

Teens for Peace Model United Nations

Rules of Procedure

TPMUN



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TPMUN Conference Requirements

Dress Code

TPMUN dress code is Western Business Attire (WBA), or formal dressing attire. Delegates without WBA may be barred from participation at the discretion of the Chair or Secretariat. As a delegate, ensure you are presentable and formal, making your nation proud! Improper attire may be taken into consideration for awards.

Background

TPMUN requires a background free of distractions, with minimal interruptions. Virtual backgrounds are not required but are allowed. Remember the acronym CLIMB (Camera, lighting, internet, microphone, and background) as a checklist. A delegate may use their nation's flag as a virtual backdrop when in session.

Technology

TPMUN understands technical difficulties, as delegates from around the world face different and changing tech situations. If you are unable to turn your camera on or get into the session, send an email to your Chair or any member of the Secretariat. However, to ensure proper participation, a delegate must attend all committee sessions with cameras on at all times to be eligible for awards.

What is Model UN?

Model UN is just what it sounds - a simulated gathering of delegates from different, assigned countries to debate pressing issues.

Through teamwork and compromise, while staying true to the real-life position of your nation, delegates will act as representatives of UN Member States and simulate UN committees based on research of real-life events and trends.

What are the basics?

Position Papers

A key part of any model UN is ensuring you fully understand the position of your nation, and stick to it. Since the goal of TPMUN or any MUN is to simulate the UN as closely as possible, it is crucial that you have fully researched the issue and your nation's experiences with it.

In order to do this, it is required that you write a 2-3 page position paper on each issue. Don't worry - it's far less than it sounds. **Using 12 point font, Times New Roman, with 1.5 spacing,** a Position Paper should have the following information:

- Basics of the issue
- Nation's experiences with the issue
- Experiences of other nations with the issue
- Potential solutions
- Cited (MLA 8) evidence for each of the above

If there are several topics, a delegate must write a separate position paper for each, but each may be only 1.5 pages long if necessary. Delegates must email their position papers one week before the conference to maxwell@teenspeace.org.

Model UN Vocabulary

When new to Model UN, all of the official-sounding terms can be confusing and overwhelming. Let's help break it down.

Delegate: A participant in Model UN representing a country in a committee.

Chair: The facilitator of a Model UN committee, who is responsible for leading debate, tracking participation, and accepting motions. There may be several chairs.

Motion: A proposition to the chair. There are a variety of motions that will be discussed below, but most are procedural and not substantive.

Caucus: A meeting, either restricted to a certain topic or completely free, between delegates to share ideas and/or work on Resolutions.

Clause: A specific section within a Working Paper or Draft Resolution that details a specific part of the response to the issue at hand.

Working Paper: An in-progress draft that intends to become a Draft Resolution. Usually, it refers to the bones and basic outline of a future resolution.

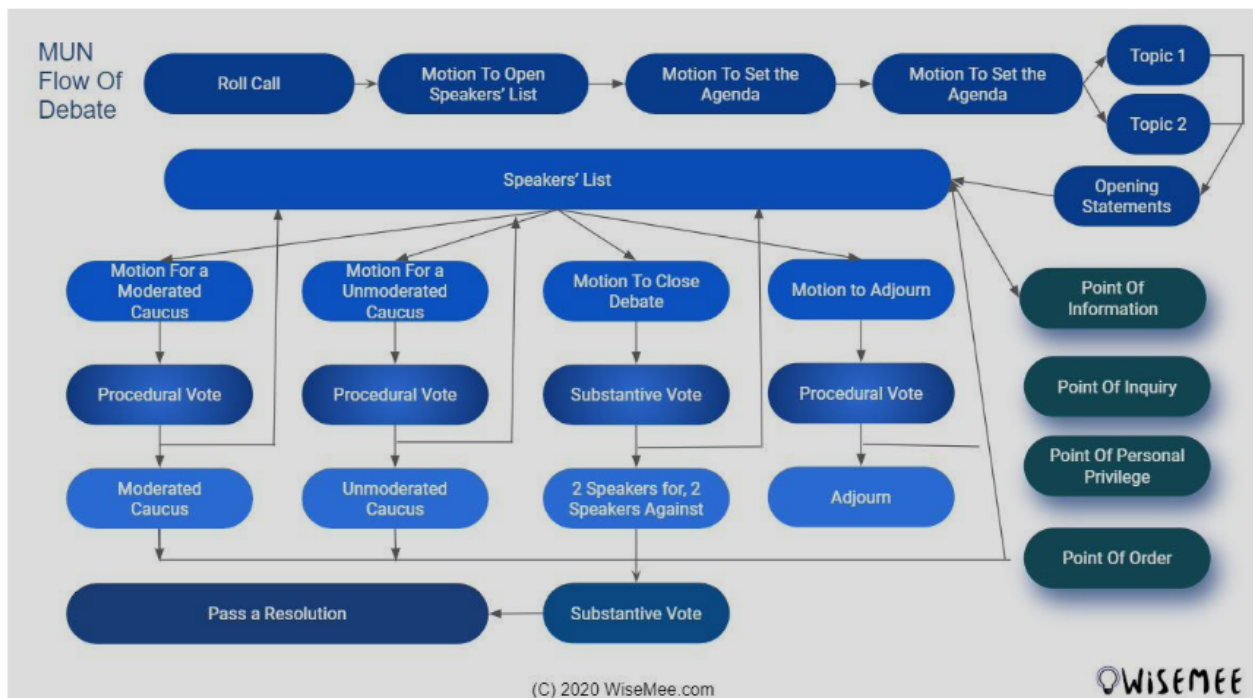
Draft Resolution: A collection of policies that are written according to UN specifications and provide a reasonable response to the issue at hand.

Moderated Caucus: A segment of Model UN debate in which a specific topic of debate is proposed. Each delegate's speech must be on the given topic and can only be of a specified length.

Unmoderated Caucus: A segment of Model UN debate in which delegates are free to work for a specified time on Working Papers, Draft Resolutions, brainstorming, etc with other delegates. During this time, delegates are free to join any breakout room.

Flow of Debate

Although this document goes into extensive detail on different parts of the Rules of Procedure, the most important piece of information is the following diagram. This will help you follow what is going on at all times.



Roll Call

Roll call occurs at the beginning of each session to take attendance of each country. If your country is called, you have two options to respond with. It is preferred that you choose the former in case any technical difficulties arise (in addition to being the traditional response).

- "Present" - You can vote at all times, but can also abstain when voting on a draft resolution. Abstention is a separate option when voting and indicates that your vote doesn't count towards Yes or No.

- “Present and Voting” - You must vote at all times, including voting “Yes” or “No” for every draft resolution that is voted on.

On all votes other than on passing resolutions, all committee members must vote Yes or No. There is no punishment to choosing the former, and most delegates do so. In order to simulate the UN and ensure debate, Roll Call also serves to ensure a Quorum ($\frac{1}{3}$ of the committee) is present in order to proceed. In addition, it is used as a tool to calculate what votes are needed for a simple majority ($\frac{1}{2}$ of committee members + 1) and for setting the agenda ($\frac{2}{3}$).

If late to roll call, let your Chair know immediately when you enter and whether you are “present” or “present and voting.”

Setting the Agenda

When there is more than one topic in the study guide (background guide) listed for your committee to discuss, the committee must decide which topic would be discussed first. A committee **may or may not** reach all topics, depending on the speed of debate and experience of delegates. In TPMUN, there will typically be two days of debate and two topics, meaning that usually only one topic will be discussed unless debate is hastened.

Therefore, it is crucial to set the agenda based on which topic you are most knowledgeable about and interested in. $\frac{2}{3}$ of the committee is needed to set the agenda to a specific topic. A delegate can “motion to set the agenda.” This motion requires a simple majority. That delegate will specify which topic they want discussed, and the committee will vote on setting the agenda to that topic.

After the initial vote, if $\frac{2}{3}$ is not reached, a delegate must motion to open the Speaker’s List. This is a short but crucial segment of debate in which delegates make their case for which issue is the most pressing. Delegates are voluntarily chosen by the Chair to speak. After delegates have made their cases, a delegate may again “motion to set the agenda.”

If $\frac{2}{3}$ is not reached with either subject, the committee can again open a General Speaker’s list (through a motion) in which delegates can once again make their cases. If still not reached, the Chair can accept motions for moderated caucuses or unmoderated caucuses (see below) as a last resort.

After setting the Agenda, a “motion to open debate” should be offered by a delegate and voted on, after which debate will officially start.

General Speaker’s List (Formal Debate)

What should we focus on? That’s the question to answer when the General Speaker’s List, or GSL, starts when debate opens. Speakers are welcomed and encouraged to bring up any ideas, possibilities, or thoughts that might prove useful. Delegates give opening remarks on the topic.

Once a delegate has finished speaking in less than the allotted time (default of 60 seconds, but can be changed with a successful motion), they will yield the rest of their time. For the purposes of simplicity, there are two primary ways to yield time in TPMUN.

- Yielding time to the Chair: With 10 seconds or more left in a delegate’s speaking time, a delegate will yield to the floor and debate continues.
- Yielding time to Questions: Yielding to questions allows other delegates to ask a question about your speech (15 seconds each).
 - The remaining time the speaker has is allocated to answer that question.
 - You can answer multiple questions during this process, but it is unlikely a delegate will have enough time to do so.

To get on the GSL, a delegate will raise their placard or virtual hand (discretion of the Chair) when the Chair asks which delegates are interested. The Chair will then select a certain number of delegates by calling their country name.

Point of Information (POI)

After a speech, a delegate can raise a POI. The burden to go into POI procedure, therefore, is on the delegate and not the Chair. It is usually used for clarity and understanding purposes but it can be used to further a delegate’s agenda. If a POI is raised, the Chair asks the delegate who finished speaking to accept POI’s.

- If yes, the POI is accepted. The delegate who asked for the POI has 15 seconds to ask the question. The delegate answering has 30 seconds to answer the POI. After all POI's and answers are completed, the committee returns to the GSL.
- If no, the committee returns to the GSL.

Informal Debate

When the Chair decides to open the floor to motions, informal debate begins. This includes moderated or unmoderated caucuses. When a motion for a caucus is raised, the Chair will ask for Seconds and Objections.

A Second is when a delegate formally shows support for the motion raised. The chair will specifically ask for Seconds, and a delegate that wishes to second the motion will raise their placard. If there is no Second, the motion automatically fails. If there is a second, the chair will ask for Objections, which is when a delegate does not support a motion. Again, delegates will raise their placards to Object. If there are no objections, the motion passes without further voting.

If there are both Seconds and Objections, the proposed motion is put on a list with other proposed motions of which the committee votes on. The committee will vote on whichever motion is the most disruptive to the GSL first.

- Unmoderated caucuses disrupt the flow of debate more than moderated caucuses. Extensions come before either, however.
- A longer caucus is voted on before a shorter one, and a longer speaker time is voted on before shorter (if all else is the same).
- Thus, depending on how many motions are in question, an example of voting order would be: 5 minute extension of moderated caucus -> 20 minute unmoderated caucus -> 10 minute unmoderated caucus -> 15 minute moderated caucus -> 10 minute moderated caucus.

Both moderated and unmoderated caucuses can be extended twice, and each extension can be no longer than the original amount of time. The default length is half of the original amount of time.

Moderated Caucus

A moderated caucus is a form of debate for delegates to discuss subtopics related to the main topic. They are used to narrow discussion and, usually, to debate what solutions will or will not be effective.

To propose a moderated caucus, three pieces of information are needed.

- Length of time
- Speaking time
- Topic

A sample motion for a moderated caucus would look like this: “Ukraine motions for a **15 minute moderated caucus with 1 minute speaking time** on the topic of ‘the destruction of cultural sites.’”

Delegates proposing moderated caucuses should use the specific topic to their advantage. Delegates can present a new idea, expand on what has been said or refute what another delegate has said, compare policies, etc. Most importantly, moderated caucuses are used before blocs are formed so that delegates can find what other delegates have similar views on the issue.

Once a moderated caucuses passes, with a majority of delegates voting for it, procedure is similar to the GSL. Delegates will raise placards when prompted and the Chair will select the appropriate number of delegates to be added to the list. The delegate that motioned for the moderated caucus will be given a choice on whether they would like to speak **first or last** in the speaking order.

There are no POI’s in moderated caucuses. Delegates will yield their time to the chair when finished with speaking, and it is recommended that delegates use their time wisely.

Unmoderated Caucus

An unmoderated caucus is the least formal type of debate. In real life, this informal discussion happens by walking around and between rooms. However, online, this is done through breakout rooms. Delegates are free to move between breakout rooms to create

blocs (groups of delegates with similar ideas), and write Working Papers or Draft Resolutions. Unmoderated caucuses (or unmods) are also used to negotiate between blocs.

When an unmod begins, the Chair will manually open a large number of breakout rooms. Delegates can go into any breakout room they choose, and can see all which delegates are in each. They should choose who to work with based on who has the most similar ideas in solving the problem. Chairs will move between breakout rooms to observe the unmods.

The only piece of information needed when a delegate motions for an unmoderated caucus is the length of time. It can be as long as the delegate wishes, but the Chair can rule any motion dilatory (invalid) if it is too long. The Chair will decide what length of time is too long based on the situation (i.e. end of session is sooner, voting procedure must be completed sooner, etc.)

Private Negotiation

A negotiation that can occur during an unmod can also occur through private chat on zoom. This feature can help delegates make allies, form blocs, and gather support while forming relationships.

Zoom chats are allowed at any time, and Chairs do not have to be included. However, Chairs and the Secretariat will be able to see any messages sent, and any inappropriate messages may be taken into consideration regarding awards.

Working Papers

Working papers are informal documents with policy proposals that eventually turn into Draft Resolutions and are written during unmoderated caucus. They do not need to be formatted according to UN specification like a Draft Resolution does. It can be discussed during a moderated caucus. Make sure to put in the raw data here, so the finishing touches and formalities can be done in Draft Resolution form.

Draft Resolutions

Draft Resolutions are formal documents containing policy ideas of a bloc. They must be written according to United Nations formatting rules. [Here](#) is an article detailing how to go about writing a draft resolution. Here are some crucial parts of a Draft Resolution:

- Sponsors: Delegates who wrote the resolution or played a key role in the resolution are sponsors. A bloc must decide who is considered a sponsor based on who has contributed the most (The chairs will decide the minimum and maximum number of sponsors depending on how many delegates are present in the committee).
- Signatories: Delegates who support the Draft Resolution OR at least want it discussed. There is no limit to the amount of signatories.

The Chair must approve a Draft Resolution before it can be introduced and discussed. This decision is made based on the substance of the document, its size, and its formatting. If it is approved, it is given a number of simply referred to by its name or the name of the bloc.

As in other online conferences, TPMUN uses Google Docs for Working Papers and Draft Resolutions, and they must be shared with the Chair at all times.

Amendments

After a Draft Resolution is formally introduced, delegates can propose amendments, or changes to the resolution. They can add a new clause (or parts of a clause), strike out a clause (or parts of a clause), or change the text of an existing clause. Later, we'll see how amendments are added to resolutions.

Closure of Debate

Similar to other motions, a motion to close debate is offered by a delegate. When this motion is proposed, there are two speakers in favor and two speakers against closing debate, with a speaking time of 30 seconds each. This debate will discuss whether all views have been considered and if current resolutions are comprehensive enough. A $\frac{2}{3}$ majority is required to close debate and move on to the voting procedure.

Voting Procedure

After debate is officially closed, the committee goes into voting procedure. In person, doors would be closed and no delegates would be allowed to enter or exit. To simulate this during online conferences, delegates must remain in committee unless there is an immediate reason to leave, and as always the Chair must be notified of that reason.

Unfriendly amendments are voted on, which are amendments not supported by at least one sponsor of the draft resolution. Friendly amendments, supported by all sponsors, are automatically added to the resolution. Unfriendly amendments require a majority of delegates to support. Only one Draft Resolution can pass, and all resolutions are voted on until one passes. If no resolutions reach a majority, all resolutions fail.

After resolutions either fail or are passed, a delegate can motion to adjourn, which closes the committee.

Points and Motions

- Points of Inquiry: When a delegate asks for an explanation from the Chair because they are unsure of the rules.
- Point of Personal Privilege: When the delegate's experience is impacted - usually, in an online setting, this refers to technical issues. If a delegate can't hear a speaker or read something that is being screen shared, they can use this point.
- Point of Information: See the GSL.
- Point of order: When a delegate believes the Chair has made an error in procedure and would like clarification.

Motions

- Open debate: To begin discussion at the beginning of the first session.
- Suspend debate: To break at the end of a session without ending the conference in general or for any other reason.
- Adjourn debate: To close the committee at the end of the final session.
- Change speakers time: Changes default time on GSL.
- Set the agenda: See earlier sections.

- Mod/unmod caucuses: See earlier sections.
- Close debate/move into voting procedure: See earlier sections.
- Introduce Working Paper/Draft Resolution/Amendment: See earlier sections.

Right of Reply

If a delegate feels offended by the speech of another delegate during the GSL or a moderated caucus, they can ask for a Right of Reply (detailing the reason to the Chair). If the Chair permits, they can give a 30 second speech to respond to the offense.