NVMUN IX
Rules of Procedure

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Notes

- Items in **bold and red** are idiosyncratic to NVMUN
- Items in ***bold, red, and italics*** are idiosyncratic to both NVMUN and UCIMUN
- For any questions about procedure, please reach out to unlvmun@unlv.edu

GENERAL RULES & EXPECTATIONS

Technology
- General Assembly and Specialized Body: Delegates shall be permitted to use laptops, tablets, or phones only for writing resolutions. Technology should be put away at all other times. Laptops should be shut and personal electronics should be shut off during voting bloc.
- Crisis: No technology is permitted. Phones should be put away and only accessed for emergencies.

Language
- All proceedings shall be conducted in English. Anyone wishing to address the committee in another language will have to provide a translation.

Attire
- All delegates must wear western business attire. Costumes are not allowed for any committee. If any delegates have difficulty obtaining western business attire or have needs preventing them from wearing business attire, they should reach out to conference staff in advance.

Decorum
- All delegates are expected to behave courteously during the proceedings of the committee. If any committee members engage in ad hominem attacks, the chair may recognize the right to reply. All proceedings during the committee will be moderated by the head chair. Delegates who engage in behavior disrespectful to their fellow delegates, the chairs, or any other conference staff shall be subjected to losing diplomacy points, which will factor negatively in their overall score

Accessibility
- Please notify the Secretary-General in advance if any delegates need special accommodations. NVMUN is dedicated to allowing delegates to compete in their best manner, so please communicate needs with us in advance so we know how best to support you/your students.

Prewriting and AI
- **NVMUN has a strict policy against pre-written resolutions and a Zero-Tolerance policy of any material written using ChatGPT or any other AI chatbot/writing platform.** Delegates found to have written any material, including position papers, resolutions, directives, or crisis notes with the aid of AI chatbot/writing platforms shall be ineligible for awards and shall be reported to their advisor. *Note: The use of online grammar aids such as Grammarly shall be permitted, but the use of advanced features that significantly re-word students' original writing is highly discouraged.*

Advisors/Visitors in Session
- Advisors are welcome to enter committee rooms to monitor their delegates' participation as they please, with the stipulation that they kindly not disrupt committee proceedings. A communal non-committee space will be provided for advisors to sit in if they please.

FLOW OF COMMITTEE

Call to Order
- The chair will call committee to order and direct delegates to take their seats. Seats will be assigned with placards already arranged when delegates arrive. If delegates prefer a seat closer to the front of the room for vision/hearing/other needs, they can request to be moved.

Roll Call
- The chair will take Roll Call. Delegates will be called by country or character name in alphabetical order (characters will be alphabetized by last name).
- Delegates may either respond with "Present and Voting" or "Present." "Present and Voting" is an irrevocable status during attendance that prevents delegates from abstaining on any substantive matters. "Present" is an irrevocable status during attendance that allows delegates to abstain on any substantive matters.

Introductions and Housekeeping
- Committee staff will briefly introduce themselves. Chairs and Crisis Directors may introduce their majors and executive positions or years of experience at UNLV MUN as well.
- Delegates will be made aware of where the nearest restrooms and water fountains can be located, policies for leaving committee, policies regarding technology use, the timing of breaks and lunch, and any other important procedural matters.

Opening Debate
- A delegate must make a motion to Open Debate, which shall be passed with Simple Majority. Debate opens once this motion has been passed.

Setting the Agenda
- In committees which have two topics, the first topic listed in the Background Guide will be Topic "A" and the second topic listed in the Background Guide will be Topic "B" by default. Topic A will be discussed first by default, unless delegates motion to discuss Topic "B" first. This requires a ⅔ majority to pass.
- Delegates may motion for a Moderated or Unmoderated Caucus to discuss setting the agenda. This requires a ⅔ majority to pass.

***Whiteboard Session** (The following is excerpted from the UCIMUN Guidelines):*
- Motion for a 10 minute suspension of debate for the purpose of a whiteboard session
- Simple majority (50%+1)
- Director should then come up and briefly go over the topic of debate for ~5 minutes, allowing the rest of time to be dedicated to questions
- Goal should be to provide unprepared delegates with the bare minimum of information they need to participate in the day's session
- Whiteboard sessions should be done at the beginning of each new topic
- Finally ask for a motion to reopen debate

FLOW OF COMMITTEE

Substantive Debate (NVMUN will take place entirely in substantive debate)

- **Speaker's List**
  - A Simple Majority is Required to pass.
  - *The delegate who motions to open the Speaker's List will not be given preference to speak first.*
  - When the Speaker's List is first opened, the chair will ask for any delegates who wish to be added to the Speaker's List to raise their placards. All delegates who raise their placards will be added. Any delegates who are not initially added to the Speaker's List, or who give a speech and wish to be re-added to the Speaker's List, can request to be added/re-added to the Speaker's List by sending a note to the Dais.
    - The Chair will work to ensure that there are speakers on the Speaker's List at all times during committee as the committee must move into voting bloc upon the Speaker's List being exhausted.
  - **The Chair will accept approximately the first 1/3 of the speakers on the Speaker's List before accepting any more points or motions.**
    - After the first 1/3 of speakers have been heard, the chair will accept points and motions between speakers at their discretion.
  - The default speaking time is 1 minute and 30 seconds. Delegates can motion to amend this.
  - **There will be no default questions or comments on Speaker's List speeches. Delegates may motion to add questions or comments. The number of questions or comments must be specified, and no more than two are recommended. A Simple Majority is needed to pass. The default time for questions and comments, if added, is 30 seconds.**
  - Delegates may yield their time to other speakers, though it is highly recommended that this is only done if the other speaker is aware that a delegate plans to yield time to them (for instance, if members of the same bloc agree in advance to split speaking time to discuss their Draft Resolution). Delegates may yield their time to the chair at any point.
- **Moderated Caucus**
  - Delegates may motion for a Moderated Caucus by stating this motion and specifying a caucus duration, speaking time, and topic.
  - An example of how the motion to enter a Moderated Caucus should be phrased is as follows:
    - "Motion to move into a 5-minute Moderated Caucus with a 30-second speaking time on the topic of 'XYZ'."
  - Delegates may shorten their motion and refer to caucus duration and speaking time to a ratio. An example is as follows:
    - "Motion for a 5:30 Moderated Caucus on 'XYZ'."

FLOW OF COMMITTEE

- **Moderated Caucus Continued**
  - Delegates should ensure that the speaking time they provide adds up evenly to the caucus duration. For instance, a Moderated Caucus with a 45-second speaking time should have a total duration that is a divisible of 3.
  - Moderated Caucuses can be extended by half by motion one time.
- **Unmoderated Caucus**
  - Delegates may motion for an unmoderated caucus by stating this motion and specifying a total duration. Delegates shall not state a topic when motioning for an Unmoderated Caucus.
  - Unmoderated Caucuses can be extended by half the time of the original caucus by motion one time.

Draft Resolutions
- The Chairs may determine a limit on the number of resolutions accepted on the floor at one time.
- **Draft resolutions may be named any title of their sponsors' choosing, which will follow after a number distinguishing the resolution by topic and order received.**
  - For example, the first draft resolution received on the first topic shall be titled Resolution 1.1: "Sponsor-Given Title"
- **The chair shall determine a minimum or maximum number of sponsors and signatories needed for draft resolutions to be accepted at their discretion based on the size of the committee.**
- Chairs shall look over draft resolutions briefly for readability, and if necessary, give delegates the ability to revise their draft resolution.

Formal Caucus
- Motions to move into formal caucus will be accepted when draft resolutions have been received and require a simple majority to pass.
- Speaking time shall be 5 – 10 minutes per resolution group depending on the number of resolution groups and the pace of committee. The chair shall determine the speaking time per resolution group based on these considerations.
- ⅓ of a resolution's sponsors (rounded up) shall be given the opportunity to present their resolution.
- During resolution presentations, the resolution shall be projected for the committee to follow along with.
- After sponsors present their resolution, they shall yield the remaining time for questions. The chair shall select delegates to ask questions among any who raise their placards.
- During resolution presentations, there is to be no switching out of sponsors between the reading of the resolution and the Q&A portion.

FLOW OF COMMITTEE

Amendments
- Amendments on resolutions shall be accepted only before entering voting block and only if time permits.
- Delegates may change the wording of clauses, add clauses, or strike clauses or phrases within clauses. An amendment shall be deemed friendly if all of its sponsors accept it as friendly. Friendly amendments automatically pass. If any sponsor does not agree to an amendment, it is unfriendly, and the committee shall vote on it.
- Amendments shall be voted on in order of their corresponding resolution presentation. Amendments will be read to the committee in full before voting

Voting Bloc
- A motion to enter voting bloc shall require a ⅔ majority to pass.
  - **Delegates can motion to have speakers for and against a resolution before voting or to vote without speakers for and against. If speakers for and against are motioned for, the number of speakers must be specified. The default speaking time for speakers for and against shall be 30 seconds.**
  - Motions to vote by acclamation or to divide the question shall be accepted.
- Once voting bloc is entered, the door shall be closed and no one shall enter or leave the room unless absolutely necessary.
- During voting bloc, there shall be no writing of notes or directives.
- *Abstentions don't count toward the overall vote.*
- Voting bloc shall be exited by motion, which must pass with a simple majority

Suspending and Adjourning Debate
- Motions to suspend or adjourn debate require a simple majority to pass.

Note: Specialized Body and Crisis committees may be subject to a different flow of committee, which shall be specified by additional guides, the committee Background Guide, or communication from the chair

POINTS AND MOTIONS

Points

- Point of Order: Also known as the Point of Parliamentary Procedure, it may be used when a delegate believes that a mistake was made regarding the procedures carried out during the committee. A Point of Order may be posed at any moment, interrupting speakers if deemed necessary.
- Point of Personal Privilege: Delegates who feel that any surrounding factors are hindering them from participating in the committee may ask for a Point of Personal Privilege.
  - Some examples are: Temperature of the room, distractions caused by other delegates, the inability to hear a fellow delegate, etc.
- Point of Inquiry: This point is used to clarify any questions that may arise regarding the Rules of Procedure. Such questions must be addressed directly to the chair while not interrupting other speakers or making a substantive remark.
- Point of Information: This point may be brought about when a delegate has substantive information that may aid the committee's knowledge or debate. The information must be relevant and it may not interrupt a speaker. The delegate rising to this point may not make any form of analysis of the material presented.

Motions

- Motion for a Moderated Caucus (or Unmoderated Caucus): This motion brings the debate into a moderated caucus. The moderator will recognize those who wish to speak. Delegates will yield the floor back to the moderator at the end of their speech. (Speakers shall not be called for an unmoderated caucus. Instead, delegates may get up and move freely to discuss with one another).
- Motion for Round Robin: This motion allows for every single delegate to speak on a pre-specified topic in small speeches going around the room.
- Motion to Enter/Exit Voting Bloc: To move into the voting bloc from general debate, a delegate must motion to move into voting bloc. This motion requires a two thirds (2/3) majority vote by the committee instead of the usual simple majority (50% + 1).
- Motion to Suspend Debate: This motion suspends the debate for a determined amount of time. Committees may introduce breaks at the chair's discretion. Additionally, this motion should be used for breaks between committee meetings.
- Motion to Adjourn: This motion brings an end to the debate and may only be admissible when proposed by the chair.
- Motion to Divide the Question: This motion may be moved by a delegate to split the resolution into component clauses for the purpose of voting. This may be called upon when a delegate feels that there is substantive support for some clauses but not so much for others.

IMPORTANT DOCUMENTS

Background Guide
- The Background Guide shall be written collaboratively by the Head Chair and Co-Chair (or by the Crisis Director in Specialized Body or Crisis committees). This document shall detail the context and scope of the committee topic and serve as a useful overview for what delegates may choose to write about in their Position Papers as well as what they may choose to bring up in debate.

Position Paper
- Position Papers are written by delegates to demonstrate their research and understanding of the committee topic prior to attending the conference. The sections included in a Position Paper are: Topic Background, Past UN/International Involvement, Past Country Actions, Possible Solutions, and References. Position papers are submitted in advance of the conference and graded by the committee chairs. Delegates who submit position papers shall be eligible for a Research Award. Delegates who do not submit position papers shall not be eligible for a Research Award, but shall still be eligible for committee awards. Position papers shall only be accepted for General Assembly and Specialized Body committees.

Working Paper
- Working Papers are the predecessor to Draft Resolutions, which are worked on by a resolution bloc encapsulating preambulatory clauses, operative clauses, and sponsors.

Draft Resolution
- Once working papers are submitted to the chair with the appropriate number of sponsors and signatories, they become Draft Resolutions.

Resolution
- Draft resolutions shall become resolutions once passed.

Directives
- Directives are short documents containing action on a crisis. They shall contain operative clauses (no preambulatory clauses), sponsors, and signatories. Directives shall only be used in Specialized Body and Crisis committees.

Press Release
- Sometimes a committee will decide to pass a Press Release as a response to a crisis update. Press Releases may be passed independently or they may be affixed to a directive. The purpose of a Press Release is to inform the public of actions or express condolence, frustration, or condemnation in order to influence public sentiment. Press Releases shall only be accepted in Specialized Body and Crisis committees (although the mention of delivering a Press Release before the public may be included in resolutions in General Assembly). Press Releases shall be limited to one page or less.

SCORING

Substance
- NVMUN values substantive debate. Speeches, conversation during unmod, and written material that is solution-oriented, drives discussion further, calls attention to overlooked issues, or otherwise encourages delegates to think deeply and critically about the topic at hand is smiled upon.
- Delegates are discouraged from simply reiterating information provided by the chairs in the Background Guide, and are instead encouraged to offer meaningful insights on the information provided or discuss additional knowledge.
- Delegates are encouraged to stay on-topic during moderated caucuses, though they can point out issues the committee has missed if relevant.
- Delegates are encouraged to represent their country policy or character realistically.
- At NVMUN, creativity and passion are smiled upon, however, this should never come at the expense of respect for the topic, other delegates, or the chair. Many topics discussed in MUN are real-world issues that gravely affect real people, and delegates are highly encouraged to keep this in mind and act accordingly. Chairs and Crisis Directors will appreciate a balance between professionalism and creativity, and if delegates worry about whether something is appropriate for committee, we encourage they speak with their Chair or Crisis Director privately.

Presence
- Aspects of speaking presence such as volume and projection, eye contact, body language, and general confidence are taken into consideration when scoring speeches.
- While delegates may jot down bullet points to help them plan and remember speaking points, delegates are highly discouraged from pre-writing speeches and reading them word-for-word.
- Delegates are highly encouraged to use the full speaking time. Once the chair gavels to signal that a delegate's speaking time is up, the delegate is welcome to finish their thought in a few words but not speak excessively past the allotted speaking time as this will factor negatively into scoring.

SCORING

Unmoderated Caucus
- Delegates are encouraged to participate actively in unmoderated caucus and introduce meaningful ideas or extensions of the conversation, rather than simply agreeing with other delegates.
- Delegates are highly encouraged to be respectful of one another during unmoderated caucus. Any delegates who yell or shout, cut off another delegate who is speaking, talk down to other delegates, dismiss delegates' ideas unfairly, or are otherwise disrespectful during unmod will receive lower points on unmod and may lose diplomacy points. If behavior is exceedingly aggressive, the chair may pull aside a delegate to speak with them and may report the behavior to the delegate's advisor if they feel necessary.
- Delegates who demonstrate leadership (i.e. by advocating for other delegates, encouraging others to allow another delegate to speak who has been struggling to do so, consolidating delegates' ideas and suggesting common ground, merges, or compromises, etc.) will earn the most points.

Backroom Presence (Crisis only)
- In Crisis committees, **Backroom will record final scores for the quality of delegate's private notes and overall crisis arc.** Backroom staff will be looking to see how well delegates show insight into the background context of the committee topic and understanding of the overarching moral/political/ethical/thematic issues of the committee through their backroom arc. They will also be considering how creative, clear, and well-thought out delegates private notes and crisis arcs are, as well as the impact they have on committee frontroom.

Other Notes
- Chairs will take note of how often delegates make motions and which delegates make motions that pass. **This will not be scored numerically, but may be factored into final awards.**

Points
- Points will be awarded as follows:
  - **Speaker's List Speeches: Scale of 1 – 5**
  - Moderated Caucus Speeches: Scale of 1 – 5
  - Unmoderated Caucus: Scale of 1 – 5
  - Comments: Scale of 1 – 5
  - Presenting a resolution: Scale of 1 – 2
  - Questions: Scale of 1 – 2
  - **Backroom Presence (Crisis only): Scale of 1 – 10**
- Note: Awards will not be determined solely based how delegates are ranked numerically. Committee staff will consider delegates holistic performance over the conference alongside their final score to determine delegate awards.

AWARDS

- The following individual delegate awards are given (top award-down):
  - Best
  - Outstanding
  - Honorable
  - Diplomatic Commendation
- **Note: In Ad Hoc, there will be one Honorable Delegate and two Best Delegates awarded**
- The number of awards given in each committee shall be dependent on the size of the committee. Typically, approximately ⅓ of delegates within each committee will win an award
- Research awards will be given in General Assembly and Specialized Body committees
- Best Large Delegation
  - Awarded to the large delegation in which delegates perform best across committees (all awards are taken into consideration)
- Best Small Delegation
  - Awarded to the small delegation in which delegates perform best across committees (all awards are taken into consideration)
- The distinction between large and small delegations will be determined at the discretion of the Secretary-General based on the number of delegates in each delegation in attendance
- **NVMUN will not distinguish between classes and clubs participating in MUN when determining delegation awards**
- Scoresheets may be accessed by club advisors after the conference upon request