



Alman Lisesi Model
United Nations
Rules of Procedure

Updated: May 2017

Language

The official language of the Alman Lisesi Model United Nations (ALMUN) conference is English. Delegations may not deliver speeches or submit documents in any other language.

Courtesy

The delegates shall show courtesy to the Secretariat, Chairs and the conference staff at all times. If any delegate fails to comply with this rule, the Chair shall immediately call him or her to order.

Dress Code

The dress code is Western business attire, and it applies to all participants of the conference. If a delegation wish to wear traditional clothes of their countries, explicit permission of the Secretariat is required.

Electronic Devices

The usage all electronic devices during the sessions are prohibited. Exceptions apply during the lobbying time, when the Chair may grant permission to use such devices.

Absence

If a member is absent during roll call, they will be considered absent until the delegate sends the chairs a note, declaring their presence.

General Authority of the Secretariat

Any member of the Secretariat may make either oral or written statements to the committees at all times. The Secretariat has the ultimate decision on all matters, and the interpretation of these rules shall be reserved exclusively to the Secretariat.

Rules Governing Debate

• Quorum and Roll Call

A session may be declared open when at least two fifth of the delegates are present. The committee may not take any substantive decisions without the quorum. At the beginning of every session, the Chair will read out every delegation's name in the alphabetical order. The delegates are expected to reply "present" or "I".

At least nine members should be present for the debate in the Security Council to begin. The Council may debate, however, not take any substantive decisions without the

presence of any of the permanent seat holders (the People's Republic of China, the French Republic, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America.).

- **Points**

Delegates are required to announce their point while in a seated position to indicate that they would like to introduce a point.

- **Point of Information**

A delegate may raise a point of information if he or she has any questions regarding the debate and the agenda items. Such points may either be directed to the Speaker, or the Chair.

- **Point of Personal Privilege**

If a delegate would like to state his or her personal discomfort that deprives him or her from participating in the debate, he or she may raise a point of personal privilege. This motion cannot interrupt the speaker, unless it is due to audibility.

- **Point of Order**

A delegate may raise a point of order, if he or she believes that there is a serious violation of the Rules of Procedure. The Chair will immediately evaluate the point according to the Rules of Procedure. The Chair may rule such points dilatory and the decision of the Chair is not subject to appeal. Such point may only interrupt the speaker when the speech itself is not in order.

- **Point of Parliamentary Inquiry**

A delegate may raise a point of parliamentary inquiry, if the delegate has any questions regarding the Rules of Procedure. A point of parliamentary inquiry may not interrupt the speaker.

Motions

Delegates are required to announce their motion while in a seated position to indicate that they would like to raise a motion. The Chair may rule the motion out of order and this decision is not subject to appeal.

- **Motion to Move the Previous Question**

A delegate may raise a motion to move the previous question if the delegate believes that the flow of debate has been hindered and that it must proceed. If it passes, the current

debate on the substantive item will be closed, and the Committee will proceed with the next step of the debate. During the open debate, the Motion results in moving to the voting procedure; while during the closed debate, depending on the current stage of the debate, it may either result in moving to the time against, or moving to the voting procedure. Consensus is required for this motion to pass.

- **Motion to Divide the House**

A delegate may raise a motion to divide the house if the delegate believes that the voting process may prove to be inconclusive. If it passes members shall be called upon alphabetically to state their respective votes. Simple majority is required for this motion to pass.

- **Motion to Suspend the Meeting**

A delegate may raise a motion to suspend the meeting if the delegate believes that the house is unable to continue debating on the agenda item. If it passes, the meeting will be suspended until the next scheduled session. Simple majority is required for this motion to pass.

- **Motion to Adjourn the Meeting**

A delegate may raise a motion to adjourn the meeting for the duration of the conference if the delegate believes that an agenda item has been debated sufficiently and that a

sufficient amount of action has been taken regarding the issue. This motion is not in order until three quarters of the total conference time have elapsed. Simple majority is required for this motion to pass.

- **Motion to Exclude the Public**

The delegates may make a motion to exclude the public from the house. If this motion is adopted, the members of the press may not remain in the room until the end of the exclusion of the public. The chairs may decide for the exclusion of the public without a delegate's demand. At this point, the delegates may not exit the room and the general rule for the exclusion of the public stands.

- **Appeal**

A delegate may raise a motion to appeal the decision of the Chair.

- **Right of Reply**

If the personal or national integrity of a delegate is challenged, then the delegate may request a right of reply. The Chairs may or may not grant the right of reply. If granted, the delegate may state the reason for requesting a right of reply. The delegate, who is accused of challenging the personal or national integrity of another delegate, is then given the chance to defend themselves. The Chair may then

request the delegate to apologize in a formal manner. If the delegate refuses to do so the Secretary-General may be called upon.

Debate

• Open Debate

During an open debate all speeches may be entertained, without regard to the individual policies of the delegates. Amendments may only be entertained during this time period.

• Closed Debate

During a closed debate only speeches either for or against the document being discussed may be entertained.

• Flow of the Debate

The Agenda is set by Chair and the Chair calls on the submitter of the resolution at hand to the floor to deliver his or her speech. After the speech of the main submitter concludes, the Chair asks if the delegate opens his- or herself to points of information. After points information are concluded the chair sets the time for the first closed debate, in which only speeches in favour of the resolution are entertained. Once the time given for the first closed debate has elapsed the chair sets the time for the second closed

debate, in which only speeches against the resolution are entertained. Once the time given for the second closed debate has elapsed the chair sets the time for open debate. Open debate begins with the speeches of all delegates, regardless of their policy, being entertained. Amendments are also entertained in this time frame. Once the time given for the open debate has elapsed, voting procedure begins. The house votes on the resolution as a whole and votes are counted. The Chair announces whether the resolution has passed or failed, concluding the debate as a whole.

- **Amendments**

Amendments may be entertained during open debate. If an amendment is to be entertained the chair sets the time for the first closed debate, during which only delegates who are in favour of the amendment are entertained. Once the time given for the first closed debate has elapsed the chair sets the time for the second closed debate, in which only speeches against the amendment are entertained. Once the time given for the second closed debate has elapsed, voting procedure begins. The house votes on the amendment and votes are counted. The Chair announces whether the amendment has passed or failed, concluding the debate on the amendment. Amendments to the second degree are allowed.

- **Note Passing**

When seated, note passing shall be the method of communication between delegates. All notes shall be English and be relevant to the debate. Note passing shall be suspended during voting.