



*Florida High Schools Model United Nations*

# **Rules of Procedure**

*Updated for the FHSMUN 45 Cycle -- August 2023*

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# 1. The Rules of Procedure and the Role of the Committee

## 1.1. The Rules of Procedure

- 1.1.1. The Rules of Procedure contained herein are the official Rules of Procedure for the FHSMUN conference.
- 1.1.2. Each of the rules contained therein may be referred to using the numbers found to its left.

## 1.2. Language

- 1.2.1. The official and working language of the conference is English.
- 1.2.2. The use of other languages is only permitted when:
  - 1.2.2.1. The Secretariat has been given prior notice, and
  - 1.2.2.2. An approved translation into English is made readily available.

## 1.3. Credentials

- 1.3.1. The Secretariat is to approve the credentials of all delegates and advisors, including those for groups with Official Observer status.
- 1.3.2. The Secretary-General, or their designate, has the right to revoke the credentials of any representative at any time during the conference.
- 1.3.3. Delegates from groups with Observer status are allowed access to all committees except the Security Council.

## 1.4. Diplomatic Courtesy

- 1.4.1. Any delegate or visitor who persists in an attempt to divert the conference from its educational purposes shall be subject to action from the Secretariat or FHSMUN Board of Directors and may have their credentials revoked.
- 1.4.2. Delegates must approach their committee topics with the utmost respect for the situations discussed, the real world persons and societies impacted, fellow delegates, and the FHSMUN staff facilitating debate.
- 1.4.3. FHSMUN has a zero-tolerance policy for any racist, anti-semitic, islamophobic, homophobic, or any other hateful or prejudicial speech against any group of people. Any violation of this policy will result in the delegate being removed from committee and the behavior addressed with said delegates' adviser.

## 1.5. Attire

- 1.5.1. Western business attire is the required dress code for all delegates and FHSMUN staff in attendance at any conference, including virtual conferences.
- 1.5.2. Western business attire includes formal dress shirts, jackets/blazers, skirts, dress pants, dress shoes, and ties.
- 1.5.3. Absolutely no t-shirts, shorts, jeans, flip-flops, sandals, or sneakers are allowed for committee sessions.

## 2. Pre-Committee

### 2.1. Position Papers

- 2.1.1. All delegates must submit a position paper three days prior to the start of the conference on FHSMUN's e-submission link/website.
  - 2.1.1.1. Said paper must demonstrate the research, analysis, and overall level of preparation for a particular delegate<sup>1</sup>;
  - 2.1.1.2. Position papers are to be considered when deciding committee awards.
- 2.1.2. All position papers must adhere to the following format:
  - 2.1.2.1. The position paper must be typed, using 12 point standard font, single-spaced with standard one-inch margins.
  - 2.1.2.2. In the upper right corner, delegates must include **only** the country represented and the committee.
    - 2.1.2.2.1. Delegates are not to include the name of their school on the position paper.
  - 2.1.2.3. If a committee has two (2) topics, there must be one position paper for each topic not exceeding one (1) page in length.
  - 2.1.2.4. If a committee has one (1) topic, there must be one position paper not exceeding two (2) pages in length
  - 2.1.2.5. The topic must be stated on the left, below the country and committee and above the body of the position paper in the format “Re: [topic]”
  - 2.1.2.6. Position papers must have citations for any information used from outside sources.
    - 2.1.2.6.1. Citations are to be in Chicago format and styled as footnotes
    - 2.1.2.6.2. Papers without appropriate citations are not to be considered when deciding committee awards
    - 2.1.2.6.3. Citations do not count towards the page limit.

### 2.2. The Committee Director

- 2.2.1. All committees are to be led by a Committee Director who, in addition to exercising the powers conferred elsewhere in these Rules, shall:
  - 2.2.1.1. Declare sessions opened and closed.
  - 2.2.1.2. Direct all discussions in the body.
  - 2.2.1.3. Ensure observance of the Rules of Procedure and provide interpretations of the Rules.
  - 2.2.1.4. Pose questions and announce decisions to the committee.

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<sup>1</sup> Further information about position papers may be found at [www.fhsmun.org/research](http://www.fhsmun.org/research).

- 2.2.1.5. Rule on Points of Order and have control over all proceedings to ensure the smooth functioning of the body unless specified in the Rules.
- 2.2.1.6. Limit the number of speakers and the time allotted to each speaker.
- 2.2.1.7. Limit the number of times each representative may speak on a question.
- 2.2.1.8. Declare necessary recesses.
- 2.2.2. The Committee Director may, but is not required to, delegate the above responsibilities to an Assistant Director or other designee as necessary.

### 3. At-Committee

#### 3.1. Attendance and Quorum

- 3.1.1. At the start of every meeting, the Committee Director is to conduct a roll call of all member states before declaring the quorum,  $\frac{1}{2}$  majority, and  $\frac{2}{3}$  majority.
- 3.1.2. Upon the call of a member state, the delegation of that member state must declare themselves either **present** or **present and voting**.
  - 3.1.2.1. A delegation must declare their attendance before being recognized by the Committee Director during debate.
  - 3.1.2.2. A delegation that is tardy to the committee meeting may declare their attendance via a note to the Committee Director, who will then announce any changes to quorum and required vote counts at the next available opportunity.
  - 3.1.2.3. A delegation that is present and voting relinquishes the ability to abstain from voting on substantive matters but only those delegations may vote to appeal a decision from the Committee Director
- 3.1.3. A majority of voting members answering to the roll at each day's first meeting shall constitute a quorum for that day.
- 3.1.4. A quorum will be assumed unless questioned through a Point of Order.

#### 3.2. Order of Consideration

- 3.2.1. The order of consideration is the order in which topics are debated.
- 3.2.2. The order of consideration shall be established by each committee.
- 3.2.3. A **motion to amend the order of consideration** may only be submitted to the Director in writing.
  - 3.2.3.1. Debate on this motion is limited to one (1) speaker for and one (1) speaker against
  - 3.2.3.2. Said motion requires a two-thirds vote of the committee to pass.

#### 3.3. Speakers List

- 3.3.1. The Committee Director is to keep a Speakers List for each topic – not each resolution or amendment.
- 3.3.2. The Speakers List is to be established by a motion from the body.
  - 3.3.2.1. Said motion must propose a speaking time and question period.
    - 3.3.2.1.1. The motion may also include provision for delegates to ask questions, which may be inclusive or exclusive of the original speaking time.
  - 3.3.2.2. Said motion must be debated by at least one (1) speaker for and one (1) speaker against before moving to vote.

- 3.3.3. When a Speakers List has been established, delegations may ask to be included either in writing to the Director or by raising their placard when the Director solicits such inclusions.
  - 3.3.3.1. If a delegation is not present when called upon to speak, that delegation forfeits its place on the Speakers List.
  - 3.3.3.2. A delegation may only be present on the List once, but may re-enter the List after having spoken.
- 3.3.4. The Committee may, by motion, suspend the Speakers List in order to initiate caucus.
- 3.3.5. If all motions to initiate caucus are rejected, and there are no other motions on the floor, the body will revert to the Speakers List.
- 3.4. Substantive and Procedural Matters
  - 3.4.1. **Substantive matters** are those that concern the substance of debate, rather than how the subject is debated.
    - 3.4.1.1. Substantive matters include the topic which is currently being debated.
  - 3.4.2. **Procedural matters** are those that affect how the debate is conducted and when it is conducted.
    - 3.4.2.1. Procedural matters include questions of personal, temporal, or conference procedure unrelated to what is being debated.
  - 3.4.3. The Committee Director may request that delegations submitting similar motions merge in an attempt to achieve a common motion.
- 3.5. Caucuses and Disruptions in Debate
  - 3.5.1. A **moderated caucus** is a form of debate that features a number of individual speakers who deliver speeches for a set amount of time.
    - 3.5.1.1. A motion for moderated caucus requires a simple majority to pass.
    - 3.5.1.2. Only one delegate is permitted to talk at a time.
    - 3.5.1.3. When motioning for a moderated caucus, delegates must delineate a total time of debate, a speaking time, and a topic for debate
      - 3.5.1.3.1. The topic for debate must be of substantive matters.
      - 3.5.1.3.2. The total time of debate must be divisible by the speaking time, so there is no time left at the conclusion of the last speaker.
    - 3.5.1.4. Directors choose speakers for moderated caucuses based on those who raise their placard, but also have the discretion to choose any delegate to speak.
    - 3.5.1.5. A delegate motioning for a moderated caucus may elect, instead of giving a total time, to move for a **Round Robin**, wherein each delegate must speak in a predetermined order.



- 3.5.2. An **unmoderated caucus** is a less formal mode of debate that allows delegates the freedom to move about the committee room, use technology, and talk at will with other delegates.
    - 3.5.2.1. A motion for unmoderated caucus requires a simple majority to pass.
    - 3.5.2.2. When motioning for an unmoderated caucus, delegates must delineate a total time of debate and a topic for debate
      - 3.5.2.2.1. The topic for debate can be substantive or procedural. The only procedural topics can be about writing working ideas and working papers
  - 3.5.3. At the conclusion of a caucus or when delegates elect to open debate, the chair opens the floor to motions. At this time, delegates may raise their placards to move for a caucus, to extend the previous caucus, to adjourn debate, to suspend debate, or to reopen the Speaker's List.
    - 3.5.3.1. The motions are voted upon in the order in which they are most disruptive to the flow of debate.
    - 3.5.3.2. Herein follows a list of motions, from most to least disruptive:
      1. Extension of the previous caucus.
      2. Unmoderated Caucuses
        - a. Caucuses with more time are more disruptive, and unmoderated caucuses are more disruptive than moderated caucuses.
      3. Moderated Caucuses
        - a. Between caucuses with the same total time, the one which allows more speakers is more disruptive.
      4. Adjournment of debate.
      5. Suspension of debate.
    - 3.5.3.3. The chair may rule any motion dilatory at their discretion.
- 3.6. Yielding
- 3.6.1. In the Speakers List, a delegation that completes a speech within the pre-designated time limit may yield the remaining time to the Director, to another delegation, or to questions.
  - 3.6.2. In a moderated caucus, a delegation that completes a speech within the pre-designated time limit may yield the remaining time to the Director or to another delegation.
  - 3.6.3. Yielding is not permitted in debate where no time limit has been set (unmoderated caucus).
  - 3.6.4. A delegation that yields speech time also yields the associated question period.

- 3.6.5. Yielding is only allowed on substantive matters, which is to be decided by the discretion of the chair.
- 3.6.6. Remaining time may only be yielded once.
- 3.7. Props and Demonstratives
- 3.7.1. Delegations are permitted to display articles to illustrate speeches.
- 3.7.1.1. Such articles must be physical; no digital displays are permitted
- 3.7.1.2. Such articles must not contain obscene or scandalous material
- 3.7.2. A delegation may only display such articles during their speaking time and must make them available to the Committee Director prior to doing so.
- 3.7.2.1. The Committee Director will then make the article available to the whole Committee.
- 3.7.2.2. The Committee Director may, at any time, prohibit the display of articles – or any individual article – from any delegation.
- 3.8. Points
- 3.8.1. A delegation may raise a **Point of Order** at any time only for the following purposes:
- 3.8.1.1. To question errors in voting, tabulation, or procedure.
- 3.8.1.2. To question incorrect placement on the Speaker's List.
- 3.8.1.3. To question a quorum.
- 3.8.2. Points of Order are to be used sparingly. The Committee Director may take appropriate actions when necessary to curtail excessive use.
- 3.8.3. A delegation may raise a **Point of Information** only when there is no discussion on the floor.
- 3.8.3.1. A Point of Information may be directed to either the Committee Director, a guest speaker, or to another delegation, but must be stated directly to the Committee Director in all instances.
- 3.8.3.2. A Point of Information directed to another delegation may only be asked immediately following a contribution from that delegation on a substantive matter.
- 3.8.3.3. Rhetorical questions are not valid Points of Information.
- 3.8.3.4. Points of Information must adhere to the below form:

**Encl. 1: Points of Information**

*After the delegate from Country B has concluded a contribution on a substantive matter but before the recognition of another delegation to contribute.*

*Delegate from Country A: Raises placard to be recognized by the Committee Director*

*Committee Director: "To what point do you rise?"*

*Delegate, Country A: "Point of Information"*

*Delegate, Country A: Asks a non-rhetorical question.*

*Delegate, Country B: May respond or decline.*

- 3.8.4. A delegation may raise a **Point of Personal Privilege** to request information or clarification, use the restroom, get water, or any other business not specifically designated for Points of Order or Information.

### 3.9. Right of Reply

- 3.9.1. At the Committee Director's discretion, any member state or observer may be granted a Right of Reply to answer serious insults directed at the dignity of a country represented.
- 3.9.2. The Director has the absolute authority to accept or reject Rights of Reply, and the decision is not subject to appeal.
- 3.9.3. The procedural motion must be submitted to the Director in writing and the delegate must adhere to only the response written to, and approved by, the Director.
- 3.9.4. Delegations that feel they are being treated unfairly may take said complaint to any member of the Secretariat.
- 3.9.5. If an insult is directed to a delegate and not their represented member state, the matter is to be referred to the Secretary General or a member of the Board immediately.

### 3.10. Appeals

- 3.10.1. A delegate may appeal any ruling of the Committee Director except those in regard to the granting of roll-call votes, explanation of votes, Rights of Reply, and all other decisions specifically exempted elsewhere in the Rules.
- 3.10.2. Appeals must be made immediately after the ruling, prior to its being put into practice, and must be put to an immediate vote.
- 3.10.3. The Director's ruling shall stand unless overruled by a two-thirds majority vote of those delegations present and voting.

### 3.11. Resolutions

- 3.11.1. The body aims to pass at least one (1) resolution for each topic that comprehensively addresses the topic.
- 3.11.2. Each resolution must be in the approved format.<sup>2</sup>
- 3.11.3. Each resolution must be co-sponsored by one-sixth of the quorum or a minimum of five member states, whichever is greater.
- 3.11.4. There must be at least three signatories on a resolution.
- 3.11.5. There are four stages to resolution-writing
  - 3.11.5.1. The first drafts of potential resolutions are termed *working ideas*.
    - 3.11.5.1.1. Working ideas must be handwritten and presented to the director for feedback before revisions may be typed.

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<sup>2</sup> An example of the sample resolution can be found at appendix A

- 3.11.5.2. Working ideas that are accepted by the director and are then typed are termed *working papers*.
- 3.11.5.3. The Director is to assign classification numbers to working papers to facilitate discussion, such as 1.1, 1.2, etc. based on the order in which the director received them.
- 3.11.6. The Committee Director may elevate a working paper into a *draft resolution* at their discretion.
  - 3.11.6.1. A draft resolution may only be changed by amendment
    - 3.11.6.1.1. All amendments must be submitted in writing to the Director, who will assign it a classification number.
    - 3.11.6.1.2. Before an amendment is voted on, the committee may opt to motion for a caucus to discuss the amendment.
    - 3.11.6.1.3. The Director may request that delegations submitting similar amendments merge in an attempt to achieve a common amendment.
    - 3.11.6.1.4. Amendments themselves are not able to be amended.
  - 3.11.6.2. A **friendly amendment** enjoys the support of *all* sponsors to the draft resolution. Such changes are immediately incorporated into the document without a vote.
  - 3.11.6.3. An **unfriendly amendment** does not enjoy the support of all sponsors to the draft resolution.
    - 3.11.6.3.1. A sponsor of the original draft resolution may sponsor an unfriendly amendment.
    - 3.11.6.3.2. Unfriendly amendments must be sponsored by one-sixth of the quorum or a minimum of five delegations, whichever is greater.
    - 3.11.6.3.3. Unfriendly amendments must be debated by at least two (2) speakers for and two (2) speakers against before moving to vote.
    - 3.11.6.3.4. A vote must be taken on an unfriendly amendment before any other amendment may be proposed.
- 3.11.7. A **motion for an Authors Panel** may be raised by any delegation at any time following the introduction of a draft resolution to the floor.
  - 3.11.7.1. A motion for an Authors Panel must be joined with a motion to suspend debate: “France moves to suspend debate for the purpose of entering into an Authors Panel on Draft Resolution 1.1.”
  - 3.11.7.2. Said motion must propose a time limit for the Panel.
  - 3.11.7.3. Upon passage of a motion for an Authors Panel, those sponsors of the draft resolution are to read the text of the draft resolution before the full committee before yielding to questions.

- 3.11.8. A draft resolution may only be voted upon following an Authors Panel relating to that draft resolution.
- 3.12. Closure of Debate
  - 3.12.1. A **motion to close debate** precedes a motion to enter voting procedure and calls whichever topic being discussed to a vote
  - 3.12.2. At least three (3) delegations must have spoken on the Speakers List for a particular topic before debate can be closed on that topic.
  - 3.12.3. Said motion must be debated by at least two (2) speakers for and two (2) speakers against before moving to vote.
  - 3.12.4. Debate is automatically closed – without vote – when the Speakers List is exhausted.
- 3.13. Adjournment of Debate
  - 3.13.1. A **motion to adjourn debate**, if successful, allows the Committee to end debate on one topic without having to vote on the associated draft resolutions for that topic.
  - 3.13.2. Said motion is only in order after there have been at least eight (8) speakers on a substantive motion and is subject to vote.
  - 3.13.3. Following the passage of an adjournment motion, the Committee may elect to open debate on any of the topics on the Order of Consideration – or seek to amend the Order.
  - 3.13.4. A motion to adjourn debate is also used once all topics on the Order of Consideration have been exhausted by the committee – thus termed a **motion to adjourn debate and report to the Secretariat**.
- 3.14. Suspension of Debate
  - 3.14.1. A **motion to suspend debate**, if successful, allows the Committee to recess with the intent of returning to debate at a later time, or to enter into Authors Panel.
  - 3.14.2. Said motion shall be permitted from any delegation at the discretion of the Director.
  - 3.14.3. The Director may also declare necessary recesses when applicable; such decisions are not subject to appeal.
- 3.15. Voting
  - 3.15.1. Upon the suspension of debate, any delegation may make a **motion to enter voting procedure**. Said motion must name the draft resolution(s) to vote on.
  - 3.15.2. Upon the passage of a motion to enter voting procedure on a specified draft resolution – or set thereof – any delegation may make a motion for a specific method of voting.
    - 3.15.2.1. Where no delegation makes such a motion, or there are time constraints, the default method is a placard vote

- 3.15.2.1.1. A placard vote consists of the director announcing what is being voted on, then asking for those in favor to raise their placards, then those opposed, then those abstaining.
- 3.15.2.2. A delegation may move for a **vote by roll call**, which is immediately acted upon by the Director.
  - 3.15.2.2.1. A vote by roll call consists of the director announcing what is being voted on, then asking how each delegation votes one by one, in alphabetical order.
  - 3.15.2.2.2. A delegation, at the discretion of the Director, may explain its vote after a roll call vote has been taken.
    - 3.15.2.2.2.1. This must be requested at the time the delegation announces its vote by voting "with rights" during a roll call vote.
    - 3.15.2.2.2.2. The length of time allowed for an explanation is to be set by the Director and is not subject to appeal.
- 3.15.2.3. A delegation may move for a **vote by acclamation**, which is immediately acted upon by the Director
  - 3.15.2.3.1. A vote by acclamation consists of the director announcing what is being voted on, then asking all those in favor to say 'aye,' then those in favor to say 'nay,' then those abstaining to say 'abstain.'
  - 3.15.2.3.2. If it is not abundantly clear which was louder, then the committee will revote using the placard voting method.
- 3.15.3. Resolutions, amendments to resolutions, and procedural motions are to require a simple majority to pass.
  - 3.15.3.1. A simple majority vote requires the concurrence of 50% + 1 of all member states voting yes and no.<sup>3</sup>
  - 3.15.3.2. A two-thirds majority requires the concurrence of 67% or more of those members voting yes and no.
  - 3.15.3.3. Abstentions are not to be included in the calculation of the vote.
  - 3.15.3.4. In the Security Council, procedural motions [such as] are to require at least nine member states voting in favor.
  - 3.15.3.5. In the Security Council, resolutions are to require at least nine votes in favor to pass with no permanent member of the Security Council voting against the resolution.

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<sup>3</sup> Example: There are 57 Member States represented in committee. A simple majority vote would require 30 votes in the affirmative (50% of 57 is 28.5 + 1 = 29.5, rounded up to 30) if no other Member State abstains. If there is 1 abstention, then the required votes in the affirmative would be 29 (50% of 56 is 28 + 1 = 29); 3 abstentions would require 28 votes in the affirmative.

- 3.15.3.6. The permanent members of the Security Council (China, France, the Russian Federation, the United Kingdom, and the United States) retain the right to veto a draft resolution by voting no.
- 3.15.4. After the Director announces the beginning of a vote, there will be no use of electronics, verbal and/or non-verbal communication, or leaving the committee room until the vote is over and results have been announced by the Director.
  - 3.15.4.1. The only exception is on a Point of Order in connection with the actual conduct of the vote.
  - 3.15.4.2. Repeated violations of this rule constitutes grounds for expulsion.
- 3.15.5. Directors must ensure that they ask before entering voting procedures if anyone needs to use the restroom or leave their seat to get water.
- 3.15.6. Only at the conclusion of voting for any resolution or amendment, the Director may accept a request from a delegation wishing to change its vote.
- 3.15.7. If a delegate has any Religious obligation that requires them to miss voting procedures, they are permitted to give the Director instructions on how they are to vote, to which the Director will announce when they call their delegation in a roll call vote, or announce it after the placard vote when they announce the final count.
- 3.15.8. At any time following the conclusion of voting on a resolution, a delegation that had previously voted with the prevailing side may submit a **motion for reconsideration** in writing to the Director.
  - 3.15.8.1. After making such an indication, the delegation may verbally make the motion from the floor.
  - 3.15.8.2. A motion for reconsideration requires a second.
  - 3.15.8.3. Said motion must be debated by at least two (2) speakers for and two (2) speakers against before moving to vote.
  - 3.15.8.4. Said motion requires a two-thirds majority to pass.
  - 3.15.8.5. Upon the passage of a motion for reconsideration, the Director may accept a motion to enter voting procedure on the relevant substantive resolution.
  - 3.15.8.6. Amendments to the relevant resolution may be moved immediately after the passage of a motion for reconsideration.

## 4. Aside-Committee

### 4.1. Home Government

4.1.1. The role of Home Government is to ensure that relevant and substantive debate is occurring in each committee.

#### 4.1.2. Guest Speakers

4.1.2.1. A guest speaker is a member of Home Government who enters into a committee acting as a prominent and relevant figure in the context of the committee topic and delivers a speech concerning current talking points.

4.1.2.2. Delegates may request guest speakers by writing to the Director, giving the name and title of the speaker and their reasoning for choosing that person.

4.1.2.2.1. The guest speaker must be alive and a appropriate choice.

4.1.2.2.2. The Director and Home Government both retain the right to reject any guest speaker suggestions.

4.1.2.3. When the guest speaker arrives, any caucus in motion immediately stops for the guest speaker to deliver their speech to the committee.

4.1.2.4. After the speaker has finished delivering their speech, the Director will open the floor to questions.

4.1.2.4.1. At that point, a delegate may raise a point of information directed at the speaker to ask a question, to which the guest speaker may accept or decline to answer.

4.1.2.4.2. Questions may not be redundant.

4.1.2.4.3. It is to the discretion of the guest speaker how many questions they field.

4.1.2.5. Delegates must treat guest speakers with the highest level of decorum.

4.1.2.5.1. Electronic usage, note passing, and talking are not permitted when the guest speaker is with the committee.

#### 4.1.3. Home Government Requests

4.1.3.1. A delegation may at any time make a **Home Government request** by submitting such request in writing to the Committee Director.

4.1.3.1.1. Home Government Requests may be used to ask specific research questions or seek clarification on a matter of importance.

4.1.3.1.2. Delegations may not request information that should have been included in their preliminary research or can be easily researched on their own.



4.1.3.2. Upon receipt of the request, Home Government will seek to provide a brief answer to the questions posed and may include additional citations for further research.

#### 4.1.4. Resolution Writing Support

4.1.4.1. A Committee Director may, at any time, request for members of Home Government to enter the Committee to assist with the drafting of resolutions.

4.1.4.2. Such assistance may take the form of editing help, advising delegations, etc. and may only occur in maximum 30 minute intervals.

4.1.4.3. At least one member of Home Government must not be working on resolution writing support for attending to other matters.

4.1.4.4. A member of Home Government may be recalled from a committee by other members of HG, the Secretariat, or the Board of Directors if other needs arise.

## 4.2. Crises

### 4.2.1. Crisis

4.2.1.1. Crisis is an extra-committee event designated for either one or two committees which are informed of their participation before the beginning of conference sessions.

4.2.1.2. Crisis takes place outside of normal committee sessions, and features debate on a topic that delegates will not see until two hours before the beginning of the Crisis session.

4.2.1.2.1. At that point, delegates will receive the Crisis Background Guide, featuring contextual information about the Crisis, but not containing either guiding questions for debate, nor a description of the current situation.

4.2.1.2.1.1. The Background Guide will be given to the delegates at the end of the last committee session before the Crisis.

4.2.1.2.2. When the Crisis session begins, a UN official guest speaker, who will brief the joint-committee of the current situation in the crisis, a written version of which will be given to each delegate.

4.2.1.3. Delegates are not permitted to prepare any working ideas, or potential clauses, before the session begins. Delegates who do this risk expulsion from the Crisis.

4.2.1.4. It is to the discretion of the Chair whether the committee may continue the Crisis into the next normal session.

### 4.2.2. Joint Crisis

- 4.2.2.1. All rules of procedure for Crisis apply to Joint Crisis, unless otherwise supplanted.
- 4.2.2.2. Changes to committee sessions
  - 4.2.2.2.1. For both committees, the last normal committee session of the day will end 30 minutes earlier than scheduled to allow more time for research before the Joint Crisis.
  - 4.2.2.2.2. The Crisis Session will not include a reading/research time period in the beginning. There will be a 15-minute break in the middle of the Crisis, the exact timing of which will be at the Directors' discretion.
  - 4.2.2.2.3. The next normal committee session will see the two committees return to separate rooms, though each will dedicate at least one and a half hours to conclude the crisis.
  - 4.2.2.2.4. Refer to the conference itinerary for specific timing of the Crisis/Committee Sessions.
- 4.2.2.3. Background Guide and Committee Brief
  - 4.2.2.3.1. The Joint Crisis Background Guide is different from other Background Guides. The Guide will feature contextual information about the Crisis, though it will not contain either guiding questions for debate, nor a description of the current situation. The Background Guide will be given to the delegates at the end of Committee Session 4 to give more time before Crisis to do adequate background research.
  - 4.2.2.3.2. The specifics of the current situation will be given to the delegates at the beginning of the Crisis. The Crisis will begin with a UN official guest speaker, who will brief the joint-committee of the current situation in the crisis, a reduced version of which will be given in writing to each delegate.
- 4.2.2.4. Speakers List
  - 4.2.2.4.1. The Speakers List will operate as it does in normal committee sessions with one exception. The list must alternate between members of the two committees.
  - 4.2.2.4.2. If either committee reverts to the Speaker's List during Committee Session 5, the Director will skip the delegates of the other committee and must send an abbreviated version of each speech to the other committee to be read aloud. The delegate is responsible for this speech and must deliver it to the Director before the committee moves off of

the Speaker's List.

4.2.2.5. Joint-Committee Directors

4.2.2.5.1. The joint-committee will have two Directors, namely the Directors of the two committees. They have all of the powers expressed in the general Rules of Procedure.

4.2.2.6. Authors Panel

4.2.2.6.1. Beginning Authors' Panels will be the first course of action after opening debate in Committee Session 5. Due to the necessity of coordinating the Authors Panel with two separate committees, delegates will not have the ability to choose the order of the Authors Panels; the order will be chronological to the assigned number of the working paper. Transcripts of the proceedings from one committee, written by the Assistant Director, will be read aloud to the other and vice versa before further action can be taken by the committees.

4.2.2.6.2. Home Government will be responsible for running the transcripts between the two committees.

4.2.2.7. Amendments

4.2.2.7.1. Friendly and unfriendly amendments must be submitted, debated, and voted upon before the end of the Crisis Session. They are not permitted to be passed at Committee Session 5 before Authors Panel.

4.2.2.7.2. The following amendments are for after Authors' Panel once the draft resolutions are accepted as draft resolutions:

4.2.2.7.2.1. Sponsored amendments: must be approved by all sponsors of one committee, approved by the Director, then sent to the other committee for approval by the sponsors from that committee and their Director. Pending the approval of the other committee's sponsors and Director, the amendment will be passed, as a vote in sponsored amendments is not necessary.

4.2.2.7.2.2. Un-sponsored Amendments: Can only be made to the operative clauses and must be sponsored by 5 member states of one committee. Once proposed, the two-for-two-against speakers and the vote must be transcribed to the other committee, who will also do two-for-two-against and vote. A total-majority vote, not committee-based, will decide the vote.

#### 4.2.2.8. Voting Procedures

4.2.2.8.1. The non-Security Council committee must close out of voting procedures and a courier must deliver the results to the Security Council before the Security Council can enter voting procedures. If the first committee votes against a draft resolution, it can still become a resolution if it passes the Security Council.

4.2.2.8.2.

#### 4.2.2.9. Guest Speakers

4.2.2.9.1. Besides the live briefer at the beginning of the Crisis session, guest speakers will follow the same as the general Rules of Procedures. The live briefer will not take any questions.

#### 4.2.2.10. Overlapping Delegations

4.2.2.10.1. An overlapping delegation occurs when there is a delegation from the same nation in both committees. If this occurs, the two delegates will remain their respective delegations, though will follow their nation's policy in accordance with how it applies to their specific committee.

#### 4.2.2.11. Signatories and Sponsors

4.2.2.11.1. There must be at least one sponsor from each committee on each draft resolution.

#### 4.2.2.12. Operative Clauses

4.2.2.12.1. Since all resolutions will have at least one member of the Security Council as a sponsor, there are no language restrictions in regards to using "Condemns" or "Calls Upon."

### 4.3. Historical Committees

4.3.1. Historical committees, unlike regular committees, are not set in present day and do not directly concern present-day issues. They concern one specific moment in international history since the inception of the United Nations.

4.3.1.1. Historical committees must not take place before the United Nations Charter was made effective on October 24, 1945.

4.3.2. Background guides must contain a 'cutoff date,' which denotes the date that the committee is meeting.

4.3.2.1. Any historical events that occurred after the cutoff date, for the purposes of the committee, will be treated as they have not occurred.

- 4.3.3. These Rules of Procedure – especially §1.4.2 to §1.4.3 – apply to historical committees in their entirety.

## 5. Virtual Conferences

### 5.1. Credentials

- 5.1.1. The Secretary-General, or their designate, may at any time request a participant to show either a valid form of identification (e.g. government-issued or student ID) or show a signed registration form.
- 5.1.2. Delegations, upon entering committee, should have their given name visible on the approved videoconferencing platform.
- 5.1.3. If a guest cannot be verified, the Committee Director may send the guest to Conference Services.

### 5.2. Visitors and Guest Speakers

- 5.2.1. Advisors, members of the Board of Directors, the Secretary, and FHSMUN staff who visit must remain muted during the duration of their time in committee.

### 5.3. Electronics

- 5.3.1. Delegations are allowed to use a personal laptop, tablet, or phone in order to connect to the approved video conferencing platform.
- 5.3.2. Delegations are to restrict internet use and browser searches to topic-related research during unmoderated caucuses only.
- 5.3.3. The use of social media is prohibited during the conference.
- 5.3.4. Taking pictures and making audio and/or visual recordings of the virtual conference and/or of its participants, including sharing recordings and/or photos of the conference or of other participants, is strictly prohibited.
- 5.3.5. Google Docs and Google Sheets are the only word processing platforms approved for use during the conference by all participants. Delegates are to ensure that they are able to access these free platforms.
- 5.3.6. All participants are required to have the Zoom app installed before the start of the conference.
- 5.3.7. All delegates are required to send their email to the committee dais at the start of committee session.
- 5.3.8. The committee dais will create blank documents (at least two) and share them with all delegates in the committee; these documents will become the committee's draft resolutions.

### 5.4. Position Papers

- 5.4.1. All position papers must be electronically submitted to the committee director prior to the start of committee.

### 5.5. Attire

- 5.5.1. Rules of Procedure §1.5 applies to virtual conferences in its entirety.

- 5.6. Name
  - 5.6.1. All delegations are required to have their country name, instead of their given name, visible at all times on the videoconference.
- 5.7. Late Attendance
  - 5.7.1. Delegations that arrive after the start of the committee session are to send a note via the videoconference chat to the Committee Director indicating whether they are present or present and voting
- 5.8. Speakers List
  - 5.8.1. Delegations may re-enter the Speakers List after they have spoken by sending a note to the Committee Director through the videoconference chat
  - 5.8.2. The Committee Director will manage a document of the Speakers List, which will be made available to all delegations.
- 5.9. Audio/Visual Presence
  - 5.9.1. All delegations are required to have their video enabled for the duration of the conference.
  - 5.9.2. All delegations will be muted by default during the duration of the conference; the Committee Director will unmute each delegate as necessary.
  - 5.9.3. The Committee Director may maintain necessary order by muting or disabling the video of any participant at any time.
  - 5.9.4. Delegates are to be in a stationary setting throughout the conference and may use an appropriate virtual background, if necessary.
    - 5.9.4.1. Appropriate virtual backgrounds include the flag of the delegation country, the United Nations Flag, a photo of a United Nations committee room, or a neutral color or pattern.
    - 5.9.4.2. Virtual backgrounds containing inappropriate material, including obscene or scandalous material, logos, or political messages are strictly prohibited.
- 5.10. Motions
  - 5.10.1. In order to propose a motion, delegations may use the “Raise Hand” or similar feature after the Committee Director asks for such motions.
- 5.11. Voting
  - 5.11.1. For procedural votes, delegations are to vote using the “Yes” and “No” voting features in the videoconferencing application.
  - 5.11.2. For substantive matters, the Committee Director solicit votes using the “Poll” feature in the videoconferencing application.
  - 5.11.3. Rules of Procedure §3.15 (Voting) applies to virtual conferences in its entirety

## 5.12. Caucuses

- 5.12.1. Rules of Procedure §3.5 (Caucuses and Disruptions in Debate) applies to virtual conferences in its entirety.
- 5.12.2. Moderated caucuses are to take place in the main video conferencing room. Delegates wishing to speak may use the “Raise Hand” feature (or similar) to indicate such.
- 5.12.3. Unmoderated caucuses are to take place in breakout rooms within the video conference.
  - 5.12.3.1. The Committee Director will move delegates between different breakout rooms.
  - 5.12.3.2. Each breakout room must have at least one member of FHSMUN staff acting as supervision.

## 5.13. Resolutions

- 5.13.1. All resolutions must be written in Google Docs and shared with the Committee Director via Google Docs

## 5.14. Virtual Conduct

- 5.14.1. The Delegate Code of Conduct and the Virtual Code of Conduct is to be provided to each delegate before the conference date.
- 5.14.2. The Delegate Code of Conduct and the Virtual Code of Conduct apply to virtual conferences in their entirety.
- 5.14.3. The Board of Directors, or their designate, may take appropriate disciplinary action for violations of the Codes of Conduct



## 6. Plagiarism

### 6.1. Definitions

- 6.1.1. FHSMUN adopts the Oxford Languages definition of **plagiarism**, “the practice of taking someone else's work or ideas and passing them off as one's own”
- 6.1.2. FHSMUN defines **artificial intelligence** as “the simulation of human intelligence processes by machines, especially computer systems,” including machine learning algorithms such as large language models (LLMs) and artificial neural networks (ANNs).

### 6.2. Prohibition

- 6.2.1. Plagiarism, in all forms, is *strictly prohibited* at all stages.
- 6.2.2. If a member of the FHSMUN staff becomes suspicious of a document, Home Government has the power to investigate said document for plagiarism and use of AI.
- 6.2.3. This includes, but is not limited to, plagiarism in draft resolutions, speeches, and position papers, and the use of artificial intelligence for those purposes.

### 6.3. Sanction

- 6.3.1. The Secretary-General, or their designate, may at any time seek to investigate plagiarism and implement appropriate discipline.
- 6.3.2. Delegations found to have utilized plagiarism may be barred from consideration for awards, or any other sanction deemed appropriate by the Secretariat. Punishments can range from warnings to suspension from participation.