



# PALMUN

PALLADIO SCHOOL MODEL UNITED NATIONS

## RULES OF PROCEDURE AND CONDUCT

### **DRESS CODE**

The dress code follows MUN regulations. Ladies must wear knee-length skirts or dresses, long trousers, flat or average-height shoes. Gentlemen must wear a suit, a shirt, a tie or bow tie and leather shoes.

### **BADGES, PLACARDS**

Badges should be worn at any time. Placards are necessary for delegates to participate in the conference. Loss of badges or placards will be charged with €5.

### **LANGUAGE**

English must be the official language of the conference. It must be used in all proceedings and all documents.

### **SMOKING AND ALCOHOL**

Smoking and consumption of alcohol are strictly forbidden on the school premises.



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## **POINTS**

**Note:** A point should not interrupt the speaker unless it is a point of personal privilege referring to audibility

### **Point of personal privilege**

It refers to the comfort and well-being of the delegate inside the committee. It can refer to the temperature of the room or to audibility. It may not refer to the content of the speech and it is not debatable.

### **Point of parliamentary inquiry**

It is a question concerning a procedural matter. It may not interrupt the speaker. It is a question to the Chairs related to procedural matters.

### **Point of order**

It refers to procedural matters. It is used when a delegate feels that the Chairs have made an error. It can interrupt voting procedures only if it refers to a mistake made in the voting procedure. It is not debatable.

### **Point of information to the speaker**

It is a question to the delegate who has the floor, after he/she has indicated that they open themselves to such points from other delegates. Only one question may be allowed per point of information. No dialogue is allowed during a point of information. Delegates must remain standing while the speaker is replying to the question.

### **Point of information to the Chair**

It is a question directed to the Chair. A statement or a clarification on a specific issue may be asked. The Chair will answer and move on with the process.



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## MOTIONS

### **Motion to move to the previous question**

It refers to ceasing the debate and moving directly into the voting procedure on the clause, resolution or amendment that is pending. It can't be debated or amended. It is up to the discretion of the chair.

### **Motion to adjourn the debate**

It is used in order to mark the end of the meeting until the next year. A delegate must raise the motion on the last day of the conference, at the end of all committee work. It is not used at any other time during the conference.

### **Motion to reconsider a resolution**

It calls for a re-debating and re-voting on a resolution that has already been voted. It requires 2/3 majority.

### **Motion to withdraw a resolution**

If all co-submitters agree a resolution can be withdrawn.

### **Motion to divide the house**

It can be raised in order to retake the vote. This time the delegates cannot abstain from voting. It is up to the discretion of the Chair.

### **Motion to retake the vote**

It can be applied in case a delegate believes that there has been a mistake in the voting procedure. It is up to the discretion of the chair.

### **Motion to approach the Chairs**

A delegate may request to be permitted to approach the Chair so as to discuss a delicate matter.

### **Motion to extend debate time**

It is used in case the delegate wishes to further discuss an issue. It depends on the Chairs' discretion.



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## **AMENDMENTS**

They are alterations or adjustments proposed by the delegates to the resolution discussed. Delegations can vote for, against or abstain an amendment.

## **LOBBYING**

It is a procedure which takes place in the beginning of the conference and gives the delegates the chance to communicate and form alliances and resolutions. During lobbying delegates collect their draft resolutions, decide on the main submitter and the co-submitters.

## **YIELDING THE FLOOR**

The delegates are allowed to yield the floor to another delegate only if the Chair and the other delegate accept it. The delegate yields the floor to the Chairs if there is remaining time left but the delegate is not wishing to answer any questions or give his allocated time to another delegate.

## **VOTING**

During voting procedures, conference officers and the delegates are allowed to be present in the committee. Member states can vote in favor, against or abstain during the procedure. Each delegate raises his/her placard during the voting procedure. Non-Governmental Organizations and Non-Member States of the UN may vote in procedural matters only.

## **RESOLUTIONS**

It is the official document which proposes solutions to the issue which is discussed.



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## **ROLL CALL**

It is done at the beginning of the day and after the breaks. The Chairs check that all the delegates are present and that debate can begin.