



# DLMUN-Hosted Conferences Rules of Procedure.

Prepared for Conferences by the DLMUN Foundation.

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# Section I: General Overview

## Rule 1 | Secretariat

1. The Secretariat consists of the following members
  - a. Executive Director
  - b. Secretaries-General
  - c. Deputy Secretary-General
  - d. Under Secretary-General
  - e. Chair Educator
2. The Secretariat holds supreme authority over all matters regarding the Model United Nations conference.
3. The Executive Director and Secretaries-General share equal authority over the interpretation and application of the Rules of Procedure.
4. Decisions made by the Executive Director or the Secretaries-General on matters not specified in the Rules of Procedure shall supersede all others.
5. All members of the Secretariat are obligated to comply with instructions from the Executive Director and the Secretaries-General.
6. The Chair Educator is tasked with overseeing all Chair-related duties.
7. The Secretariat maintains the right to issue both oral and written communications to any committee during the conference.

## Rule 2 | Chair

1. The Dais is composed of these 4 members of the UNA/USA Committees
  - a. Committee Director
  - b. Head Chair
  - c. Deputy Chair
  - d. Associate Chair
2. The Dais is composed of these 6 members of the Crisis Committee
  - a. Committee Director

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- b. Head Chair
  - c. Deputy Chair
  - d. Associate Chair
  - e. Head Crisis Director
  - f. Assistant Crisis Director
3. Chairs have jurisdiction over all committee-related matters, including award nominations.
4. The Committee Director wields ultimate control over committee affairs.
5. Chairs are bound by the Rules of Procedure but may address, dismiss, or proceed with motions or points at their discretion.
6. Chairs must consult with the Secretariat on issues beyond the Rules of Procedure.
7. Chairs are required to adhere to directives and report issues to the Secretariat.
8. The chairs shall not disclose the results or scores derived from the conference as long as this organization exists.h

## Rule 3 | Administrative Staff

1. The Dais is composed of these 2 members
  - a. Head Staff
  - b. Deputy Staff
2. The Administrative Staff is tasked with aiding the Secretariat, Chairs, and Delegate in logistical aspects both in advance and on-site, which include:
  - a. Passing notes,
  - b. Securing doors,
  - c. Distributing materials approved by the Secretariat and/or Chairs,
  - d. Ensuring all conference room services are fulfilled.
3. All Administrative Staff members are required to report to and follow instructions from the Secretariat and Chairs.

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## Rule 4 | Delegate

1. The Delegate is responsible for representing the assigned nation given by the Secretariat throughout the conference.
2. Delegates must fully understand and follow the Rules of Procedure.
3. All Delegates are expected to report to and follow instructions from the Chairs and Administrative Staff.
4. Conferences organized by the DLMUN Foundation do not allow pre-written resolutions.

## Section II: Code Of Conduct

### Rule 1 | Language

1. English serves as the official and operational language of DLMUN Foundation's conferences.
2. English will be primarily utilized for all types of communication.
3. Any written content that breaches Rule 1 in Section II will be ignored.
4. Chairs have the discretion to refuse any written material that violates Rule 1 Section II
5. The only situations where Rule 1 Section II won't be applicable are as follows:
  - a. Correspondence among Secretariat members,
  - b. Interaction between Secretariat members and Administrative Staff,
  - c. Communication between Chairs and Administrative Staff,
  - d. Correspondence between Secretariat members and Chairs,
  - e. Contact with individuals not enrolled in the conference.

### Rule 2 | Plagiarism

1. Plagiarism is the act of using someone else's work or ideas without proper attribution, presenting them as one's own.
2. All written content must be free from any type of plagiarism.
3. Any plagiarized written material will be immediately removed; repeated violations may result in the following consequences:
  - a. Exclusion from award eligibility,

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- b. Ineligibility for the participation certificate,
  - c. Instant Removal from the conference.
4. Chairs have the option to not consider any written material that violates Rule 2 Section II

## Rule 3 | Electronic Gadgets

1. Delegates cannot utilize any electronic gadgets while the session is ongoing.
2. The Chair has the authority to allow the use of electronic devices for a particular purpose.
3. Delegates are allowed to use all kinds of electronic devices during the conference under special circumstances.
  - a. Delegates can use electronic devices solely for drafting resolutions and amendments during the conference.
  - b. Delegates who are caught using electronic devices for purposes other than conference-related work during committee sessions may encounter repercussions like being disqualified from award considerations.

## Rule 4 | Dress Code

1. For Men:
  - a. Suit: A dark-colored suit (navy, black, or dark grey) is most appropriate.
  - b. Shirt: A clean, pressed white or light-colored dress shirt.
  - c. Tie: A conservative tie, avoiding overly flashy patterns or colors.
  - d. Shoes: Polished dress shoes, preferably in black or dark brown.
  - e. Accessories: Minimal accessories; a watch is acceptable, but jewelry should be kept to a minimum.
2. For Women:
  - a. Suit: A well-fitting business suit, which can be a skirt or pantsuit, in dark or neutral colors like black, navy, or grey.
  - b. Blouse: A conservative blouse or shirt in a solid color or with a subtle pattern.
  - c. Shoes: Closed-toe dress shoes with a modest heel.
  - d. Accessories: Keep jewelry simple and professional; a pair of earrings and a watch or bracelet are typically sufficient.

Formal attires including School Uniforms are accepted to the conference.

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## Rule 5 | Decorum

1. Delegates are required to follow the instructions provided by the Secretariat, Chair, and Administrative Staff.
2. All participants are advised that conferences hosted by the DLMUN Foundation has a strict policy against any behavior that could provoke others.
3. Delegates who do not adhere to these regulations may encounter consequences such as:
  - a. Exclusion from award eligibility,
  - b. Ineligibility for the participation certificate,
  - c. Instant removal from the conference.
4. Delegates are not allowed to directly communicate with other Delegates during committee sessions.
5. Delegates may only address each other directly during Unmoderated Caucuses.

## Section III: Committee Proceedings

### Rule 1 | Quorum

1. Quorum represents the minimum number of Delegates required for initiating discussions.
2. Quorum is achieved when at least one-quarter of the Committee members, as stated at the start of the initial session, are present. Quorum is considered to be met unless specifically disputed and proven otherwise.
3. A simple majority means more than half of the Committee members who have cast their votes.
4. Super-majority refers to two-thirds or more of the Committee members who have voted.
5. The Committee must confirm the presence of a simple majority to proceed with voting on any motion.

### Rule 2 | Voting Procedures

1. Conferences under DLMUN has two types of voting procedures
  - a. Procedural Voting
  - b. Substantive Voting
2. Procedural voting requires a simple majority to pass.

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3. Procedural voting will be utilized for procedural issues such as voting on a motion to transition to a moderated caucus.
4. Delegates are limited to selecting 'Yes' or 'No' for procedural votes, and abstentions are not permitted.
5. Substantive voting necessitates a super-majority for passage.
6. Substantive voting will be employed for substantive matters like voting on resolutions and amendments.
7. Delegates can only choose 'Yes', 'No', or 'Abstain' for a substantive vote.
  - a. Members who abstain are not counted as voters and will be deducted from the quorum.

## Rule 3 | Presences

1. Delegates are required to remain in the conference room during committee sessions.
2. Delegates can leave the conference room with permission from the Secretariat, Chair, or administrative staff.
3. Delegates are allowed to leave the conference room only for specific reasons:
  - a. Using the restroom,
  - b. Attending to medical needs,
  - c. Delegates are not permitted to leave the conference room during voting procedures.

## Rule 4 | Opening Speech

1. Once the agenda is approved, Delegates will give their opening speeches.
2. Chairs will address delegations in alphabetical order, and each Delegate must go to the podium and deliver their opening speech.
3. The time limit for an opening speech is a maximum of 90 seconds; any unused time cannot be transferred to another speaker.

## Rule 5 | Roll Call Procedures

1. The committee session should start with a roll call.
2. The Chair will list delegations in alphabetical order, and each Delegate must raise their placard high and inform the Chairs of their presence.

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3. Late Delegates must inform the Chairs of their attendance by sending a note through the Administrative Staff.
4. The phrase "Present and Voting" will be accepted in DLMUN conferences.

## Rule 6 | General Speakers List

1. The General Speakers' List provides a formal opportunity for Delegates to deliver their speeches with prior permission from the Chairs.
2. Speeches on the General Speakers' List should not exceed 90 seconds.
3. Following all opening speeches, the first General Speakers' List is automatically initiated, and Chairs can allow Delegates to share their views on the agenda.
4. Delegates can join the General Speakers' List by:
  - a. Raising their placards and being acknowledged by the Chair,
  - b. Sending a note to the Chair through Administrative Staff to request inclusion in the General Speakers' List.
5. Delegates will speak in the order they are listed but may be rearranged at the discretion of the Chairs.
6. Once acknowledged by the Chairs, a Delegate can approach the designated podium to deliver their speech.
7. The Chairs may entertain motions or points during the General Speakers' List except when a speech is being delivered. Special Points allowed include:
  - a. Point of Personal Privilege,
  - b. Point of Order.

## Rule 7 | Limited Speakers List

1. Comparable to the protocol of the General Speakers' List, the Limited Speakers' List operates under a similar framework, with the distinction that Delegates are expected to present speeches relevant to the assigned objective.
2. The allocated speaking duration for resolutions and amendments on the Limited Speakers' List is 90 seconds.
3. For speeches advocating "For" or "Against" on the Limited Speakers' List, the speaking time is set at 60 seconds.

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4. The unused speaking time for the Limited Speakers' List for resolutions and amendments will be returned to the Chair automatically.
5. The unused speaking time for the Limited Speakers' List for "For" and "Against" speeches will be given back to the Chair automatically.
6. The Limited Speaker's List will be activated when a resolution or an amendment is presented, or when there are speakers against a motion to close debate, a motion to adjourn the session, and a motion to adjourn the meeting.
7. If there are no remaining speakers on the Limited Speakers' List, a new Limited Speakers' List cannot be initiated.

## Rule 8 | Note Passing

1. Delegates, Chairs, and Staff are allowed to exchange written messages during the session using note-passing.
2. Notes must focus on meeting-related topics and should not include private conversations.
3. Each note should include the sending delegation, the receiving delegation, and the message content.
4. Note-passing will be managed exclusively through the Administrative Staff.
5. Passing notes during voting procedures is not permitted.

## Rule 9 | Moderated Caucus

1. The purpose of a moderated caucus is to enhance substantial debate at crucial moments in the discussion.
2. Following the completion of the committee's initial General Speakers' List, Delegates can propose a Motion to Transition into a Moderated Caucus at any point.
3. When presenting this motion, Delegates must clarify the purpose of the caucus, specify the duration of the caucus, and individual speaking time.
4. During a moderated caucus, the Chair will temporarily move away from the General Speaker's List and invite Delegates to speak.
5. A Delegate desiring to deliver a speech can signal the Chair by raising their placard.
6. Once acknowledged by the Chair, the recognized Delegate can stand up and present their speech according to the duration and purpose outlined in the motion.

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7. No motions are permitted during a moderated caucus.
8. A Delegate who deviates from the topic of the moderated caucus may be deemed out of order.
9. The Chair holds the authority to conclude a moderated caucus if no Delegate wishes to speak during the session.

## Rule 10 | Unmoderated Caucus

1. The purpose of the unmoderated caucus is to allow Delegates to engage in intense debate without physical constraints.
2. Following the completion of the committee's initial General Speakers' List, Delegates can propose a Motion to Transition into an Unmoderated Caucus at any time.
3. When presenting this motion, Delegates must explain the purpose of the caucus and specify a time limit not exceeding twenty minutes.
4. An unmoderated caucus can be replaced by a lobbying session where Delegates can draft resolutions.
5. The total duration of a lobbying session should not exceed thirty minutes.
6. The Chair has the authority to adjust the duration of the unmoderated caucus and may end it early if participation is low.

## Rule 11 | Speeches

1. Delegates must have the Chair's permission before speaking on the committee.
2. The Chair can rule a speaker out of order if their comments are not relevant to the topic at hand.
3. Delegates should avoid using first-person and second-person pronouns and should instead refer to themselves using third-person pronouns.
4. A Delegate on the Speakers' List can utilize their remaining time for:
  - a. Point of Information
    - i. Point of Information is allowed only when the Delegate has more than 15 seconds of speaking time left.
    - ii. When the Delegate yields the remaining time for a Point of Information, they will be open to questions from other Delegates.
    - iii. The Chair will inquire if any Delegates wish to make points of information.
    - iv. Delegates must request a motion to ask a follow-up question after the initial one.

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- v. Each question is limited to one follow-up motion, with any extra questions and responses addressed through notes, speeches, and unmoderated caucuses.
- b. Another Delegate
  - i. A Delegate can transfer their speaking time to another Delegate only if they have more than 30 seconds remaining.
  - ii. The remaining time of the speaker will be passed to another Delegate chosen by the speaker, and this transfer can only occur with mutual agreement between the two Delegates.
  - iii. Delegates are not allowed to transfer already yielded time to another Delegate.
- c. The Chair
  - i. Any remaining speaking time will be taken over by the Chair, who will proceed with the rest of the proceedings.
  - ii. Speaking time under 15 seconds will be automatically returned to the Chair.

## Section IV: Draft Resolution

### Rule 1 | Committee Naming/Numbering

1. Delegates need to specify their assigned committee.
2. A draft resolution will be assigned a number in the following format:
  - a. (CONFERENCE NAME)/2024/COMMITTEE/RES/SUBMISSION NUMBER

### Rule 2 | Sponsors

1. The primary authors of a draft resolution are sponsors, and typically, resolutions have several sponsors as it requires collaboration among countries to share ideas and reach a consensus.
2. Sponsors must be listed alphabetically on each draft resolution.
3. Sponsors can propose amendments to the draft resolution they sponsored.
4. In DLMUN conferences, delegates are permitted to sponsor multiple resolutions for each topic area.
5. Among the Sponsors, delegates are responsible for deciding the main submitter and the co-submitter

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## Rule 3 | Signatories

1. Countries that have signed a draft resolution may not necessarily agree with its content, but they find it valuable to discuss it and suggest changes.
2. Signatories have the right to propose amendments to the draft they have signed.
3. They must be listed in alphabetical order on each draft resolution.
4. For a draft resolution to be valid, it must have at least 30% of all committee members as signatories.
5. Delegates can sign multiple draft resolutions on the same topic but can withdraw their signature by submitting a written request to the Chair at any time.

## Rule 4 | Preambulatory Clauses

1. A draft resolution must include both preambulatory and operative clauses to be acknowledged and endorsed.
2. Preambulatory clauses are utilized to explain why the committee is addressing the issue, referencing previous international actions and historical justifications related to the matter.
3. These clauses may mention the UN Charter, past UN Resolutions and Conventions, statements from the Secretary-General or relevant UN agencies, as well as well-known facts and opinions regarding the topic.
4. Preambulatory clauses typically begin with specific italicized phrases and are separated by commas.

## Rule 5 | Operative Clauses

1. Operative clauses are employed to emphasize the actions or suggestions put forth in the resolution.
2. They commence with specific underlined phrases and are divided by semicolons.
3. Operative clauses need to be structured in a coherent sequence.

## Rule 6 | Commas, Colons, Semi-Colons, and Periods

1. Preambulatory clauses are limited to using commas, while operative clauses can include commas, colons, semicolons, and a period.
2. Semicolons are employed to differentiate operative clauses.
3. Sub-clauses within operative clauses are distinguished by commas.
4. Colons introduce new lists of sub-clauses or sub-sub-clauses.

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5. A period is placed only after the document since the entire resolution is considered a single grammatical sentence.

## Rule 7 | Process of Introduction

1. Once a draft resolution fulfills the mentioned requirements and receives approval from the Chair, it will be disseminated to the committee by the Administrative Staff.
2. Subsequently, one of the sponsors of the draft resolution may motion to introduce it.
3. The Delegate will recite solely the operative clauses of the draft resolution.
4. Following the reading of the operative clauses, the Chair will invite two points of clarification and two points of information.
5. Points of clarification typically address typographical errors, punctuation mistakes, and spelling errors identified in the document during the introduction of the draft resolution.
6. After addressing the points of clarification, The Main Submitter of the draft resolution is required to deliver an authorship speech on the resolution within a five-minute time limit. Any remaining time can be yielded back to the Chair or another Delegate.
  - a. Delegates have the option to yield their time to other delegates, with a maximum of three delegates excluding the Main Submitter.
  - b. Subsequent yielding to another Delegate follows Section III, Rule 8-B-i, and thus any remaining time less than 30 seconds cannot be yielded and will be automatically absorbed by the Chairs.
7. Following the authorship speech, the Chairs will entertain two Points of Information from the committee.
8. Any grammatical errors identified during this session will promptly be included in the draft resolution without requiring an amendment.
9. Once all Delegates finish presenting the clauses and addressing points, the committee will transition to the Limited Speaker's List for the introduced resolution.
10. Delegates are allowed to reference the draft resolution by its designated number.
11. While multiple draft resolutions can be introduced to the committee simultaneously, only one draft resolution will be approved per topic area.
12. Referring to a draft resolution that has not been formally introduced is considered inappropriate.

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## Rule 8 | Process of Closure

1. When Delegates feel that there has been adequate discussion on the draft resolution, one of them can propose a motion to end the debate.
2. Initiating a motion to close the debate will involve having one speaker opposing the motion and one speaker supporting it on the Limited Speakers' List.
3. If no Delegates wish to speak on the Limited Speaker's List, the committee will proceed to the voting process.
4. To conclude the debate, the committee requires a simple majority to approve the motion following the procedural voting rules.
5. Once the motion is approved, the committee will proceed to the substantive vote on the resolution, which necessitates a supermajority for passage.
6. If the supermajority of Delegates supports the resolution, the draft resolution is adopted, and Delegates may introduce another draft resolution.

## Rule 9 | Amendment

1. Delegates have the authority to modify any initial proposal put forward.
2. Delegates are permitted to adjust existing clauses by incorporating new words or phrases, introducing new clauses, and removing existing ones.
3. An amendment must specify the particular initial proposal it pertains to by indicating the designated draft resolution number.
4. Following approval by the Chair, the author of the amendment can propose its introduction when the floor is open.
5. The Chair will announce the amendment, and the Delegate will have the opportunity for two points of clarification.
6. After the clarification points, the Delegate must deliver an authorship speech for the amendment within a two-minute time frame. Any remaining time must be relinquished back to the Chair.
7. Following the authorship speech, the Chairs will address two Points of Information from the committee.
8. A new separate Limited Speaker's List exclusively for the amendment will be established during the amendment process.
9. All formal debate rules will be applicable.

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10. Once Delegates feel there has been sufficient debate on the amendment, one Delegate can propose to conclude the debate.
11. To initiate the debate conclusion, there must be one speaker opposing the motion and one supporting it on the Limited Speakers' List.
12. If no Delegates wish to speak on the Limited Speaker's List, the committee will proceed to the voting process.
13. A simple majority is required from the committee to pass the motion for closing the debate under procedural voting.
14. Upon passing the motion, the committee will proceed to a substantive vote on the amendment, requiring a supermajority for approval.
15. If a super-majority of Delegates support the amendment, the Chair will automatically incorporate it into the resolution.
16. An amendment endorsed by all sponsor-members of the resolution is deemed a "Friendly Amendment" and passes automatically after introduction, without further debates or voting procedures.
17. Amendments to the second degree are allowed in DLMUN conferences.

## Section V: Points

### Rule 1 | Point of Order

1. A Delegate can raise a Point of Order if the Chair or another Delegate delivers a speech that breaches the Rules of Procedure.
2. The Chairs have the authority to deem the point as out of order at their discretion.
3. A point of order is a point that can disrupt a speech

### Rule 2 | Point of Personal Privilege

1. The right to ask for a personal discomfort to be addressed, which may include:
  - a. Visibility or Audibility
2. Point of Personal Privilege is the point that can pause a speech.

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## Rule 3 | Point of Parliamentary Inquiry

1. Delegates can raise a Parliamentary Inquiry to ask the Chairs about issues specified in the Rules of Procedure.
2. A Parliamentary Inquiry should not disrupt a speaker.

## Rule 4 | Point of Information

1. Delegates can raise a Point of Information to query another Delegate who has allocated their remaining speaking time to Points of Information.
2. A Point of Information should be posed as a question to gather information.
3. A second-degree Point of Information is permitted with the Chairs' approval.

## Rule 5 | Point of Clarification

1. Delegates can raise a Point of Clarification to inquire of another Delegate who has presented the operative clauses of a resolution or an amendment.
2. A Point of Clarification should be posed as a straightforward question to clarify the meaning of a word or phrase.

# Section VI: Motions

## Rule 1 | Motion to Move into a Moderated Caucus

1. Delegates can propose transitioning to a moderated caucus, specifying its purpose, total duration, and individual speaking time.
2. The total duration should be a multiple of the individual speaking time.
3. A single moderated caucus should not exceed 20 minutes.
4. The General Speakers' List is paused during a moderated caucus, and Chairs will directly call on Delegates.
5. Delegates cannot yield their remaining speaking time; they should sit down after concluding their speech.

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6. This motion is subject to a procedural vote, requiring a simple majority to pass; abstentions are not permitted.

## Rule 2 | Motion to Move into an Unmoderated Caucus

1. Delegates can propose transitioning to an unmoderated caucus, specifying its purpose, and total duration time.
2. A single unmoderated caucus should not exceed 20 minutes.
3. When the committee proceeds with an unmoderated caucus, delegates are encouraged to move around the committee room and have direct conversations.
4. This motion is subject to a procedural vote, requiring a simple majority to pass; abstentions are not permitted.

## Rule 3 | Right of Reply

1. A delegate must submit a written request to the chairperson stating the specific comment they wish to respond to and why a reply is necessary. This request should be concise and identify the perceived issue.
2. If granted, the Right of Reply is limited to ten minutes or less.
3. The Right of Reply cannot be interrupted until it is solely completed.

## Rule 4 | Motion to Introduce a Draft Resolution

1. Delegates may raise a motion to introduce a draft resolution by specifying its numbering.
2. This motion requires only authorization by the Chair and does not require a substantive vote.
3. The main submitter, when granted and time permitting, may choose to read the operative clauses of the resolution.

## Rule 5 | Motion to Introduce an Amendment

1. Delegates who are sponsors or signatories of any resolution may amend the resolution that has been introduced.
2. An amendment must have the approval of the chair to be introduced.
3. Amendments to amendments do not pertain; however, an amended part of a resolution can be further amended.

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## Rule 6 | Motion to Adjourn the Session/Meeting

1. Whenever the floor is open, delegates are allowed to raise a motion to adjourn the session, to suspend all Committee functions until the next meeting, or for the adjournment of the meeting.
2. A motion to adjourn will not be in order until three-quarters of the time scheduled for the last session has been passed.
3. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.

## Rule 7 | Precedence of Points & Motions

1. Points or motions will be considered important in the following order of preference. If a point or motion is on the floor, points or motions lower on this list are out of order.
  1. Parliamentary Points
    - a. Points of Personal Privilege
    - b. Points of Order
    - c. Points of Parliamentary Inquiry
  2. Procedural Motions that are not debatable.
    - a. Right of Reply
    - b. Adjournment of the Meeting
    - c. Suspension of the Meeting
    - d. Unmoderated Caucus
    - e. Moderated Caucus
    - f. Introduction of a Draft Resolution
    - g. Introduction of an amendment
  3. Procedural motions that apply to a resolution or amendment.
    - a. Closure of Debate
  4. Substantive Motions
    - a. Amendments
    - b. Resolution

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