THIMUN O-MUN

Rules and Procedures for Debate

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THIMUN O-MUN

RULES AND DEBATE PROCEDURE

An online debate procedurally models a THIMUN-style debate. THIMUN rules and procedures will be followed as closely as the virtual environment allows.

For all questions relating to the use of the technology for online debating, delegates are referred to the O-MUN Delegate Guide, available on the website.

Delegates are also referred to the following publications:
- Williams/Stein: Uniting the Nations through Model United Nations;
- Uday Rai Mehra: How to help Delegates Become Prepared (Downloadable from THIMUN website)
- Guidelines for New Delegates (Downloadable from THIMUN website)

GENERAL RULES

Delegates should be aware that the purpose of the rules is to facilitate debate and to accord to all delegates their democratic right to voice an opinion. The rules will be applied to this end and abuse or misuse of the rules for obstructive or restrictive purposes will not be tolerated.

United Nations Charter

Delegates must, at all times, act in accordance with the articles and principles of the United Nations Charter and the Universal Declaration of Human Rights.

Diplomacy

Each delegate must act according to diplomatic norms, including the duty to:
- respect the decisions of the Chair at all times;
- obtain the floor before speaking;
- yield the floor when required to do so by the Chair;
- be courteous at all times;
- avoid the use of insulting or abusive language.

Speech-making and Forms of Address

All speeches and questions are addressed either to the Chair or through the Chair. All speeches should, therefore, begin by the speaker addressing the Chair, e.g. "Mr.(or Madam) Chair...", before continuing with a phrase such as: "fellow delegates..." or "ladies and gentlemen of the house..."

Delegates should generally refer to themselves and to other delegates in the third person e.g. "... the delegation of Argentina supports this resolution because...".

"As the honorable delegate of Sri Lanka has told the house...";

In other words, delegates should avoid the use of the first and second person pronouns: I/me, we/us and you except in set phrases such as "I rise to a point of information" or "I yield the floor."

All points of information must be formulated as questions and so should begin with a phrase such as:
"Is the Chair/speaker aware that..."

Delegates should come to a clear conclusion at the end of their speech e.g.
"Therefore, the delegation of Argentina urges the committee to vote in favor of this resolution and I am now open to points of information."
Opening Speeches/Policy Statements
Delegates are permitted to make opening speeches. Such speeches are a statement of the delegation’s policy, either in general or on a specific issue, and usually restricted to one minute.

Right of Reply to Opening Speeches
The right of reply to an opening speech may be accorded to a limited number of delegates after a specified number of opening speeches. Such replies must refer specifically to one of the preceding opening speeches.

Draft Resolutions
Draft resolutions submitted for debate must:
- conform to the THIMUN format and structure (see Appendix),
- be formulated in appropriate language for a UN resolution,
- pertain to the issue being debated,
- be within the competence of the forum debating it,
- be in accordance with the United Nations Charter.

This will be checked before debate begins.

Quorum
A majority of the total number of delegates registered constitutes a quorum.

Debate Procedure
Except where otherwise adapted or limited by these rules, Robert’s Rules of parliamentary procedure are used.

In general, the Chairs will know the proper procedure and how to apply the rules. They can give help and information and delegates may ask for clarification or explanation of the rules. This is most easily done by rising to a point of order, a point of information to the Chair or a point of parliamentary enquiry. Such points, however, are not allowed to interrupt a speech.

Powers of the Chair
The Chair sets the limitation of debate time for each motion. When debate time has been exhausted, the Chair proposes either the extension of debate time or the closure of debate and subsequent vote on the question being considered (the Previous Question).

Since a high degree of consensus is aimed at, open debate is the norm, except on really contentious issues, where the Chair may propose closed debate.

The Chair may, in the interest of debate, or in order to work towards consensus, call upon particular delegates to speak, even if they have not requested the floor. The Chair should be mindful of the delegate’s level of experience and message intent when calling on individual participants. The Chair may also, for the same purposes, restrict the speaking time of an individual delegate. The limitations of debate time include the time taken for replies to points of information but do not include the time taken for questions to the speaker or for other interruptions.

The Chair will announce the guillotine time (the absolute maximum debate time for one resolution). The Chair may call recesses or the adjournment of the debate.

Decisions of the Chair may be appealed and the Chair has the right to explain the decision. The appeal is not debatable but is put directly to the vote. A two-thirds vote against the Chair’s decision is required for such an appeal to be upheld.

Amendments to Draft Resolutions
The purpose of amendments is to improve the resolution with the object of achieving wider consensus. Amendments can only be submitted by a speaker who has the floor.
Amendments can only be made to Operative Clauses. Preambulatory Clauses, which should contain only facts and reasoning, are not normally debatable nor subject to amendment.

To avoid confusion, amendments should normally only refer to one specific clause at a time. Amendments can be made to "strike", to "add", to "insert" or to "strike and insert" words or phrases to the clause in question. They may also propose to strike, add or insert whole clauses.

When an amendment is moved, debate on the main resolution is temporarily suspended, while debate takes place on the proposed amendment and a consequent vote taken on whether to adopt it.

The Chair sets a debate time for the proposed amendment, at the conclusion of which a vote is taken. Under certain circumstances (e.g. in the interests of time or when there is little or no objection to the proposed amendment), the Chair may proceed directly to a vote on the amendment without debate.

The proposed amendment is voted on before a vote is taken on the main motion. If an amendment to the second degree (amendment to the amendment) is moved, it will be voted on before the vote is taken on the first amendment. If the adoption of the second amendment necessarily implies the acceptance or rejection of the first amendment, the first amendment is not put to the vote.

Delegates may vote for or against adoption of the amendment. Although they may abstain from voting, they should be aware that a motion passes if the number in favor exceeds the number against regardless of the number of abstentions.

Amendments adopted by a majority vote are included in the draft resolution before debate continues on the main motion as amended.

If the amendment fails, the submitter of the amendment retains the floor and debate continues on the main motion without amendment.

Yielding the Floor to other delegations

The floor may be yielded by one delegation to another only once consecutively.

Rising to Points and Interruption of Speeches

A speech may not be interrupted by any point except a Point of Personal Privilege referring to audibility. All other points are dealt with only when the speaker has yielded the floor either to points of information, to another delegate, or to the Chair.

A Point of Order may relate to procedural matters only.

A Point of Personal Privilege must refer to the comfort and well-being of the delegate. It may not refer to the content of any speech and may only interrupt a speaker if the speech is inaudible (this is indicated in O-MUN by the confused face emoticon).

A Point of Information may be directed to the Chair or to the speaker who has the floor if he has indicated that he is willing to yield to points of information. A point of information must be formulated as a question, although a short introductory statement or reference may precede the question. A follow-up question or series of questions from the same questioner are usually not in order.

A Point of Parliamentary Enquiry is a point of information directed to the Chair concerning the rules of procedure.

The Previous Question

Moving the Previous Question calls for the closure of debate and for a vote to be taken on the motion pending. It may be moved by the Chair or a speaker who has the floor.

The motion will not usually be entertained if there are speakers who still wish to speak and time is still available.

Voting

Only Member States of the United Nations may vote. After the Chair has announced the start of voting procedures, no interruptions are allowed except for points of order connected with the actual conduct of the voting.

A simple majority is required for a resolution to pass. In the event of a tied vote, the resolution fails.

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Abstentions do not count either for or against the adoption of a motion, i.e. a resolution passes if the number in favor exceeds the number against regardless of the number of abstentions.

**Veto Rights** - The Security Council will apply the special provisions concerning voting as stated in the UN Charter.

The Chair announces the result of the vote. If the resolution has passed, the delegates may applaud. After the result of the voting procedure has been announced and time permitting, a number of delegates may be recognized to explain their vote. The Chair will try to recognize both delegates who voted in favor and those who voted against or abstained.

**Reconsideration and Tabling**

Once a resolution has been formally adopted or rejected by a vote, it can only be reconsidered after all business on the agenda has been completed. It requires a two-thirds majority in favor of reconsideration.

Tabling, or laying a resolution on the table, temporarily disposes of it. A motion to table a resolution is not debatable and requires only a simple majority in favor. A two-thirds majority is needed to take matters from the table, however.

**SPECIFIC RULES AND PROCEDURE FOR O-MUN DEBATES**

**Process of the Online Debate**

1. Lobbying and Opening Policy statements take place during the 30 minute pre-debate lobbying time in the Ambassador’s Lounge set up for this purpose.

2. The Chair then opens the formal session by introducing the Moderating Team, quickly reviewing the features of the Blackboard Collaborate classroom and announcing the guillotine time (i.e. the maximum time available for debate - usually 90 minutes) for the debate on the resolution.

3. A roll call is taken. Delegates reply by saying “Present and voting.” Non-member delegates should reply “Present”. Those delegates who are late or absent will be noted by the Tally Moderator.

4. The Amendments Moderator pulls the resolution into TitanPad. The Chair sets a three to five minute reading period for the resolution. The operative clauses need not be read out by the main submitter.

5. The Chair sets a debate time and explains that this is an open debate. In open debate delegates may speak either in favor or against the resolution, when they have the floor.

7. The main submitter then has the floor to speak on the resolution. When the main submitter has concluded his speech, he may yield to points of information or yield the floor either to the Chair or to another delegate.

8. The Chair then chooses who will ask the points of information or the next delegate to speak as appropriate.

9. The Chair then recognizes a succession of delegates in turn to speak on the resolution. Speakers should explain why they think the resolution is good or bad, highlighting its main strengths or weaknesses and urging the house to vote in favor or against. Speakers may yield to points of information and may propose amendments in an attempt to improve the resolution.

10. Once debate time has elapsed and after a balanced debate, the previous question (calling for closure of debate) is moved and voting procedure commences. During voting procedure, note-passing is suspended and no points, except Points of Order pertaining to the voting procedure, will be entertained.

11. The Chair announces the result of the vote. If the resolution has passed, the delegates may applaud the constructive accomplishment. However, if a resolution fails, clapping is not in order.

12. After the result of the voting procedure has been announced and time permitting, a number of delegates may be recognized to explain their vote. The Chair will try to recognize both delegates who voted in favor and those
who voted against or abstained.

Amendments
A delegate who wishes to propose an amendment submits it to the Amendments Moderator via private chat. The delegate then has to obtain the floor and announce that he/she has submitted an amendment. The Chair will then decide whether or not to entertain the amendment. The Chair may decide not to entertain an amendment if the Chair considers the proposed amendment to be purely negative or destructive of the original purpose of the draft resolution or not in accordance with the United Nations Charter. This decision may be appealed under the usual provisions for appealing a Chair’s decision.

If the amendment is to be entertained, the Chair sets closed debate time, usually three minutes in favor and three minutes against the amendment. In their speeches, speakers may only talk about the desirability or otherwise of including the amendment into the main motion.

Amendments to the second degree (an amendment to an amendment) can be entertained and follow the same procedure, usually with one minute in favor and one minute against. If amendments to the second degree pass, the change is made to the original amendment by the Amendments Moderator.

Once debate time has elapsed, UN member states vote on the amendment, either for or against or to abstain. If the amendment fails, the submitter of the amendment retains the floor. If it passes, the resolution is amended and debate continues.

Voting
When it is time to vote on an amendment or the resolution itself, delegates will be instructed by the Chair that the forum has gone into voting procedures.

When voting on either an amendment or the resolution, delegates have the choice of ‘for’ (A), ‘against’ (B) or ‘abstain’ (C). Since guests in BbC are counted as part of the participant tally, the percentages will not accurately reflect the count. Look at the vote tallies instead.

Results will be announced by the Chair.

Security Council Procedures
Procedures during a Security Council debate vary somewhat from those used in other debates.

A two hour lobbying and drafting session is held the day before the actual debate, and delegates are requested to come ready to submit pre-drafted clauses.

Delegates are requested to bring several pre-written clauses to the lobbying session and to be ready to speak on behalf of their inclusion into the resolution.

Delegates are reminded to follow country policy and to be constructive, rather than destructive.

P5 nations (China, France, Russia, UK, USA) should remember that, in the real United Nations, the veto power is rarely invoked and is, therefore, to be used sparingly. P5 delegates may, however, indicate under what circumstances they might consider using their veto right, based on their country’s policy on the issue under discussion, so that other delegates are able to take this into consideration when formulating clauses or amendments.

Since the Security Council of the United Nations has executive powers, delegates are allowed to use the word “Demands” when drafting Operative Clauses.

The clauses will be posted on a Google doc or Titan Pad for synchronous pre-debate collaboration.

The resulting resolution will then be pulled onto a TitanPad document, ready for debate the following day. This document will constitute a draft resolution, a work in progress.

During the formal debate, the clauses are submitted one at a time by delegates and debated and voted upon one clause at a time.

20/6/13
O-MUN Rules of Procedure for Debate

At the commencement of the debate, each clause will be discussed separately in open debate. The Chair will set a time limit for debate on each clause, after which a vote will be taken on whether to include the clause into the final resolution.

As a result of the vote, the clause will either be removed by the Amendments Moderator or kept as final.

Additional clauses may be submitted during open debate on the resolution as a whole, time permitting and at the discretion of the Chair.

Clauses may be amended using standard procedure.

COMMONLY USED TERMS IN MUN DEBATES

The Chair
The Chair’s role is to conduct the debate by overseeing the procedure and maintaining order while remaining totally impartial. This role is carried out by the President in the more important forums, e.g. the General Assembly, the Security Council.

The House/Assembly/Forum
All participants in the debate except the Chair.

Submitter
The delegate presenting a draft resolution for debate. A draft resolution may have a main submitter and several co-submitters.

Motion
The subject currently under debate or question e.g. the draft resolution as a whole, an amendment, or a procedural motion such as calling for an adjournment or closure of debate.

A resolution
In its draft form, a resolution is a long, complex motion, or series of motions, for debate. Once it has been voted on and adopted, it becomes the decision and policy of the forum which has debated it.

To have the floor
To have been given the right to speak in debate before the house.

To yield the floor
To give up the right to speak either temporarily when yielding to a point of information or permanently at the conclusion of one’s speech.

A point of information
A question directed either to the speaker who has the floor or to the Chair by a delegate after having been duly recognized by the Chair.

A point of order
A question directed to the Chair by a delegate who feels that a mistake has been made in the order of debate or who requires clarification of the rules of procedure.

A point of personal privilege
A question referring to the comfort and well-being of the delegate or delegates; in the case of O-MUN referring to audibility only and signified by the confused face emoticon.

Amendment
A change to the original draft resolution

Amendment to the Second Degree
An amendment to an amendment.

Moving the Previous Question: Calls for the closure of debate and a vote to be taken on the resolution or amendment pending

20/6/13
O-MUN Rules of Procedure for Debate

**Division of the House:** Roll call vote, only used in cases where the result of the original vote is in doubt, during which delegates respond to the calling out of their delegation's name by stating clearly how they voted, i.e. FOR, AGAINST or ABSTAIN

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**TERMS SPECIFIC TO O-MUN**

**THIMUN O-MUN Director**
The principal organizer of the online debate who selects the issue for debate, appoints the Moderators and Chairs and oversees the smooth running of the debate. The Director may be assisted or substituted by an Assistant Director.

**Moderators**
The Moderators have specific functions during the course of the debate e.g.

- **Amendments Moderator** - scrutinizes and posts proposed amendments
- **Chat Moderator** - screens and controls the note-passing in the chat box
- **Tally Moderator** - checks attendance and voting

**Emoticons**
Emoticons are like ‘shout outs’ and are meant to replace verbal communication. Therefore, unless you have the floor, the use of emoticons is generally out of order. If delegates applaud or use a smiley face emoticon during the course of the debate, they will be called out of order. The smiley face emoticon may be used when instructed by the chair, such as to reply to the question “Can delegates please let the chair know if they can hear the speaker clearly. Please give me a smiley face”.

- **Applause** - may not be used except on the instruction by the Chair
- **Confused Face** - signifies a problem with audibility and may interrupt proceedings
- **Thumbs down** - is always out of order and may not be used at any time in an O-MUN debate
- **Smiley Face** - only to be used on the instruction by the Chair

**Note Passing**
During the debate, delegates will be able to send notes to each other and to the Moderators via the chat box function. All notes are moderated and archived. Note passing will be monitored by the dedicated Moderator and the O-MUN Director/Assistant Director in attendance. Notes may be passed to the moderators at any time. If a delegate’s question or request is not immediately acknowledged, the note should be sent again beginning with the word: "Second" (Example: “Second. Is it in order to submit an amendment at this time?”). Note passing will be suspended during roll call, voting, and at the discretion of the Chair.

**Useful Phrases to be used by members of the house**

<table>
<thead>
<tr>
<th>When starting to speak</th>
<th>Mr./Madam Chairman...</th>
</tr>
</thead>
<tbody>
<tr>
<td>When asking for permission to speak</td>
<td>(The delegate of___) requests the floor</td>
</tr>
<tr>
<td>When beginning a speech</td>
<td>Albania wishes to speak in favor of/against this motion/resolution/amendment because...</td>
</tr>
<tr>
<td>When wishing to ask a question</td>
<td>The delegate rises to a point of information/point of order</td>
</tr>
<tr>
<td>When asking a question</td>
<td>Is the Chair/the speaker (not) aware that..</td>
</tr>
</tbody>
</table>
### O-MUN Rules of Procedure for Debate

<table>
<thead>
<tr>
<th>Situation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>When pausing to answer questions</td>
<td>This delegate is open to points of information</td>
</tr>
<tr>
<td>When moving an amendment</td>
<td>Zambia moves to amend the resolution by striking/inserting/adding the words...</td>
</tr>
<tr>
<td>When concluding a speech</td>
<td>Ecuador urges the assembly to vote for/against this motion...</td>
</tr>
<tr>
<td>At the end of a speech</td>
<td>I yield the floor to the Chair/to the delegate of..., (or if requested by the Chair) Floor yielded</td>
</tr>
</tbody>
</table>

### Useful Phrases to be used by the Chair

<table>
<thead>
<tr>
<th>Situation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>When asking the house to be quiet</td>
<td>The house will come to order. Will the house please come to order!</td>
</tr>
<tr>
<td>When starting the debate</td>
<td>The Chair calls upon the main submitter to read the operative clauses to the house. The house has heard the motion. Is there a second? The Chair sets a debate time of 20 minutes open debate/10 minutes for and 10 minutes against the motion. The delegate of France/the main submitter has the floor. All points are out of order until the delegate has finished speaking.</td>
</tr>
<tr>
<td>When recognizing someone to speak</td>
<td>The Chair recognizes the delegate of Russia. To what point do you rise? Please rise and state your point (of information/order).</td>
</tr>
<tr>
<td>When the question is not clearly stated</td>
<td>Please state your point in the form of a question. The speaker appears not to have heard/understood your question. Will you please repeat/rephrase your question.</td>
</tr>
<tr>
<td>When asking for further points</td>
<td>Are there any further points on the floor? Are there any further points of information to this speaker?</td>
</tr>
<tr>
<td>When dealing with a point of order</td>
<td>There’s a point of order on the floor. Please rise and state your point. Your point is (not) well taken.</td>
</tr>
<tr>
<td>When asking a speaker to conclude his speech</td>
<td>Will the speaker please make his concluding remarks.</td>
</tr>
<tr>
<td>When concluding debate time</td>
<td>Debate time for/against the motion/the amendment has been exhausted/has expired. Debate time has expired. Will the speaker please yield the floor.</td>
</tr>
<tr>
<td>When extending debate time</td>
<td>The Chair proposes an extension of debate time by 5 minutes for and 5 minutes against the motion.</td>
</tr>
<tr>
<td>When concluding debate and moving to the vote</td>
<td>The debate is now closed. We will move into voting procedures. All points are out of order.</td>
</tr>
<tr>
<td>If there is a point of order during voting</td>
<td>Does your point of order pertain to the conduct of the voting?</td>
</tr>
</tbody>
</table>
### When conducting the vote

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>The motion will now be put to the vote.</td>
</tr>
<tr>
<td>Will all those in favor of the motion/the amendment/the resolution please raise their placard.</td>
</tr>
<tr>
<td>Will all those opposed to/against the resolution please raise their placard.</td>
</tr>
<tr>
<td>Are there any abstentions? Will all those abstaining please raise their placard.</td>
</tr>
</tbody>
</table>

### When announcing the result

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>The motion /amendment has been carried/passed by X votes to Y with Z abstentions.</td>
</tr>
<tr>
<td>The motion/ amendment has failed/been defeated by Y votes to X with Z abstentions.</td>
</tr>
</tbody>
</table>

### ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>SG</td>
<td>Secretary General</td>
</tr>
<tr>
<td>DSG</td>
<td>Deputy Secretary General</td>
</tr>
<tr>
<td>GA</td>
<td>General Assembly</td>
</tr>
<tr>
<td>IGO</td>
<td>Inter-Governmental Organization</td>
</tr>
<tr>
<td>ICJ</td>
<td>International Court of Justice</td>
</tr>
<tr>
<td>MICJ</td>
<td>Model International Court of Justice</td>
</tr>
<tr>
<td>MUN</td>
<td>Model United Nations</td>
</tr>
<tr>
<td>PDC</td>
<td>President of the Disarmament Commission</td>
</tr>
<tr>
<td>PEC</td>
<td>President of the Environment Commission</td>
</tr>
<tr>
<td>PECOSOC</td>
<td>President of the Economic and Social Council</td>
</tr>
<tr>
<td>PGA</td>
<td>President of the General Assembly</td>
</tr>
<tr>
<td>PHRC</td>
<td>President of the Human Rights Council</td>
</tr>
<tr>
<td>PICJ</td>
<td>President of the International Court of Justice</td>
</tr>
<tr>
<td>PSC</td>
<td>President of the Security Council</td>
</tr>
<tr>
<td>THIMUN</td>
<td>The Hague International Model United Nations</td>
</tr>
<tr>
<td>UN</td>
<td>United Nations</td>
</tr>
</tbody>
</table>

### The Draft Resolution

#### Preamble and Operative Clauses

Each resolution consists of one long sentence divided into clauses separated by commas and semi-colons. Resolutions must be separated into a preamble and an operative section. In drafting a resolution it is more sensible to begin with the formulation of the operative clauses. Once a delegate has decided what action he/she thinks the United Nations should take or what attitude it should adopt, he/she can then turn to the preamble, which should contain the background to the problem, the argumentation and the reasoning behind the calls for action contained in the operative clauses. It is important to ensure that the operative clauses consist only of expressions of will or calls for action and that all background information, argumentation and reasoning is contained in the preamble.

It is perhaps important to note that Operative Clauses can only call for things that the body concerned has the power to carry out. For example, only the Security Council can send peacekeeping forces. The way around this would be to formulate a clause which says something like:

*Recommends that the Security Council send peacekeeping forces...*
# APPENDIX: THIMUN RESOLUTION FORMAT

<table>
<thead>
<tr>
<th>The statement of committee and the question as published</th>
<th>COMMITTEE: Disarmament Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUESTION OF: The role of diamonds in fuelling conflict: breaking the link between the illicit transaction of rough diamonds and armed conflict as a contribution to prevention and settlement of conflicts</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The responsible forum stated in capital letters at the beginning of the text section</th>
<th>THE DISARMAMENT COMMISSION,</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>The introductory word or phrase in the preambulatory clauses should be italicized.</th>
<th>Noting that the smuggling of illicit rough diamonds accounts for over 50 percent of the diamond trade and it is estimated by the Government Gold and Diamond Office that the total production of rough illicit diamonds amounts to 100 million USD per year,</th>
</tr>
</thead>
<tbody>
<tr>
<td>No clause opening word should be repeated in its exact form.</td>
<td>Further noting rough diamonds as diamonds that are uncut and unpolished but are used as “blood diamonds” to finance conflicts to overthrow governments,</td>
</tr>
<tr>
<td>Preambulatory clauses must end in commas.</td>
<td>Aware that 4% of diamonds produced are classified as “conflict or blood diamonds,” which is enough to purchase weapons for the whole destabilization of Africa,</td>
</tr>
<tr>
<td>All acronyms must be listed in full before appearing in abbreviated form.</td>
<td>Defining “blood and conflict diamonds” as gems which are found in regions that are not under the control of the democratically elected ruler or government, or diamonds used by business or non-state forces to fund movements of human rights abuses against civilians,</td>
</tr>
<tr>
<td>The introductory word or phrase in the operative clauses should be underlined.</td>
<td>Recognizing the Kimberley Process Certification Scheme (KPCS) as an internationally recognized certification system for rough diamonds to establish national import and export standards,</td>
</tr>
<tr>
<td>Operative numbers should align with the first letter of the preambulatory clause and then tabbed in three spaces.</td>
<td>Further recognizing, that the KPCS is lacking a sufficient system for monitoring where diamonds are mined, how they are mined, what the proceeds are going to and how diamonds are domestically transported, which influences the government’s control over conflicts and can possibly be a promotion of illicit diamond trading,</td>
</tr>
<tr>
<td>Each operative clause must end in a semi-colon</td>
<td>1. Calls for all relevant member states to sign and ratify the KPCS as created in 2003 by the United Nations (UN) General Assembly which will help to promote cooperation and awareness of the illicit diamond trade;</td>
</tr>
<tr>
<td></td>
<td>2. Further calls for all relevant nations which are currently withholding signature and ratification of the KPCS due to financial reasons, to request from intergovernmental organizations (IGO) such as the International Monetary Fund (IMF) and the World Bank, funds or low interest loans, while recognizing the ability of these IGO’s to reject applicants so that creditable member states may be provided with necessary finances to comply with this resolution;</td>
</tr>
</tbody>
</table>
| **No operative clause opening word should be repeated in its exact form.** | 3. **Asks** for the creation of the Collation for Stopping Conflict Diamonds (CSCD), a United Nations Organization (UNO), which would work with the relevant member states, as well as the United Nations Verification and Inspection Committee (UNMOVIC), the United Nations Institute for Disarmament Research (UNIDIR), African Union (AU), Economic Commission for Africa (ECA) and World Diamond Council (WDC), enabling the monitoring of the implementation of the KPCS in countries that have already ratified it, so as to verify that it is fully respected, in order to catch illicit diamond trading within their member states as well as working with other member states to stop illicit diamond transportation on an international level by:
   a) monitoring in their respective countries who is buying and selling the diamonds
   b) ensuring the methods the diamonds are bought and mined from are legal according to the KPCS’s definition of “clean” diamonds as well as ensuring that the Geneva Convention is being implemented
   c) sending a submitted proof of each country’s and mining companies diamond proceeds to ensuring that they are not funding armed conflicts
   d) sending a member of the CSCD and of the UNMOVIC to nations having ratified the KPCS, so as to observe the changes made within a year’s time, thus insuring transparency; |
| **Following lines of operative clauses must align with the first word of the first line.** |  |
| **Sub-clauses should be tabbed in five spaces and marked with a letter and a bracket.** |  |
| **Operative sub-clauses and sub-sub-clauses have no punctuation at all at the end.** |  |
| **Sub-sub-clauses should be tabbed in five spaces from the sub-clause and marked with a roman numeral in lowercase followed by a full stop/period.** |  |
| **A period (full stop) only appears at the end of the last operative clause.** | 4. **Urges** that the monitoring system of CSCD and member states that have signed the KPCS allow and implement a customs checking system in each country including:
   a) a monitoring system using modern measuring and weighing instruments, financed if needed by the IMF in order to:
      i. check that the certificate’s stated amount and quality of “clean” diamonds is received
      ii. also make sure that the certificates received are genuine and include all the information needed
      iii. confiscate any unregistered diamonds and the revenue of the illegal sales which will then be used for the CSCD
   b) the cooperation between the custom checking system, member states and International Criminal Police Organization (INTERPOL), in order to allocate a punishment for offenders who are illegally smuggling diamonds by:
      i. withholding certificates for international and domestic transportation of the businesses and member states
      ii. investigating other past certificates by the business or persons that sent the certificate in order to prevent more illegal smuggling
      iii. implementing other penalties suggested by the CSCD and any other relevant body. |
Words and Phrases for introducing Clauses

In the Preamble
Acknowledging
Affirming
Alarmed
Approving
Aware
Believing
Bearing in mind
Confident
Congratulating
Contemplating
Convinced
Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Deploiring
Desiring
Emphasizing

Accepts
Affirms
Approves
Asks
Authorizes
Calls for
Calls upon
Condemns
Congratulates
Confirms
Declares accordingly
Deplores
Designates

Note that no two clauses should begin with the same opening word or phrase and that the words "Further" and "Still further" can be used to avoid this e.g.
In the preamble: "Recalling" followed by "Further recalling" followed by "Still further recalling"
In operative clauses: "Calls for" followed by "Further calls for" followed by "Still further calls for"
SAMPLE AMENDMENT

FORUM: Disarmament

QUESTION OF: Measures to encourage 'rogue' states to sign the NPT

AMENDMENT SUBMITTED BY: Angola

PROPOSED AMENDMENT: (State clearly the line(s) and the clause(s) to be amended and the nature of the amendment.)

To strike in Operative Clause 9 the words: “fund-raising committee monitored”

and insert the words: “fund”
O-MUN Chairing Stock Phrases

Debating a Resolution

IF A READING TIME IS TO BE SET:

Chair: The house will now come to order. The Chair sets a reading time of ___ minutes for this resolution. (Optional: Please use this time wisely to look over the resolution, highlight areas of concern, and start writing amendments or points of information for this resolution to be sent to quiet delegates.)

STARTING DEBATE:

Chair: The Chair now sets an open debate time of ___ minutes on this resolution. Delegate, you now have the floor.

Delegate: (delivers opening speech)

Chair: Thank you Delegate. Is the Delegate open to any points of information?

Delegate: (states any number)

Chair: The Delegate of ___ has opened himself/herself to ____ Points of Information. Are there any in the house at this time? The Delegates of ____, _____, and _____ you have been recognized in that order. (It is recommended for Chairs to only call on 3-5 delegates for the first speaker and 2-3 for any subsequent speakers.)

Delegates: (state their Points of Information)

Chair: Thank you. Would the Delegate please yield the floor back to the Chair or to another Delegate?

IF THE DELEGATE YIELDS THE FLOOR BACK TO THE CHAIR:

Chair: That is in order. The floor is now open. Are there any Delegates that wish to speak on this resolution as a whole? The Delegate of ____, you have been recognized. You now have the floor.

IF THE DELEGATE YIELDS THE FLOOR TO ANOTHER DELEGATE:

Chair: Does the Delegate accept the yield? That is in order. The Delegate of _____, you have been recognized. You now have the floor
Entertaining Amendments

MOVING AN AMENDMENT

Chair: The floor is open; are there any Delegates wishing to take the floor?

Delegate: The Delegate has submitted an amendment to the first/second degree.

Chair: That is in order. The amendment to the first/second degree reads ____. The Chair sets a closed debate time of ___ minutes for and ___ minutes against this amendment to the first/second degree. Delegate, you now have the floor.

WHEN TIME FOR AN AMENDMENT HAS ELAPSED:

Chair: Time for this amendment to the first/second degree has now elapsed. We will now move directly into time against this amendment to the first/second degree. Are there any Delegates that wish to speak against this amendment to the first/second degree?

WHEN TIME AGAINST AN AMENDMENT HAS ELAPSED:

Chair: Time against this amendment to the first/second degree has now elapsed. We will move directly into voting procedures for this amendment to the first/second degree. Would the chat moderator please suspend note passing. Delegates may vote for or against or abstain. Delegates, please choose the appropriate letter, A – For, B – Against, C – Abstain. Please be reminded that all observer nations or non-governmental organizations cannot vote. Thank you. With ___ votes for and ____ against and ____ abstaining, this amendment passes/fails.

WHEN VOTING ON A RESOLUTION:

Chair: Seeing as debate time on this resolution has elapsed, we will now move directly into voting procedures on this resolution as a whole. Would the chat moderator please suspend note passing. Delegates may vote for or against or abstain. All Delegates wishing to vote for this resolution please select A. All Delegates that wish to vote against this resolution please select B. Delegates wishing to abstain on this resolution please select C. Please be reminded that observer nations or non-governmental organizations may not vote. With ___ votes for, ____ votes against, and ____ abstentions, this resolution passes/fails.

IF IT PASSES:

Chair: Clapping is in order.

IF IT FAILS:

Chair: Clapping is not in order.

Entertaining Points and Motions
O-MUN Rules of Procedure for Debate

ENTERTAINING POINTS OF ORDER/PERSONAL PRIVILEGE/INFORMATION TO THE CHAIR

Chair: There has been a point of order/personal privilege/information to the Chair. Please click the talk button and state your point.

POINT OF ORDER, IF THE DELEGATE IS WRONG

Chair: Thank you for your point. That is not in order because … (explain why)

POINT OF ORDER, IF THE CHAIR IS WRONG

Chair: Thank you for your point. The Chair stands corrected.

POINT OF PERSONAL PRIVILEGE REFERRING TO AUDIBILITY

Chair: That is in order. Would the speaker please speak louder?

POINT OF PERSONAL PRIVILEGE REFERRING TO ANYTHING ELSE

Chair: That is in order. (Ask Co-Chair or Chat Moderator to assist)

POINT OF INFORMATION TO THE CHAIR

Chair: Thank you for your point. (Answer the question to the best of your ability)

ENTERTAINING A MOTION

Chair: There has been a motion to ____. Are there any seconds? Are there any objections? The motion will be entertained/not entertained, because ____ (explain why)

ENTERTAINING A MOTION TO MOVE THE PREVIOUS QUESTION

Chair: There has been a motion to move the previous question. Are there any seconds? Are there any objections?

IF IT IS TO BE ENTERTAINED:

Chair: That will be entertained. We will now move directly into time against/voting procedures on this amendment/resolution.

IF IT NOT TO BE ENTERTAINED:

Chair: That will not be entertained, because ____ (clearly explain why)
Entertaining Points of Information – different scenarios

**IF THE DELEGATE OPENS HIMSELF/HERSELF TO A NUMBER OF POINTS OF INFORMATION:**

Chair: The Delegate has opened himself to ____ Points of Information. Are there any Points of Information in the house at this time?

**IF THERE ARE TIME CONSTRAINTS:**

Chair: The Delegate has opened himself to any and all ____ points of information, but due to time constraints the Chair will entertain ____. Are there any Points of Information in the house at this time?

**IF DELEGATES DO NOT OPEN THEMSELVES TO POINTS OF INFORMATION:**

Chair: The Delegate has not opened himself/herself to any points of information. As such, would the Delegate please yield the floor to the Chair or to another Delegate?

**IF THERE ARE NO POINTS OF INFORMATION IN THE HOUSE**

Chair: Seeing as there are none, would the Delegate please yield the floor back to the Chair or to another Delegate?

**Miscellaneous**

Chair: The Chair would like to remind the house that Delegates are required to speak in third person. Therefore, the use of personal pronouns such as “you” and “I” are not permitted.

Chair: Would the Delegate please state his/her Point of Information in the form of a question?

Chair: Would the Delegate please ask only one Point of Information?

Chair: Would the Delegate please repeat/rephrase his/her Point of Information?

Chair: There is to be no direct dialogue between delegates.

Chair: Due to time constraints/in the interest of debate, would the Delegate please yield the floor back to the Chair?