

SIMUNESCO 2017

RULES OF PROCEDURE FOR CRISES CABINETS

I. GENERAL RULES

Rule 1 - Scope

- (a) These rules shall be applicable to both crisis cabinets of SimUnesCO 2016, under the reservation of the Rule of the present Rules of Procedure;
- (b) They shall be considered adopted in advance of the session;
- (c) No other rules of procedure are applicable;

Rule 2 - Language

English shall be both official and the working language of the committees. If any delegate wishes to use a different one, they have to take the responsibility for using a translator, who will make sure that everyone is familiar with the language of the cabinet;

Rule 3 - Delegations and credentials

- (a) Each member state/ individual/ observer of the committee shall be represented by one delegate;
- (b) All participants will receive their credentials (badges and placards) from the Staff members prior to the opening of the Conference, upon registration;
- (c) Every participant should wear their approved credentials at all times during the conference;

Rule 4 - Powers of the Director General

- (a) The Director General is the final and sole institution concerning any decision upon the interpretation of these rules. The Director General shall not seek or receive instructions from any person or from any other authority external to the Secretariat of the SimUnesCO;
- (b) The Director General may designate his Deputy to act on her behalf;

Rule 5 - Powers of the Chair

Apart from referred to specific rules about the powers of the chairs, the Chair has also the authority to:

- a) Declare opening and closing of each plenary meeting of the session
- b) Moderate the debates and make sure that all the measures will be taken, in order to guarantee a diplomatic and high- leveled simulation of the crisis cabinets;
- c) Keep the crisis team informed about the progress of their cabinet's work, the negotiations between the participants, the different opinions expressed and the actions taken;
- d) Manage any actions that occur between the participants and take care of any urgent situation needed, in order to ensure the normal progress of the procedure;
- e) Inform the delegates about recent incidents, updates, press releases and provide them with any information needed;
- f) Take all the necessary measures in case of inappropriate behaviors and clear violation of the Rules of Procedure; if a delegate receives three official warnings by the Chairs, he may kindly be asked to temporarily exit the room;
- g) Reserve their right for a brief caucus, in case it is necessary;
- h) Apply and interpret the Rules of Procedure;
- i) Modify, alter or even temporarily suspend the Rules of Procedure, if necessary;

Rule 6 - Powers of the Crisis Team

Apart from anything referred to specific rules about the powers of the Crisis Team, its members have also the authority to:

- a) Inform the cabinets about recent incidents, subplots and any information required; all those information should be considered as truthful and nobody may question them;
- b) Resolve misunderstandings between the participants in issues of intelligence, information and the reality of incidents;
- c) Compose and share intelligence briefings to the participants;
- d) Carefully study the actions of the participants and decide about their impact in the progress of the tasks;
- e) Receive the delegates' actions and respond to them;

- f) Communicate with the Chairs and guide them about the progress of the tasks;
- g) Decide in first and last degree, if an information or incident is truthful or not;
- h) Take decisions, which cannot be appealed;

Rule 7 - Quorum

- a) The Chair shall declare a committee open and permit debate to proceed, without taking into consideration the presence or absence of the participants;
- b) In the beginning of each session the Chair shall verify the presence of the participants via Roll Call. No motion required for the specific action;
- c) Any participants who is asked to declare their presence, should raise their placard and declare their presence, otherwise he/she will be considered as absent and will be lacked all the rights mentioned in the Rules of Procedure;
- d) Any participant who arrives at the cabinet after the Roll Call shall wait outside the room and send a note to the Chair, informing them about his/ her presence;
- e) The Chair shall inform the cabinet about the Quorum and the majorities required for taking any decision;

Rule 8 - Dress Code

- (a) SimUnesCO's dress code requires formal attire, meaning suit and tie or bow-tie for gentlemen and formality dress or suit for ladies;
- (b) Representatives not respecting the dress code of the conference during the formal sessions may be excluded from the conference at the discretion of the Secretariat;

II. RULES REGARDING DEBATE

Rule 9 - Open Debate

After the verification of the Quorum, the Chair shall request the participants for a **Motion to Launch Open Debate** and to specify the speaking time. More than one such motion may be proposed. After the proposal of the motion, the Chair shall request Seconds and Objections. In case of objection, the Motion is voted upon and needs a simple majority in order to pass. After the motion passes any representative may request the floor and he/she shall be recognized by the Chair, under its discretion and bearing in mind the better progress of the debate. The succession of the speakers is decided directly, after the requests of the participants to take the floor.

Rule 10 - Yields

Although the Open Debate is considered as a form of informal debate, for the better facilitation of the debate, the participants have the right to yield their remaining time:

- a) To the Chair;
- b) To Another Delegate; If the delegate accepts the yield, he/ she shall use the remaining time, in order to deliver a speech. In case the delegate does not accept the yield, the floor is automatically yielded to the Chair;
- c) To Questions; If the participant yields the time to questions, he/she is obliged to answer them. All those interested to pose a question to the speaker request the floor and wait, until they are recognized by the Chair;

Rule 11 - Moderated Caucus

The Moderated Caucus is a form of informal debate, which aims to specify the Debate towards a specific and defined sub- topic. Any participant who wishes to proceed to a Moderated Caucus has to propose **a Motion for a Moderated Caucus**, after the Chair informs the cabinet that the floor is open for Points and Motions. The one who proposes the motion shall specify the subject of the caucus, the total time and the speakers' time. More than one such Motion may be proposed, in the discretion of the Chair. The Chair shall ask the cabinet for Seconds and Objection. If there is an Objection, the Motions are voted upon, at a succession of disruptiveness. Any Moderated Caucus may be extended, after **a Motion to Extend the Moderated Caucus** passes. The time of the extension may be equal or less that the Moderated Caucus'. There is no extension to an extension.

Rule 12 - Unmoderated Caucus

The Unmoderated Caucus is a form of informal debate, which aims to provide the participants with the chance of discussing informally and in private, without any form of public debate. Any participant who wishes to proceed to an Unmoderated Caucus has to propose **a Motion for an Unmoderated Caucus**, after the Chair informs the cabinet that the floor is open for Points and Motions. The proposed motion shall specify its total time. More than one such Motion may be proposed, in the discretion of the Chair. The Chair shall ask the cabinet for Seconds and Objection. If there is an Objection, the Motions are voted upon, at a succession of disruptiveness. If such a Motion passes, the participants are free to move within the room of the cabinet and lobbying about the topics, respecting the Rules of Procedure. Any Unmoderated Caucus may be extended, after a Motion to Extend the Unmoderated Caucus passes.

The time of the extension may be equal or less than the Unmoderated Caucus'. There is no extension to an extension.

Rule 13 - Tour De Table

The Chair has the authorization to introduce the cabinet into a Tour De Table procedure, when necessary. During this period, the participants shall take the floor at an order defined by the Chair and deliver a speech for the time defined by the Chair. Any delegate who wishes to suggest the motion of the cabinet to a Tour De Table period, he/she shall make a **Request to Tour De Table**. If the Request is approved by the Chair, the cabinet shall automatically move to a Tour De Table period. The decision of the Chair cannot be appealed;

Rule 14 - Confidential Notes

The Confidential Notes constitute a part of the procedure and the debate. Whenever they feel the need to, the participants have the right to pass a confidential note to the Chair, to another delegate, to the Crisis Team, even to a participant of another cabinet. The Notes shall be soon and clear, in order to avoid the creation of misunderstandings. The members of the Stuff shall be requested to deliver them, without reading them and make sure that their context remains confidential. The Chair has the authorization to temporarily suspend the Note sending;

Rule 15 - Suspension of the meeting

- (a) The cabinets' sessions can be paused for a predetermined time (suspension);
- (b) The Chair may entertain a motion for the suspension of a session at its discretion, particularly with regard to the program of events provided by the SimUnesCO;
- (c) Representatives may move the suspension of the meeting, by proposing a **Motion to Suspend the Meeting**. The Chair shall request for Seconds and Objections. If the Motion is objected, it shall be put into vote and needs a 2/3 majority in order to pass;

Rule 16 - Adjournment of the meeting

- (a) Cabinets' sessions can be closed for the remaining time of the conference (adjournment);

(2) Representatives may move the adjournment of the meeting, by proposing a **Motion to Adjourn the Meeting**. The Chair shall request for Seconds and Objections. If the Motion is objected, it shall be put into vote and needs a 2/3 majority in order to pass;

III. RIGHTS OF THE PARTICIPANTS

A. POINTS

In any time of the sessions, the participants have the right to set the following points:

Rule 17 - Point of personal privilege

(a) Whenever representatives experience personal discomfort that impairs their ability to participate in the proceedings, they may rise to a point of personal privilege, in order to request that the discomfort be corrected;

(b) A point of personal privilege shall only interrupt a speaker when raised due to audibility;

Rule 18 - Point of information

(a) During the discussion of any matter, representatives may rise to a point of parliamentary inquiry to ask the Chair a question regarding the rules of procedure. A point of parliamentary inquiry may not interrupt a speaker;

(b) Representatives rising to a point of parliamentary inquiry may not speak on the substance of the matter under discussion;

Rule 19 - Point of order

During the discussion of any matter, representatives may rise to a point of order to complain about an instance of improper parliamentary procedure. The point of order shall be immediately decided by the Board of Chairs in accordance with these rules. A point of order may not interrupt a speaker.

Rule 20 - Right of reply

Representatives whose national or personal integrity has been impugned by a speaker may submit a written request for permission to exercise a right of reply.

B. MOTIONS

Apart from the Motions mentioned in other Rules, the participants may propose the following motion, when the floor is open:

Rule 21 – Motion to Define Speakers’ Time

A Motion to Define Speakers’ Time is in order, during the Open Debate or the Moderated Caucus. The Motion is proposed in order to alter the time that has been set per speaker. After it is proposed, the Chair shall ask for Seconds and Objections. If objected it is voted upon, and it needs simple majority, in order to pass;

Rule 22 – Motion to Modify the Rules of Procedure

Any participant has the right to propose a Motion to Modify the Rules of Procedure, in order to alter any Rule of the cabinet. The one who proposes the motion shall define the Rule to be modified and rephrase it as he/she wishes, in a clear way for the whole cabinet. If the Motion is approved by the Chair, it is voted upon –if objected- and needs a 2/3 majority, in order to pass. In case it passes, the Rules of Procedure are permanently modified. If a cabinet modifies its Rules of Procedure, the other cabinet is not obliged to do so;

Rule 23 – Motion to Introduce a Document

Whenever the cabinet has prepared one of the Documents, mentioned at the Rules 33-38, any participant may propose a Motion to Introduce a Document, in order to bring it into consideration between the cabinet members. The one who proposes the motion has to specify what kind of Document it is and specifically name it. When the Chair informs the cabinet that the Document is ready to be introduced, the motion shall be accepted, it shall be voted upon –if objected- and needs a simple majority, in order to pass. If the motion passes, the Document is introduced and it is official, between the cabinet members, and has to be dealt as that. After that, the Chair shall request a **Motion for an Open Debate on the Document** and when it passes, according to the procedure of the Rule 9, the Document shall be debated. Motion of the Rules 10 and 11 shall be in order, under the discretion of the Chair;

Rule 24- Motion to Amend a Document

All Documents of the cabinets can be amended. During the unmoderated caucuses, the delegates are encouraged to prepare all the written proposals for amending the Documents, using amendment sheets. All the amendment sheets have to be sent to the Chair, when the floor is open. The Chair shall supervise and approve or disapprove the relevant amendments. When the Chair informs the house that a Motion to Amend a Document is in order, it can be proposed and –if objected- needs simple majority, in order to pass. The one, who proposes the motion, has to specify which amendment he/she wishes to introduce. If the Motion passes, the Chair has to read out the relevant amendments proposed and put them into consideration. The Chair shall recognize up to two (2) speakers in favor and up to two (2) speakers against the amendment. The speaking time is set by the Chair. After the debate on the amendment the cabinet is called by the Chair to vote upon it. The majority required in order to pass an amendment is corresponding to those mentioned in at the Rules 33-38;

Rule 25 – Motion to Vote on a Document

After a Document is amended, the cabinet may proceed to the Voting Procedure, after a participant proposes a Motion to Vote on a Document, which needs –in case objected- a 2/3 majority, in order to pass. The cabinet enters the voting procedure and the rights mentioned in the Rules are in order;

Rule 26 – Motion to declare a country/ participant party to the dispute

In case of emergency situations and unexpected situations occur a participant has the right to propose a Motion to declare a country/ participant party to the dispute. The one who proposes the Motion needs to specify the country/ participant he/she proposes and the reasons of his/ her proposal. The Motion is debatable – in case objected- and the Chair shall recognize one (1) speaker in favor and (1) speaker against the Motion. The Motion is voted upon, after it is debated and needs a 2/3 majority, in order to pass. The country/ participant may accept or reject the request of the cabinet and it is in his/ her discretion to remain for the whole procedure or part of it. For the time he/ she remains at the cabinet, he/she has the same rights, as if he/she were a permanent participant;

Rule 27 – Motion to a Questions and Answers Session

In any time of the debate, a participant may propose a Motion to a Questions and Answers Session. The one who proposes the Motion has to clarify the total time of the period and speaking time for the participants, who answer the questions. The Motion is voted upon – in case objected- and needs a 2/3 majority, in order to pass. If the Motion passes, the cabinet shall proceed in a procedure, where any participant can pose questions directly to other participants. The participant, who is asked, cannot refuse to answer the question during this period of the debate. All those who wish to pose questions shall request the floor and wait, until they are recognized by the Chair;

Rule 28 – Motion to a Closed Session

In case of emergency, a participant may propose a Motion to a Closed Session. The one who proposes the Motion has to clarify, who are the participants to exit the room and the reasons that forced him/ her to propose the Motion. The Motion is debatable and the Chair recognize one (1) speaker in favor and (1) speaker against the Motion. The Motion is voted upon –if objected- and needs a 2/3 majority in order to pass. In case it passes, the participants mentioned in the proposal, are kindly asked by the Chair to exit the room, until they are informed that the cabinet is once again in an Open Session;

Rule 29 – Motion to an Open Session

After a Motion to Closed Session passes, any participant has the right to propose a Motion to an Open Session. The Motion is voted upon –if objected- and needs a 2/3 majority in order to pass. In case it passes, the participants, who have exited the room, shall be informed that they have the right to return in the procedures;

Rule 30 – Motion for a Minute of Silent Pray/Meditation

In case of unexpected incidents occur and there is information for verified victims, any participant has the right propose a Motion for a Minute of Silent Pray/ Meditation. The Motion is not put into voting procedure, as it is in the discretion of the Chair to accept or reject it, bearing in mind the importance of the situation and the needs of the cabinet. In case it is accepted, the members shall stand up and honor the memory of the victims;

Rule 31 – Motion to a Closed Caucus

In case some of the participants have immediate need for common negotiations between them, any participant may propose a Motion to a Closed Caucus. The one who proposes the Motion shall clarify which participants are going to take part in the Closed Caucus and if this is a Moderated or Unmoderated caucus. The Rules 11 and 12 are proportionally applied in the case of Closed Caucus. The Chair may accept or reject the Motion. If it accepted, it automatically passes, without been voted upon;

Rule 32 - Withdrawal of motions

A motion may be withdrawn by its proposer at any time before voting on it has commenced. A motion thus withdrawn may be reintroduced by any member.

IV. FORMS OF DOCUMENTS

The cabinets' members shall resolve any possible incidents occur, using some of the following forms:

Rule 33 – Agreement

An incident may be the dealt by an agreement between the disputing parties. The agreement is a short written text, brief and clear, which mentions the main points of the agreement between the disputing parties and is signed by all of the participants in the agreement. The agreement shall not have any specific form. Members of different cabinets may sign agreements, too. The agreement might be multilateral or even bilateral and it may be public or confidential. In case it is public, a copy of the agreement is sent to the Press team and the Participants of both cabinets, as well as the Chair of both cabinets and the Crisis Team. In case it is confidential, only the Chair of the relevant cabinet and the Crisis Team are informed. In order to pass, the agreement needs to be signed by all the disputing parties, who take part in that. If some of them do not sign, the agreement binds only the participants, who signed it;

Rule 34 – Directive/ Action Plan

An incident may be dealt by a Directive/ Action Plan, which is a product of common work between the cabinet's members. It is the main form of crises handling and constitutes a document, which includes orders and actions that the cabinet decides to do. The Directive/ Action Plan shall not have any specific form. It is brief and clear. In case a Directive/ Action Plan is not clear, it may be misinterpreted by the Crisis Team, without any responsibility of the Team for this case. Unlike resolutions of

other committees, the Directive/ Action Plan is not just a recommendation for the international community, but it includes specific orders or/and actions, which are immediately going to occur in the real world. This is why the participants have to be very careful at what they decide about. A directive/ action plan may be introduced, amended and debated, according to the procedure of the Rules 23-25. A directive/ action plan needs unanimity, in order to pass;

Rule 35 – Press Statement

When the cabinet needs to address the issue to the public opinion, it shall use the form of a Press Statement. The Press Statements are brief and clear and have the form of a speech to the public. The Press Statements may provoke the feelings of the public, sway them or even cause a public reaction to an incident occurred. A copy of the Press Statement shall be sent to the Chair of both cabinets, the Crisis Team and the Press Team. A Press Statement may be introduced, amended and debated, according to the procedure of the Rules 23-25. A Press Statement needs unanimity, in order to pass;

Rule 36 – Communiqué

Unlike the Confidential Notes, which are messages of a participator, Communiqués constitute messages from the entire cabinet to another state/participator, organization, person or group of persons, intelligence services and anyone else needed. Their aim is to facilitate the better communication for the resolution of a crisis. The content of the Communiqués is in the discretion of the participants. They usually include requests, threats, negotiations, intelligence sharing and advices between the participants. Communiqué is always brief and clear and has not any specific form. A Communiqué may be introduced, amended and debated, according to the procedure of the Rules 23-25. A Communiqué needs a 2/3 majority, in order to pass;

Rule 37 – Individual Action

The individual actions are taken for the handling of an emergency situation by a participant, without debating it, voting upon it or even mention it in the debate. In order to do an individual action, the participant must have the required authority/ ability/power to do so. The participants have to be careful of what individual actions they suggest, because in case they fail, they might deal with political and/ or legal penalties. The individual actions are written and they need to be soon and clear. They are sent to the Chair, which shall transmit them to the Crisis Team. In case an

Individual Action is not clear, it may be misinterpreted by the Crisis Team, without any responsibility of the Team for this case;

Rule 38 – Individual Statement to the Press

In case a participant feels the need to express his/ her opinion to the Press, in order to sway or provoke reactions to the public that may have a positive or negative impact to the handling of the crisis, he/ she has to inform the Chair by writing a soon sample of what he/she wishes to mention. The Chair shall give advices to him/her, but not rejecting his/ her request. The Chair shall inform the Crisis Team and the Press Team to attend the delegate, for assisting him/ her carrying out the Statement;

V. RULES REGARDING THE VOTING PROCEDURE

Rule 39 – Voting Rights

Each member of a committee shall have one vote in that cabinet;

Rule 40 Method of voting

The committee shall normally vote by show of hands or by standing, but any representative may propose a **Motion to Vote By Roll Call**. The roll call- in case accepted by the Chair- shall be taken in alphabetical order of the names of the members, beginning with the member whose name is drawn by the lot by the Chair. The voting options in Roll-Call are: in favor, against, abstention, pass. If a participant passes, he/ she is asked to vote at the end of the procedure.

Rule 41 Procedural voting

All voting is considered procedural with the exceptions provided in rule 42. Representatives should vote on all procedural motions. Unless otherwise provided in these rules, motions require a simple majority to pass;

Rule 42 Substantive Voting

Voting on documents, on amendments and any other issue decided by the Chair or the Crisis Team. Accredited observers have no vote in substantive voting;

