



Rules of Procedure

1. Conference Organisation

- 1.1. All authority for the Haileybury Model United Nations Conference (HMUN) ultimately lies with, and is bestowed by, the Conference's Director.
- 1.2. Certain powers are prescribed to the Secretaries-General, Rapporteurs and Deputy-Directors as documented within. However, in exceptional circumstances, for the protection of the Conference, the Director may give superseding orders.
- 1.3. The Rules of Procedure as detailed herein are subject to no-notice change by the Director in consultation with the Secretaries-General.

2. Lobbying and Approvals

- 2.1. General authority for the Approvals process lies with either the Deputy-Director or the Rapporteurs at the Director's discretion, as determined prior to the Conference. They will act as the Chair/Joint Chairs of the Approvals Panel. Amendments to the Approvals and Lobbying processes may be made by the Chair/Joint Chairs at their discretion.
- 2.2. The following approvals rules apply to the General Assembly committees, Human Rights councils, Environment commissions and Advisory Panel. Some of these rules will apply to the Security Council, and Security Council delegates should refer to Section 5 of this document for further guidance.
- 2.3. A resolution needs ten signatories to be considered for approval. This number may be adjusted for particular topics by the Chair/Joint Chairs of the Approvals Panel.
- 2.4. A delegate may sign two resolutions per topic within their committee. More than two delegates from the same school cannot sign a resolution. The Main Submitter of the resolution may not sign their own resolution.
- 2.5. The following rules apply to the length of resolutions:
 - 2.5.1. Resolutions should be a minimum of 5 operative clauses, and should be no longer than 12 operative clauses.
 - 2.5.2. A resolution should contain no more than 18 sub-clauses across the resolution.
 - 2.5.3. Sub-sub clauses may be used, but should only be included sparingly, will be included as part of the 18 sub-clauses, and must be approved by the Head Chair.
 - 2.5.4. No clauses should have only a single sub-clause.
 - 2.5.5. Resolutions should not have "Decides to remain actively seized of the matter." at the end of them. This clause should only be used by the Security Council.

Any resolutions containing this clause will have the clause removed and it will not count towards their clause numbers.

- 2.5.6. There is no limit to the number of pre-ambulatory clauses. However, such clauses are required to be succinct and relevant in nature.
- 2.6. The following rules apply to merged resolutions:
 - 2.6.1. Delegates may merge resolutions on the same topic with other delegates. The same rules regarding requirements for signatures apply.
 - 2.6.2. A resolution that has been merged is treated as a new resolution and must gather signatures in its own right. Upon merging, any signature previously given is considered null and void and a delegate may either sign the newly merged resolution or choose to give their signature elsewhere.
 - 2.6.3. No more than three delegates may form any one merged resolution. There is no limit to the number of times a committee can send merged resolutions to the Approvals Panel.
 - 2.6.4. Merged resolutions may consist of 20 operative clauses and 25 sub-clauses across the merged resolution. The same rules regarding sub-sub clauses and pre-ambulatory clauses apply.
 - 2.6.5. Merged partners on a resolution consist of one Main Submitter and one or two Co-Submitters. These delegates do not count as signatories toward their resolution. Submitters may still sign another resolution that is not their own on the same topic.
- 2.7. By signing a resolution, a delegate does not guarantee support for the resolution but merely indicates that they would like to see it debated on the floor of the committee.
- 2.8. Upon gaining sufficient signatures the Main-Submitter must first present a paper copy of their resolution, with their signature sheet, to their Head Chair for preliminary approval.
- 2.9. Head Chairs will seek to correct errors in sponsorship, grammar and resolution format. Head Chairs may also give advice as to the content of the resolution. Head Chairs will not amend resolutions for the delegates, but merely show the delegate where there may be mistakes. When Head Chairs are happy with the resolution, they will authorise it to go to the next stage of the approvals process by signing the signature sheet.
- 2.10. Upon receipt of the Head Chair's signature, delegates must upload a correct electronic copy to the approvals computer system, and then take a copy of the resolution and their signature sheet to the Approval Panel.
- 2.11. The Approvals Panel, under the supervision of the Chair/Joint Chairs, will be staffed by advisors of visiting schools.
- 2.12. The Approvals Panel will look further at sponsorship, grammar and resolution format. Whilst the Approvals Panel will not make rulings based on content, they may refer significant concerns to the Chair/Joint Chairs of the Approvals Panel.
- 2.13. A resolution will either be approved or sent for further modification by the delegate.

- 2.14. If the resolution is approved, no further work by the delegate is necessary. It will be considered for debate in committee (although not all approved resolutions will be debated).
- 2.15. The decision for what resolutions are appropriate for debate shall be taken by the Chair/Joint Chairs of the Approvals Panel, in consultation with the Director (and, in the case that they are not Joint Chairs of the Approvals Panel, the Rapporteurs).
- 2.16. Delegates will be advised if their resolution is in need of modification and invited to the Approvals Panel to discuss the relevant required changes.
 - 2.16.1. Once the delegate has made the required changes they may resubmit their resolution to the Approvals Panel to be considered afresh.
 - 2.16.2. There is no limit as to how many times a resolution may be resubmitted to the Approvals Panel.
- 2.17. Delegates may submit a resolution as many topics as they wish, provided they gain the required signatures during the lobbying process.
- 2.18. Stringent checks will be in place to look for plagiarism of resolutions. Any attempt at plagiarism will be immediately referred to the Director, and the Secretaries-General will also be notified. This may ultimately lead to the suspension of the delegate.
- 2.19. Once a resolution has been submitted to the Approvals Panel, it can no longer be amended by the Main Submitter.
- 2.20. The Approvals Panel will seek to amend resolutions for minor grammar and formatting mistakes. However, it also reserves the right to make more substantive changes to resolutions. Where this is the case, changes will have to be authorised by the Chair/Joint Chairs of the Approvals Panel, and wherever possible, the Main Submitter will be consulted regarding the reasons for the changes.

3. General Committee Debate (excluding the Security Council and Plenary Sessions)

- 3.1. Head Chairs have the authority, within reason, to amend the rules for the general debate within their committee in order to promote effective and constructive debate. Any such changes must be made in keeping with the general principles of the Rules of Procedure, and in consultation with the Secretaries-General, Rapporteurs or Director. The Head Chairs are also responsible for all other rulings on the Rules of Procedure concerning general debate that may occur during session.
- 3.2. The standard duration for a debate shall be forty-five minutes. This is subject to change depending on the success of debate and other considerations as noted by the Chair.
- 3.3. Debate will be conducted in a closed manner, with time for and time against. However, at the Chair's direction, and at any point during the debate, the Committee may move into open debate on the resolution.
- 3.4. At the beginning of the debate, the Main-Submitter will always be invited to give the first speech in favour of the resolution, this will be followed by Points of Information, provided the Main-Submitter is willing to take them.
- 3.5. At the conclusion of a speech, a delegate is permitted to yield to another delegate.

However, at the Chair's direction, this can be ruled out of order. Yield Chains are limited to two yields, making a full chain of three delegates.

- 3.6. All other speakers are recognised at the sole authority of the Chair by the raising of their placards.
- 3.7. If a delegate is willing to answer Points of Information, the standard number will be three. At the Chair's discretion, this may be extended, but only in exceptional circumstances. The Chair will decide which delegates get to ask Points of Information, to be decided by a show of placards.
- 3.8. Points of Information must be no more than 30 seconds in length and must take the form of a question to the delegate and not a speech. Answers to a Point of Information have no set time limit but the delegates are asked to keep their answers brief and the Chair may rule that an answer is too lengthy.
- 3.9. The Right of Reply for Points of Information will only be given in exceptional circumstances, and delegates should treat the granting of a Right of Reply as unusual.
- 3.10. At the end of time for the resolution, debate will enter time against the resolution. During this time, amendments to the resolution may be debated.
- 3.11. The following rules apply with respect to Amendments:
 - 3.11.1. Amendments may be submitted to the Chair at any time during the debate via note form. Amendments do not require any signatories to be submitted to the Chair. However, amendments may only be debated during time against or in open debate.
 - 3.11.2. Amendments should seek to only change one aspect of the resolution at a time.
 - 3.11.3. Once the Chair has approved the amendment, they will send a note to the delegate to inform them. If, for any reason, they do not approve the amendment, they will also notify the delegate, giving reasons why.
 - 3.11.4. Once an amendment has been approved, delegates may seek to introduce their amendment by raising their placard during time against, or during open debate. If recognised to speak by the Chair, the delegate should verbally seek to introduce their amendment, approval of which will be granted by the Chair.
 - 3.11.5. Debate on amendments will be closed debate, with a debate time to be set at the Chair's discretion. At the end of debate on the amendment, delegates will vote either for or against. There will be no abstentions and the amendment requires a simple majority to pass. During this vote, note passing will be suspended.
 - 3.11.6. At the conclusion of the debate on the amendment, debate on the resolution as a whole will recommence.
 - 3.11.7. Any amendment may be considered as a friendly amendment if, once it has been read out to the Committee, a motion to "Introduce as friendly amendment" is made and seconded, and there are no objections. In the event of even a single objection, debate on the amendment will continue as normal. If no objections are made, the amendment will be considered as passed and debate

on the resolution as a whole will continue.

- 3.12. At the end of debate on the resolution as whole, a vote of the committee will be taken. During this time note passing will be suspended. Delegates may either vote for the resolution, against it, or abstain. Voting will take place by a show of placards.
- 3.13. In the event that the resolution fails by a smaller margin than the number of abstentions, a motion may be made to Divide the House. Motions to Divide the House will only be accepted in these circumstances, and are not subject to objections. However, the Chair may rule the Motion as Out of Order. If the Motion carries, the Chair will re-call the vote and delegates must vote either for the resolution or against it. Abstentions are not permitted.
- 3.14. All votes require a simple majority to pass. No resolutions will be subject to special measures nor will they require a two-thirds majority.
- 3.15. It is the duty of the Chairs that they record the final voting tally in addition to any passed amendments to the resolution, whether or not the resolution passes or fails. This information will then be passed on to the Secretaries-General and Rapporteurs.
- 3.16. The following points, their meanings, and rules of use, are permitted during Committee Debates:
 - 3.16.1. Point of Personal Privilege – When a delegate is having a problem preventing them from participating in debate, e.g. audibility issues, visibility (eg. of amendments), heat etc. This Point *may* interrupt the speaker *if and only if* it is due to audibility issues, or in some circumstances, if a delegate cannot see essential text (e.g. a typed amendment being shown on a screen).
 - 3.16.2. Point of Information to the Chair – Used to call to question possible breaches of debate procedure, either by a Chair or by an unnoticed breach by a delegate. This may only be called *after* a delegate has ceased speaking.
 - 3.16.3. Point of Parliamentary Procedure- Used to request information on the debate procedure. The Chair will rule either in favour or against the Point of Parliamentary Inquiry. This can also be used by a delegate if uncertain about any of the rules of procedure and would like the Chair to either explain or clarify. This may only be called *after* a delegate has ceased speaking.
 - 3.16.4. Point of Order – Used to question breaches of decorum by another delegate, namely the causing of offence to another delegate. This may only be called *after* a delegate has ceased speaking. The Chair will rule either in favour or against the Point of Order.
- 3.17. The Secretaries-General will be the first arbiters on any rules of procedure issues, followed by the Rapporteurs, and finally the Director.

4. Plenary Sessions

- 4.1. At the conclusion of committee debates, committees will gather together for Plenary Session. As a body they will then debate resolutions of particular note from the various committees. The committees will be grouped for Plenary Sessions as follows:

- 4.1.1. The four committees of the General Assembly
- 4.1.2. The two committees of the Environment Commission
- 4.1.3. The two committees of the Human Rights Council
- 4.1.4. The Security Council and Advisory Panel.
- 4.2. The Presidents of the General Assembly, Environment Commission, Human Rights Council and Security Council shall act as the Head Chairs of their respective plenary sessions, assisted by the other Chairs from the relevant committees.
- 4.3. The format of debate in General Assembly and other Plenary sessions shall be as follows:
 - 4.3.1. Debate on a resolution shall be closed, with time “for” and time “against”. Total debate time not to exceed 45 minutes.
 - 4.3.2. Debate will start with a Chair of the relevant committee reading the operative clauses. This will be followed by a 2 minute speech from the Main Submitter of the resolution. This may be followed by Points of Information in the same fashion as Committee Debate.
 - 4.3.3. At the conclusion of these points, the speaker may yield either to the President or to another delegate. Yield Chains are limited to one yield, making a Chain of two delegates.
 - 4.3.4. Once the floor has been yielded to the President, they will invite delegates to raise placards to speak for or against debate in line with the status of debate
 - 4.3.5. Once debate time has elapsed, the Assembly shall move to voting procedure on the resolution as a whole. The same rules apply as in committee debate.
 - 4.3.6. Amendments to resolutions may not be submitted during General Assembly.
 - 4.3.7. The President may specify time during session to hear reports from other committees, in addition to any other business deemed vital to the benefit of the Assembly.

5. Security Council

- 5.1. Membership shall consist of the current Permanent and non-Permanent Members of the Security Council.
- 5.2. Security Council resolutions shall only require five signatories. All other signatory rules remain the same as for other committees.
- 5.3. No clause limits shall apply to Security Council Resolutions.
- 5.4. There is no set debate time for Security Council Resolutions.
- 5.5. The Security Council will set its own Rules of Procedure, which will be given to the delegates prior to the beginning of the conference.
- 5.6. The Security Council may make a motion to summon an Ambassador of a country for questioning on the topic or resolution currently undergoing consideration. This must not interrupt a speaker, requires an affirmative vote of nine delegates and is not subject to veto.

- 5.7. In event that the Security Council summons an Ambassador of a country not represented at HMUN then the Secretaries-General or appointed designates, shall stand in as Ambassadors. In the unlikely event that the Security Council wishes to summon a non-country witness (for example the head of an NGO), then both the President and the Secretaries-General must consent to such a summoning. In the event that such an event is agreed, then the Secretaries-General, or designates, shall stand in as above.
- 5.8. When summoned, the Ambassador will be given the opportunity by the President to make a two minute statement to the Security Council. Council members will then be invited to raise their placards if they wish to put a question to the Ambassador. As with Points of Information, questions should be kept to 30 seconds and the Ambassador should answer as briefly as possible. The President, at his/her discretion, will decide how long the questioning of the Ambassador will take.
- 5.9. In the event that a crisis is brought by the Secretaries-General for the attention of the Security Council, debate on the current resolution will be tabled. Whatever information is known about the crisis will then be heard.
 - 5.9.1. This will be followed by an extraordinary unmoderated caucus of 30 minutes. Delegates may choose to end the extraordinary caucus early if they so wish.
 - 5.9.2. During this unmoderated caucus, delegates may make motions to summon Ambassadors, the questioning of whom will commence at the end of the unmoderated caucus in the same format as before.
 - 5.9.3. The Secretaries-General will continue to update the Security Council during debate with additional information.
 - 5.9.4. There will be no fixed debate time when the Council is in Crisis Mode. Resolutions will be constructed on the floor and clauses submitted following the same procedure as amendments.
 - 5.9.5. If the Council concludes debate on the crisis before the end of the conference, they will return to the previously tabled resolution.

6. General Behaviour

- 6.1. All individuals participating in, or observing at, HMUN are required to maintain a respectable level of decorum.
- 6.2. Behaviour within committee rooms shall be the responsibility of the committee chairs. Delegates should adhere to the rules laid down by the chairs. Failure to abide by directives will result in either warnings or suspension from debate. In the event of a suspension, notification will immediately be sent to the Secretaries-General and Director.
- 6.3. The Secretaries-General may, at their discretion, suspend individual delegates on either a temporary or permanent basis from their respective committees. Such a suspension will automatically trigger the notification of both the Director and the advisor of the respective delegate. The Director may also suspend individual delegates.
- 6.4. The Director has the sole authority to suspend entire delegations should their

behaviour fall below an expected level. However, the Secretaries-General may also recommend such a course of action to the Director.

- 6.5. The dress code for HMUN is as follows:
 - 6.5.1. All delegates are required to wear formal clothing.
 - 6.5.2. Denim and Corduroy are not permitted.
 - 6.5.3. Delegates must not attempt to imitate national costume.
 - 6.5.4. All delegates are required to wear a blazer, or a jacket of similar formality.
 - 6.5.5. Male delegates are required to wear a tie.
 - 6.5.6. Short skirts (more than two inches above the knee), low-cut tops and bare midriffs are not permitted.
 - 6.5.7. Jewellery and make-up should be modest, with no visible piercings other than in the ears.
 - 6.5.8. No stilettos (they will damage the floors), or high heels above three inches.
- 6.6. Walking on the grass in either the central Quad or the smaller Quad outside the Dining Hall is forbidden.
- 6.7. HMUN aims to embrace the use of technology wherever possible. As such, the use of personal laptops and tablets is encouraged during the conference, with the following notes:
 - 6.7.1. Handheld electronic devices (such as tablets) may be used to write speeches, and brought to the podium in place of paper notes; laptops are too large to be used for this purpose.
 - 6.7.2. Delegates should not be using their laptops, tablets or phones during committee debates for personal reasons (e.g. using social media or playing games).
 - 6.7.3. Misuses of personal technology could result in a ban on personal technology for the whole committee during formal debates.
- 6.8. All those taking part in HMUN are required to act courteously at all times towards one another. Insulting language is not permitted during or outside of debate, nor are other forms of negative behaviour such as staging walk-outs and declaring war.
- 6.9. Smoking, the drinking of alcohol, and the taking of illegal drugs are expressly forbidden during HMUN, including at social events. Any delegate found in violation of this rule will be reported immediately to the Director and their advisor, resulting in possible suspension of the delegate, the delegation, or the visiting school from the conference at the Director's discretion.