RULES OF PROCEDURE

2023

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1. INTRODUCTIONS AND OPENING DEBATE

1.1 Introductions

The first task at the start of a committee session is to call the committee to order.

Example: "Decorum delegates! Please take your seats."

The Dais will welcome the delegates to the committee, introduce themselves and their preferred pronouns, and mention any other important notes.

Before proceeding to Roll Call, Moderators will give an overview of the method of sending notes between delegates and sending in directives to the Dais (see Section 3), and any other procedural matters that are important. The Moderator will ask if delegates have any questions about debate or procedure prior to opening debate.

1.2 Roll Call

Roll Call is conducted at the beginning of every committee session, during which the Moderator takes attendance of all delegates. This is used to calculate Quorum (see Section 1.3) and for the clarification of delegates' voting expectations in committee.

When a delegate is called during Roll Call, the delegate may respond with one of the following:

- "Present and voting" — This indicates they will not be abstaining from any votes for the duration of the committee session.
- "Present" — This reserves their right to abstain when voting on directives and

amendments only. (That is, no delegate may abstain on procedural matters.) When conducting Roll Call, the Moderator will ask delegates to proclaim whether they are "Present" or "Present and Voting" when their delegation names are called. The Moderator should keep track of this every committee session, for example in an Excel sheet.

1.3 Quorum

The following types of quorum are calculated and announced right after Roll Call:

Types of Quorum	Portion	Use
Initial Quorum	⅓ of the total number of delegates	Minimum number of delegates present for the committee to start.Minimum number of combined sponsors and signatories required for a public directive to be approved.
Simple Majority	½ of the total number of delegates + 1	Used when voting on all motions unless stated otherwise (see: ⅔ majority below).Passing directives and amendments requires a simple majority of delegates who are present and voting.
⅔ Majority	⅔ of the total number of delegates	Used when voting on all motions regarding entering into voting procedure and motions to recess/adjourn.

1.4 Overall Committee Protocol

Motions are the official mechanism used for delegates to move through the procedural stages of committee. They are presented after the Moderator asks if there are any motions on the floor. As a general rule, the Moderator will limit the number of motions they accept at one time to 5 motions.

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The Moderator may use their discretion to rule motions out of order. Some reasons to do so many be:

1. The motion does not exist
2. The motion is not recognized under SSICsim procedure
3. The motion does not fit the current state or the contents of the committee
4. The motion does not promote the flow of debate

Example: "This motion will be ruled out of order given that an unmoderated caucus may only be extended once."

Some common motions that are not recognized under SSICsim procedure include:

- Motion to Censure Delegate X
- Motion to Change Quorum
- Motion for a Gentleman's Unmoderated Caucus.
- Motion to Reintroduce a Directive

Note: _This list is not exhaustive. The Moderator may choose to rule other unfamiliar motions at their discretion._

Motions require a simple majority of votes to pass, with the exceptions of motions to enter any type of voting procedure and motions to recess/adjourn which require a ⅔ majority. Additionally, motions should be voted on in order of most to least disruptive (see Section 6.3).

Since SSICsim is a crisis conference, delegates will also receive Crisis Updates over the course of the conference. These are presented by the Crisis Staff which joins the committee temporarily to provide an Update on the progression of events. The Crisis

Staff will inform the Moderator in advance that an update is ready to be presented. An update may interrupt a caucus, but not a speaker (i.e. an Update may be presented in the middle of a Moderated Caucus but only in between speeches; a delegates' speech will not be interrupted).

After the Crisis Update, the Dais and Crisis Team may entertain an automatic Question and Answer Period between the Crisis Staff and delegates. The Moderator should ask the crisis staff immediately after the Update:

Example: "Would you be entertaining a Q&A Session with the delegates?" or "Will the Crisis Staff be open to questions?"

The Crisis Staff may or may not allow questions. If they do, the Moderator should set how many questions the Crisis Staff will entertain, then ask for delegates to raise their placard if they have a question. There is no time limit for asking or answering questions, provided that it is reasonable. This Q&A cannot be extended. Once the Q&A Period has elapsed, the committee may either return to the caucus where it left off, or if the Update was at the end of a caucus, they may ask for points and motions. It is also in order for the Moderator to entertain motions to exhaust a caucus (see: Section 2.4.) after the update if attention has steered away from the current topic.

2. CAUCUSING

2.1 Moderated Caucus

A moderated caucus is a structured debate format for delegates in committee. Delegates who wish to speak may simply raise their placard when the Dais requests it. After a delegate finishes speaking, other delegates wishing to speak may raise their placard, and the Moderator decides who speaks next. Delegates can speak as many times as they want in a moderated caucus but not consecutively.

The purpose of the moderated caucus is to focus the debate on a specific topic. The Moderator should remind delegates to adhere to the stated topic if delegates significantly deviate from it.

When presenting a motion for a moderated caucus, delegates must specify the topic, the duration of the caucus, and the speaking time. A motion for a moderated caucus may be stated as follows:

Example: "Motion for a 5 minute Moderated caucus with a 1 minute speaking time on curbing carbon emissions for G20 countries."

There is no official minimum/maximum duration for a moderated caucus, however the Moderator may use their discretion on this. For example, a motion for a 1 minute moderated caucus with a 1 minute speaking time may be ruled dilatory. Additionally, moderated caucuses should generally not be longer than 10-15 minutes.

After the motion has been passed by the committee, the delegate who proposed the motion may choose to speak either first or last.

2.2 Unmoderated Caucus

An unmoderated caucus is an opportunity for delegates to engage in informal and unstructured debate, often to form alliances and draft directives jointly. This motion calls for a suspension of normal debate procedure. The motion must only specify the total duration of the caucus.

Example: "Motion for a 10-minute unmoderated caucus."

At certain points of time, the Dais may rule an unmoderated caucus dilatory. For example, it is not recommended for the committee to enter an unmoderated caucus at the beginning of the first committee session. If such instance happens, the Moderator can say:

Example: "The Dais rules an unmoderated caucus at this point out of order, since there has not been substantive debate in the committee."

When the caucus is finished, the Dais will ask the delegates to return to their seat and continue with debate. It is often helpful for the committee to have a moderated caucus on the topic of "what was discussed during the unmoderated caucus" after the unmoderated caucus so the entire committee and the Dais can be equally informed of the topics discussed.

2.3 Round Robin

A Round Robin caucus allows all delegates to speak on a specified topic one by one. Round Robin caucuses are entertained at the discretion of the Moderator. The delegate presenting the motion should specify the topic and speaking time:

Example: "Motion for a Round Robin on HIV de-stigmatization strategies with a speaking time of 30 seconds."

On Zoom, the Moderator will call on delegates based on the order delegates appear on their screen (if online). The delegate who proposed the motion will have a chance to speak first, after which the Moderator will call on delegates from left to right, top to bottom as they appear.

In person, the Moderator will cycle clockwise around the room from the delegate who proposed the motion until everyone has spoken. Any delegate who does not wish to speak may yield their time to the Dais.

2.4 Extensions and Exhaustions

In some cases, delegates may underestimate or overestimate the total duration of caucuses. In such cases, they may change this duration through Extensions and Exhaustions.

A Motion to Extend may be introduced at the end of a caucus, and the delegate proposing an extension should specify the duration of the extension. Extensions may not be longer than the original caucus, and may only be granted once.

>   Example: *"Motion for a 5 minute extension to the un-moderated caucus."*

A Motion to Exhaust may be proposed when delegates wish to move to a different topic, often because speeches have become repetitive or because of a new crisis update which shifts the committee focus away from the current topic. The Moderator should ask twice during a moderated caucus if there are any delegates wishing to speak before entertaining a motion to exhaust the caucus.

The Moderator may not entertain a motion to exhaust if there are still delegates wishing to speak.

Example:

Moderator: "Seeing as there are no other delegates wishing to speak, I will entertain a motion to exhaust this moderated caucus."

Delegate: "Motion to exhaust this moderated caucus."

Motions to Extend and Exhaust are in order for both moderated and unmoderated caucuses, but they are not for round robin caucuses. Extensions may be accepted/ruled dilatory on a case-by-case basis at the discretion of the Moderator.

3. DIRECTIVES AND AMENDMENTS

At SSICsim, a crisis conference, there are no working papers or resolutions, but only directives; the committee does not end once public directives are passed. The crisis team will continue to give the committee crisis updates, ensuring that delegates will always have something to which they can respond until the committee adjourns on the last day.

There are two types of directives:

1. *Public directives* — These directives are written with the intention that the action outlined in the directive is for the <u>entire committee</u>, and requires simple majority support to be passed.
2. *Private directives* — These directives outline actions that are within the <u>personal power of the individual</u>, meaning, you don't need committee approval to carry out the actions outlined in the directive. These are sent directly to the Crisis Staff.

For SSICsim, in order for a public directive to be approved by the Dias, it must have 1-3 sponsors (and no more), with at least **⅓ of the committee represented in the public directive as either a Sponsor or a Signatory**, as defined below:

- Sponsors — The public directive's main advocates who agree with its content and want it to be passed.
- Signatories — Delegates who believe that a public directive should be discussed, though they do not necessarily agree with its content.

3.1 Introducing Public Directives

1. Completed public directives are sent to the Committee's Director for review: **the Director must approve every directive before it is presented to the committee.** *If there is an equity concern, it must be reported to the Deputy Secretary-General, Equity*, and sponsors must be informed that the directive cannot be introduced as it stands right now. If the Director approves the directive, they would announce to the committee that *"Public Directive xx has been approved and is ready to be introduced."*

2. Once the Dais is accepting motions, delegates may then motion to introduce the directive. This is a procedural motion that requires a **simple majority** to pass. If this motion passes, the Dais may broadcast the sponsors to read the directive to the committee or read aloud the directive themselves if the issue is time-sensitive.

3. Once the public directive has been introduced, delegates may motion for a Q&A Period with the sponsors, a 2 for 2 against, or a 1 for 1 against, or potentially moving directly into voting procedure.
   a. *"Motion for a 1 for 1 against caucus on the Public Directive, 30 second speaking time."*
   b. *"Motion for 6-question Q&A with the sponsors, with a 30 second speaking time."*
   c. *"Motion to move directly into the voting procedure and vote on the directive as a whole."*

3.1.1 Motion to Introduce a Public Directive

This motion is used to formally introduce a committee Directive into committee proceedings.

Example: Motion to introduce Directive 1.1

Once a motion to introduce a Directive is passed, the Moderator may project the Directive then ask the sponsors to read it out loud to the committee. In some cases, in the interest of time, Moderators have the discretion to read out the Directive themselves.

3.1.2 Q&A Period for Directives

Delegates may motion for a Q&A Period on a certain directive. The delegate should specify the number of questions for the Q&A Period, as well as the speaking time allotted to the answers:

Example: "Motion for a 8-question Q&A session with a 30 second speaking time on Directive X."

The Moderator may then call on individual delegates to pose their questions with no time limit on the question, within reason, and one sponsor will volunteer to answer the question within the speaking time. **Only one sponsor may respond to a question at a time. Two sponsors may not respond to the same question.**

A Q&A session may be extended only once by no more than half the number of questions originally designated (note that the speaking time cannot be changed:

Example: "Motion to extend the current Q&A session with 4 more questions."

If delegates feel that they have more to discuss after the session, the Moderator may suggest a moderated caucus to further discuss the Directive, and a longer speaking time for this caucus (i.e. 1 minute) may allow delegates to pose their questions then yield their time to a sponsor (see section 5.4 on 'Yields' for more information).

3.1.3 'One For One Against' or 'Two For Two Against'

These motions are entertained on Moderator's discretion; Moderator should be aware of any time constraints (timed crisis, committee session end, etc).

This motion requires 1-2 delegates to speak in favor of the proposed directive and 1-2 delegates to speak against it before the committee votes on the directive. If such a motion is passed, the Moderator should ask if there are any delegates wishing to speak for and against a motion, and pick one delegate to speak on either side. It is helpful in these cases to pick one of the sponsors to argue in favor of the Directive. Each delegate would be granted 1 minute by default to speak on their positions (this speaking time cannot be altered). Afterwards, the committee directly proceeds into voting by raising their placard.

Example: "Motion for a 1 For 1 Against on Directive X, with a speaking time of 1 minute."

If there are no delegates wishing to speak for or against, then the motion elapses and the committee continues with voting on the remaining directives, or the floor is open to points or motions.

3.2 Amendments to Public Directives

After a public directive has been introduced to the committee, there may be objections that need to be discussed, and some delegates may want to propose amendments. Delegates may make changes to the contents of a directive by submitting amendments to a directive.

Amendments **can modify existing clauses, remove clauses, or add clauses.** The proposed amendment must be submitted in writing to the Dais. The Dais will then decide on the propriety of the amendment.

There are two types of amendments:

- *Friendly Amendments*: Amendments that have the support of all of the directive's sponsors. They will be automatically added to the directive.
- *Unfriendly Amendments:* They do not have the support of all of the directive's sponsors. In this case, the unfriendly amendment must be voted upon and requires a simple majority from the committee to be incorporated into the public directive, the substance of which will be voted on later. If a sponsor of a directive votes against an amendment but the amendment still passes, then the sponsor has the option to vote against their directive during a subsequent voting procedure.

Prior to entering voting procedure, the Moderator will automatically move to present any outstanding amendments. After the Dias has approved of the content of the directive, the amendment is projected and read to the entire committee either by its sponsor or by the Moderator (this is at the Moderator's discretion). After being introduced, the Dais must ask the sponsors of the directive being amended if the amendment is friendly or unfriendly. Each sponsor must individually approve the directive in order for it to be considered friendly; the Moderator can ask each sponsor one by one in the order they are presented on the directive.

If the amendment is friendly, the Dais would add it to the directive. If not, the amendment would be attached to the directive separately. Once the committee enters voting procedure on the directive, regardless of the method, the first task will be to vote on whether the proposed unfriendly amendments should be incorporated into the public directive (notably, not on whether the proposed amendment itself will pass. See Section 4.5).

3.3 Private Directives

Private directives are commands or requests to the crisis team that are within the power of the delegate. These directives are usually written to immediately respond to changing situations or implement the ideas of an individual. Unlike public directives, they do not need to be introduced or voted upon in order to issue. Delegates simply need to write a private directive and send it to Crisis.

The crisis team must read through the private directives carefully to ensure that there are no equity concerns within the directive's contents. Then, if the directive abides by (does not hinder) the crisis team's vision and is a plausible action that the role could do, the crisis team can approve the directive. If a substantial directive is approved that has an impact on other delegates, the crisis team may announce the outcome of the private directive.

4. VOTING PROCEDURE

4.1 Voting Options

When voting on a Directive, delegates may express their position using one of three voting options:

1. For
2. Against
3. Abstaining

Note that voting on Directives is a *substantive* matter, which means that it relates to advancing Public Directives and Amendments. This is distinct from a *procedural* matter, which advances Committee procedure, such as points/motions. *Delegates may only abstain during substantive votes, and are otherwise required to vote either for or against during procedural votes.*

In order for a Directive to pass, it requires a simple majority *excluding* those abstaining from voting. It may be helpful to consider abstentions as forfeitures of voting power in those instances. For example, if there are 12 delegates in a committee, 4 of whom abstain from voting on a Directive, at least 5 of the remaining delegates must vote in favor of the Directive in order for it to pass – notably, ties in the vote mean that the Directive fails. Note that SSICsim's Rules of Procedure allow for multiple methods of voting, outlined below, and the above requirements apply universally to each of them. SSICsim does not entertain combinations of these methods.

4.1.1 Motion to Enter Voting Procedure for Public Directive

This motion is used to commence voting procedures for one or more public

directives. Before voting for the motion. After the completion of voting, ask for motions..

Example: Motion to enter voting procedure for Public Directive 1.1.

4.2 Voting by "Raise Placard"

This is the default type of voting if delegates do not specify the type of voting they desire. Once this motion is passed, the Moderator will ask delegates to raise their placard, if they are in favor of, opposed to, or abstaining from, the Directive, keeping score of the number of votes.

To pass a Directive, a simple majority is required out of the delegates voting either for or against. In some special cases, delegates in certain committees may be granted veto powers. In such cases, if the delegate with veto powers votes against a substantive vote, the vote will fail regardless of how the rest of the Committee casts their votes.

4.3 Voting by Roll Call

This motion requires the Dais to ask all delegates to individually state their vote. As this form of voting is significantly more time consuming than a "raise placard" vote, it is advisable to reserve this motion for particularly important events. When proceeding with this type of vote, the Moderator needs to go through the roll call sheet and ask every delegate if they vote for, against or abstain (given that the delegate is not present and voting). Optionally, the delegate may motion to vote by roll call with rights of specified speaking time which, if passed, is identical to the roll call vote with the addition that each delegate has the specified speaking time to justify their vote.

*Reserved for serious matters, entertained on Moderator's discretion

4.4 Voting Clause-by-Clause

When voting on a Public Directive, this motion requires the committee to vote on each clause individually rather than voting on the directive as a whole. The Moderator should clearly state which clause is being voted on and then ask for delegates to vote by raising their placard.

Reserved for serious matters, entertained on Moderator's discretion

4.5 Voting on Amendments

There must be a motion to enter voting procedure by one of the above methods *prior* to voting on any unfriendly amendments or the whole directive itself. Once the committee has entered voting procedure for a public directive, the Moderator will first conduct the vote on whether or not each outstanding unfriendly amendment *should be accepted into the public directive.* Note that this does not automatically pass the amendment, but is simply a vote on whether or not the unfriendly amendment should be included into the public directive.

Once all unfriendly amendments have been voted upon and the public directive has been finalized, the Moderator will appropriately conclude with a vote to pass or fail the public directive, according to which voting method was passed by the committee.

5. OTHER

5.1 Miscellaneous Motions

5.1.1 Motion for Question and Answer Period

In addition to the automatic Q&A sessions after Crisis Updates and Directive Introductions, delegates may also motion for a Q&A period with a specific delegate, or with the Committee Director. This is rare, but it is useful if delegates wish to ask a specific character about their Private Directive, or if they have a set of academic questions for the Director. The Moderator shall indicate the number of questions allowed, as well as the speaking time to answer the questions.

5.1.2 Motion for Question and Answer Period

A strawpoll vote is an informal vote used to determine where the majority of the Committee stands on a certain issue. This vote must be motioned for in such a way that there are only two responses: yes or no. For example:

"Motion for a strawpoll vote to determine whether or not draft directive 001 would pass as it currently stands"

Once passed, the Moderator will ask the question and the delegates will vote by raising placard. This vote is usually asked for general questions or maybe to see general support for a directive.

5.1.3 Motion for Question and Answer Period

A motion to <u>recess</u> is used to call for a break from committee proceedings, and is usually done at the end of a committee session. This motion is usually only entertained 5 minutes or less before a scheduled recess and is generally suggested by the Moderator.

A motion to <u>adjourn</u> is used to end committee proceedings at the end of a day, and at the end of the last Conference committee session. This motion is usually only entertained 5 minutes or less before the end of the day and is generally suggested by the Moderator.

Example: "The Dais would look favorable upon a motion to recess/adjourn."

5.2 Points

Points are delegate-specific actions that can be introduced any time during a debate. Note, however, that decorum should still be maintained; it is often disrespectful to introduce a point during the middle of a speech or motion.

See the Next Page for a Table of Motions

Point	Description	Example	Can Interrupt the Speaker?
Point of Inquiry	This point is used to ask a question about the substance of the topic that is being discussed. As this point is addressed to the Dais, it cannot be used to ask another delegate a direct question.	Point of Inquiry, how many troops are currently based in Somalia?	No
Point of Order	This point is used to state that a breach in procedure has taken place	Point of Order, since the committee has entered a moderated caucus, the delegate of China is not permitted to stand.	Yes
Point of Parliamentary Inquiry	This point is used to ask a question about the rules of order, such as how many minutes remain in the current caucus. This point can also be used to clarify a particular procedural matter	Point of Parliamentary Inquiry, will the Dais be entertaining motions to extend this caucus?	No
Point of Personal Privilege	This point is used to make a request pertaining to a delegates personal comfort	Point of Personal Privilege, could the delegate of India please restate the point?	Yes
Right of Reply	The point is used to directly respond to another delegate, through the Moderator, who has insulted a delegate or the country they represent. Entertained on Moderator's discretion	-	No

5.3 Disruptiveness

Committee Procedure, in order of most to least disruptive:

- Adjournment
- Recess
- Entering voting (Roll Call, Clause-by-Clause, Strawpoll, One For One Against, Raise Placard)
- Introduction of a Directive
- Q&A Period
- Introduction of an Amendment
- Unmoderated Caucus
- Extension of the Previous Caucus
- Round Robin Caucus
- Moderated Caucus (in order of greatest number of speakers)

5.4 Yields

If a delegate finishes speaking before their speaking time has elapsed, they have the option to utilize their remaining time by using the following yields:

5.4.1. To the Moderator/Dais

This is the default yield if delegates do not specify. Yielding time to the Moderator allows the yielding delegate to return the debate to the Dais.

5.4.2. To Questions

Yielding to questions allows the yielding delegate to answer direct questions about their speech. The Moderator asks if there are any questions on the floor, and then chooses the delegates to ask questions. Both the question and the response use up the remaining speaking time. If there are no questions on the floor, then the yielding delegate may not continue speaking and the remaining time is yielded to the Dais.

5.4.3. To Another Delegate

This allows the yielding delegate to choose another delegate to speak to finish their speaking time. The delegate receiving the yield can choose whether they accept it. If they do not, then the remaining time is yielded back to the Dais, and the previous delegate may not continue to speak unless called upon by the Moderator again.