

# Official Guide for SFLSMUN 2013

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## Before everything starts:

- ***Scope of the Rules:*** The SFLSMUN 2013 shall be run in accordance with the Official Guide herein. All staff, participants, observers and volunteers should observe these rules. The Secretary-General may alter and/or override the rules at any time as she sees fit.
- ***General Powers and Duties of the Secretariat:*** The Secretary-General shall ensure observance of these rules and interpret them, have the right to speak, put questions, and announce decisions in all sessions. He or she, and the officers authorized by him or her, shall have complete control of all conference proceedings and shall maintain order therein. The Secretary-General, the Secretariat, and other staff appointed by them shall have final authority to decide on all controversies.
- ***Language:*** The official language for SFLSMUN 2013 will be ENGLISH and ENGLISH ONLY.
- ***Courtesy:*** All members, including both delegates and staff should show courtesy and respect to the Dais and to all delegates, especially to whomever addressing the conference.
- ***Quorum:*** The presence of 50% of the delegates of a committee shall constitute a quorum and shall be required for a document to be put to a vote.
- ***Electronic Devices:*** Laptops, tablets, cell phones, or other electronic devices shall not be used in the Committee room during formal debate or Moderated Caucuses though they may be used outside the Committee room or during Unmoderated Caucus at the discretion of the Dais.
- ***Dress code:*** Delegates should wear suits to show courtesy and respect to the Committee staff and other delegates. It is also granted that delegates can wear national apparel which represents their honorable member state during the conference.
- ***Food and Drink:*** Food or drink (despite mineral water) shall not be brought into the Committee room.

## When everything begins

- ***Setting the agenda:*** The primary order of business for the Committee, in case that the Committee has more than one Topic Area to discuss, will be the consideration of setting the agenda. If the Committee has only one Topic Area, the agenda is automatically adopted.
  - A motion would be required to set the agenda to one of the Committee's Topic Areas.
  - Two speaker's lists will be established, one in favor of this motion, as well as one opposing the motion and in favor of the other topic. The whole Committee will hear the voice from alternative speakers from both lists. Neither motions for Moderated Caucuses nor motions for Un-moderated Caucuses will be permitted during this time.
  - A motion to close debate will be in order after the Committee has heard at least two speakers for and two speakers against, or when either one of the speakers lists has been expired. When voting, a simple majority would be required for closure of debate

- on the setting of an agenda.
- When debate is closed, the Committee will proceed to an immediate vote. When voting, a simple majority would be demanded to set Topic A as the topic. If the motion fails, the other Topic would automatically be placed before the Committee.
- ***Speaker's list:*** Once the floor is open, a motion is required to set the Speaker's List. The Dais will randomly designate 5 or more delegates who wish to speak to start the Speaker's List. Delegates who wish to be added to the Speaker's List, including those who have not spoken and those who have finished their previous speeches, can send pages to the Dais to request additional presence on the List. The order of the speakers will correspond with the order in which the Dais receives the pages.
  - Each delegate will have 1 to 2 minutes to speak depending on the restraints of their respective committees, although this can be changed with a motion.(See Rules for Motions)
- ***Yielding:*** If the delegate finishes before time is up, he or she has the right to yield his or her time. There will be 4 types of yielding.
  - Yielding to Dais. If a delegate yields his or her time to Dais, he or she automatically gives up the remaining time and authorizes the Dais to decide what to do with it.
  - Yielding to another delegate. If a delegate yields time to another delegate, the latter will have the right to use the remaining time to speak.
  - Yielding to questions. In this case, the delegate will remain on the podium, and he or she will be subjected to questions. The Dais will randomly pick delegates who are willing to raise questions. Note that the time for delegates to ask questions will not be counted in the overall time. Only the time for answers is counted. There will be no follow ups unless the Dais acknowledges one. Direct dialogue between the two delegates will not be allowed.
  - Yielding to comments. The Dais will randomly choose delegates who wish to speak to comment the speech.
  - There is no second yielding (i.e. if a delegate yields his or her time to you, you cannot yield to a 3rd party after you've finished).
- ***Re-opening of Speaker's list:*** Considering that there may be more than one Draft Resolution for each topic, the Speaker's List may be closed every time when entering voting procedure. Should the delegates desire to re-open a Speaker's list, they will need a motion to do so.
- ***End of speakers list:*** If the Speaker's List is finished and no more delegate wishes to be added to the List, the conference is automatically adjourned.

## Further discussion

- ***Moderated Caucus:*** During a moderated caucus delegates will make speeches on a single set topic in the order arranged by the Dais. The total time and the time for each delegate will be set beforehand. The dais will supervise the whole caucus. To set an Moderated Caucus, a motion is needed. After the motion has been passed the Dais will select delegates to speak in the Moderated Caucus (See Rules for Motions).
  - Delegates are not allowed to raise personal questions, verbally insult other delegates, swear, or use informal tones when addressing the conference.
- ***Unmoderated Caucus:*** During an Unmoderated Caucus the delegates do not need to

remain seated; they can either lobby or take a break outside the conference room. There will be no set topic. ONLY during Un-Moderated Caucuses are computers, laptops, and other electronic devices allowed in the conference room. ENGLISH is the only working language allowed for an Un-Moderated Caucus. The total time will be set beforehand with a motion (See Rules for Motions).

- **Speeches:** Speeches may only be delivered by the delegates upon recognition by the Dais. The content of the speech should be directly relevant to the topic or the Dais may call the speaker to an immediate suspension. The time for one single speech should be decided by the Dais or by a simple majority vote. The remaining time may be yielded according to the yielding rules (see Rules for Yielding).

## Final achievements

- **Draft Resolution:** The Dais may grant the summing of Draft Resolutions at his/her preference. However, only when the Draft resolutions meet the following demands should it be presented to the committee.
  - Any Draft Resolution submitted to the Dais should at least earn 20% of the total delegates ever present in the committee as its signatories let alone the Dais approved it or not. Please do note that Sponsors will not be counted into the 20% delegates needed to submit a Resolution, which is to say the 20% should consist of signatories and signatories only. All Sponsors and Signatories should be listed in alphabetic order.
  - Any Draft Resolution should at least be well written and well utilized before submitted to the Dais. Any Draft Resolution incorrect in form shall not be approved by the Dais (see Sample Paper: Draft Resolution). The Draft Resolution should also be a practical solution with workable clauses rather than utopian thoughts, which is to say every single clause listed in the Resolution should at least be logical and possible in the real world (etc. starting a word-wide nuke-war is not that possible).
  - The committee may well receive and simultaneously pass **several** Draft Resolutions on the same topic. When clauses in adopted Resolution contradict, the one passed chronologically later will be adopted into the final Draft Resolution.
  - The Sponsor of a Draft Resolution CAN meanwhile be a Sponsor of another resolution since there is no limitation in the number of resolutions passed. That been said, we do still urge each and every delegate to make every effort to compromise and merge.
  - Once a Draft Resolution is submitted and approved by the Dais, the Volunteers would distribute the print of the Draft Resolution to every delegate. Once receiving the print, each and every delegate would automatically have 3 minutes' reading time, followed by 3 minutes introduction time and 90 seconds' question time. In the introduction section, no more than 3 main authors of the Draft Resolution would be invited to the podium to brief the committee about the main proposal of this Resolution.
  - A draft resolution will require 1/2 approval from the delegates present to be adopted. However, those voting "abstain" will not be counted into the total number but considered as an act of abstaining his/her count
  - ry's right to vote.
  - All Draft Resolutions adopted during the conference will be combined into a final Draft Resolution and voted at the very end of the Conference as the final document of the Conference.
- **Amendments:** Delegates may submit amendments for Draft Resolutions that have been introduced. Despite the correction of typos and the rephrasing of clauses, any amendments dealing with the actual content of the clauses, no matter approved by all sponsors or not, shall be considered as unfriendly amendments.

- An Amendment would also require at least 20% of all delegates present (see Rules Concerning Documentation: Draft resolution) to be submitted to the Dais. Any Amendments incorrect in form shall not be approved by the Dais (see Sample Paper: Amendments).
- After an Amendment is approved and distributed, all delegates would automatically enjoy 90 seconds reading time. There will be no introduction for an Amendment
- An Amendment would require 1/2 presence from the delegates present to be adopted. However, those voting “abstain” would not be counted into the total number but considered as an act of abstaining his/her country’s right to vote.
- There shall not be second Amendments, which is to say, there shall be no Amendments for Amendments.
- **Directives:** A directive is the document regarding crisis solving. A directive may be handed to the Dais at any time when a crisis is announced. However, though the efficiency of the Directive is crucial, it should still meet the following demands:
  - A Draft Directive must at least gain 20% of the total delegates, specifically approved by the country(s) involved in the crisis, before handled to the Dais. Sponsors of the Draft Directive should also not be counted into the 20% of the total delegates, which is to say, the 20% should again consist of signatories and signatories only.
  - Any Draft Directive should at least be well written and well utilized before submitted to the Dais. Any Draft Directive incorrect in form shall not be approved by the Dais (see Sample Paper: Draft Directive). A Draft Directive should contain a concrete measure to solve or at least ease the current issue rather than establishing a committee to further discuss the issue or merely condemning any country. There will only be ONE Draft Directive adopted as the final document regarding one crisis. Thus, the Sponsor of one Draft directive should not be the Sponsor of another Draft Directive on the same crisis.
  - Once a Draft Directive is submitted and approved by the Dais, the Volunteers would distribute the print of the Draft Directive to every delegate. Once receiving the print, each and every delegate would automatically enjoy 2 minutes reading time, followed by 2 minutes introduction time and 60 seconds question time. In the introduction section, no more than 3 main authors of the Draft Directive would be invited to the podium to brief the committee about the main proposal of this Directive.
  - A Draft Directive will require 1/2 of the presenting delegates to be adopted. However, those voting “abstain” will not be counted into the total number but rather considered as an act of abstaining his/her country’s right to vote. Furthermore, the country(s) directly named or involved (despite condemnation or criticism etc.,) in the Direction enjoys veto power in the voting of that specific Draft Directive.
  - Once a Directive has been passed and is adopted, the crisis will be considered as successfully dealt with, and the committee would need to move back to what they have been discussing before the crisis.
- **Working Paper:** A working paper could be submitted to the Dais at the delegate’s(s’) convenience. After being approved, the working paper would be printed out and distributed. There will be no automatic reading time or introduction time for a working paper though delegates may motion for one. There may be no votes or amendments on Working Papers. Working paper could be tabled, which means to take the working paper out of the Debate. This could be done by a motion and the motion will require a two-thirds majority to pass. This motion should not be used frequently and the Dais may very possibly rule this motion out of order.
- **Voting:** Delegates may vote “yes” or “no” for parliamentary procedures, and there will be

no abstention. Delegates may vote "yes", "no", "abstain" or "pass" for non-parliamentary voting. Those who voted "pass" shall vote "yes" or "no" in the second vote and those voting "abstain" will not be counted into the total votes

## Detailed issues

- **Motion:** A motion can't be voted unless it is seconded. If not, it automatically fails. The rules of voting of motions vary with its type. No motion will be in order unless the previous one has ended or is not seconded, or specifically granted by the Dais. The disruptiveness of a motion should be determined by the Dais according to his/her preference.

Motions	Rules	Rules of voting
Motion for Setting the Agenda	See "Setting the agenda"	
Motion for Changing the Speaking Time	Motions can be made to extend or to shorten the speaking time.	A SIMPLE MAJORITY is needed to pass this motion.
Motion for an Un-moderated Caucus.	A motion for an un-moderated caucus is in order at any time when the floor is open prior to the end of debate. The delegate must specify the time limit of the caucus.	A SIMPLE MAJORITY is needed to pass this motion.
Motion for a Moderated Caucus.	A motion for a moderated caucus is in order at any time when the floor is open prior to the end of debate. The delegate must give a specific duration of the caucus, its purpose or topic and the time limit per speaker.	A SIMPLE MAJORITY is needed to pass this motion.
Motion for a Speech	See "Speeches"	
Motion for Postponement of Draft Resolution	A motion to postpone a draft resolution will be in order after it is introduced. If the motion is passed, all debate or voting around this draft resolution is suspended.	A TWO-THIRD MAJORITY is required to pass this motion.
Motion for Resumption of Draft Resolution	A motion to resume a draft resolution that has been postponed is in order at any time when the floor is open. Once passed, it can cancel the effects made by the motion for postponement of the draft resolution.	A SIMPLE MAJORITY is needed to pass the motion.
Motion for Reordering draft resolution	Draft resolutions will be voted in the order that it is introduced during the debate. A motion will be in order to change the voting order of draft resolutions that are currently on the floor after the closure of debate and the voting of unfriendly amendments. Only one such motion can pass prior	The motion requires A SIMPLE MAJORITY to pass

	to the voting of draft resolutions.	
Motion for Closing the debate	A motion to close the proceeding debate (general topic or amendment) can be made when the floor is open. When the motion is passed, the conference proceeds automatically to the voting session. The chair has the right to rule the motion dilatory.	When a motion for closing the debate is in order, two speakers on each of the sides will be recognized to speak. The motion is then voted. A TWO-THIRD MAJORITY is required to pass this motion.
Motion for Suspension or adjournment of the conference	A motion to suspend the conference will be in order whenever the floor is open to suspend all debate until next morning. A motion to adjourn the conference will be in order after three-quarters of time has passed during the last meeting of the committee. The chair may rule both of the motions out of order.	The motion requires A SIMPLE MAJORITY to pass.
Motions to suspend the rules	A motion to suspend the rules will be in order when a delegate sees the necessity to make quick and brief discussions with other delegates, especially in crisis committees. The delegate who motioned for the suspension of rules should explain the purpose of the suspension and limitations on the suspension. Furthermore, this motion should not be used frequently.	This motion requires A SIMPLE MAJORITY to pass.
Motion to Table	See "Working Paper"	

- **Point:** Delegates have the right to rise to a point that doesn't contain anything related to the topic being discussed. Points don't need any second or voting.

Points	Description	Eligibility
Point of personal privilege	A delegate may raise a point of personal privilege if he or she experiences a personal discomfort that hinders his or her ability to continue to participate in the proceedings. The delegate may then leave the conference room or correct his or her discomfort.	At any time during a conference. A point of personal privilege may interrupt the speaker.
Point of order	A point of order is used to indicate a mistake in the	When the floor is open. A point of order can only

	proceedings of the conference. The point will be immediately decided by the chair in accordance with proper rules of procedure. The chair can rule a point of order dilatory or out of order.	interrupt the speaker if the speech is not following the proper order.
Point of inquiry	A delegate may raise a point of inquiry towards the chair to acquire explanations on the procedure of the conference.	When the floor is open.
Right of reply	A delegate may raise a right of reply if he/she feel that his/her country or the delegate as an individual is offended during another delegate's address. The right would require the approval from the Dais and shall not be used frequently.	When the floor is open.

- ***Special notification for motions:*** Under specific circumstances, delegates may raise motions as they see appropriate and directly related to the topic but not aforementioned. The Dais shall enjoy the right to decide whether to rule the motion in order or not. The Dais shall also decide the votes needed for the motion to pass.