the Academic Committee Board requesting to be added. During General Speakers List speeches, speakers may address any topic within the respective Agenda Item. The individual speaker time for General Speakers List speeches shall be one and a half minutes. The General Speakers List shall continue and carry over from its establishment until the closure of debate on its respective Agenda Item, interrupted by Motions, Points, and Caucuses.

Provision 21: Yields

Yields may only be made during General Speakers List speeches. A Delegate who has been granted the right to deliver a speech within the General Speakers List may yield their remaining time to another Delegate, to Points of Information, or to the Academic Committee Board. It is not permissible for the floor to be yielded back as it is under the perpetual ownership of the Academic Committee Board. No yields shall be allowed during any other speeches, and only one yield may be made per speech.

When a Delegate yields their remaining time to Points of Information, Delegates wishing to ask a question shall raise their placards and shall be recognized by the Academic Committee Board. A recognized Delegate shall rise and address their question to the Academic Committee Board while facing the Board. The Academic Committee Board shall then ask the Delegate on the floor whether they accept the question. If the question is accepted, the Delegate on the floor shall answer it; if it is declined, the Academic Committee Board shall proceed to recognize another Delegate. The Academic Committee Board may

continue to entertain Points of Information for as long as the yielded time remains. The time used for both the question and the answer shall be deducted from the remaining speaker time.

Provision 22: Floor

The Academic Committee Board shall periodically open the floor to Points and Motions. Upon the opening of the floor, Delegates may raise Points and/or Motions. Points and Motions shall be entertained through recognition by placard. A maximum of three Motions shall be entertained during each opening of the floor.

Provision 23: Right of Reply

At any time, a Delegate whose personal or national integrity has been infringed by another Delegate may submit a Right of Reply through a Message Paper sent to the Academic Committee Board. The Message Paper shall indicate the reason for the aforementioned infringement and the response that the Delegate wishes to give. The entertainment of the Right of Reply shall be at the discretion of the Academic Committee Board. A Right of Reply shall be addressed to the Committee through a thirty-second Single Speaker speech delivered from their respective seat.

5. Rules Regarding Caucuses

Provision 24: Moderated Caucus

Following the opening of the floor, Delegates may raise Motions for a Moderated Caucus. The motion shall specify the particular topic of the caucus, the total duration of the caucus, and the time allocated per speaker. The total duration of a Moderated Caucus shall not exceed fifteen minutes.

The time allocated per speaker shall not exceed the speaker time of General Speakers List speeches. Motions for a Moderated Caucus shall require a simple majority to pass. A Moderated Caucus, as its name suggests, is a caucus conducted under the moderation of the Academic Committee Board, enabling Delegates to facilitate debate on specific issues more swiftly.

Upon the conclusion of a caucus, a Motion to Extend the previous caucus may be in order. This motion shall specify the total duration of the extension, which shall not exceed the duration of the previous caucus.

Provision 25: Unmoderated Caucus

Following the opening of the floor, Delegates may raise Motions for an Unmoderated Caucus. The motion shall specify the particular topic of the Caucus and the total duration of the Caucus. The total duration of an Unmoderated Caucus shall not exceed twenty minutes. An Unmoderated Caucus, as its name suggests, is a caucus that takes place without the moderation of the Academic Committee Board, enabling Delegates to facilitate their work on Committee documents and/or use the time for lobbying purposes.

The Academic Committee Board shall have full authority to intervene during the Caucus. Motions for an Unmoderated Caucus shall require a simple majority to pass. The total duration of an Unmoderated Caucus shall not exceed twenty minutes. Once a Caucus ends, a Motion to Extend the previous Caucus may be in order. This motion shall specify the total duration of the extension. It may not exceed the duration of the previous Caucus.

Provision 26: Extension of a Caucus and Termination of a Caucus

Once a Moderated or Unmoderated Caucus ends, a Delegate may raise a Motion to Extend the Caucus. The motion shall specify the total duration of the extension. The duration of the extension shall not exceed the duration of the previous Caucus. A Motion to Extend a Caucus shall require a simple majority to pass. A Caucus may only be extended once.

At any time during a Moderated or Unmoderated Caucus, any Delegate may raise a Motion to Terminate the Caucus. This motion shall immediately be put to a vote and shall require a simple majority to pass. This provision does not apply in the presence of upcoming speakers within the speakers list of a Moderated Caucus.

Provision 27: Additional Caucuses

Semi-Moderated Caucus: Anytime the floor is open, before the debate is closed, and following the consideration of a Moderated Caucus, a move for a Semi-Moderated Caucus is appropriate. A topic and a total time restriction for the caucus, not to exceed fifteen minutes,

must be briefly specified by the delegate making the motion. A simple majority is needed to approve the motion, which will be put to a vote as soon as it is raised. The Chair may also choose to suspend the caucus early, subject to appeal.

Tour de Table: A motion for a tour de table is in order at any time when the floor is open, prior to closure of debate and after a moderated caucus has been entertained. The delegate making the motion must briefly specify a topic, an individual time limit not exceeding 60 seconds and an overall time limit, not to exceed twenty minutes, for the caucus. Once raised, the motion will be voted on immediately, with a simple majority required for passage.

6. Rules Regarding Points

Provision 28: Point of Information

Once the floor is open, a Delegate may raise a Point of Information to ask the Academic Committee Board a question concerning the topic under consideration by the Committee. A Point of Information may not interrupt a speaker.

Provision 29: Point of Parliamentary Inquiry

Once the floor is open, a Delegate may raise a Point of Parliamentary Inquiry to ask the Academic Committee Board a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may not interrupt a speaker.

Provision 30: Point of Order

At any time during Committee proceedings, a Delegate may raise a Point of Order to draw attention to a procedural error or violation. The Academic Committee Board shall rule on the Point of Order. A Point of Order may interrupt a speaker only if the speech itself is not being conducted in accordance with the procedure.

Provision 31: Point of Personal Privilege

At any time during Committee proceedings, a Delegate may raise a Point of Personal Privilege to bring attention to a discomfort affecting the Delegate’s participation in the Committee. A Point of Personal Privilege may not interrupt a speaker. The sole exception

shall be a Point of Personal Privilege due to Audibility, which may be raised when a Delegate is unable to hear the speaker or when the speaker is speaking too loudly. This Point should not be overused.

6. Rules Regarding Committee Documents

Provision 32: Working Papers

Working Papers are documents prepared to gather ideas, possible solutions, and the considerations of individual Delegates and/or the Committee as a whole. A Working Paper may be prepared individually by a Delegate or collectively by multiple Delegates.

Working Papers do not require signatories to be presented to the Committee. They are not subject to Resolution formatting rules; however, due to time constraints, the Academic Committee Board may require Delegates to prepare a Working Paper in accordance with Resolution formatting rules.

Working Papers are not official documents. They shall nevertheless require the approval of the Academic Committee Board and shall be made available to the entire Committee. An approved Working Paper shall require a Motion to Introduce the Working Paper to be introduced to the Committee. The motion shall require a simple majority to pass. Working Papers shall not be voted upon.

Provision 33: Draft Resolutions

A resolution may be introduced when it receives the approval of the Board and is signed by a sufficient number of countries. Signing a resolution need not indicate support for the resolution, and the signatory has no further rights or obligations and may sign more than one draft resolution. There are no official sponsors of resolutions. Resolutions require a simple majority to pass unless otherwise stated in specific committee rules. More than one resolution may be on the floor at any one time, but at most one resolution may be passed per committee.

Draft Resolutions shall follow a specific format, with their clauses divided into two categories: Preambulatory Clauses and Operative Clauses. Following the approval of the Secretariat, a Draft Resolution shall be made available to all Delegations of the Committee

before it may be entertained on the floor. A Motion to Introduce a Draft Resolution shall require a simple majority to pass.

Once a Motion to Introduce a Draft Resolution passes, one of the signatory Delegations may rise to introduce the Draft Resolution. Such an introduction shall be limited to reading the Operative Clauses of the Draft Resolution. The introduction shall be a procedural matter and shall not be subject to yields.

Provision 34: Adoption of a Resolution

As a general rule, Resolutions shall require a simple majority of the Delegations to pass, and voting on Resolutions shall be substantive. Once a Resolution has been adopted by the Committee, if any other Draft Resolutions remain, debate shall proceed with those Draft Resolutions.

Provision 35: Amendments

Delegates may amend a Resolution that has been introduced. Amendments to amendments shall be out of order; however, parts of a Resolution that have already been amended may be further amended.

An amendment shall be procedural if it only aims to correct grammatical mistakes or typographical errors. Voting on such amendments shall be procedural, and Delegates shall not be allowed to abstain, as in all procedural votes. A substantive amendment shall change the content of a clause, strike a clause, or add a new clause to the introduced Resolution. Voting on substantive amendments shall be substantive, and Delegates shall be allowed to abstain.

Amendments may be submitted to the Academic Committee Board electronically or through Message Papers. Amendments shall clearly state whether they seek to add a clause, strike a clause, or change a clause. In the case of adding a new clause, the amendment shall specify the exact location within the Draft Resolution where the new clause is to be added.

Upon approval by the Academic Committee Board and the signatures of one-eighth of the Delegations, an amendment may be brought to the floor through a Motion to Introduce an Amendment. A Motion to Introduce an Amendment shall require a simple majority to pass.

The Academic Committee Board shall entertain two speakers In Favor and two speakers Against the amendment. If the need is apparent, the Academic Committee Board may, at its discretion, entertain additional speakers.

When debate on the amendment is closed, the Academic Committee Board shall consult the sponsors of the Draft Resolution as to whether they consider the amendment friendly or unfriendly. If the sponsors regard the amendment as friendly, no voting procedure shall take place. If they regard it as unfriendly, the Committee shall proceed immediately to voting. Following the vote, debate shall continue in accordance with the Speakers' List. A simple majority shall be required for an amendment to pass.

7. Rules Regarding Voting Procedures

Provision 36: Procedural Voting

Procedural voting shall be in order in all cases except for voting on a Resolution or a substantive amendment. In procedural voting, all Delegates shall vote. When a procedural vote takes place, the Academic Committee Board shall ask for seconds and objections. If there is at least one second and no objections, the motion shall automatically be considered passed. If there are no seconds, the motion shall automatically be considered failed. If there are both seconds and objections, the procedural vote shall be conducted by placard. The Delegation that raised a motion may not second or object to its own motion.

Provision 37: Substantive Voting

Substantive voting shall only take place on Final Documents or substantive amendments, with each Delegation having one vote. A tie between the votes In Favor and Against shall result in the failure of the Final Document or substantive amendment. After the Academic Committee Board has announced the beginning of voting, no Delegate shall interrupt the voting procedure except by raising a Point of Personal Privilege or a Point of Order concerning the conduct of the voting.

Provision 38: Roll Call Voting

Immediately after debate is closed on any Draft Resolution, any Delegate may request a Roll Call Vote. A Motion for a Roll Call Vote shall require a simple majority to pass. During

the first sequence of the Roll Call Vote, Delegates may vote "Yes," "No," "Abstain," or "Pass." A Delegate may request the right to explain their vote only when voting against the policy of their country; such a vote shall be termed "with rights." A Delegate may only explain an affirmative or negative vote and may not explain an abstention.

A Delegate who passes during the first sequence of the Roll Call Vote shall be required to vote during the second sequence and may not abstain or pass. The same Delegate may not request the right to explain their vote. All Delegates who have requested the right to explain their votes shall be granted time to do so. The speaking time shall be determined at the discretion of the Academic Committee Board and shall not exceed thirty seconds. The Academic Committee Board may call a Delegate to order if the substance of the speech does not concern their vote.

Provision 39: Dividing the Question

Immediately after debate is closed on the Agenda Item, any Delegate may request a Division of the Question. A Motion for the Division of the Question shall be in order only for Draft Resolutions being voted upon and shall require a simple majority to pass. The Delegate raising the motion shall indicate how they wish to divide the Draft Resolution to be voted upon and shall group the Operative Clauses accordingly. If the motion passes, the Draft Resolution shall be voted upon segment by segment.

Provision 40: Clause by Clause Voting

Immediately after debate is closed on the Agenda Item, any Delegate may request Clause-by-Clause Voting. A Motion for Clause-by-Clause Voting shall be in order only for voting on Draft Resolutions. A Motion for Clause-by-Clause Voting shall require a simple majority to pass.

Provision 41: Dividing the House

Immediately after debate is closed on the Agenda, any Delegate may request a Division of the House. A Motion for the Division of the House shall require a two-thirds majority to pass. A Motion for the Division of the House shall be in order only for voting on

Draft Resolutions. If the motion passes, abstentions shall not be counted during the voting procedure on the Draft Resolution.

8. The Matter of Precedence

Provision 42: Point and Motion Precedence List

The precedence of Points and Motions is as follows:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Point of Information
5. Motion to Adjourn the Meeting
6. Motion to Suspend the Meeting
7. Motion to Close the Debate
8. Motion to Table (Postpone) the Debate
9. Motion to Resume the Debate
10. Motion for Reconsideration
11. Motion to Reorder the Resolutions
12. Motion to Divide the House
13. Motion to Divide the Question
14. Motion to Conduct a Roll Call Voting
15. Motion to Introduce a Draft Resolution
16. Motion to Introduce an Amendment
17. Motion to Question the Competence
18. Motion to Extend Previous Caucus
19. Motion for an Unmoderated Caucus
20. Motion for a Moderated Caucus

Provision 43: Voting Precedence of Caucuses

Where more than one Motion for an Unmoderated Caucus is proposed, the motion with the longer total duration shall be put to a vote first. The same rule shall apply to Motions for a Moderated Caucus. If the proposed Moderated Caucuses have the same total duration,

the motion with the shorter individual speaker time shall be put to a vote first. Where more than one method for the Division of the Question is proposed, the most disruptive method shall be put to a vote first.

A motion that has been entertained and voted upon shall not be raised again during the same session with the same topic. However, the Academic Committee Board may ask the Delegate to rephrase the topic. A motion that has not been entertained and voted upon may be raised again during the same session with the same topic.

Provision 44: Absence of a Predesignated Provision

In the event of a procedural matter for which no provision has been designated under these Rules of Procedure, the applicable procedure shall be designated by the Secretariat.