



HFS MUN

2024

EDITION XIII

RULES OF PROCEDURE



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General Rules

Delegates must adhere to several general rules applicable throughout the duration of the HFS MUN. They are mentioned below:

- **Scope:** The rules set forth apply to all HFS MUN Committees. In the scenario where the procedure to be followed is not specified, the Committee's Executive Board is the final authority. Amendments to the rules will be announced to the entire committee and these adjustments will be followed over any rules specified in this document.
- **Language:** The official, authorised, and working language to be followed in HFS MUN is English. British English must be employed in all documents and debates.
- **General Power of the Committee Staff:** The total of the procedure of the meeting and motions is under the total jurisdiction of the Executive Board. They are responsible for the direction of the flow of debate, granting the right to speak, ask questions, announce decisions, rule on points of order, and enforce the practice of rules mentioned in this document. In the exercise of these functions, the Committee Staff will be at all times subject to these rules and responsible to the Secretary-General.
- **Appeals:** Any decision of the Executive Board with the exception of those matters for which the HFS MUN Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Executive Board may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Executive Board will stand unless overruled by two-thirds majority or if the Executive Board exercises their discretion of total jurisdiction.
- **Statements by the Secretariat:** The Secretary-General or their representative may make either written or oral statements to the committee at any time. They have full power over committee and delegates are expected to follow instructions set by the Secretariat and Organising Committee.
- **Participation of Non-Members:** A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Executive Board.



General Rules

- **Quorum:** This is defined as the minimum quantity of Delegates required to start the conference. The Executive Board may declare the committee open and allow debate to proceed when at least one-fourth of the Committee is present. In the case that one Member Portfolio has multiple delegates, at least one delegate representing the Member Portfolio must be present for the Portfolio to be counted as present. In the absence of all Delegates representing the Member Portfolio, they will be considered absent from the committee.
- **Absence:** In case of absence of a Participant, they are expected to inform the Executive Board of the committee by sending an email to hfsmun@hfspowai.in and the Committee's specific email address.
- **Courtesy and Delegate Conduct:** Every Delegate must be respectful and courteous to the other Conference Members. Any form of harassment, discrimination, or disobedience against the rules prescribed by the Executive Board or the standards of HFS MUN may result in the immediate expulsion of the participant from the conference premises at the discretion of the Department of Security.
- **Dress Code:** Participants must adhere to the dressing standards prescribed by the Organising Committee. Western business attire is required on Days 1 and 3 of the conference, whereas on Day 2, Indian attire is expected.





Position Paper

Once you have completed your preliminary research, you are ready to write your Position Paper. Each position paper has three basic parts: your Portfolio's interests, foreign policies, and opinion on potential resolution components.

- **Portfolio Interests:** These are what your Portfolio would like to see in the world. These interests are not a subject of compromise or negotiation. They are simply idealised goals that you would like to see happen for the personal interests of your Portfolio.

Example: Cameroon, a lesser developed country troubled by terrorism, wants to reduce the incidence of terrorism to stabilise its government.

- **Foreign Policies:** These are the country's attempts to secure its interests

Example: Cameroon, to combat terrorism, has sought to enter into new extradition treaties.

- **Portfolio Opinions:** These are taken into consideration when forming the most fruitful resolutions. Although these may have some flexibility, possible resolutions must be consistent with your Portfolio's foreign policies.

Example: Cameroon feels that any resolution on the prevention of terrorism must assign to the injured state the right to try the terrorists. In addition, Cameroon would not be averse to the establishment of an international information network on terrorism. Cameroon, however, will not support any resolution that allows terrorist acts to be protected from extradition under the political offence exception doctrine



Points

Points are used by delegates to facilitate and manage Debate, address procedural issues, or raise specific concerns. These Points help maintain order, ensure clarity, and allow Delegates to participate effectively in the proceedings.

- **Point of Personal Privilege:** In instances where factors like technical difficulties or personal matters impede the Delegates' and Executive Board's engagement in the Conference, a Point of Personal Privilege should be raised. This is the only point that can interrupt another delegate's speech.

Example: "The Delegate of USA raises a Point of Personal Privilege because the Delegate of Russia is inaudible."

- **Point of Order:** Delegates may raise a Point of Order when there is a deviation from the established rules and procedures within the Conference or they wish to correct a factual inaccuracy in a speech.

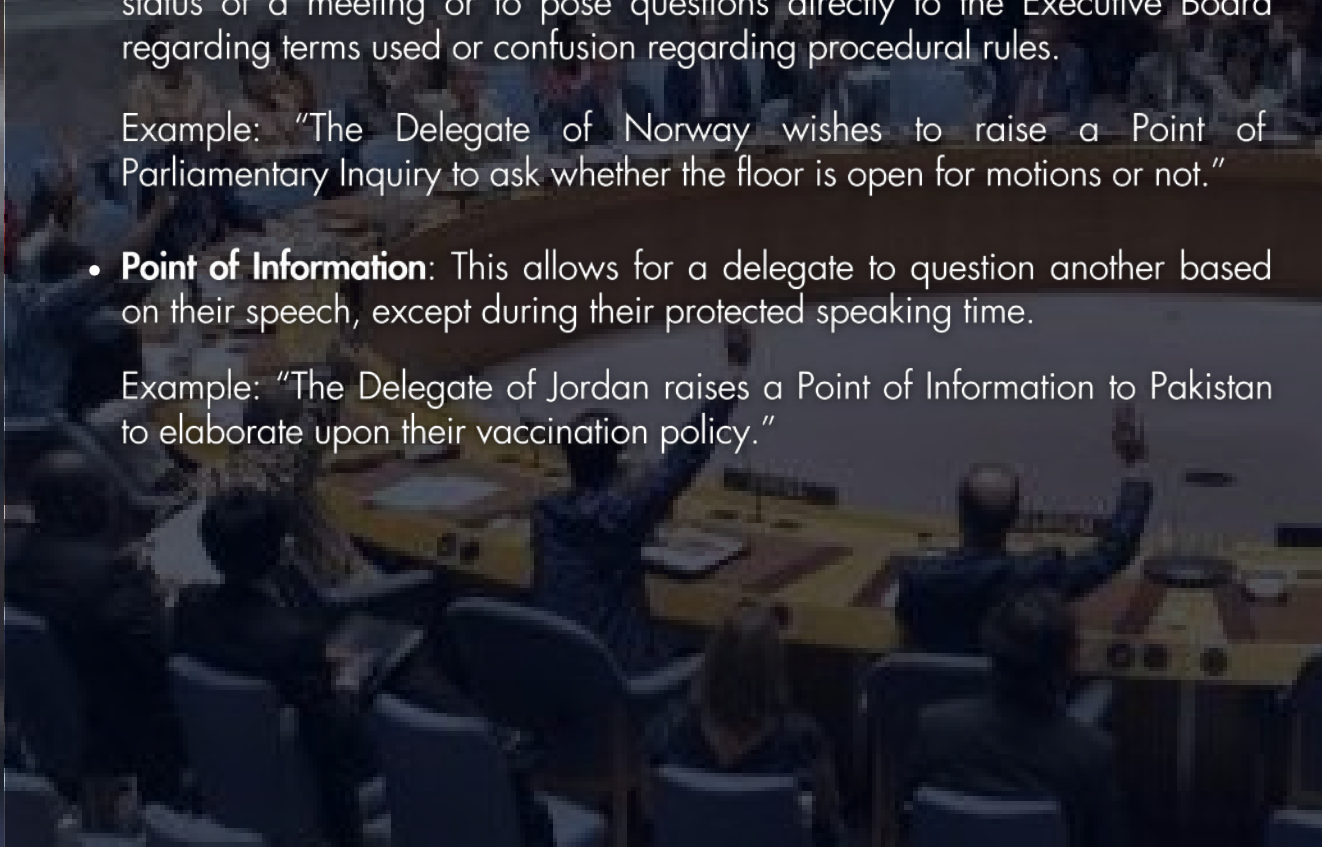
Example: "The Delegate of China wishes to raise a Point of Order because the Delegate of South Africa incorrectly stated that Syria is part of Europe."

- **Point of Parliamentary Inquiry:** This is utilised to seek clarification on the status of a meeting or to pose questions directly to the Executive Board regarding terms used or confusion regarding procedural rules.

Example: "The Delegate of Norway wishes to raise a Point of Parliamentary Inquiry to ask whether the floor is open for motions or not."

- **Point of Information:** This allows for a delegate to question another based on their speech, except during their protected speaking time.

Example: "The Delegate of Jordan raises a Point of Information to Pakistan to elaborate upon their vaccination policy."





Voting

- **Simple Majority:** This requires more than half the Committee (50 percent + one) to vote in favour of the matter at hand.
- **Special Majority:** This requires more than two-thirds of the Committee to vote in favour of the matter at hand. This is usually announced by the Executive Board before Committee sessions commence.
- After the Executive Board has announced the beginning of voting, no delegate will interrupt the voting except on a Point of Personal Privilege or on a Point of Order in connection with the actual conduct of the voting.

Procedural Voting

Procedural voting is conducted to decide how Committee is to progress. It is usually used to vote upon Motions like Caucuses and on non-Substantive matters.

- It requires every Portfolio to vote either "Yes" or "No" through a show of raising placards.
- A Simple Majority is required to pass a procedural vote.

Substantive Voting

Substantive voting procedure is usually reserved for voting on substantive matters such as passing resolutions. The Executive Board's decision on whether to accept the motion for a substantive motion may not be appealed.

- The Executive Board will call upon all portfolios noted by the dais to be in attendance in alphabetical order asking for their vote.
- A Special Majority without any vetoes is required to pass a substantive vote.



Agenda

The first order of business for the Committee, if the Committee has more than one Agenda to discuss, will be the setting of the Agenda. If the committee has only one Agenda, it is automatically adopted. To set the Agenda:

- A motion should be made to set the Agenda to one of the Committee's Agendas as stated by the Executive Board in the Committee's Study Guide.
- Two Speakers' Lists will be established: one in favour of the motion, and one opposed to the motion and in favour of the other Agenda. The Committee will hear alternating speakers from these lists.
- The Committee will then proceed to an immediate vote on the motion. A simple majority is required for passage. If the motion fails, the other Agenda will automatically be set.
- In the event of a crisis or emergency, the Secretary-General or their representative may call upon a Committee to table Debate on the current Agenda so that the more urgent matter may be attended to immediately. Under such circumstances, a delegate may motion to table the topic and temporarily set the agenda to the crisis situation. After a resolution has been passed on the crisis, the committee may return to debate on the tabled topic area only at the discretion of the Secretary-General or their representative.

Bloc

A bloc is a group of Delegates working together on paperwork. They are usually groups of Portfolios with similar or interchangeable foreign policy stances. Blocs often vote in the same manner on a particular Agenda and come up with a Resolution based on their parallel views.



Formal Debate

After the agenda has been established, a motion to commence discussion is proposed. This motion cannot be debated and requires a simple majority for approval. Upon approval, a continuous General Speakers List is initiated, facilitating general debate. This list, unless overridden by motions, amendments, or the adoption of a draft resolution, is continuous

General Speakers' List

The General Speakers' List operates in Committee for ongoing topic discussions so that reasoned debates are ensured. Delegates are expected to present their country's stance on the agenda for 90 seconds. The default state of the committee is reverting back to its General Speakers' List whenever there are no motions on the floor. Committee ends when the General Speakers' List elapses. Refer to page 16 for the Special Speakers' List for Crisis Committees.

Yields

Following the conclusion of their speech, a Delegate granted the opportunity can opt to yield their remaining time in one of four manners. Only one yield is permitted per speech, and no yields are allowed on yielded time. Informal debates like moderated caucuses and 1v1s do not permit yields.

- **Yield to Another Delegate:** A Delegate may offer their remaining time so that another Delegate may speak for that time. However, both Delegates must consent to this. In addition, transferring the floor to a Co-Delegate from the same Member Portfolio is out of order.
- **Yield to Questions:** The Executive Board will designate questioners, each limited to a single question. Additional questions will only be allowed at the Executive Board's discretion. Only the speaker's responses to questions will count against the allocated time.
- **Yield to Comments:** The Executive Board recognises one or more Delegates to comment upon the original speech.
- **Yield to the Executive Board:** The Delegate shall allow the Executive Board to decide upon what the remaining time shall be used for.



Informal Debate & Motions

Motions are used to manage Procedural aspects, such as setting the Agenda, moving into different stages of Debate, and making decisions on Substantive issues. They can range from those that organise the structure of Debate to those that address specific actions or decisions.

Moderated Caucus

A Moderated Caucus is a constructive debate on smaller crucial sub topics under the Agenda. The motion for a Moderated Caucus can be raised at any time when the floor is open.

- The motion must be voted on and passed with a Simple Majority.
- The Delegate who proposes the Moderated Caucus must mention its objective, the number of Delegates speaking, speaking time for each Delegate, and the overall time which must not exceed 20 minutes.
- The Delegate raising the motion may choose to speak first or last.

Any delegate wish to propose a moderated caucus to the committee must say "The Delegate of _____ raises a Motion for a Moderated Caucus to discuss _____ with a speaking time of _____ seconds per speaker and a total of _____ speakers."

Unmoderated Caucus

An Unmoderated Caucus is a temporary suspension of the rules of a formal Committee allowing Delegates to speak freely with other Delegates, work on their Working Papers and Resolutions as well as form blocs. The Motion for an Unmoderated Caucus may be raised at any time when the floor is open.



Unmoderated Caucus

- The motion must be passed with a Simple Majority
- The Delegate raising the motion must specify its overall time which must not exceed 20 minutes.

Any Delegate wishing to initiate an Unmoderated Caucus must say "The Delegate of _____ raises a Motion for an Unmoderated Caucus for _____ minutes."

Round Robin

A Round Robin is a form of informal debate in which all the Delegates in a Committee speak about a topic for a set amount of time in sequential order.

A Delegate wishing to start a Round Robin must say "The Delegate of _____ raises a Motion for a Round Robin to discuss _____ with a speaking time of _____ seconds per speaker."

Open Floor

In an Open Floor, the Executive Board spontaneously selects Delegates to make brief statements about a topic. A Delegate can be picked to speak as many times as the Executive Board deems necessary.

A Delegate wishing to start an Open Floor must say "The Delegate of _____ raises a Motion for an Open Floor to discuss _____."

1 vs. 1

A 1 vs. 1 refers to an isolated Debate scenario between two Delegates with different standpoints on a topic or an international issue between the countries of the delegates where each Delegate speaks for one minute in alternating turns for a set duration.

To raise a 1 vs. 1, a Delegate must say "The Delegate of _____ raises a motion for a 1 vs. 1 against the Delegate of _____ to discuss _____ for a duration of _____ minutes."



2 vs. 2

A 2 vs. 2 refers to a an isolated Debate scenario between two pairs of Delegates, each pair having different standpoints on a topic or an international issue between the countries of the delegates. The procedure for a 2 vs. 2 is the same as that for a 1 vs. 1.

Note: Portfolios may be paired only on the basis of their foreign policies

Presidential Statement

A Presidential Statement is a declaration issued by the President of a country. They are often used when Delegates want to make a strong statement, but find it politically inconvenient due to their respective foreign policy on the issue.

Right to Reply

Should a Delegate's personal or national reputation be infringed upon by another Delegate, they may only utilise their Right to Reply by submitting a written response to the Executive Board.

- The Executive Board retains sole discretion in granting the Right to Reply.
- Once granted, the Delegate may deliver a 30-second speech defending their personal or national sovereignty.
- The delegate awarded the Right of Reply will refrain from addressing the Committee unless specifically instructed by the Executive Board.
- Any Right to Reply in response to a previously granted Right of Reply is considered null and void.



Paperwork

Paperwork is crucial in MUNs because it facilitates the articulation and organization of ideas, allows for structured negotiation and collaboration among delegates, and ultimately forms the basis for the committee's final decisions and recommendations.

Working Paper

Working Papers are Mini-Resolutions posing solutions that are created after Debate on a particular sub-topic of the Agenda has elapsed.

- Working Papers are not considered official documents but they must be distributed with the Executive Board's endorsement. Once circulated, Delegates may refer to a working paper by its designated name.
- In the case of multiple Working Papers introduced on the floor, the one with the most Signatories is voted upon first and so on.

Draft Resolution

A Draft Resolution is a document that contains all the issues that the committee wants to solve and the proposed solutions to that issue. It is a document written during a conference that addresses the issues a committee is discussing and contains the solutions to that issue a group of delegates developed.

- When a Resolution is ratified by the Executive Board and is signed by the necessary Signatories, it can be introduced. This does not mean that the Resolution is passed. It simply means that this Draft Resolution can be debated in Committee.
- A Draft Resolution must be approved by a Special Majority of the Members of a Committee to be passed.
- Each Agenda can only have one Draft Resolution passed.
- Following the passage of a Draft Resolution, the voting process will be terminated, and the Committee will proceed directly to the second Agenda (if there is any) or it will adjourn.



Draft Resolution

Delegates will move to introduce a Draft Resolution after it has been approved and circulated throughout the Committee. Motions are called for the introductions of each Draft Resolution. The order in which draft resolutions are adopted is determined on the number of Signatories each Draft Resolution has.

A Draft Resolution should incorporate four types of Portfolios:

- **Authors:** These are the Portfolios who've contributed most to the writing of the Draft Resolution.
- **Co-Authors:** These are the Portfolios who've assisted the Authors in writing the Draft Resolution.
- **Sponsors:** These are Portfolios actively supporting the Draft Resolution because it aligns with their foreign policies. It's not necessary to mention them.
- **Signatories:** These are Portfolios who wish to discuss the Draft Resolution in Committee but do not necessarily support it.

Following that, a Procedural vote is held to decide if the proposal will be introduced. If the Motion receives the requisite Simple Majority, the Draft Resolution will be considered on the floor. The Authors may make a brief presentation of the Resolution in a manner or respond to any clarifying questions about the Draft Resolution.

A Draft Resolution will stay on the floor until discussion on it is adjourned or a Resolution on that Agenda is passed. Delegates may then refer to the Draft Resolution by its assigned name during Debate. A Draft Resolution may not be referred to by a Delegate until it is officially on the floor.

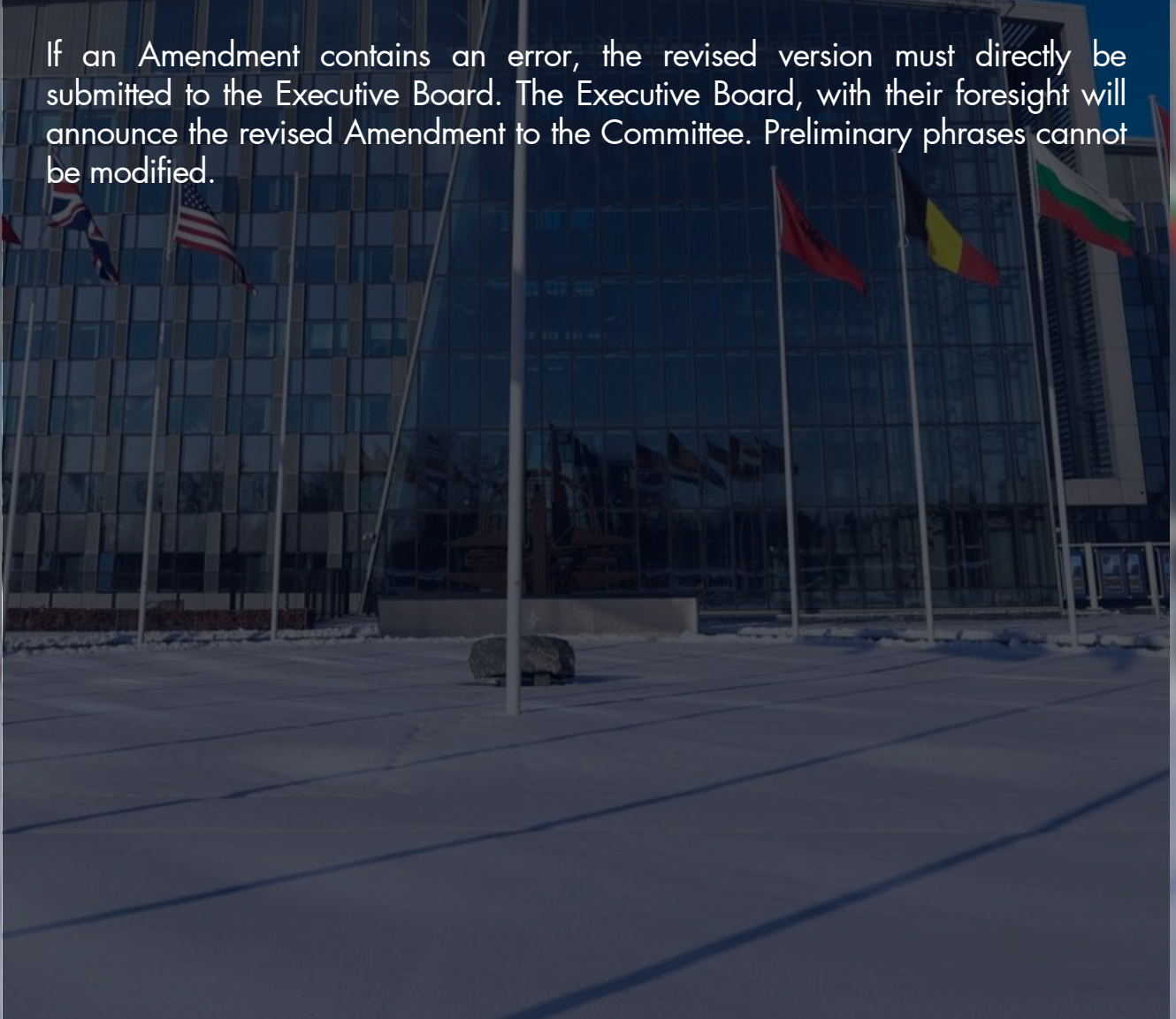


Amendments

Delegates may amend any introduced Draft Resolution by adding to, inserting into, deleting from, or revising parts of it. At any given time, only one Amendment can be added. An Amendment requires a Simple Majority to be passed. Amendments to Amendments are not allowed. There are two types of Amendments:

- **Friendly Amendment:** If all of the Resolution's Authors and Co-Authors agree to an Amendment, it will automatically become a part of the Resolution. There is usually nothing too controversial about Friendly Amendments.
- **Unfriendly Amendment:** This is a change that one or more of the Resolution's Authors or Co-Authors do not agree with. For an Unfriendly Amendment to be accepted for Debate, it will need a Simple Majority of the committee to sign off on it. Unfriendly Amendments will be open to debate. Time during the General Speakers' List and Caucusing can be dedicated to Unfriendly Amendments.

If an Amendment contains an error, the revised version must directly be submitted to the Executive Board. The Executive Board, with their foresight will announce the revised Amendment to the Committee. Preliminary phrases cannot be modified.





Voting on Resolutions

Substantive voting occurs on each Resolution in succession; once a Resolution has been passed, no further Resolutions will be voted on. In all matters each Portfolio will have one vote, unless otherwise specified.

- In the first sequence, Delegates may vote "Yes," "No," "Abstain," "Pass," "Yes with rights," or "No with rights".
- Delegates who chose "Present and Voting" during roll call at the start of the session cannot abstain from the vote. A Delegate may only request the right of explanation if their vote appears to constitute a divergence from their Portfolio's foreign policy and if they vote "Yes with rights" or "No with rights" in the first round of voting.
- After all Delegates have voted, delegates who stated their vote with rights will be granted 30 seconds each to explain their votes.
- A Delegate who passes during the first sequence of the roll call must vote "Yes" or "No" during the second sequence. The same Delegate may not request the right of explanation.
- The Executive Board will then announce the outcome of the vote. A Special Majority is required to pass a Resolution.





Suspension / Adjournment of Débate

Suspension of the meeting session means that the Committee activities will be postponed until another meeting occurs. The meeting adjournment means that Committee activities will not be discussed until the remainder of the conference. While the floor is open, a Delegate can move for a particular meeting to be suspended. When the Executive Board, Organising Committee, or Secretariat rule for such a Motion, it will immediately be in order. If a Motion is made before three-quarters of the time distributed for the Committee's last meeting, it will be declared as out of order. This must be stated by the Secretary-General, in the event of an emergency.





Crisis

A Crisis refers to an unexpected, dynamic scenario introduced during the conference that requires immediate and strategic response from the Delegates. Crises can involve political conflicts, natural disasters, economic collapses, or other urgent issues that require swift, coordinated action. Informal Debate procedure is the same as it is in standard scenarios.

Special Speakers' List

A Special Speakers' List is very similar to a General Speakers List except it is used in a Crisis Committee. Due to the expedited nature, the time limit is set at 30 seconds maximum and Yields are not permitted.

Crisis Paperwork

Crisis Paperwork is used to manage and respond to the evolving scenario. More often than not, it is sent to the Crisis Coordinator who then ratifies and collates all Paperwork into dedicated Crisis Updates which reflect the outcome of passed Crisis Paperwork

Press Release

These public statements communicate the positions, actions, or demands of Delegates or Blocs to the broader conference or the simulated public. Press Releases are used to influence public opinion, gain support, or put pressure on other Portfolios within the Crisis.

Communiqué

A Communiqué is used to communicate with someone outside of your Committee. It is a written request by a Delegate that is sent to be read, modified, ratified, or be denied by the Crisis Coordinator. In order to maximise the chances for your Communiqué to be ratified, ensure that you write in a clear and condensed manner with the primary aim being to advance to the objective of the Committee.



Communiqué

To carry out actions such as communicating with someone outside committee (Example: The Delegate of Morocco wants to send a message to the Inspector General of the Royal Moroccan Armed Forces), mobilising your Bloc, spying on others, or carrying out an assassination in your Cabinet, a Communiqué must be written. Any requests or actions written in a Communiqué don't have an effect unless and until you receive a positive response from the Crisis Coordinator or witness the outcome of your Communiqué in the next Crisis Update.

- **Overt Communiqués:** These are Communiqués, which when ratified, are announced to the Delegates along with the name of the Portfolio who submitted it. This is used to show the stance of a Delegate and what they are willing to do to modify the Crisis to their and their Bloc's advantage.
- **Covert Communiqués:** These are Communiqués, which when ratified, are announced to the Delegates, whilst keeping the name of the Portfolio who submitted it confidential. This can be used to carry out actions without showing your involvement with your allies or enemies. It can also be used if you want to assassinate someone (Example : Muhammad Ali Jinnah wants to assassinate Prince Phillippe).

Directive

Crisis Committees write and pass multiple Directives, rather than a Draft Resolutions. Directives do not have a given format or layout, and the content is usually a set of instructions pursuing solutions to Crisis Updates.

Example: If there is a gas shortage crisis, national cabinets could enact rationing and price control measures by passing a Public Directive (Instructions for the public or instructions to government and private institutions affecting the public).

Joint Directive

These are submitted on behalf of a few Delegates. They are usually used to pool resources or are sent by Portfolios with joint responsibilities. These can also be sent by Delegates in different cabinets if they have reason to work together.

Example: Two countries are trying to collectively invade another and so they draft a joint directive.



Further Assistance

Contact us

If you have any queries or concerns, please do not hesitate to contact us.

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