

7-9 March 2019

# KATMUN

Rules of Procedure

*Ignorantia iuris nocet*

*Drafted by the President of the General Assembly  
at the pleasure of Madame Secretary-General*

## 1. Lexis

Attendees - all participants of Katowice Model United Nations 2019 Conference,  
Secretariat - governmental body which consists of the main Organisers of Katowice Model United Nations 2019 Conference,  
Conference - Katowice Model United Nations 2019,  
GA - General Assembly,  
SG - Secretary-General,  
DSG - Deputy Secretary-General,  
PGA - President of the General Assembly,  
USG - Under Secretary-General,  
GSL - General Speakers' List,  
RoP - Rules of Procedure of KatMUN 2019.

## 2. Legal Foundations

### §1

- a. The following document called Rules of Procedure (further referred to as RoP) is the official legislative deed valid for the duration of the Katowice Model United Nations 2019 Conference (further referred to as KatMUN, KatMUN 2019 and Conference). It ought to be interpreted with reference to The United Nations Charter as well as Public International Law.
- b. Due to the location of the Conference, all Attendees are obliged to obey the current European Union Law as well as Republic of Poland's Law.

## 2. Essential Regulations

### §1 Official Dress code

- a. The official dress code incumbent on the Attendees is Western Business Attire.
- b. The Delegates are allowed to wear their Country's national costumes, albeit those shall be worn with proper respect.
  - i. Should any Delegate fail to pay proper tribute to the national costume or wear it with satiric intent, The Delegate might be punished or censored by The Presidency or The Chairpersons.

### §2 Official Language

- a. The official language of the Conference is English. This is the language in which all speeches must be entertained, apart from the Opening Speeches of the Security Council during the GA.
  - i. The Opening Speeches might be delivered in the official language of a Member state, albeit English translation must be provided by the Speaker in such a case.
- b. All documents written during the works of the Committees are to be written in English.
- c. One shall at any given time address other Delegate in the third person.
- d. The Delegates, as well as The Ambassadors are strictly forbidden to crosstalk within the Committee. Should any crosstalking have place within the Committee or the General Assembly, The Delegations shall be punished.

### §3 Acts of Violence

- a. The Organisers of Katowice Model United Nations 2019 strongly condemn any acts of violence, ranging from gender inequality, racism, Nazism, fascism, bestiality, pedophilia, homophobia, physical violence to any other of such nature.

- b. Shall any acts of gender inequality, racism, Nazism, fascism, bestiality, pedophilia, homophobia, physical violence or any other of such nature occur, The Secretariat of KatMUN 2019 will be obliged to notify appropriate services.
- c. Any actions undertaken by the Attendees which are considered to be Acts of Violence run the risk of entertaining a punishment against them either in front of the General Assembly or within the Committee.

#### §4 Plagiarism

Shall any acts of plagiarism occur (in the Position Papers, Working Papers, Draft Resolution or Resolutions), the Secretariat will inform appropriate public services.

#### §5 The use of Electronic Devices

The use of electronic devices during the Conference is not forbidden, provided they are not used for entertainment.

- a. Communication between Delegates using social media is to be considered as entertainment,
  - i. Sub-clause a. does not apply to Chairpersons communicating with the Secretariat and Secretariat with any attendee of the Conference. Communication must regard formal affairs.
- b. Exceptions to this clause might be made by the President of the General Assembly on special occasions.

### 3. General Assembly

#### §1

General Assembly is the main legislative power of the Katowice Model United Nations 2019. It usually gathers at the beginning of the Conference (the Opening Speeches of

the Ambassadors are then read out), as well as the end of the Conference (the Resolutions drafted by the Committees are then presented and voted upon), albeit, should crises occur, it might gather more times.

## §2

Members of all Committees are included in the General Assembly.

## §3

The Chairpersons are to be present on the General Assembly, yet they do not possess the right to speak or vote throughout the GA.

## §4

The General Assembly is led and presided by the President of the General Assembly. His decisions undertaken during the GA's are to be considered as definitive.

## §5

All Motions and Points included in this document can be used during the General Assembly.

## 4. Committee work

### §1 Attendance

In order for the Debate to be opened, the Quorum must be established within the Committee. It is reached via the Roll Call procedure. The Roll Call shall be arranged in English alphabetical order of all Countries.

- a. The Delegations are to state during the Roll Call procedure whether they are Present or Present & Voting. Shall the Delegation be present, it has the right to abstain from the substantial votings, albeit it cannot abstain from any procedural votings. Shall

the Delegation be Present & Voting, it does not have the right to abstain from any voting procedures.

- b. The Quorum on KatMUN 2019 shall be one half of the whole Committee.

### §2 General Speakers' List

The whole Debate within the Committee circulates around the General Speakers' List. It is the default way of conducting the Debate. It shall always contain Countries which are wishing to speak.

- a. At the beginning of the Committee Work, all present Member States are to be added to the General Speakers' List in their English alphabetical order for them to present their policies (via Position Papers). However, this sub-clause does not apply for the Ambassadors to the United Nations Security Council, who present their policies during the GA.
- b. The default time per speaker shall be 90 seconds. However, the default time per speaker might be changed during the Debate with the use of an adequate Motion.
- c. An empty General Speakers' List means that the Committee is moving into a voting procedure.

### §3 Caucuses

Caucuses are additional ways of conducting the Debate. They might be introduced using appropriate Motions and interrupt the current GSL order:

1. **Moderated Caucus** - it sustains the formal shape of the Debate. It might be introduced should a matter require more detailed conversation between Member States to take place. It allows for a more fluent Debate than the GSL.
2. **Unmoderated Caucus** - it has an informal nature. During an Unmoderated Caucus the Delegations are allowed to move around the Committee room and hold personal

conversations regarding a specific topic. It is advised to introduce Unmoderated  
Caucuses on the purposes of creating the Working Papers and finalising the Draft  
Resolutions.

## 5. Secretariat

### §1 The Secretariat

The Secretariat of Katowice Model United Nations 2019 is composed of the Secretary-General, Deputy Secretary-General, President of the General Assembly, Under Secretary-Generals and Page Queens.

- a. Whenever the word “Secretariat” is used, it is to be understood as the totality of its members.

### §2 Secretary-General

Secretary-General (also referred to as SG) is the primary person in the Secretariat of KatMUN 2019. She is in charge of the overall organisation of the Conference and supervises the work of other Secretariat members. Her duties are plural and comprise a variety of functions. Therefore, She is accompanied by Under Secretary-Generals, whose titles are conjugated with their specific areas of obligations.

- a. Secretary-General’s rulings of any kind are to be considered as definitive.

### §3 Deputy Secretary-General

Deputy Secretary-General is the second person responsible for the organisation of the Conference.

- a. In case of any events which cause the Secretary-General to be unable to continue fulfilling Her chores, Deputy Secretary-General becomes the primary person in the Secretariat of KatMUN 2019, seizing all duties and powers of the Secretary-General.



#### §4 Presidency

The Presidency of Katowice Model United Nations 2019 is comprised of The President of the General Assembly.

- a. Should the PGA be unable to preside the General Assembly, the Secretary-General is to decide on who will be the PGA. It might be a person from the Secretariat, as well as one of the Chairpersons present on the General Assembly,
- b. Interpretation of the RoP by the President of the General Assembly is to be considered as definitive.

#### §5 President of the General Assembly

The President of the General Assembly (also referred to as the PGA) shall be considered as the primary moderator of each General Assembly for the duration of the Conference. His main obligation is to create appropriate conditions for the debates to run smoothly and without delays.

- a. Should extraordinary state of affairs occur, the PGA has the right to make decisions under His discretion.

#### §7 Under Secretary-Generals

Under Secretary-Generals (also referred to as USGs) are people designated by the Secretary-General to be responsible for specific aspects of the Conference. On KatMUN 2019, the following USGs were destined:

- A. USG for Participant Affairs - Dawid Plona,
- B. USG for Administration - Jan Jeremi Konias,
- C. USG for Logistics - Jakub Wilusz,
- D. USG for Finance - Jakub Płonka,
- E. USG for Conference Service - Emil Kosior,

F. USG for Public Relations - Michał Radoszewski,

G. USG for Events - Tomasz Sobieraj,

H. USG for External Affairs - Weronika Gałka.

### §8 Page Queens

The Page Queens are responsible for the work of all Pages during the Conference.

They create a work schedule which Pages follow and locate them in the committees.

## 6. Attendees

### §1 Chairpersons

The Chairpersons (also referred to as Chairs) supervise the work of the Committees.

They are in charge of all processes occurring within the given Committee, lead the debates

and ensure their convergence with the Rules of Procedure. They must be well-acquainted

with the Rules of Procedure as well as help the Delegates in the interpretation of the RoP.

Moreover, Chairpersons' interpretation of the RoP within the Committee is to be considered as definitive.

a. The Chairpersons possess the power of making decisions under their discretion.

However, they are to use it only in justified situations.

### §2 Delegates

The Delegates personate themselves into official representatives of the United Na-

tions Member States. They are obliged to constitute their Countries with proper respect.

Moreover, they must follow the policy of the assigned state at any times.

a. Should a Delegate fail to represent his Country's policy, one might be punished.

### §3 Ambassadors

Members of the United Nations Security Council as well as United Nations Historical Security Council. They are the highest-ranked representatives from a given country. They can overrule the decisions previously undertaken by the Delegates of lower status from the Country's Delegation, in case they do not converge with the Country's policy.

### §4 Observers

Observers of KatMUN 2019 do not possess any specified qualifications that would allow them to interfere with the works of the Committees and The GA, albeit they might regard the debates.

### §5 Pages

The main task of Pages on KatMUN 2019 is ensuring the fluent flow of information between Delegates. This usually involves transportation of page notes, yet, when asked, Pages should facilitate the works of the chambers in any other way provided it does not humiliate the Page as a human being.

## 7. Points

Whenever a Delegate has a wish of reporting a Point, one shall raise their placard and wait for the Chairperson to recognise it.

### §1 Point of Personal Privilege

A Point of Personal Privilege shall be used when occurring conditions forbid the fluent continuation of the Debates. It might be raised at any moment, even if it interrupts the work of the Chamber and/or other Delegate's speech.

- a. The Delegate reporting a Point of Personal Privilege is obliged to state its trigger to the Presidency or the Chairpersons, depending on the nature of the Debates.
- b. The Presidency/Chairpersons are to recognise the Point of Personal Privilege as relevant or irrelevant. Shall the Point be relevant, appropriate actions are to be undertaken.

#### §2 Point of Order

Shall any infractions of the Rules of Procedure occur during the Conference, a Point of Order might be raised. It must not interrupt the speaker.

- a. Point of Order might interrupt the speaker purely and simply when the speaker does not follow Hers or His Country's policy.

#### §3 Point of Information

Point of Information allows the Delegates to refer to the Speaker's statement. A Point of Information must be in the form of a question and ought to be succinct. This Point must not interrupt the speaker.

- a. Point of Information might be addressed only to a speech delivered within the confines of the General Speakers' List.

#### §4 Point of Parliamentary Inquiry

Should any Delegate have doubts regarding the interpretation of the Rules of Procedure, She or He might raise a Point of Parliamentary Inquiry. It could also be raised if the Delegate was not fully acquainted with the RoP document. It must not interrupt the current speaker.

- a. The Chairpersons are to clarify any and all misconceptions of the RoP to the Delegates (according to Ch. 3 §1)

## §5 Point of Clarification

In case of an occurrence of a misconception or misunderstanding of a speech, the Speaker might raise a Point of Clarification. It allows the Speaker to clarify his previous statement to the Chamber.

- a. A Point of Clarification must not interrupt the Speaker.

## §6 Right of Reply

A Right of Reply might be raised by any Delegation whose sovereignty or national integrity has been offended.

- a. Right of Reply ought to be raised immediately after the offending speech for it to be valid.
- b. The Delegation raising a Right of Reply is supposed to explain its validity by indicating specific moments in the offending speech.
- c. If the Right of Reply is granted by the Presidency, the Delegation might require a formal apology from the offending Delegation.
- d. Shall the offending Delegation deny apologising, it might be forced to do so via a voting procedure.
- e. If a simple majority is reached, the Delegation is obliged to perform a speech in which it apologises the offended country. The speech is to be performed immediately after the voting procedure.

## 8. Motions

Motions allow the Delegates to influence the nature of the Debates. They cannot interrupt the Speaker. Motions might be raised only when the Floor is opened.

For the Motion to be considered, it must be seconded at least by one other Delegate. Shall there be at least one Delegate against the Motion, it must be voted upon. As such voting is considered to be procedural, abstentions are not allowed.

#### §1 Motion to Open the General Speakers' List

- a. Allows for the General Speakers' List to be opened;
- b. Passes under the Chairperson's discretion.

#### §2 Motion to Establish the Quorum

- a. Allows for the Quorum to be Established;
- b. Passes under the Chairperson's discretion.

#### §3 Motion to Re-Establish the Quorum

- a. A Motion to Re-Establish the Quorum shall be used when the presence of the Chamber has changed;
- b. The Motion requires a simple majority to pass.

#### §4 Motion to Adjourn the Meeting

- a. Such Motion shall be raised when the Chamber decides to end the deliberations and postpone them for the following day, according to the Agenda of the Conference.
- b. The Motion requires a simple majority to pass.

#### §5 Motion to End the Debates

- a. Is to be raised when the General Assembly wishes to finalise the Conference.
- b. The Motion requires a two-thirds majority of the Quorum to pass.

#### §6 Motion to Suspend the Meeting

- a. Might be raised when the Delegates within the Chamber wish to have a brief break from the Debates;

- b. The Motion requires a simple majority to pass.

#### §7 Motion to Move to a Moderated Caucus

- a. This Motion might be raised when the Committee wishes to have a formal debate on a specified topic;
- b. The Proposer is to provide the topic and time of the Caucus, as well as the default time per speaker. Time of a Moderated Caucus must not transcend twenty minutes and the default time per speaker should not transcend two minutes;
- c. The Motion requires a simple majority to pass.

#### §8 Motion to Move to an Unmoderated Caucus

- a. This Motion might be raised when the Committee wishes to have an informal debate on a specified topic;
- b. The Proposer is to provide the topic and time of the Caucus. Time of an Unmoderated Caucus must not transcend thirty minutes;
- c. The Motion requires a simple majority to pass;
- d. Two or more sequential Unmoderated Caucuses are not in order.

#### §9 Motion to Extend the Time of a(n) Moderated/Unmoderated Caucus

- a. Such Motion might be raised if the Chamber requires more time to discuss a specific matter;
- b. Time extension must not exceed two-thirds of the previous time of the Caucus;
- c. The Motion requires a simple majority to pass;
- d. Maximum number of extensions of one Caucus is two.

### §10 Motion to Vote by Roll Call

- a. Voting by Roll Call is to be considered as the default method of conducting the voting procedure of a substantial nature. This might change only during the Debates, provided a Motion to Vote by Acclamation is proposed and passes;
- b. The Motion requires a simple majority to pass.

### §11 Motion to Split the House

- a. When a Resolution does not pass in the Committee or during the General Assembly, a Motion to Split the House might be proposed;
- b. It requires a simple majority to pass;
- c. If the Motion passes, the Delegates are not anymore able to abstain in the voting procedure.

### §12 Motion to Vote by Acclamation

- a. Voting by Acclamation shall be considered as the default type of the voting procedure in any procedural votings. However, should extraordinary state of affairs occur (e.g. time constraints), Voting by Acclamation might be used during substantial votings;
- b. The Motion requires a simple majority to pass.

### §13 Motion to Invite a Guest Speaker

- a. Such Motion might be raised when:
  1. The Committee would like to become acquainted with knowledge that is possessed by the Delegates of other Committee,
  2. Policy of a Member State not included in the Debates must be presented;
- b. The Motion requires a simple majority to pass.



#### §14 Motion to Re-Establish the Default Speaker's Time

- a. This motion might be used to change the time per speaker on the General Speaker's List;
- b. The Motion requires a simple majority to pass.

#### §15 Motion for a Minute of Silence

- a. A Motion for a Minute of Silence is in order when a Delegation wishes to commemorate a specific event or death of a human relevant to any Member State's history;
- b. The Motion requires a simple majority to pass.

#### §16 Motion to Censor

- a. A Motion to Censor allows for a temporary as well as definitive exclusion of a Delegate from the Debates;
- b. A Delegate might be censored provided he:
  - i. Fails to obey the Rules of Procedure,
  - ii. Fails to follow the policy of the represented Member State;
- c. The Proposer of the Motion is to specify the time of the exclusion;
- d. In case of a constant violation of the RoP by one Delegate, irrevocable exclusion of the Delegate might be considered by the Presidency or the Chairpersons. Nevertheless, such decision must be consulted with the Secretariat.

#### §17 Motion to Impeach

- a. Should the Chairpersons fail to conduct the Committee in an appropriate manner, the Chamber has the option of impeaching them;
- b. The Motion requires a two-third majority to pass;

- c. If the Motion to Impeach passes within the Committee, The President of the General Assembly must be summoned. He shall investigate the matter and undertake suitable further steps.

#### §18 Motion to Appeal

- a. A Motion to Appeal might be raised when a Chairperson's decision does not comply with the Rules of Procedure;
- b. Should such situation occur, the Proposer must instantly contact the President of the General Assembly;
- c. After a thorough investigation of the matter, the President of the General Assembly decides upon the validity of the Motion;
- d. If the Motion is considered as valid by the PGA, the Chairperson is obliged to withdraw Hers or His decision and renew the Debates. In that event, a Motion to Punish (Ch. X §19) the Chairperson for the mistake is in order.

#### §19 Motion to Punish

- a. Should a Delegate or a Chairperson behave in a manner discordant to the Rules of Procedure, one might be punished;
- b. The Proposer of the Motion is to specify the form of the punishment. It must be admitted by the Chairpersons;
- c. The Motion requires a simple majority to pass.

#### §20 Motion to Move to the Voting Procedure

- a. Such Motion should be proposed when the Chamber has already debated on the investigated matter thoroughly enough, thus wishes to vote upon it;
- b. The Motion requires a simple majority to pass.

### §21 Motion to Explain the Vote

- a. A Motion to Explain the Vote might be raised when one Delegation votes in a way that might contradict its Member State's policy;
- b. The Motion ought to be raised immediately after the voting procedure;
- c. The Motion requires a simple majority to pass;
- d. Should the Motion pass, the Delegation is automatically granted the floor and ought to elaborate on the foundations of Its vote.

### §22 Motion to Introduce a Working Paper

- a. Should be introduced within the Committee when a working paper of formal nature has been created;
- b. Requires a simple majority to pass.

### §23 Motion to Introduce a Draft Resolution

- a. Should be introduced within the Committee when a document that aspires to be a Resolution has been created;
- b. Requires a simple majority to pass.

### §24 Motion to Introduce an Amendment

- a. A Motion to Introduce an Amendment might be raised only after a Motion to Introduce a Draft Resolution has already passed within the Committee;
- b. It allows for all the Delegates of the Chamber to imply modifications of the Draft Resolution;
- c. The Proposer is to specify the content of the amendment and introduce it to the Committee;
- d. After the amendment is presented to the committee, the Sponsors of the resolution must state whether the amendment is friendly or unfriendly;

- i. Should the Sponsors recognise the amendment as friendly, it is automatically implemented to the Draft Resolution,
- ii. Should the Sponsors recognise the amendment as unfriendly, the Chamber should enter a 5-minute Moderated Caucus on the topic of the discussed amendment. The Moderated Caucus shall be then followed by a procedural voting on the implementation of the amendment to the Draft Resolution.
- iii. Sub-clause “d” does not regard the North Atlantic Treaty Organisation.

#### §25 Motion to Follow-Up

- a. A Motion to Follow-Up might be raised in a situation when a Delegate has used a Point of Information beforehand towards the current Speaker.
- b. It might be introduced by a Delegate only after receiving a full response on a Point of Information from the Speaker.

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