



General Rules of Procedure for participating in Model United Nations
MiNU Association

Introduction

The Rules of Procedure hereby established are to be followed by all participants of Model United Nations, organized by MiNU Association.

The *good faith* of the participants will be considered as interpreting rule. Consequently, all other misleading, injurious or intrinsically contradictory interpretations will be disregarded, hence considered invalid for the development of the simulation.

In case of misunderstanding or discrepancies surrounding any rules, it will be the President and the Secretary General's task (respectively) to determine how to proceed.

All doubts concerning this corpus of Rules of Procedure should –and must– be consulted with the Organizing Committee.

I. Delegations

Rule 1

Delegations will be integrated by a minimum of one (1) Ambassador and one or two (1 or 2) Delegates per Organ/Committee. The number of Organs/Committees in which the Delegation is represented will be in accordance to the Application Rules for each Simulation.

Rule 2

The appellatives “State Member” (with the exception of Observer States), “Representation” and “Delegation” will be indistinctly employed. Members of Delegations will be referred to as “Delegates” or “Representatives”.

Rule 3

The Ambassador is the leader of the Delegation, whose main task is to provide Delegates with information about the course of debates in all Organs/Committees, in order to ensure coherence and political cohesion among all members.

Ambassadors may be present and participate actively in all those Organs/Committees in which their Delegation is represented, deserving the same status as those Delegates initially summoned by them.



They will be allowed to enter and exit the rooms at will, provided that nobody is speaking at that time. The sole purposes of their exit will be, either their entrance to another hall, or the need to produce any document, together with other Ambassadors.

Rule 4

Delegates represent their Nation and/or Organization against each of the Organs/Committees of the Model United Nations. They will be only allowed to participate in debates concerning the Organ/Committee to which they have been summoned, following the specific Rules of Procedure for each of them.

They will not be able to leave the room as sessions develop, except for extraordinary reasons, already contemplated in the Rules of Procedure for each Organ/Committee.

Rule 5

Delegations must assign one (1) Delegate at least and two (2) at most, for each Organ/Committee in which they are represented.

Rule 6

Representatives will not be allowed to enter their corresponding Organ/Committee if they:

- a. Do not wear their identifying name badge.
- b. Fail to comply with the Code of Conduct, further established, from Rule 26 onwards.

II. Organs/Committees

Rule 7

Each Organ will follow its own Rules of Procedure. If the Organ lacks of a corpus of rules of its own, then it shall be submitted to the Rules of Procedure of the General Assembly.

Rule 8

Each Organ/Committee will discuss about the subjects in its Agenda, brought to the attention of the Delegates by the Organizing Committee. Representatives will be able to suggest other topics only when explicitly allowed to by the Presidency.



Rule 9

Topics in every Organ/Committee will be dealt by means of a dual system: a General and a Resolution Debate. The General Debate will focus on wider subjects, while the Resolution Debate will be oriented towards the analysis and amendment of Draft Resolutions. In case of the existence of a plenary meeting, all Draft Resolutions passed on by an Organ/Committee will be transferred to it and voted.

Rule 10

The General Assembly consists of six (6) Main Committees:

1. Disarmament and International Security (First Committee);
2. Economic and Financial Committee (Second Committee);
3. Social, Humanitarian and Cultural Committee (Third Committee);
4. Special Political and Decolonization Committee (Fourth Committee);
5. Administrative and Budgetary Committee (Fifth Committee);
6. Legal Committee (Sixth Committee).

Rule 11

The Economic and Social Council consists of eight (8) Functional Commissions:

1. Commission on the Status of Women;
2. Statistical Commission
3. Commission on Population and Development;
4. Commission for Social Development;
5. Commission on Narcotic Drugs;
6. Commission on Crime Prevention and Criminal Justice;
7. Commission on Science and Technology for Development;
8. Commission on Sustainable Development.

Rule 11bis

The Executive Committee of the United Nations High Commissioner for Refugees, the Human Rights Council and the Security Council are not divided into subsidiary organs.

Rule 11ter

World Summits and Conferences, as well as General Assembly Special Sessions can be summoned, either after the advice of the Organizing Committee, or in correspondence with already existing United Nations symposia, as well.



III. Authorities

General Director

Rule 12

The General Director will be the highest authority, in terms of infrastructure and logistics of the event, being both the General Director and the Adjoins in charge of all decisions concerning those subjects.

Rule 13

The General Director will host teachers, headpersons, the press and all other guests, as well as manage all administrative-related matters, concerning the simulation.

Secretary-General

Rule 14

The Secretary-General will ensure compliance with the Rules of Procedure, determining what disciplinary measures are to be taken, in case of any violation or fault.

Rule 15

The Secretary-General will be enabled to produce all kinds of declarations – either oral or written- before any of the simulated Organs/Committees.

Rule 16

The Secretary-General will formally declare the opening and closure of each Model United Nations.

Rule 17

The Secretary-General will hold the last interpretation of the Rules of Procedure and will decide upon all unforeseen matters.

Rule 18

Attributions of the Secretary-General and Adjoins

- a. Direct discussions in all different Organs/Committees.
- b. Inform all different Organs/Committees about ongoing discussions in other bodies, as well as any other external matter of concern.



- c. Collaborate with caucusing among representatives of different Delegations.
- d. Participate in the Worksheets' Revising Board.
- e. Commend pertaining attributions –totally or partially- to any other authorities.
- f. Validate and rubricate Bi/Multiparty Treaties.
- g. Allow the entrance of Special Observers to the different instances of the Model.

Rule 19

The dais of each Organ/Committee will be the following:

- a. President/Chairperson;
- b. Vice-president;
- c. Conference Services Officer;
- d. Advisor;
- e. Page;

Rule 20

Role of the President/Chairperson:

The President is the utmost authority within each Organ/Commission. In addition to the powers enumerated in each Specific Rules of Procedure, the President is entitled to declare the opening and closure of each Formal Session; direct all discussions of the Organ/Committee; ensure compliance with the Rules of Procedure and the Code of Conduct; retain the right to speak, by giving it or revoking it; put questions and announce decisions; participate in the Worksheets' Revising Board. It is duty of the Chairperson to keep control over Organs/Committees and to coordinate the work of the advisors.

The President may decide, or request delegates' advice on any of the following questions:

- a. The setting of time constraints on speeches.
- b. The closure of the Speakers' list.
- c. The closure of the Debate.
- d. The suspension or postponement of a Session.
- e. The order in which the Worksheets shall be brought to the attention of the delegates.

Rule 21

Role of the Vice- president:



The Vice-President will replace the President in case of absence or whenever the latter may consider it necessary. It will be also duty of the Vice-Chair to assist the President in his work along the sessions, as well as to participate in the Worksheets' Revising Board, contributing in their selection and sorting.

Rule 22

Role of the Conference Services Officer:

The Conference Services Officer will be the highest authority in all matters concerning infrastructure of the rooms where the Organs/Committees are summoned; coordinate exits and entrances of Delegates and guests; assist the Presidency during Formal Sessions; coordinate the activities of the pages of the Organ/Committee, collaborating with them; help Delegates solve difficulties related to problems exceeding the topics of the Model itself; assist the General Director and Adjoints; enhance communication among Delegates by means of written messages –provided that the Presidency allows their circulation. In such case, the Conference Services Officer will receive those messages from the pages and certify their content, being able to notify the Presidency, in case of misuse.

Rule 23

Role of the Advisors:

The Advisors are entitled to provide requesting Delegations with assistance and information about rules and procedures; guide and counsel Delegates, in order to help them optimize their time and knowledge; and, only when necessary, coordinate caucusing among Delegations during Informal Sessions for a determined time lapse. They will not answer questions regarding contents that Delegates should know or investigate. The Advisors will also receive the amendments to Draft Resolutions that Delegates may wish to propose along the Resolution Debate. Their role will be strictly circumscribed to counseling, without intervening in procedures.

Rule 24

Role of Pages:

The Pages will assist Delegations in all matters concerning communication and keeping the order of the rooms. They will assist the Conference Services Officer in their tasks and record the results of the voting under their supervision. Pages will also assist Delegates and enhance communication



among them, by means of the transmission of written messages, provided that their content is appropriate.

IV. The Worksheets' Revising Board

Rule 25

The Worksheets' Revising Board will represent the Secretary-General in all Organs/Committees and will be initially integrated by the President and Vice-President. Other authorities may join the Board, only if requested by the Presidency.

Rule 25bis

Role of the Worksheets' Revising Board:

- a. Receive and revise Draft Resolutions, ensuring that they are written in accordance with the requirements of shape and content needed for their presentation.
- b. Bring to the attention of the Delegates those Draft Resolutions that fulfill with the latter requirements.
- c. Add all arising amendments and corrections to the Draft Resolutions until a final version will emerge after the Debates.

V. Code of Conduct

Rule 26

It is compulsory for all participants and Staff to wear their name badges somewhere visible.

Rule 27

Delegates must address their fellow peers, the members of the Organizing Committee and the Authorities of the Model with the utmost respect, employing a formal and appropriate language during the whole development of the simulation. Teachers and guests should also respect formality when speaking with the Authorities of the Model and members of the Organizing Committee.

Rule 28

All participants of the simulation must dress in professional business attire. Guidelines concerning the dress code should be followed during the whole development of the Model.



Rule 29

Direct verbal communication among different Delegations is strictly forbidden. The only means of communication allowed are written messages, delivered by Pages, only when instructed by the Presidency.

Rule 30

Delegates are not allowed to leave the bodies while their Organ/Committee is in Formal Session. In case of extreme need, Delegates may exit the room momentarily, only after having informed the Conference Services Officer, who must make explicit their consent.

Rule 31

Timetables and schedules fixed by the Organizing Committee must be followed strictly.

Rule 32

The used of electronic devices is strictly forbidden for all participants, except for those authorized by the Organizing Committee. Their usage may disrupt the ordinary course of sessions.

Rule 32bis

Cellular Phones must be kept turned off during the whole development of the Model, unless there is a particular reason against it. In such case, the Delegates shall ask the Presidency for permission to keep their cellular phones on. Nevertheless, the apparatus must remain in such a state that it does no disrupt the ordinary course of sessions. Text messages among participants are strictly forbidden.

Rule 33

Contact and conversation between guests, teachers and their Delegates is strictly forbidden, during the whole course of activities established for each Organ/Committee.

Rule 34

Teachers in charge and Delegates must remain in the facilities of the Model so as to fulfill with all assigned duties. Absences will be only tolerated in cases of extreme need and the Organizing Committee must be previously informed about such situations.

Rule 35



Food and drinks will not be allowed inside the bodies. The consumption of alcoholic drinks will be also forbidden during the days of simulation. Smoking is strictly forbidden in all the facilities of the Model.

Rule 36

Littering will not be allowed. Residues shall be dumped only where indicated.

VI. De Disciplinary Measures

Rule 37

The following system of disciplinary measures has been launched in order to make respect; cordiality and tolerance prevail, allowing Delegations and Staff to work in optimum conditions, improving the whole development of the simulation.

- a. Attention Call.
- b. Warning.
- c. Sanction.

Rule 38

The Attention Call:

It is the least severe of all three disciplinary measures. It can be imparted, either by the President or by the Conference Services Officer of each Organ/Committee. It can be directed towards a single Delegate or towards the whole of the Delegation.

Rule 38bis

The following actions are due for an Attention Call:

- a. Delegates chatting or behaving disrespectfully during a Formal Session;
- b. Delegates insulting or offending other Delegates and/or Authorities
- c. Destruction of name badges, placards or any other kind of material provided by the Organizing Committee for the development of the simulation.
- d. Delegates addressing to Teachers of guests during all sessions.
- e. Misleading and/or injurious interpretation of the Rules of Procedure.
- f. Unjustified attempt of interrupting or disrupting the ideal development of the simulation.

When a Delegation or Delegate receives an Attention Call three (3) times running, a private meeting shall be summoned, where the Delegates



involved, the Teacher in charge –in case of being present-, the authorities that displayed the disciplinary measures and/or witnessed the event and the Secretary-General and/or General Director must be present.

Each party will speak against the Organizing Committee, which will analyze the relevance of displaying a Warning, as well as determining the future course of action.

Delegates will be notified of the display of an Attention Call either verbally, or by means of their signature of the corresponding form.

Rule 39

The Warning:

It can be directed towards a single Delegate or towards the whole of the Delegation. If a Delegate or a Delegation receives a Warning, the latter will be unable to be taken into consideration for the granting of awards and distinctions.

The warning will be only displayed by the General Director and/or the Secretary-General, either after self-initiative, or after being requested by any of the Authorities of the Model, in accordance with the procedures established in Rule 40. e).

Rule 39bis

The following actions are due for a Warning:

- a. Three (3) or more Attention Calls.
- b. Serious instances of disrespect towards other Delegates and/or Authorities.
- c. Serious inappropriate behavior.

Rule 40

Sanctions:

They can be directed towards a single Delegate, the whole of the Delegation, or even towards the whole of an Institution to which a Delegation represents. If a Delegate or a Delegation receives a Sanction, the latter will be unable to be taken into consideration for the granting of awards and distinctions.

The sanction will be only displayed by the General Director and/or the Secretary-General, either after self-initiative, or after being requested by any of the Authorities of the Model, in accordance with the procedures established in Rule 40. e).

Rule 40bis

The following actions are due for a Sanction:



- a. The display of several Warnings.
- b. Extreme situations, such as physical violence, discrimination, serious aggressions.
- c. Damage to the simulation's facilities or to the place where the Delegate (s) are being lodged.
- d. Possession of harmful, dangerous objects; and any other situation that may deserve it, according to the whole of the Organizing Committee.

The Organizing Committee will determine the nature of the Sanction, in agreement with the type of situation. A sanction may consist of partial banning of participation, temporary exit of the room, expulsion of the simulation and/or banning of future participation of a Delegate, group of delegates or an Institution in other events of MiNU Association.