Saint Petersburg International Model United Nations conference

Rules of Procedure and Technical Guide

Gymnasium 157
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Order of the debates

This part is a step-by-step description of how the debates in a clause-by-clause system are conducted. Technical aspects of the use of MS Teams are described in the technical guide.

1. **Introduction (roll-call + ice-breaking activity)**

   The chairs of the committee introduce themselves and the Agenda for the day and continue with the roll-call. During the roll-call the names of the countries are introduced in the alphabetical order.

   The roll-call usually starts with the following phrase: ‘*When you hear the name of your country, please, raise your virtual hand and say present*’. When you hear the name of your country, raise your virtual hand, turn on your mic, and say ‘present’.

   [see how to ‘raise virtual hand’ in MS Teams and how to use your mic](#)

2. **Debates**

   a. The clause that is going to be discussed is announced and the submitter is called to take the floor

   Standard phrase: ‘*We will now discuss the clause submitted by *country*. Delegate of *country*, are you ready to propose your clause?’

   b. The clause is being read aloud by the chair

   c. Debate time and mode is set for the clause (for example, ‘*We will now have clause debates, two minutes in favor and two minutes against the clause*’)

   d. Speech of the submitter and points of information to the submitter (submitter turns his/her mic on and delivers the speech)

   e. Speeches in favor of the clause

   f. Speeches against the clause

   [see how to raise your virtual hand to request the floor](#)

   g. **Amendments**

   During the discussion of the clause each delegate has an opportunity to submit an amendment to the clause being discussed. [see how to submit an amendment](#)

   When chairs receive an amendment, the following procedure is introduced:

   i. The chairs announce that they have received an amendment
ii. Chair sets debate time and debate mode

iii. Speech of the submitter and points of information

iv. Speeches in favor of the amendment

v. Speeches against the amendment

vi. Voting procedure on the amendment (abstentions are out of order during voting on the amendment).

The time for discussion of the clause is over, voting procedure on the clause is introduced.

During voting on the clause abstentions are out of order. If the clause passes, it is added to the committee resolution on the question of the Agenda that is discussed. Clapping is IN ORDER.

3. Voting on the resolution

At the end of the debates on each of the questions of the Agenda voting procedure on the resolution as a whole is introduced. Several speeches in favor and against the resolution as a whole may be introduced before the voting. Abstentions are in order during voting on the resolution. If the resolution passes, clapping is IN ORDER.

Committee emails

1st Committee (Human Rights): spimunhr@gmail.com
2nd Committee (Environmental & Cultural): spimunenv@gmail.com
3rd Committee (Disarmament & Int. Security): spimundisec@gmail.com
4th Committee (Political): spimunpol@gmail.com
Economic and Social Council (ECOSOC): spimunecosoc@gmail.com

Clauses should be submitted by delegates to committee emails prior to the conference. Chairs choose the clauses to be discussed next during the debates according to their content and debate potential.
General rules of procedure

Clause-by-Clause Debates

The main feature of the parliamentary procedure in the Clause-by-Clause system is that there are no resolutions submitted by single delegations. The resolution for an issue of the agenda of the Committee should be written cooperatively by all the members of the House during the debate session. This means that each delegate should prepare at least 3 operative clauses for each of the questions discussed. Delegates submit their clauses, and the chairs choose the clauses to be discussed according to their content and debate potential. Each of the clauses is discussed separately during formal debates. After discussion, the clause is voted upon, and if it passes, it is added to the resolution.

Debate

All the committees shall by default be in Moderated Caucus unless otherwise advised by the Chair.

Moderated Caucus

*Moderated Caucus* means that the Chair will recognize Delegates who raise their virtual hands to speak about the issue at hand. There shall not be any fixed time limiting for a Delegate’s speech, yet the delegate’s speech may be interrupted by a Chair asking to come to concluding remarks in the interest of the debate.

During Moderated Caucus a motion can be made by any delegate for an *Unmoderated Caucus* which constitutes informal debate.

Unmoderated Caucus

A Delegate may move for an *Unmoderated Caucus* thereby suggesting a change from Moderated Caucus to informal debate. This motion may also be introduced by the Chairs if necessary. Unmoderated Caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee.

The Delegate who makes this motion *must suggest a length and justification* for the Unmoderated Caucus. The Chair may suggest a more appropriate caucus length and put it to vote or may rule the Unmoderated Caucus out of order without the possibility of appeal. *Motion to move to Unmoderated Caucus needs a simple majority to pass.*
Draft Resolution

The draft resolution is a document that is being debated and later voted upon. Before becoming a resolution, it has to come through several stages.

Working on the Draft Resolution

During the debates, Delegates shall propose clauses that will finally make a draft resolution. Pre-ambulatory Clauses are written by the Chairs for each of the issues of the Agenda of the Committee.

Processing operative clauses

Operative clauses are submitted in the form, which is the following: delegate shall write the clause to be submitted to the Chairs by email to the Committee email address.

Amending the clauses

An amendment to the clause discussed may be submitted by any delegate in the house (see procedure on the amendments in the Order of debates). The intention of the proposed amendments to clauses should normally be to improve the clause with the object of achieving a wider consensus and thus helping it to pass.

Amendments of 2nd degree (Amending an Amendment)

Amendments of the 2nd degree are also in order. The procedure for Amendments of 2nd degree is the same as for the Amendments of 1st degree (see above “Amending the clauses”).

Points and Motions in the SPIMUN Conference

Points and motions are formal tools that may be used by the delegates to influence the debates or to require necessary information.

1. Point of Personal Privilege:
   a. Refers to the comfort and well-being of the delegate,
   b. May only interrupt a speaker if it refers to audibility,
   c. May not refer to the content of a speech,
   d. Is not debatable,
   e. Does not require a second.

2. Point of Order:
   a. Refers to procedural matters only, i.e. if the chair makes an error in the order of debate or in the setting/observing of debate time,
b. May not interrupt a speaker,
c. Is not debatable,
d. Can only refer to something that just happened, direct referral, otherwise out of order.

3. **Point of information to the speaker:**
   a. Speaker asking the Point of Information may only speak if recognized by Chair,
   b. Must be formulated in the form of a question, i.e. "Is the speaker aware that." A short introductory statement may precede the question,
   c. There will be no dialogue between speaker and questioner on the floor,
   d. Delegate must remain standing while the speaker is replying to his/her point of information.

4. **Right to follow up:**
   a. Delegate who has just asked a question and has another one or feels unsatisfied with the answer asks for the next point of information,
   b. The Chair can either grant it or deny using common sense.

5. **Point of Information to the Chair:**
   a. A question to the chair,
   b. May not interrupt a speaker,
   c. Can refer to almost anything, from issues to personal priorities.

6. **Point of Parliamentary Enquiry:**
   a. Point of information to the chair concerning the Rules of Procedure,
   b. May not interrupt a speaker.

7. **“Motion to move to the previous question”**
   a. Calls for the closure of debate and a vote to be taken on the motion pending,
   b. When having closed debates, in time in favor, this motion means to move into time against,
   c. May be moved by the Chair or a delegate, may not interrupt a speaker,
8. “Motion to extend debate time”
   a. Calls for extension of the debates,
   b. May be moved by the Chair or a delegate, may not interrupt a speaker,
   c. Needs a second if proposed from the house,
   d. Needs a simple majority or a ruling by the chair to be adopted.

9. “Motion to divide the house”
   a. Calls for roll call vote usually in case of arguable results of the previous voting procedure,
   b. Abstentions are in order
   c. Needs 2/3 majority, not debatable.

10. “Motion to have an Unmoderated Caucus”
    a. Calls for changing the form of debate from Moderated Caucus to Unmoderated,
    b. May be moved by the Chair or a delegate, may not interrupt the speaker,
    c. The Delegate who makes this motion must suggest a length and justification of Caucus, The Chair may suggest a more appropriate caucus length and put it to vote or may rule it out of order without the possibility of appeal,
    d. Requires a "second" by the house, and is quickly voted upon if an objection is voiced.

12. “Motion to Extend the Unmoderated Caucus”
    a. Calls for additional time for an unmoderated caucus,
    b. The Delegate who moves for an Extension of Unmoderated Caucus must suggest a length for the extension, which shall not exceed the duration of the original Unmoderated Caucus,
    c. The Chair may suggest a more appropriate caucus length and put it to vote or may rule the Extension of the Unmoderated Caucus out of order without the possibility of appeal,
    d. Requires a "second" by the house and is quickly voted upon if an objection is voiced.
Code of conduct

SPIMUN conference 2022 is held online on the Microsoft Teams platform. Therefore, we ask all participants to pay special attention to the following rules of conduct.

1. It is **obligatory** that delegates attend all the sessions during the days of the conference.

2. Delegates are **NOT** allowed to take screenshots/videos of other participants or record any sessions.

3. Delegates should respect other fellow delegates. There is a zero-tolerance policy on any kind of discrimination based on age, gender, color, race, or religion.

4. It is mandatory that delegates **keep their cameras on at all times** (microphone should be turned off when not speaking), otherwise, delegates who fail to comply with this rule will be reported to the executive team.

   [see how to use your camera and microphone]

5. Each delegate must **use the flag of his/her country as a background** for camera image during all days of the conference.

   [see how to change camera background]

6. All delegates should attend the sessions **ON TIME**

7. Please remember that the dress code is **formal attire**

8. The official language of the conference is English

9. Schools must ensure that their delegates follow the code of conduct.

   **We wish you successful participation in the SPIMUN 2022 conference!**
Technical Guide to MS Teams

Microsoft Teams is a platform that is specially designed for group work. It may be installed as an app on Windows or Mac computer, Android or IPhone smartphone, or it may also be launched via Internet browser.

This guide aims to give a general understanding of how to work with the MS Teams platform during SPIMUN 2022.

Getting started

1. The first step is to register emails of all members of the school group (including MUN Directors) on Microsoft website: https://account.microsoft.com/account?lang=en-us

2. After that the list of all emails with names and surnames of delegates should be send to the organizers (spmun@yandex.ru), who will add participants to SPIMUN conference 2022 in MS Teams.

3. To begin your work download the Microsoft Teams application from the following link and install it on your gadget: https://www.microsoft.com/en/microsoft-teams/download-app

4. Once the download and installation processes are completed, open the application and log in to your Microsoft account using your Microsoft credentials (using the same email that was used for registration on Step 1).

5. After our SPIMUN Organizing Team receives the lists of emails of our participants they will be added to “SPIMUN conference 2022” Team. Each participant should receive a confirmation email stating that he/she has been added to the team.
6. After you have been added to a Team and while logged in to your account in the MS Teams app, you will be able to see the team you have been added to under the heading “Teams”:

7. Click on the Team icon to enter the Team. The names of the channels where different events of the conference are going to take place should appear on the left side of the screen (i.e. “General”, “Disarmament & Int. Security” etc.). Each delegate should see the “General” channel and the channel of his/her committee. Opening and Closing Ceremonies will take place in the “General” channel, and each committee works in its own channel. MUN-Directors will have access to all channels to be able to observe the work of the committees.
8. Each meeting, whether an Opening or Closing ceremony or a committee session, is started by members of SPIMUN Team. We kindly ask all participants not to start any meetings on their own to avoid any possible problems. Once the meeting in a channel is started, a “Join” button should appear in this channel. Click it to enter the meeting.

How to change your camera background

According to SPIMUN 2022 Code of Conduct each delegate must use the flag of the country he/she is representing as a virtual background. This part of the guide explains how to change the camera background in Microsoft Teams.

1. Find the flag of the country you are representing on Google or Yandex and download it to your computer before the conference.
2. The best way to change your camera background appears when you are entering an ongoing meeting. The following window should appear in front of you when you click the ‘Join’ button in the channel:

3. Click the ‘Background filters’ to enter the Background settings. They should open on the right side of the screen.

4. Click ‘Add new’ and find the flag you have previously downloaded to your computer, select and open it.

5. Save these settings and enter the meeting!

We advise that all delegates change their background when entering the meeting. However, if this step was missed, the background may be also changed during the meeting:

1. While in the meeting, click the button with three dots in the upper-right corner of the window.

2. A menu will open; choose ‘Apply background effects’.

3. Click ‘Add new’ and find the flag you have previously downloaded to your computer, select and open it.

4. You will see a preview of how your camera background looks like.

5. Do not forget to save the settings but pressing the corresponding button in the lower right part of the screen.
How to use your camera and microphone during the meeting

According to SPIMUN 2022 Code of Conduct all participants should keep their cameras turned on and microphones turned off during all meetings. Delegate turns one’s microphone on only when the chair gives the floor to this delegate (for a speech, point of information, motion etc.).

1. You can turn on your camera and turn off your microphone before entering the meeting in the same window where the camera background is applied.

2. You can turn your camera and microphone on/off during the meeting as well by clicking the corresponding buttons in the upper right corner of the meeting screen (see the 2nd screenshot on the previous page).
How to raise your virtual hand during the meeting

During formal debates at the offline conferences delegates use their placards to request the floor (for a speech or a point of information), for voting and for the roll-call. On SPIMUN 2022 online conference placards are replaced by a virtual hand that may be raised during any meeting in Microsoft Teams. This screenshot shows how to raise your hand during the meeting in MS Teams:

When should the virtual hand be raised? In general, virtual hand may be used in all the situations that require raising placard during offline conference. The most common situations are the following:

- The chair has stated that the floor is open and you want to propose a speech on the clause or amendment. Raise your virtual hand once the chair says, ‘Are there any nations willing to take the floor?’. The chair will choose the speaker from those who raised their hands.
- The speaker has finished his/her speech and is ready to answer points of information from other delegates. If you have a point of information to this delegate, raise your virtual hand after the following words: ‘Are there any points of information in the house?’
- There is a voting procedure on the clause, on the amendment, or on the resolution as a whole. Raise your virtual hand in the appropriate time depending on how you want to vote (in favor, against, or abstain).

How to send amendments

During the debates on each clause there is an opportunity for each delegates to send an amendment to modify the clause being discussed. If you have an amendment, take the following steps to submit it:
1. The chairs will share their screen with a QR-code for amendments on it.

2. Scan the QR-code. A Google-form should open after the scanning.

3. Type your amendment and submit it! The chairs will receive it and announce in the appropriate time.

Extra. How to change the view during the meeting

Microsoft Teams gives you an opportunity to choose the view of participants during the meeting. You can either have the speaker in focus or switch to a gallery to see all the participants.

1. To switch between views, press the button with three dots in the upper right part of the meeting window.
2. Choose ‘Gallery’ to have the speaker in focus and all other participants in the lower part of the screen.
3. Choose ‘Large gallery’ to see all the participants on the same screen (similar to gallery in Zoom).