



BrainsMUN
Rules and procedure

Index

Introduction.....	2
General Conference Rules.....	2
Dress Code.....	3
General Definitions.....	3
Rules of Parliamentary Debate.....	4
Rules for Speakers.....	4
Rules Concerning Points.....	5
Rules Concerning the Establishment of Motions.....	6
Rules Concerning Resolutions.....	8
Rules Concerning Voting.....	9
More Rules of Procedure.....	9
Documents.....	10
Summary of Points and Motions.....	10
Summary of Voting Procedure.....	11
Flow of Committee.....	11



Introduction

As BrainsMUN is considered a simulation of the United Nations Organization, students are always considered inside the conference as diplomats of the country's delegation they represent. Therefore, it is essential that they behave as properly as possible during the conference and respect the rules of both the Conference and Brains School.

The rules presented in the following document apply for the BrainsMUN IV Edition Conference.

General Conference Rules

Basic Rules

Delegates must:

- **Follow and respect** the timetable and agenda that has been previously fixed by the BrainsMUN Conference
- Maintain a **correct attitude** during all the Conference
- **Respect** the debate procedure that will be explained throughout this document
- **Respect** and consider orientations and advice from Committee Chairs, the Board of Directors and Conference Staff
- **Treat** other delegates correctly and accordingly. Under no circumstances the act of either physical or verbal violence is allowed.
- **Respect** the liberty of conscience, of moral and religious believes as well as dignity, integrity and privacy of all members of the Conference
- **Not discriminate** any member of the Conference for reasons of their birth, race, sex or any other personal or social matter.
- **Take care** and **use correctly** the facilities of the center, and respect the belongings of other delegates and the rest of Conference members
- **Respect** all the members of the Conference (Staff, Admins., Chairs, Board of Directors, etc.) both inside and outside the Conference.
- **Respect** material (badges, placards, folders, etc) that is given to them by the Conference and treat it correctly and appropriately.



Other rules

- It is **completely forbidden** to introduce or consume alcoholic beverages in the school perimeter. In Spain, buying and consuming alcoholic beverages is illegal under the age of 18. Students that consume or introduce alcoholic beverages in the school perimeter will be reported to their respective school supervisor and punished.
- It is **completely forbidden** to smoke and to introduce or consume any drug in the school perimeter and to both introduce and consume drugs. In Spain, purchase of tobacco products is illegal for people under the age of 18. Any student found with possession or consumption of drugs, or smoking in the school will be reported to their respective school supervisor, punished and if necessary, correspondent authorities may be notified

Dress Code

Similar to other MUN Conferences, **all members** of the Conference, either MUN Directors and participants must dress in a formal attire when the Conference is in session.

Men:

- Suits with jackets and ties.

Women:

- Dresses and skirts of reasonable length or pants.
- Not required to wear jacket

Delegates are advised not to wear shine clothes or jewelry. According to footwear, **formal dark shoes** are obligatory. Military uniforms, national customs, facial piercings, tattoos and any form of formal attire are prohibited since they may cause discomfort during the conference.

General Definitions

Quorum

Resolutions need a Quorum to be debated and voted upon, and this is achieved when at least one third of the committee is present. Committee sessions can only be opened, and debate is only permitted when quorum is achieved.

Roll Call

Roll call occurs every time delegates collectively return to committee. (After a break or lunch). Roll call is also taken before the morning's committee session. Delegates may respond "Present" or "Present and Voting".



Rules of Parliamentary Debate

Language

The official language of the Conference is **English** and must be used by all delegates and members of the BrainsMUN Party while committees are in session. Furthermore, delegates are encouraged to use a formal, diplomatic manner and they must refer themselves in third person or by their delegation. Ex: 'The delegation of France' 'UK' 'this delegation'

Delegates

Delegates can communicate with the chair at any time using notes.

Presidential Privileges

The Committee Chair may propose any motion, including the establishment and finalization of any session or caucus. The Committee Chair shall hold control of the debate, as well as maintain the speed of the debate and announce any decisions. The Chair shall grant all rights to speak, ask questions, reply, propose motions, etc.

Courtesy

Delegates shall show respect to all members and staff of the committee, including pagers and visitors. Delegates shall thank the Chair when they are granted the opportunity to speak.

Attendance

Delegates must attend all committee sessions and arrive on time. If the delegate fails to do so, the Chair must be informed. Attendance will be recorded at the beginning of every session. If a delegate is not present during a resumption, they will be recorded as absent until the Chair receives further notice.

Personal points of view:

Given that delegates are representing a country, they shall always defend and be in favor of the country's interests. Under no circumstances shall any delegate express their personal point of view.

Electronic Devices

The use of electronic devices during debate is strictly prohibited. They shall **only** be used under the permission and supervision of the Chair during an unmoderated caucus. Electronic devices may be used outside of committee without restrictions.

Rules for Speakers



Primary Speakers List

During the Primary Speakers List, major parties will be granted two minutes to present their speeches. Once they have given their speech, the delegate may “yield their time”.

Yielding

Once a delegate has finished their speech, they may yield their time in only one of four ways:

- **Yield to another delegation:** The remaining time in a delegate’s speech will be yielded to a specific delegate. The delegate being yielded to may either accept or reject the yield. Should the delegate accept, the Chair will recognize the delegate for the entirety of the remaining time. Any additional time left over shall be absorbed by the Chair.
- **Yield to questions:** The Chair will call on delegates with questions to now raise their placards. A maximum of four delegates selected by the Chair will be allowed to ask one question within a limit of thirty seconds to the speaker. Back and forth questions, rhetorical questions, and questions not meant to obtain any information are out of order. The speaker may refuse to answer the question.
- **Yielding to comments:** The Chair will call on a maximum of two delegates with comments to now raise their placards. Delegates selected by the Chair will be granted thirty seconds each to make comments related to the speech.
- **Yield to the Chair:** The remaining time in a delegate’s speech will be absorbed by the Chair, who will invite the next delegate on the Speakers List (either Primary or General) to speak.

Yielding time during a moderated caucus is out of order.

Rules Concerning Points

Point of Personal Privilege

A delegate may raise the Point of Personal Privilege in case of whatever kind of personal discomfort which prevents them from full participation in the debate.

Point of Information:

- **Point of information to the speaker:** This point may be used when you want to ask something to a specific delegate about their position or their speech. You should just ask one question, as you may not establish a dialogue with another delegate. You should remain standing as a sign of respect while the other delegate answers your question. An example of this would be: Does the



delegate feel that the Six-Party Talks would be able to enforce the ideas in this resolution to DPR Korea?

- **Point of Information to the Chair:** You may use this point when you need to ask the Chair a question about the issue being debated or the agenda/scheduling. You cannot use this point to ask about the rules of procedure or a personal privilege question. For example: Could the chair explain when the Nuclear Non-Proliferation Treaty was signed?

Point of Order

A delegate may raise a Point of Order if there is a discrepancy or any impropriety in the application of the rules of procedure by the delegates or the Chair. It is in the discretion of the Chair to decide whether their point is valid and to clarify any irregularities.

Point of Parliamentary Inquiry

A delegate may raise the Point of Parliamentary Inquiry in order to clarify certain aspects of the rules of procedure by the Chair.

Right of reply:

It may only be raised by a delegate that was mentioned by the Speaker in a manner they consider offending, either personally or on behalf of their country. This Point must be done when the speaker finishes their speech. The Right of Reply shall consist of a short, factual statement and may include a demand for an apology. The Speaker will then be asked if they wish to apologize if seen necessary.

Rules Concerning the Establishment of Motions

At the beginning of every session or proposed activity during a session, it is necessary to establish a motion. The delegate wishing to establish said motion shall raise their placard and state the motion.

Motion to start/close the debate

The debate shall begin with this motion, which will open the Primary Speakers List, in which delegates representing major parties in their respective committees must establish their ideas and perspective according to the corresponding topic. Participation in the Primary Speakers List is mandatory by all major parties. This shall be followed by the General Speakers List to continue debate until it is interrupted by the establishment of a motion. Delegates may be added to the General Speakers List by stating this in a note to the Chair.

Motion to start an Unmoderated Caucus

This type of caucus facilitates informal conversation between delegates. The delegate who wishes to establish a motion for an unmoderated caucus must specify the



duration time and purpose of the caucus. Requires a delegate to “second” this motion.

Moderated Caucus

This type of caucus establishes a formal debate between delegates on a specific topic, moderated by the Chair. The delegate who wishes to establish a motion for a moderated caucus must specify the **duration time, time per speaker, and purpose** of the caucus. Delegates wishing to speak during this caucus will be recognized after the motion is passed and before the caucus starts. If there is still time for more interventions, delegates can ask to speak in the caucus by stating this in a note to the Chair. If no more delegates wish to speak, or the time assigned for the caucus has run out, the caucus will be ended. Requires a delegate to “second” this motion.

Motion to set the agenda

Self-explanatory

Motion to extend debate time

This motion is used to extend time for speakers, amendments, etc, or to extend an unmoderated or a moderated caucus. Delegates wishing to vote on this motion must specify the extension of time and the purpose of the extension. Requires a delegate to “second” this motion.

Motion to move into voting procedure

Calls for the closure of the debate at the time and for an immediate transition into voting procedures. Requires a delegate to “second” this motion.

Motion to Withdraw a resolution:

It can be raised at any time during debate before voting. The sponsors of the resolution and other signatories may use this motion to completely withdraw it from the agenda, as long as there is a unanimous agreement by all the sponsors.

Motion to Reconsider a Resolution

Calls for a re-debate and re-vote of a resolution that has already been debated and voted upon. It is only valid if **all** other resolutions have been debated and voted upon.

Motion to divide the house

Shall be raised by any delegate when there has been a large number of abstentions. Objections are not allowed. Once approved, a new voting will be made and all delegates must vote either FOR or AGAINST.

Motion to adjourn the session

A delegate may ask to suspend the session for a temporary pause or for the remainder of the day.



Motion for the Resumption of Committee session

To resume a committee session after committee is adjourned, a motion to do so is required.

Rules Concerning Resolutions

Draft Resolutions

A draft resolution is an official document in proper resolution format that seeks to formalize actions and rulings on behalf of the given committee. Note that a signatory does not express explicit support for the document, but merely wishes to see it debated in committee. Once the debates on a given number of draft resolutions have elapsed, the committee may choose to move into voting procedures for one of them. If the draft resolution has not passed, a motion must be raised to vote on a different draft resolution. If all the resolutions have been rejected by the committee, a motion to reintroduce a draft resolution must be presented. Only one draft resolution may be adopted per committee.

Introduction of Draft Resolutions

A motion must be established to begin with this point of the debate. The Chair will offer five minutes to read out the draft resolution. Once introduced, the draft resolution shall be questioned in a Q and A session. The duration of this session will be decided by the Committee Chair. During this time, any delegate may ask related questions by raising their placard. Once this time is up the remaining draft resolutions that have not yet been presented will be introduced, followed by a voting procedure.

Questions and Answers Session

Only resolution sponsors will be able to answer questions. A minimum of two sponsors per resolution are required to participate in this session.

Sponsors and Signatories

Any draft resolution should include a list of sponsors and signatories in alphabetical order. The lists should have one fourth ($1/4 + 1$) of quorum for the resolution to be considered in committee. Sponsors should always be in favor of their draft resolution and must participate in the Q and A session for their draft resolution. A sponsor may not sponsor more than one resolution.

Amendments

Before a draft resolution is approved, it is possible to amend the resolution.

Amendments must be firstly approved by the Chair and afterwards a speech must be given by the delegation presenting the amendment. The amendment will be voted by the whole committee. A grand majority ($2/3 + 1$) is needed for an amendment to be passed. There are two types of amendments:

- **Amendments of first degree:** Amendments proposed to change a specific point or phrase of the resolution.



- **Amendments of second degree:** Amendments proposed to change an amendment that is being debated at the moment.

Rules Concerning Voting

Procedural Voting

Procedural voting denotes all voting on motions other than draft resolutions. Members have one vote each, and no members may abstain. Members may vote either “in favor” or “against” in any procedural vote.

Substantive Voting

Substantive voting denotes all voting on draft resolutions and amendments. In order to enter substantive voting procedure, no persons other than officers of the secretariat may enter or exit the committee room. Delegates have one vote each. They may “abstain”, vote “in favor”, or vote “against”.

More Rules of Procedure

Note-Passing

As direct conversation between delegates is discouraged, delegates are permitted to pass written notes to other delegates in the committee or to the Chairs. We ask that delegates be respectful in their communications and only pass notes on matters relevant to debate. We also ask that delegates submit to the Chairs any notes found to be offensive in any way.

Funding

In the interest of debate, the Conference will assume that funding for anything proposed in a resolution is unlimited. Delegates are permitted to discuss the source of funding but are asked to refrain from discussing specific amounts. Please keep in mind that questions of funding should not take precedence in debate, as they detract from discussing the specifics of the resolution being debated.

Miscellaneous

Please only raise your placard once the Chair has finished speaking, and only when the Chair calls for speakers or if a Point/Motion needs to be made.

Declaring war:

It is not allowed for any delegate to declare war to another country



Documents

All delegates are encouraged to present documents in the conference. These depend on the country and sometimes on the committee the delegation takes part. All these documents will be deeply explained in the BrainsMUN Delegates Guide

Position Paper

This is a document in which the delegation's position over each topic is explained in depth. There must be one position paper for each topic. It is mandatory that all delegates write a position paper and is brought to the conference.

Speeches

Only major parties must deliver speeches. These must be a brief speech with the main points of the country's position

Resolutions

Delegates are not obliged to bring draft resolutions to the conference since they will be written throughout the committee. However, we encourage delegates to bring some pre-ambulatory and operative clauses, so that it is easier to write draft resolutions.

Note: All delegates must know that they must bring all their documents in paper. Given that electronic devices are not allowed while committees are in session, delegates should print **all** their documents before the Conference

Summary of Points and Motions

Points

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Point of Inquiry
5. Right of Reply

Motions

1. Motion to start/close the debate
2. Motion to set the agenda
3. Motion for the adjournment of the session
4. Motion to Recess the debate
5. Motion to divide the house
6. Motion for the introduction of a Draft Resolution
7. Motion to introduce an Amendment
8. Motion to reconsider a resolution
9. Motion to Enter Voting Procedure
10. Motion for an Unmoderated Caucus



11. Motion to Extend the Current Moderated/Unmoderated Caucus
12. Motion for a Moderated Caucus
13. Motion to withdraw a resolution

How they are established

- Raise your placard.
- Wait for recognition from the Chair. E.g “Delegation of [country], you have been recognized”.
- Establish your point/motion.

Summary of Voting Procedure

Simple majority (1/2 + 1) is needed to:

- Initiate a caucus.
- Adjourn a session.
- Resume a session.
- Introduce a draft resolution.
- Reconsider a draft resolution.

A grand majority (2/3 + 1) is needed to:

- Pass a draft resolution or amendments.

Flow of committee

