



## **Eton Model of United Nations 2019 Procedural Regulations**

### **Part 1. General Secretariat**

EMUN's general secretariat consists of:

1. Secretary General;
2. Secretary of Academics;
3. Secretary of Simulations;
4. Secretary of Protocol;
5. Secretary of Media and Administration.

The General Secretariat's attributions include:

1. The opening and closing of the model;
2. Communication between committees;
3. Taking major decisions involving the model;
4. Modifying all matters and rules, either covered by the rulebook or implied.

### **Part 2. Directive Chairs**

The United Nations General Assembly (UNGA) is comprised of:



A **President**, who opens and closes the debate, issues warnings, moderates the discussion during the session and ensures that the procedural rules are followed by the committee. The President is the member of the Chair with the highest authority.

A **Vice President**, who opens and closes the debate, issues warnings, moderates the discussion during the session and ensures that the procedural rules are followed by the committee. The Vice President replaces the President in case of absence and is the second highest authority in the committee.

A **Moderator**, who coordinates the flow of the debate and grants the right of speech to the delegations. The Moderator replaces the Vice President in case of absence.

A **Conference Officer**, who takes attendance, establishes the quorum, revises the content of the diplomatic notes and takes the time of all timed sections of the committee.

The United Nations Security Council (UNSC) is comprised of:

A **President**, who opens and closes the debate, issues warnings, moderates the discussion during the session and ensures that the procedural rules are followed by the committee. The President is the member of the Chair with the highest authority.

A **Moderator**, who coordinates the flow of the debate and grants the right of speech to the delegations. The Moderator replaces the President in case of absence.

A **Conference Officer**, who takes attendance, establishes the quorum, revises the content of the diplomatic notes and takes the time of all timed sections of the committee.



The Arab League (AL) is comprised of:

A **President**, who opens and closes the debate, issues warnings, moderates the discussion during the session and ensures that the procedural rules are followed by the committee. The President is the member of the Chair with the highest authority.

A **Moderator**, who coordinates the flow of the debate and grants the right of speech to the delegations. The Moderator replaces the President in case of absence.

A **Conference Officer**, who takes attendance, establishes the quorum, revises the content of the diplomatic notes and takes the time of all timed sections of the committee.

### **Part 3. General Rules**

#### Article I

All delegations are obligated to maintain a respectful and diplomatic posture for the duration of the model.

#### Article II

The delegations are expected to follow the rules established in the procedural rulebook.

#### Article III

The delegates are not allowed to enter any committee to which they do not belong unless they have been granted extraordinary permission.

#### Article IV

The delegations' representatives must always speak in the third person when addressing the forum.



## Article VIII

1. The use of electronic devices is restricted to laptops and tablets and is strictly designated for research purposes. These devices will be permitted in all committees, with the exception of the United Nations General Assembly.

2. A direct warning will be issued to any delegation caught making inappropriate use of their electronic devices.

## Article IX

The only recognized language in the model will be English. Thus, all delegations are expected to be proficient in this language.

## Article X

Teachers, faculty members, and other non-participants may be allowed to attend sessions with the Chair's permission. However:

1. No direct contact with delegates will be allowed.

2. No visitors will be allowed to attend unmoderated caucuses or formal voting processes, both of which will be identified by a sign outside their respective rooms.

## Article XI

Inside the committees, the consumption of food is forbidden; with respect to drinks, only water is permitted.

## Article XII

The dress code of EMUN is Western Business attire. Thus:

1. Men are expected to wear a suit, including formal pants, a jacket, and a tie.

2. Women are expected to wear dresses and skirts with appropriate length (no more than 5 centimeters above the knee) or formal pants



and a formal shirt.

3. Delegates who do not present to the session in appropriate attire will be issued a warning. If they are awarded a second dress code warning on the next day, they will not be allowed to enter their committee.

4. Delegates are expected to take into consideration the culture of the country they are representing and to respect it by not wearing inappropriate or offensive cultural attire.

#### Article XIII

Delegates will be provided with an official badge upon their arrival at the conference. They are expected to carry their badge at all times. If they lose their badge or are found without it, they will be issued a warning.

#### **Part 4. Warnings**

Warnings are issued by each committee's Chair at their discretion. Any delegation who receives a second warning on the same day will be expelled from the session they are attending. Any delegation who receives a third warning during the conference will be forbidden from entering it.

#### **Part 5. Quorum**

In order for the committee to begin the session, at least 50% of the delegations must be present. If the Conference Official declares that there is no quorum, the session will not start until the minimum number of delegations is present.



## **Part 6.** Simulations

Delegates may receive official communication from the Home Government Secretary at any time. Thenceforth, they are expected to act in accordance with the content of the information received.

## **Part 7.** Award Policy

EMUN's chairs will grant the awards of Best Delegate and two Honorable Mentions, respectively, to the delegation who earns first place and the two second best delegations. The awards are given according to the following criteria:

Accuracy in political representation

Rhetorical skills

Writing skills (position paper, resolution and working paper)

Procedural use.

Depending on the seriousness of the transgression, delegations who are issued warnings may not be eligible to receive an award.

The awards will be granted based on the Chairs' recommendation and with the General Secretariat's approval.

## **Part 8.** Points and Motions

### **Points**

**Point of Order:** Used when delegates believe there is a violation of the rules of procedure.

**Point of Personal Privilege:** Used when a delegate is not comfortable with the external conditions; also used to open a "brief preamble"



in an Extraordinary Session of Questions.

**Point of Parliamentary Inquiry:** Used for a delegate to ask the Chair about the rules of procedure.

**Point of Information:** Used after a speech when a delegate has questions regarding the sources of the last delegate to speak.

## Motions

**Motions of Procedure:** Used to propose an option on procedure during the normal course of debate. Motions must be seconded by another delegate and voted on by the forum. They can only be proposed by a delegation when the floor is open.

**To close Debate:** This motion is used to end the session.

**To set Agenda Item:** This motion is for committees that have more than one topic to debate; it is used to choose which topic will be addressed by the committee. The motion supposes the opening of a brief Speaker's list within which four delegations may speak, two in favor of and two against the opening of the topic proposed. The motion must then be voted on; it will only pass with a simple majority of votes.

**To open an Unmoderated Caucus:** This motion is used to open an Unmoderated Caucus. It must be seconded and voted on; it will only pass with a simple majority of votes. Time must be specified by the delegation who proposes the motion, and it must be approved by the President.

**To open a Moderated Caucus:** This motion is used to open a Moderated Caucus. It must be seconded and voted on; it





will only pass with a simple majority of votes. Time must be specified by the delegation who proposes the motion, and it must be approved by the President. Once the motion passes, the first two speakers will be the delegation which proposed it followed by the one who seconded it.

**To open the Speakers' List:** This motion is used to open the Speaker's list. The motion must be seconded and voted on; it will only pass with a simple majority of votes. Speaking time must be specified by the delegation that submitted the motion, and it must be approved by the President. The first two speakers will be, respectively, the delegation which proposed the motion and the one that seconded it. Other delegations may add themselves to the Speaker's list by raising their placards when the Moderator asks for it, or they may do so at a later time through a diplomatic note. If no delegation proposes this motion, the Speaker's list will automatically be opened by the Chair.

**To open an Extraordinary Session of Questions:** This motion is used to open an Extraordinary Session of Questions. It must be proposed, seconded and voted on; it will only pass with a simple majority of votes. The moderator must ask the delegation for acceptance or rejection of the questions before voting. The minimum number of questions is two, while the maximum is three. The delegation which proposed the motion and the one that seconded it will be, respectively, the first and the second to ask the questions. If the delegation motioned for three questions, the Moderator will choose a third delegation by asking volunteers to raise their placard.

**To introduce Possible Working Paper:** This motion is used



to introduce to the Chair a possible working paper. This motion must be voted on; it will only pass with a simple majority of votes.

**To consider Working Paper as Draft Resolution:** This motion is used to send a working paper to the chair for revision in order to convert it into a draft resolution. This motion must be voted on; it will only pass with a simple majority of votes.

**To vote Resolution:** This motion is used to begin the three rounds of vote in order to recognize a draft resolution proposed by the delegations as a resolution, or to reject it. The motion must be voted on; it will only pass with a simple majority of votes.

**Right of Reply:** This can only be proposed through a diplomatic note if a delegation believes their national integrity was disrespected by any other delegate.

This motion passes depending on the Chair's decision, and it does not need to be voted on or seconded. In the case the Chair passes the motion, the delegate that perpetrated the offense must issue a public apology in front of the forum. The delegate is presented the option of refusing to issue the public apology; however, in such case, they will be issued a warning.

## **Part 9.** Rules of Procedure

### **Section I.** Opening the Session

In order to open the session, the Conference Officer must declare that there is quorum. Later, the President must officially inaugurate



the session and yield the floor to the Moderator. The procedure takes place as follows:

I. Motion of Procedure; to set an agenda item on Topic A or B. After being seconded, the topic chosen must be voted on. If any delegation votes against the opening of the topic, a Speaker's list will be opened.

II. Within the Speaker's list, two delegations must speak in favor of and two against the opening of the topic, each for one minute.

a) The delegation that introduced the motion and the one that seconded it will automatically be recognized to speak in favor of the topic. Any two delegations who volunteer will be asked to speak against and only against the opening of the topic.

b) In case there is no delegation willing to speak against the topic, the Moderator will automatically proceed to the voting process.

c) If a topic is denied by the majority upon a second vote, then the alternative topic will be immediately opened.

## **Section II. The Speaker's list**

I. Motion of Procedure; to open the *Speaker's list*, the delegate must specify the time, which must be between 1 and 2 minutes

I.I Once a delegation introduces a motion, another delegation must second it.



I.II The delegation that introduced and the one that seconded it will automatically be added to the Speaker's list.

I.III Other delegations that wish to be added to the Speaker's list may do so by raising their placards when the Moderator asks for it or through a diplomatic note.

### **Section III. Development of the Debate**

I. Delegates on the Speaker's list will be asked to pass to the front of the forum on their turn, and 15 seconds before their speaking time runs out the Moderator will make a non-verbal sign to warn them. Once their time runs out, the Moderator will ask the delegate to sit. If the instruction is ignored, they will be issued a warning.

I.II If the delegate has time remaining after they finish their speech, they must specify what should be done with their remaining time. They can:

- a. Yield the remaining time to the Chair; in such case, the time will be used according to the Chair's criteria.
- b. Yield the remaining time to questions; in such case, the Moderator will choose the delegates to ask questions based on the raising of placards.
- c. Yield the remaining time to comments; in such case, the Moderator will choose the delegates to make comments based on the raising of placards.
- d. Yield the remaining time to another delegation; this may be done if it was previously agreed. If the delegate to which the time is being yielded does not accept it, the speaker will be issued an immediate warning.

I.III If a delegation motions to the speaker for an *Extraordinary Session of Questions*, the number of questions asked must be specified to the Moderator [with a minimum of 2 questions and a maximum of 3], and the motion must be seconded. If the motion is approved by a simple majority of delegations in the voting process, the first delegation that will be recognized to ask a question will be the one that motioned for the session, followed by the one that seconded it. The moderator must ask if the delegation accepts the questions before voting for it. If the delegation motioned for 3 questions, the moderator will choose the third delegation by asking volunteers to raise their placards.

- a. If the asking delegation wants to add an introduction to their question, they may do so through the opening of a brief preamble. To open a brief preamble, a delegation must ask for a *Point of Personal Privilege*.
- b. If the question asked by a delegation has not been answered with “yes” or “no”, the delegation is allowed to ask the speaker for a “follow-up” question. Only one follow-up question per delegation will be allowed.

I.IV When the floor is open, a delegation can motion for the opening of a *Moderated Caucus*. For this motion to be in allowed, at least four delegations on the Speaker’s list must have spoken.

- a) The motion needs to be seconded and voted on by the forum; it will only pass with a simple majority of votes.
- b) The delegation that introduced the motion will have the first intervention, followed by the delegation that seconded it.
- c) The delegation that introduced the motion must specify the time of the *Moderated Caucus*, with a minimum of 10 minutes and a maximum of 20 minutes.



d) If a delegate wishes to extend the *Moderated Caucus*, the only acceptable time will be at least one second less than the original. Only one extension per *Moderated Caucus* will be allowed.

I.V When the floor is open, a delegation can motion for the opening of an *Unmoderated Caucus*. For this motion to be allowed, at least two *Moderated Caucuses* already must have been opened by the forum at that moment.

a) The motion needs to be seconded and voted on by the forum; to be recognized it must have a simple majority of votes.

b) The delegation that introduced the motion must specify the time of the *Unmoderated Caucus*, with a minimum of 10 minutes and a maximum of 20 minutes.

c) The *Unmoderated Caucus* is part of the formal debate. Thus, the delegations are expected to maintain diplomatic and appropriate language for the duration of the *Caucus*. Any misbehavior from the delegations will be sanctioned according to the Chair's consideration.

d) If a delegate wishes to extend the *Unmoderated Caucus*, the only acceptable time will be at least one second less than the original. Only one extension will be allowed.

#### **Section IV. Paper Drafting**

I. The *Possible Working Paper* must be a document with no specific format that contains the potential solutions agreed to by the committee.

a) The *Possible Working Paper* must contain at least one-third of the signatures of the committee.

b) Each delegation may only sign one *Possible Working Paper*.

c) The document must be sent to the Chair through a diploma-



tic note. Once the Chair has received it, it will be able to make modifications.

d) *The Possible Working Paper* must be named A or B depending on the topic and 1, 2 or 3, depending on the order of introduction.

## II. Recognition of a *Possible Working Paper*

a) To introduce a *Possible Working Paper* to the Chair, a delegation may do so through a motion to introduce it, specifying letter and number depending, respectively, on its topic and order of introduction.

b) Once the Chair has revised the *Possible Working Paper*, it will declare whether the requirements to be recognized as a *Working Paper* have been satisfied.

c) If the requirements to turn a *Possible Working Paper* into a *Working Paper* are met, the Chair will announce the recognition of the document as a *Working Paper* and will propose a motion to read it.

d) The motion to read the *Working Paper* must be seconded and voted on; it will only pass with a simple majority of votes.

e) The delegation who introduced the motion and the one who seconded it will be recognized by the Chair to read the *Working Paper* in front of the committee, with unlimited time.

e.1. If the delegations reading the *Working Paper* change any word, sentence or meaning while reading the *Working Paper*, they will be issued a direct warning.

f) After reading the *Working Paper*, the delegations will be asked to return to their seats. Then, the only motions that will be in order are the opening of an Unlimited Session of Questions or a *Moderated Caucus* to discuss the *Working Paper*, without a set time limit.



g) If the delegations opened a *Moderated Caucus*, it may be closed through different procedures:

g.1. If the Chair considers that all issues have been discussed, the Chair may unilaterally close the caucus;

g.2. A delegation may present a *Point of Parliamentary Inquiry* to suggest the closure of the *Moderated Caucus*. If the Chair considers that the point is in order, it will unilaterally close the caucus.

Once the chair approves the *Draft Resolution*, it will be sent to the General Secretariat for approval. Once the General Secretariat has approved the *Draft Resolution*, the document will automatically be considered suitable for a vote.

a) The Chair will announce the recognition of the document as a *Draft Resolution* and will suggest a *Motion to Read the Draft Resolution*.

b) The delegations who introduced the motion and seconded the motion will be recognized by the Chair to read it in front of the committee, with unlimited time.

c.1. If the delegations reading the *Draft Resolution* change any word, sentence or meaning, they will be issued a direct warning.

c) After the reading of the *Draft Resolution*, the delegations will be asked to return to their seats. Then, the only motions that will be in order are the opening of an *Unlimited Session of Questions* or a *Moderated Caucus* to discuss the *Working Paper*, without a set time limit.

d) If the delegations opened a *Moderated Caucus*, it may be closed through the following procedures:

e.1. If the Chair considers that all issues have been discussed, the Chair may unilaterally close the caucus;

e.2. A delegation may present a *Point of Parliamentary*



*Inquiry* to suggest the closure of the *Moderated Caucus*. If the Chair considers that the point is in order, it will unilaterally close the caucus.

e) In the event that the delegations opened an *Unlimited Session of Questions*, this will be automatically closed when there are no more questions in the forum.

#### **Section V.** Closing the debate

a) When a *Draft Resolution* has been recognized inside the committee, delegates must proceed with the closing of the debate in order to initiate the voting process.

b) This must be made through a *motion of procedure* to close the debate, which must be seconded and voted on.

#### **Section VI.** Voting of a Draft Resolution

The voting process in all the member committees of EMUN 2019 will consist of the same process. There will be three rounds of voting:

a) Round One: the voting process will be conducted by the Conference Officer. Delegations will be called in alphabetical order in English, and they must establish their vote as, *in favor, in favor with right of explanation, against, against with right of explanation or abstention*. All representatives must rise to establish their vote. When concluding the first round, the Moderator will proceed to recognize the delegations that voted *in favor with right of explanation* or *against with right of explanation* for no longer than 1 minute in order explain their vote.

b) Round Two: this round will be guided by the Moderator; delegations will be called in alphabetical order in English; they must



establish their vote as, *in favor*, *against* or *abstention*.

c) Round Three: this round will be guided by the President. Delegations will be called in alphabetical order in English; they must establish their vote as, *in favor*, *against* or *abstention*.

c.1) Regarding the Security Council: during Round Three, no votes of *abstention* will be admitted. The power of veto may be applied by the Five Permanent Members only during this round if they vote against the *Draft Resolution*.



**Annexes:**

**Annex I:**  
Preambulatory Clauses <sup>1</sup>

Affirming	Desiring	Having considered	Noting with approval
Alarmed by	Emphasizing	Having considered	Observing
Approving	Expecting	Further	Reaffirming
Aware of	Expressing its	Having devoted	Realizing
Bearing in mind	Appreciation	Attention	Recalling
Believing	Expressing its	Having examined	Recognizing
Confident	Satisfaction	Having heard	Seeking
Contemplating	Fulfilling	Having received	Taking into account
Convinced	Fully alarmed	Having studied	Taking into account
Declaring	Fully aware	Keeping in mind	Taking into
Deeply concerned	Fully believing	Noting with regret	Consideration
Deeply conscious	Further deploring	Noting with deep	Taking note
Deeply convinced	Further recalling	Concern	Viewing with
Deeply disturbed	Guided by	Noting with satisfaction	Appreciation
Deeply regretting	Having adopted	Noting further	Welcoming

<sup>1</sup> Table obtained from the Department of Politics, Philosophy, and Public Administration, Columbia University. PREAMBULATORY CLAUSES. Department of Politics, Philosophy, and Public Administration, Columbia University. 5/7/2018. Columbia State University. February 2019 [https://docs.google.com/document/d/15W\\_gCPSnywga6ZbYdjbt-FHruy\\_Ow-mo7VywFkFHzCj/edit](https://docs.google.com/document/d/15W_gCPSnywga6ZbYdjbt-FHruy_Ow-mo7VywFkFHzCj/edit).



**Annex II:**  
Operative Clauses <sup>2</sup>

<u>Accepts</u>	<u>Deplores</u>	<u>Emphasizes</u>	<u>Notes</u>
<u>Affirms</u>	<u>Designates</u>	<u>Encourages</u>	<u>Proclaims</u>
<u>Approves</u>	<u>Draws the attention</u>	<u>Endorses</u>	<u>Reaffirms</u>
<u>Authorizes</u>	<u>Emphasizes</u>	<u>Expresses its</u>	<u>Recommends</u>
<u>Calls</u>	<u>Encourages</u>	<u>Appreciation</u>	<u>Regrets</u>
<u>Calls upon</u>	<u>Endorses</u>	<u>Expresses its hope</u>	<u>Reminds</u>
<u>Condemns</u>	<u>Expresses its</u>	<u>Further invites</u>	<u>Requests</u>
<u>Confirms</u>	<u>Appreciation</u>	<u>Further proclaims</u>	<u>Solemnly affirms</u>
<u>Congratulates</u>	<u>Expresses its hope</u>	<u>Further reminds</u>	<u>Strongly condemns</u>
<u>Considers</u>	<u>Further invites</u>	<u>Further recommends</u>	<u>Supports</u>
<u>Declares accordingly</u>	<u>Deplores</u>	<u>Further requests</u>	<u>Takes note of</u>
	<u>Designates</u>	<u>Further resolves</u>	<u>Transmits</u>
	<u>Draws the attention</u>	<u>Has resolved</u>	<u>Trusts</u>

<sup>1</sup> Table Obtained from Table obtained from the Department of Politics, Philosophy, and Public Administration, Columbia University. OPERATIVE CLAUSES. Department of Politics, Philosophy, and Public Administration, Columbia University, 5/7/2018. Columbia State University, February 2019



