



JEIMUN Rules and Procedures

14th December 2023

Revised 18th December 2023

Revised 5th January 2024

*Revised sentences are underlined and marked in red.

In JEIMUN, we adopt original rules and procedures. Please read this document closely and prepare for the conference. We have also published an introduction video to JEIMUN Rules and Procedures on our website. Please refer to it as well if needed.

0. Conference Schedule

1st day	Opening ceremony	
	1st session (13:00~16:30)	General debate, WP submission (when needed)
2nd day	2nd session (9:00~12:30)	General debate, DR submission
	Social	
3rd day	3rd session (9:00~12:00)	Q&As on submitted DRs, Discussion on amendments
	4th session (13:00~15:00)	Discussion on amendments, Voting
	Closing ceremony	

1. Formal speech

- ◆ Each country has 1 minute and 30 seconds to deliver a formal speech.
- ◆ 30 seconds before the time is up, the chair will tap a gavel once. The gavel will be tapped twice when there is no more time left. After the second gavel, the delegate must end his or her speech immediately.
- ◆ At the beginning stage of conference, the chair will open the speakers list. Here, countries wishing to deliver a formal speech will be listed. Unless the chair reopens the list, countries not listed there cannot give a speech.



2. Motions

- ◆ These are the motions delegates can raise:
 - Submission of Draft Resolution/Working Paper/Amendment
 - Unmoderated caucus
 - Moderated caucus
 - Adjournment of the meeting (finishing entire conference)
 - Suspension of the session (going into a break)
- ◆ Submission of Draft Resolution/Working Paper/Amendment will be adopted automatically. The other four motions will be adopted by a single majority.
- ◆ Raise your placards high so that the chair can easily recognize which delegates wish to propose motions.
- ◆ When taking motions, the chair will call three countries that have their placards raised. When the name of your country is called, please put your placards down.
- ◆ After naming three countries, the chair will ask each delegate what motion his or her country wants to propose.
- ◆ Delegates can withdraw motions if the same motion has already been proposed by other delegates. Under such circumstance, the chair asks remaining delegates whether they wish to propose different motions.
- ◆ If the delegate wishes to move to an Unmoderated caucus, they are required to clarify at the time of raising motions how long the caucus should last.
- ◆ If the delegate wishes to move to a Moderated caucus, they are required to clarify at the time of raising motions how long the caucus should last, how long each country is allowed to speak, and the discussion topic of the caucus. The topic should be clear, specific, and relevant to all or most of the countries present.
- ◆ After all motions are taken, the floor moves on to voting on motions. As mentioned above, moving to an Unmoderated/Moderated caucus requires a single majority of votes in favor. If no motion acquires a single majority of votes in favor, the floor automatically moves on to formal speech.
- ◆ There is a certain priority as to which motions will be voted first. Voting on Unmoderated caucus will be prioritized over voting on Moderated caucus. In addition, if there are two motions to move onto an Unmoderated caucus, the longer motion will be voted first. This goes the same for Moderated caucus.

3. Points

- ◆ These are the points delegates can raise:



- Point of order
 - ✧ Used when delegates object to the chair's procedure or when delegates believe the chair has made a mistake in procedure.
 - ✧ This point will be prioritized over all other points/motions.
- Point of inquiry
 - ✧ Used when delegates want to ask questions regarding procedure.
- Point of personal privilege
 - ✧ Used when delegates feel they have trouble participating in the conference comfortably due to technical problems including being unable to hear the speaker's voice properly in formal speech, or the room being too hot or cold.
- Point of information
 - ✧ Used when the speaker in formal speech yields his or her time to Point of information for the remaining time of the speech. Other delegates are allowed to ask questions regarding the formal speech.
- Right of reply
 - ✧ Used when delegates feel their country has been unjustifiably defamed during formal speech and choose to refute the claim.
 - ✧ Right of reply can only be raised after the speaking country finishes its formal speech.
 - ✧ The chair chooses whether to take the right of reply. If the chair takes the right of reply, the proposing delegate may give a speech for up to one minute.

4. Caucuses

- ◆ Unmoderated caucus
 - An Unmoderated caucus may last for up to 40 minutes.
 - Delegates are allowed to freely move inside the conference room. Active negotiations regarding topics relevant to UNSC reform as well as preparation for Working Papers, Draft Resolutions and amendments is expected.
 - A digital timer will be shown on the front screen to notify delegates the remaining time of the caucus.
- ◆ Moderated caucus
 - A Moderated caucus may last for up to 20 minutes.
 - Delegates should discuss the topic specified in the motion.
 - Delegates wishing to speak during the caucus should raise their placards as the chair invites delegates to do so. The chair will name one country at a time to speak.
 - A microphone will be delivered to the speaking country.



5. Official documents

- ◆ A Working Paper, Draft Resolution, amendment can be submitted as official documents in JEIMUN conference.
- ◆ Working Paper
 - Mainly used to share latest update on discussions in small working groups.
 - Working Paper will be shared with other delegates when officially introduced to the floor, but unlike Draft Resolution, no time will be given to formally explain or ask questions regarding the submitted Paper.
 - A Working Paper must have more than five countries listed as sponsors. At the time of submitting a Working Paper, a country can sponsor multiple Working Papers.
- ◆ Draft Resolution
 - Functions as a finalized version of a Working Paper.
 - A Draft Resolution must have more than five countries listed as sponsors. At the time of submitting a Draft Resolution, a country can only sponsor one Draft Resolution.
 - JEIMUN does not require signatories to be listed on the Draft Resolution.
 - As explained below, there will be time to formally explain and ask questions regarding submitted Draft Resolutions.
- ◆ Amendment
 - Discussed and written to amend Draft Resolutions that have been submitted to the floor.
 - An amendment may concern only one Draft Resolution or may involve several Draft Resolutions and combining them to create one amendment.

6. Submission of a Working Paper and Draft Resolution

- ◆ A Working Paper and a Draft Resolution should be submitted via email as Microsoft Word format.
- ◆ The document should be named “WP/DR_(conference A or B)_(submitting country).docx”
e.g. WP_A_Tuvalu.docx
- ◆ Unless the chair confirms that the email has arrived before the designated submission time, the document will not be accepted nor shared among other delegates.
- ◆ When the formal speech following an Unmoderated/Moderated caucus ends, the chair invites sponsoring countries to raise motions to submit their Draft Resolutions. Those motions will carry without vote and the Draft Resolutions will officially be introduced to the floor.



7. Submission of an amendment

- ◆ An amendment should also be submitted via email.
- ◆ The document should be named “DR_(conference A or B)_(submitting country)_rev.docx”
e.g. DR_B_Tuvalu_rev.docx
- ◆ When the formal speech following an Unmoderated/Moderated caucus ends, the chair invites sponsoring countries to raise motions to submit their amendments.
- ◆ When this motion is raised, the chair asks all countries sponsoring Draft Resolution(s) involved in the amendment whether they agree to withdraw their original Draft Resolution(s).
 - If all sponsors agree to withdrawing, those Draft Resolution(s) will be withdrawn. The amendment will be introduced as a Friendly amendment and completely replaces the original Draft Resolution(s).
 - If more than one sponsor opposes to withdrawing, the amendment will be introduced as an Unfriendly amendment. The original Draft Resolution as well as the amendment will remain on the floor, and the Draft Resolution(s) and the amendment will be voted on separately.

8. Question and Answer session on Draft Resolutions

- ◆ When the third session begins, Draft Resolutions introduced to the floor at the end of the second session will be explained by sponsoring countries. They are expected to address general policy and a specific set of actions illustrated in the document. Maximum of two minutes will be given to each Draft Resolution.
- ◆ After all Draft Resolutions have been explained, maximum of ten minutes will be given to inquire sponsoring countries about Draft Resolutions. The first ten minutes goes to questions on Draft Resolution 1, followed by ten minutes of questions on Draft Resolution 2 and so forth.
- ◆ Delegates wishing to ask questions should raise their placards when the chair invites delegates to do so. A microphone will be given to the speaking country.

9. Voting

- ◆ Voting should be carried out in one of the two following options: roll-call vote or consensus vote. Delegates cannot choose separate vote in this conference.
- ◆ When the voting process starts, the chair will invite delegates to raise motions on how to vote on each of the Draft Resolution or amendment. The chair will name one country that has its placard raised and ask its motion. When asked, the delegate should clarify which voting format he or she proposes.



- ◆ When roll-call vote is adopted, the chair calls each country's name to ask if delegates agree or disagree with the Draft Resolution or amendment. Delegates can answer yes if they are in favor, no if against, and abstain if they choose not to vote due to political reasons.
- ◆ When consensus vote is adopted, it indicates that all countries agree to the Draft Resolution or amendment and do not require individual roll calls. If a delegate raises a motion to move for a consensus vote, the chair confirms that all delegates agree to the concerned document by asking: "There has been a motion to adopt this Draft Resolution/amendment by a consensus vote. Are there any objections?" If a delegate opposes to adopting the document by a consensus vote, they should raise their placard. In which case, the voting will be conducted by a roll-call vote.
- ◆ Voting will be conducted according to the document number designated to each Draft Resolution/amendment. If there is an unfriendly amendment available on the floor, it will be voted prior to the original Draft Resolution/(friendly) amendment.
- ◆ During the voting session, delegates are prohibited from communicating with delegates from other countries in any form or go out from the conference room.

10. Speech before and after voting

- ◆ Before and after voting actions, delegates are allowed to give a speech for up to 1 minute in order to explain their voting actions.
- ◆ In this speech, delegates are prohibited from referring to the draft resolution which they sponsor.
- ◆ If there are no speakers available, the floor automatically moves onto voting actions.

11. Other rules and Tips

- ◆ Use of electronic devices
 - Electronic devices can only be used during unmoderated caucus and breaks to compose official documents or as a translator if necessary.
 - During formal speech and moderated caucus, all devices should be put away. Please pay attention to the speech/discussion.
- ◆ Use of memos
 - Once the conference starts, the chair will allow delegates to send memos. Before that, delegates are prohibited from sending notes.
 - Delegates are prohibited from sending notes during formal speech.
- ◆ How can a good conference be structured?
 - In this conference, the organizing committee has allocated a certain part of third and fourth sessions to debate on amendments. As mentioned, amendments are



supposed to be submitted by making Draft Resolution(s) better and more convincing. This stands on the condition that each Draft Resolution has thoroughly been discussed and the clauses are well thought out.

- After several solid, concrete Draft Resolutions have been submitted, delegates should examine other Draft Resolutions and look for clauses, principles, or specific arguments that they can also agree on. Then, delegates should negotiate with delegates sponsoring other Draft Resolutions to see if they can reach an agreement to a certain point. When these examinations and negotiations succeed, delegates who are responsible for original Draft Resolutions should submit an amendment.
- In other words, if the original Draft Resolutions are not discussed enough, other countries may have trouble seeking common grounds with your Draft Resolution.
- Thus, we strongly recommend that until the submission of Draft Resolution, delegates should not compromise too much regarding their ideas. When the second day ends, delegates do have enough time to read through other Draft Resolutions and think about how they can reach an agreement with other opinions. Try to fix your stance, argue in detail in small groups, and create a convincing Draft Resolution.
- In this sense, making use of Working Paper is also important. Delegates can share how their discussions are proceeding through the Paper. Since the Paper is due on first session, we recommend setting discussion on basic principles as a prime concern when individual negotiation commences and sharing the outcome of the debate in the Working Paper.
- Finally, please be reminded of the responsibility of being a sponsor: you should be able to explain your Draft Resolution fully when asked. This goes the same for amendments. You should raise your voice when you feel you are left behind by all the talks.
- For delegates who are new to MUN or new to participating MUN in English, there may be times when you cannot express your opinions or ideas fully but try to keep up with the debates by asking those who are leading the discussion, or any other delegates involved in the conference. The chair and other organizing committee members are also here to help you out.
- For those who are used to speaking English or doing English MUN, please pay close attention to how other delegates are catching up with the conference. If you feel the need to slow down the discussion, please do so. This is a three-day conference and we do have plenty of time to make it meaningful.
- The organizing committee believes that being realistic yet creative during the



conference is crucial to make JEIMUN meaningful for all participants. Please take time to research and write Position and Policy Paper and discuss actively during the conference to ensure that our UN Security Council can fully function to maintain international peace and security.