



RULES OF PROCEDURE

BAU x MARMARA TARIN'22

Prepared by
MARMARAMUN SOCIETY



Model United Nations conferences (MUN conferences) are simulations organized for students to discover the real UN order and experience it practically. In MUN conferences; discussions about political, social, economic, and security agendas take place and a solution proposal document called a resolution paper is written collaboratively as a product.

The first conference prepared on this basis in history was held at Oxford University in 1921. And the first conference held under the name of MUN; was organized by Swarthmore College in 1947, while the impact of World War II was still present. The first MUN conference, where MUN conferences reached a large audience, was held in 1953 under the name of Harvard United Nations, the rules of which are still used in many conferences today.

MUN conferences have many advantages contributing to the development of soft skills and academic level of understanding and producing. The MUN conferences encourage performing the abilities of analysis, synthesis, and creativity (Bloom's Taxonomy) (we can put a photo of him), which are the updated survival skills of the 21st century; also make it possible for students to have an impartial approach/ attitude towards current problems in the world and the approaches of countries to these problems. In addition, MUN conferences have the characteristic of being an activity that appeals to many age groups and people with different fields of interest; including middle-school students, because it provides opportunities to discover and develop empathy and role-playing skills via practice.

The most widely used procedures regarding the flow of the MUN conferences are the HARVARD and THIMUN procedures. In Turkey, the HARVARD MUN procedure is generally preferred. According to this procedure, we have covered some concepts and the flowchart of the conference comprehensively in our guide booklet. In short; these steps include,

Step 1 - Pre-conference preparations for delegates

- Gather information about the committee you are appointed to,
- Do broad research about your Agenda item,
- Read your Study Guide carefully and make sure to take note of the details,
- For further information, check out online resources and encyclopedias
- Browse current news about your country and agenda item,
- Research the opinions of different countries on the topic and determine who you can ally with,



- Prepare a few possible speeches to be able to refer to in your speeches,
- Estimate the references that can be directed to your country before the conference and develop several opposing arguments.

Step 2 - Opening Ceremony

- To announce the official start of the conference, an opening ceremony is held before the first session. From the speeches given in the opening ceremony, you can get to know those who are in the academic team of the conference, such as the Secretary-General, the Director General, the Deputy Secretary General, the Deputy Director General, and the Academic Assistant.

Step 3 - Sessions

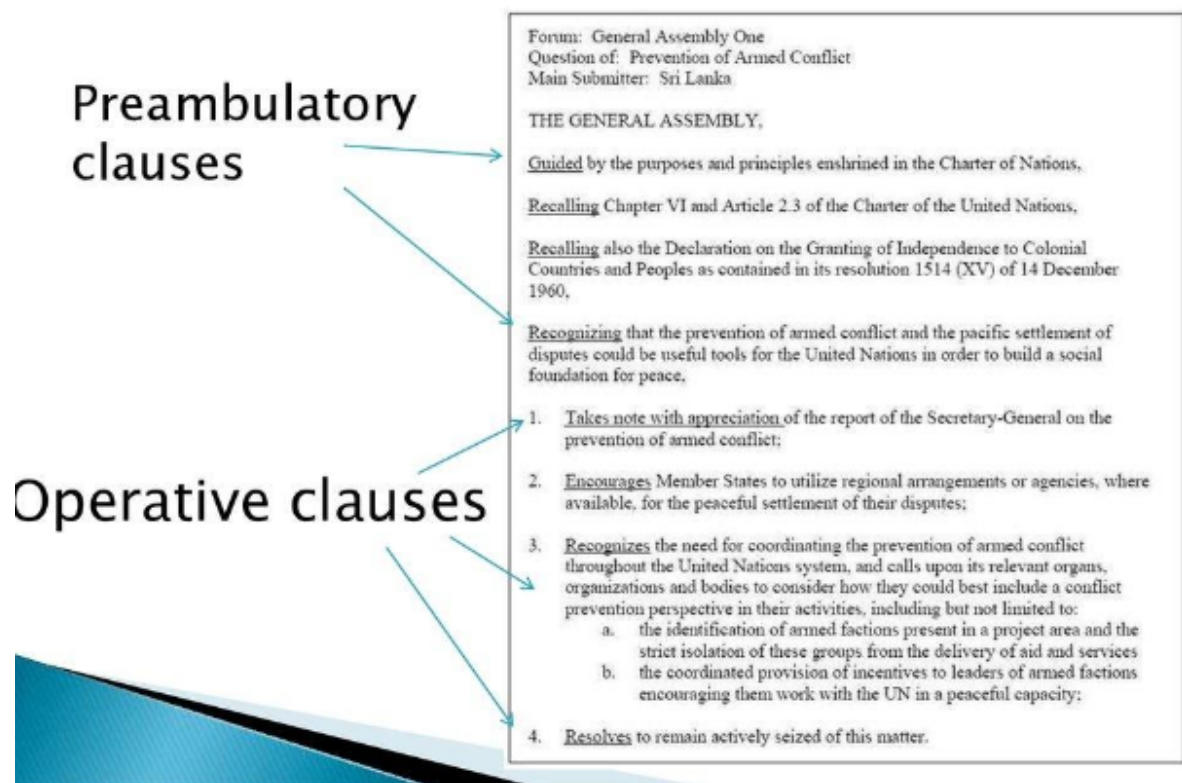
- During the first session, the roll call procedure is applied (sf x) primarily to determine the preset delegates.
- After that, each delegate is given an average of 1 minute and 30 seconds for the opening speeches. *(You can find detailed information about the Opening Speeches in Note 1)*
- The floor opens for the Agenda Setting. You can vote for the agenda item you want to start with, by giving a motion. Bear in mind that, if there is only one agenda item for your committee, this stage is skipped. *(You can find further information in Article 20 of the RoP.)*
- An announcement is made for delegates who wish to be added to the General Speakers' List. After that, the conference continues with the General Speakers' List. *(You can find detailed information about the General Speakers' List in Note 2)*
- After a few delegates have completed their speeches, the floor opens to proceed to the moderated caucus. Here you can specify the topics you want to be discussed in the committee by raising a motion and getting them voted on. *(You can find detailed information about the Motions in Note 3)*
- Speeches are taken within the scope of the moderated caucus. If the time of the caucus is over, and there are still delegates who wish to deliver their speeches, an extension motion can be granted/given. Otherwise, the floor will be opened for the moderated caucus again.
- If necessary, you can give a motion for the unmoderated caucus. Unmoderated caucuses are generally taken for document writing.



- When the time allotted for the session expires, you can give a motion for suspension. This motion should also be voted on. You can take a break after the chair's official suspension of the debate.

Step 4 - Committee Documents

- The Committee Documents are described in detail in Part F in the RoP)



Step 5 - Voting Procedure

- The paper you work on during the sessions is called a working paper. This document should be introduced.
- When you are in the last session, you must now have a prepared document, the draft resolution paper. However, this document must be approved by an absolute majority of the committee. Therefore, the voting procedure will be applied. If there are any changes you want to make before voting, you must make them.
- The main submitter of the document must give the motion to introduce the draft resolution. After the introduction, another motion must be given to start the voting procedure. The roll call voting procedure is usually applied, depending on the RoP of the conference and the preference of the chair.
- Only one resolution paper can pass in a committee. The draft resolution paper, approved by the absolute majority of the committee, can now be delivered to the



academic team of the conference to become a real resolution paper. (*You can find further information in Part G of the RoP.*)

Step 6 - Closing Ceremony

- If your resolution paper is approved, it means that your committee has not failed. Thus, successful delegates will be able to receive their awards.
- The official end of the conference is the closing ceremony. Academy and organization teams will deliver their speeches, awards will be given, and the conference will be “*adjourned*” until the next date.

Note 1 - Opening Speeches

- The speeches called the Opening Speech and presented at the first session of the conference, allow delegates to introduce their countries and inform other delegates about their positions in the committee during the conference process.
- In the opening speeches, delegates mention their country's policies in a way that concerns the committee's topic, which will allow other delegates to learn about that country's position in the committee. Just a summary is enough because opening speeches are not detailed speeches/presentations like GSL.
- The speeches need to begin with such phrases as “honorable chairs and most esteemed delegates”...
- The speech time limit can be a maximum of 90 seconds, as in GSL.
- Since it is an opening speech, it would be appropriate to wish the committee well. For example, the delegate can say that he believes in peaceful solutions will be proposed, in compliance with human rights to the problems to be discussed, or the delegate can say that he is grateful to be a part of this committee.
- You can find further information in Article 19 of the RoP.

Note 2 - GSL Speeches

- The General Speakers List (GSL) allows delegates to speak for 90 seconds on a topic of their choice within the top topics of the committee.
- The Committee Board will ask delegates if they would like to be added to the list at any time they deem appropriate. Delegates who want to be added to the list and present GSL speeches can indicate that they want to be added to the list by raising



their placards. The Committee Board will also invite delegates to the stage to present GSL speeches when they deem appropriate.

- As mentioned, GSL speeches can be made on the desired topic if they do not go beyond the topics of the committee. You can talk about the solutions you have found for the problems, and provide information about the position and stance of your country in the committee. In addition, you can make a speech to warn or to draw the attention of the committee about an issue or you can mention the opinions that you forgot to touch on in your previous speeches. Furthermore, you can continue delivering your previous speeches if you were not able to complete them due to the time limit.
- When your GSL speech is over, the committee board will ask you what would you want to do with your remaining time. You can end your speech by yielding the floor to the chair, also you can transfer the remaining time to another delegate, or if you want, you can accept questions from other delegates.

Note 3 - Motion

- Motions can be considered the main providers for ongoing discussions in committees. The delegates are in conversation with each other during the motions.
- When the committee board deems it appropriate, they open the floor to the delegates and ask the delegates if there is a motion they want to give. Delegates who want to give a motion raise their placards and say “Motion!” and the committee board gives them the right to speak to a delegate they choose. The delegate explains their motion to the committee. Delegates specify the type of their **motion** (*moderated caucus or unmoderated caucus*), its **duration**, the time **limit per speaker**, and the **topic** of the motion. If the committee board deems it appropriate, motion proposals from other delegates are taken and a voting procedure takes place. Before the beginning of the debate, the delegate who proposed the current motion is asked if s/he wants to deliver their speech first or later. After the delegate's answer, the debate on the motion starts. (*You can find further information in Articles 25, 26, 27, and 28 of the RoP.*)
- In order to be able to give a speech during the motion, when the chair board asks the delegates if there is a delegate who wants to give a speech, the delegates must raise their placards. The Committee Board gives the right to speak to the delegates they deem appropriate in an order determined by them.



- When the time limit of the motion is reached, the committee board closes the motion.

*The model United Nations conferences proceed in this order in Harvard Procedure. In the continuation of the handbook, you will be able to access all the information you need about all these steps. **The Academy team** wishes you success in the **MarmaraTrain** conference...*

MARMARATRAN 2022

RULES OF PROCEDURE

A. INTRODUCTION

Article 1: Scope

1. The articles of this Rules of Parliamentary Procedure shall apply to all committees and proceedings within Marmara Train Conference 2022 (MarmaraTRAIN 2022). However, if otherwise is stated by the Secretariat, its word takes precedence over the Rules of Parliamentary Procedure.

Article 2: Language

1. The official language that will be used throughout the conference shall be English and English only.

Article 3: Dress Code

1. The official dress code of the conference is western business attire and it is strictly mandatory to follow the code.

Article 4: Participation

1. Member States will be present in all of the committees and they are the delegations representing their country by constituting the parliamentary discussions within their respective committees in addition to possessing their voting right within procedural and substantive matters.

Article 5: Credentials

1. The credentials of all Delegations, received from the application and allocation process, will be officially accepted after the registration and distribution of the badges.



2. Badges that are received during registration are going to be used for the verification of the credentials of participants.
3. Every participant is required to have their badges with them during the whole of the conference.

Article 6: Secretariat

1. The Secretary General, The Deputy Secretary General, and Academic Assistant are the members of the Secretariat.
2. Academic Assistants, that will be present in selected committees, are the responsible individuals primary duty of which are to assist the members of the Secretariat and Academic Team.
3. The decisions of the Secretariat shall not be appealed.
4. Each delegation shall respect the international character and the responsibilities of the Secretary-General and the members of the Secretariat.

Article 7: Courtesy

1. All participants shall show diplomatic courtesy during the whole conference. The ones failing to behave within diplomatic courtesy may be subject to academic warnings and/or expulsion from the conference, based on the decision of the Secretary General.

Article 8: Academic Warnings

1. The Secretary General holds the right to give academic warnings to all participants.
2. In the case of receiving academic warnings, for each academic warning, if a delegate is to earn an award based on their performance, the quality of their award will be decreased (Best Delegate to Outstanding Delegate, Outstanding Delegate to Honorable Mention, Honorable Mention to no awards at all).

Article 9: Awards

1. In the closing ceremony, according to their performance within the committees, a number of delegates will earn three types of awards.
2. Decision of the delegates that will earn the awards shall be taken by the boards of each committee.

B. GENERAL PROVISIONS

Article 10: Definition

1. In all of the articles of this document, the word Committee shall refer to GA1: DISEC, GA 2: ECOFIN, GA 3: SOCHUM and GA 4: SPECPOL, simulates in MarmaraTRAIN22.

Article 11: Members of the Committees



1. Members of each committee are delegates and the committee board members.

Article 12: Committee Board

1. In MarmaraTRAIN22, committee boards consist of Chairs and Vice Chairs.
2. Committee Board members are required to chair the debates within the Committees in accordance with this Rules of Parliamentary Procedure.
3. Committee Board members are responsible to the Secretary General and his/her Secretariat.
4. Committee Board members are the individuals declaring the beginning and the end of the debate for all sessions, in addition to their capacity to recognize a delegate, open the floor for any points and motions and entertaining them.

Article 13: Appeal to the Decisions of Chairs and Vice Chairs

1. At all times, decisions of chairs and vice chairs, except for the ones that are specifically declared as non-appealable, are open to be appealed by a Delegate.
2. The appealing shall be done by a motion to appeal.
3. Motion to Appeal the Decision of Chairs and Vice Chairs is not appealable.
4. Before the voting procedure of the Appeal, the Chair/Vice Chair may explain their decision.
5. The Appeal is subject to a procedural voting, requiring two-thirds majority to pass.
6. An “in favor” vote on the Appeal indicates that the voter wishes the decision of the Chair/Vice Chair is wrong, whereas an “Against” vote is in favor of the Chair/Vice Chair, meaning that the voter wants the decision to stay as is.

Article 14: Administrative Staff

1. For each committee, a number of Administrative Staffs will be present.
2. The duty of the Administrative Staffs within the committees is to assist the Committee Board physically, in addition to carry the message papers from and to a delegate and providing delegates basic supplements like water.
3. Verbally talking to an Administrative Staff is strictly out of order within the sessions.

Article 15: Message Papers

1. The primary source of communication within a Committee are Message Papers.
2. The Message Papers, as their design show, requires the indication of the recipient and the source on top of the paper.
3. The Message Papers may be between Delegates or from and to a Committee Board Member.



4. Message Papers shall be in formal English and English only.
5. Message Papers may only be carried by an Administrative Staff. Delegates conveying it to one another is strictly out of order.
6. Message Papers can be suspended at any time upon the decision of the Committee Board. This decision is not appealable.
7. Message Papers will automatically be suspended during roll-calls and voting procedures.

Article 16: Electronic Devices

1. Usage of electronic devices will be allowed during the sessions of MarmaraTRAIN22 for research purposes and documentation.
2. Usage of mobile phones are not welcomed unless they are used for research purposes and documentation.
3. Delegates are expected to not use the electronic devices for communicative means during sessions, especially for conversation between each other.
4. Committee Board may suspend the usage of electronic devices for a specific time. This decision is not appealable.

C. RULES REGARDING COMMITTEE DEBATES

Article 17: Roll Call

1. The Committee Board shall take a roll call, recording the statuses of the presence of delegations within the committee, at the beginning of each committee.
2. The roll-call shall be performed in alphabetical order.
3. Delegations within the Committee shall state their statuses as either present, meaning that they are present and may abstain in substantial voting, or present and voting, meaning that they are present and will vote either yes or no in substantial voting.
4. Being either present or present and voting is strictly required to participate within the debates, substantive and procedural votings.
5. Delegates who miss the roll-call shall send the Committee Board a Message Paper stating their position either as present or present and voting.

Article 18: Speeches

1. Speeches that are done during the whole of the conference, shall be under the diplomatic courtesy mentioned in the Article 7 of this Rules of Procedure.
2. Delegations should refrain from using first person statements such as “I, Me, Myself” et cetera. Rather, they should use “We, Us, Ourselves” since they are representing respective countries.



3. Speeches within the Committees shall not be out of topic. The topic shall be under the Agenda and/or the topic of specific caucuses.

4. During General Speakers List speeches, Single Speaker speeches, Opening Speeches and In Favor/Against speeches, the delegates shall address the Committee from the floor. During any speeches outside of the aforementioned ones, delegates shall just rise in their seats to address the Committee.

Article 19: Opening Speech

1. After the very first roll call of the conference, the Committee Board shall entertain opening speeches for the first session only. If the opening speeches do not finish in the first session, it may be continued in the second.

2. Opening Speeches shall be containing general remark and considerations of delegations upon the topic.

3. Individual speaker time for opening speeches is one and a half minute.

Article 20: Agenda-Setting

1. Following the opening speeches, each Committee shall continue with the agenda-setting procedure.

2. Motions to set an agenda shall be entertained by the Committee Board.

3. For each motion, respectively, two in favor (from delegates wishing to set the agenda as the one on the table) and two against (from delegates wishing to not set the agenda as the one on the table) speakers will be entertained in the floor. After the aforementioned speeches, a specific motion to close the debate on agenda setting shall be entertained and passes so that the Committee may move on with the voting of the agenda item.

4. Having heard the speakers and entertained the motion to close the debate, the Committee Board shall put a procedural vote upon the closure of this debate, requiring two-thirds majority.

5. After the debate on the agenda item is closed, the Committee Board shall immediately move on with another procedural voting for the agenda-setting motion, requiring simple majority.

6. After the agenda is set, the other agenda-setting motions drop automatically.

7. If the first agenda-setting motion does not pass, if the committee has two agendas, the second one should be adopted automatically.



8. Within the committees that have two agendas, a motion to move on to the second agenda is needed after the voting on a resolution upon the first topic is done. The motion is not subject to a vote.
9. If the Committee has one topic only, none of the agenda-setting procedures apply. The agenda will be set automatically by the Committee Board.
10. In case of crises, the agenda shall be tabled by a motion to table the debate if the crisis topic is not believed to be contained within the agenda itself.
11. The tabled agendas may be re-set. They shall be adopted with the motions to resume the debate on that specific agenda item.
12. In case of crises and updates topics of which are contained within the agenda, the debate shall continue as it is.
13. Should an event of international emergency or crisis take place; any member of the Secretariat may request the tabling of the debate in order to respond the matter quickly with a resolution.

Article 21: Debates and the General Speakers List

1. For each agenda, the Committee Board shall establish a General Speakers List, in order to start and continue the debates among that specific topic.
2. Following the establishment of the list, the Committee Board shall add delegates to the list with recognition by placards.
3. At any times when message papers are in order, a Delegate may add their selves to the list by sending a message paper to the Committee Boards, asking them to do so.
4. In General Speakers List speeches, the speakers may speak about any topic within that agenda.
5. The duration of per General Speakers List shall be one and a half minute.
6. The General Speakers List continue and carry over from its establishment to the closure of the debate upon its agenda, interrupted with motions, points and caucuses.

Article 22: Yields

1. Yields may only be made during General Speakers List.
2. A Delegate that has been granted the right to make a speech within the General Speakers List may yield their remaining time to: another Delegate, to Points of Information or to the Committee Board.
3. No yields are allowed in any other speeches.
4. No yields are allowed after the time expires for the speech of the Delegate.
5. Only one yield can be made per speech.



6. The Delegate is required to yield their remaining time to the Committee Board when they have exactly or less than 10 seconds.
7. If the Delegate yields their time to another Delegate, the Committee Board asks the recipient Delegate whether or not they accept the yield. If the Delegate accepts the yield, they shall take the floor after the other delegate is seated. If the Delegate does not accept the yield, then the floor is automatically yielded to the Committee Board.
8. In the case of a yield to Points of Information, the Director shall ask the Committee if there is any Points of Information's, if there are any, the Director shall select the questioners upon recognition by placard. If there are not any and when the time finishes for the Delegate on the floor, floor is automatically yielded to the Committee Board.

Article 23: Floor

1. The Committee Board shall periodically open the floor to points and motions.
2. Following the opening of the floor, the Delegates may rise Points and/or Motions.
3. The entertainment of the Points and Motions shall be done by recognition by placard.
4. The Delegate that is recognized for a Point or a Motion shall stand up to give their Point or Motion.
5. Maximum of three Motions shall be entertained within per opening of the floor.

Article 24: Right of Reply

1. At all times, A Delegate whose personal or national integrity has been infringed by another Delegate may submit a Right of Reply with a Message Paper sent to the Committee Board.
2. The Message Paper shall indicate the reason of the aforementioned infringement and the response that the Delegate wishes to give.
3. It is under the discretion of the Committee Board to entertain the Right of Reply.
4. Right of Reply shall be addressed to the Committee by a Single Speaker Speech of one minute on the floor.

D. RULES REGARDING CAUCUSES

Article 25: Moderated Caucus

1. Following the opening of the floor, motions for Moderated Caucuses may be raised by the Delegates. The motion shall determine the specific topic of the Caucus and the total duration of the Caucus, in addition to the time that will be allocated to per speaker.



2. Moderated Caucus, as its name stands, is a caucus that takes place within the moderation of the Committee Board, enabling the Delegates to facilitate the debate on rather specific issues more swiftly.
3. Total time of a Moderated Caucus shall not exceed twenty minutes.
4. Time allocated per speaker shall not exceed the time of General Speakers List speeches.
5. Moderated Caucus motions need simple majority to pass.
6. After the motion passes and the Caucus starts, the Committee Board shall recognize delegates by placards.
7. When the time limit of a Moderated Caucus ends, the General Speakers List shall continue until the Committee Board opens the floor once again.

Article 26: Unmoderated Caucus

1. Following the opening of the floor, motions for Unmoderated Caucuses may be raised by the Delegates. The motion shall determine the specific topic of the Caucus and the total duration of the Caucus.
2. Moderated Caucus, as its name stands, is a caucus that takes place without the moderation of the Committee Board, enabling the Delegates to facilitate their work on Committee documents and/or use the time for lobbying purposes.
3. Total time of an Unmoderated Caucus shall not exceed twenty minutes.
4. Unmoderated Caucus motions need simple majority to pass.
5. After the motion passes and the Caucus starts, the Delegates may work on documents, debate on specific topics or use the time for lobbying without any moderation procedures. However, this does not mean that the Delegates are fully out of Committee Board's authority. The Committee Board has the full authority to intervene within the caucus.

Article 27: Extension of Caucuses

1. After the time allocated for a Caucus ends, motions for extensions shall be in order.
2. The extension shall never exceed the time determined for the original caucus. Yet, it may be equal to the original duration.
3. An extended Caucus shall not be extended for another time.

Article 28: Termination of Caucuses

1. At any time during a moderated or unmoderated caucus, any delegate may raise a motion for the termination of the caucus. This motion shall immediately be put to a vote.
2. The motion requires simple majority to pass.



D. RULES REGARDING POINTS

Article 29: Point of Information

1. Once the floor is open, a Delegate may raise a Point of Information to ask the Committee Board a question about the topic of the Committee.
2. This point cannot interrupt a speaker.

Article 30: Point of Parliamentary Inquiry

1. Once the floor is open, a Delegate may raise a Point of Parliamentary Inquiry to ask the Committee Board a question regarding the Rules of Procedure.
2. This point cannot interrupt a speaker.

Article 31: Point of Order

1. During the whole process of the Committee, a Delegate may raise a Point of Order to point out a wrong-doing with regards to the procedure of the Committee.
2. The Point of Order shall suspend the procedure and the Committee Board shall immediately decide upon the legitimacy of the Point. The Committee Board may rule the Point of Order as out of order.
3. Point of Order may only interrupt a speaker if the speech is not following the procedure itself.

Article 32: Point of Personal Privilege

1. During the whole process of the Committee, a Delegate may raise a Point of Personal Privilege in order to point out a discomfort that affect the participation of the Delegate.
2. Point of Personal Privilege may not interrupt a speaker. Yet, the only one that may interrupt is Point of Personal Privilege due to Audibility, that shall be used if and when the Delegate may not hear the speaker or the speaker is too loud. However, this Point should not be overused.

E. MOTIONS

Article 33: Motion to Moderated Caucus

1. Motion to Moderated Caucus may be introduced by a Delegate when the floor is open.
2. This Motion shall specify the total duration of the Caucus in addition to the time allocated per speaker.
3. This motion needs simple majority to pass.

Article 34: Motion to Unmoderated Caucus



1. Motion to Unmoderated Caucus may be introduced by a Delegate when the floor is open.
2. This Motion shall specify the total duration of the Caucus.
3. This motion needs simple majority to pass.

Article 35: Motion to Extend Previous Caucus

1. Once a Caucus ends, a Motion to Extend Previous Caucus may be in order.
2. This motion shall specify the total time duration for the Extension. It may not exceed the previous Caucus' time.
3. This motion needs simple majority to pass.

Article 36: Motion to Introduce an Amendment

1. When the motion to introduce an amendment is raised, after the motion passes, the Committee Board shall read it to the Committee.
2. If the motion fails, the amendment shall directly fail.
3. A motion to introduce an amendment requires a simple majority to pass.

Article 37: Motion to Introduce a Draft Resolution

1. When the motion to introduce a Draft Resolution is raised, after the motion passes, the Committee Board shall read it to the Committee.
2. If the motion fails, the Draft Resolution shall directly fail.
3. A motion to introduce a Draft Resolution requires a simple majority to pass.

Article 38: Motion to Introduce a Working Paper

1. When the motion to introduce a Working Paper is raised, after the motion passes, the Committee Board shall read it to the Committee.
2. If the motion fails, the Working Paper shall directly be declared as invalid.
3. A motion to introduce a Working Paper requires a simple majority to pass.

Article 39: Motion to Conduct a Roll Call Voting

1. If such a motion passes, the voting of the final document shall be done one by one with alphabetical order.
2. This motion needs simple majority to pass.

Article 40: Motion to Divide the Question

1. This motion is for the purpose of dividing the final document to specific groups.
2. The Delegate that raised the motion shall specify the groups and the division between



the articles of the final document, in addition to the precedence of voting of the groups.

3. This motion needs simple majority to pass.

Article 41: Motion to Divide the House

1. This motion is for the purpose of making all of the Delegates to vote in favor or against of the final document, canceling any possible abstentions.
2. This motion needs simple majority to pass.

Article 42: Motion for Reconsideration

1. This motion shall be given if and when the final document has failed. If the motion passes, the final document shall be on the table once again.
2. This motion shall not be given more than once per agenda item.
3. This motion needs qualified majority to pass.

Article 43: Motion to Close the Debate

1. This motion shall be raised by a Delegate when the debate upon an agenda item ends,
in order to move on with the final document.
2. This motion needs qualified majority to pass.

Article 44: Motion to Suspend the Meeting

1. This motion shall be raised at the end of each session and end of each day to end the meeting for that session/day.
2. This motion needs simple majority to pass.

Article 45: Motion to Adjourn the Meeting

1. This motion shall be raised at the end of all sessions of the conference to end the Committee Meeting as a whole until the next session of the Conference.
2. This motion needs qualified majority to pass.

F. RULES REGARDING COMMITTEE DOCUMENTS

Article 46: Working Papers

1. Working Papers are documents that are prepared in order to gather ideas and possible solutions, in addition to the considerations of individual delegates and/or the whole Committee.
2. Working papers can be an individual effort of a Delegate, or collectively prepared.
3. Working papers do not require signatories to be presented to the Committee.
4. Working papers are not subject to resolution formatting rules, however, due to time constraints, the Committee Board may ask the Delegates to prepare the Working Paper



in Resolution formatting rules.

5. Working papers are not official documents but they still need to be approved by the Committee Board and made available to the whole Committee.
6. An approved working paper needs a motion to be introduced to the Committee.
7. Working Papers shall not be voted upon.

Article 47: Final Documents of the Committees

1. The final document of the Committees shall be a resolution.

Article 48: Draft Resolution

1. A draft resolution may be introduced when it is approved by the Director and signed by one-fifth of the number of delegations that are present at the beginning of the Committee session.

2. Signing a draft resolution does not automatically amount to support the resolution, but it just indicates the will of the signatory Delegation to bring that resolution on the floor.

There are no official sponsors of resolutions.

3. Introducing either pre-written resolutions prior to the Committee sessions or resolutions that are formulated by other delegates outside the Committee is strictly forbidden and will not receive the approval of the Director. All the documents presented will be scanned against plagiarism.

4. The Draft Resolutions shall be in a specific format, clauses of which shall be divided

into two parts as Preambulatory and Operative.

5. Preambulatory clauses shall be started with specific terms that are:

- Affirming - Alarmed by - Approving - Bearing in mind - Believing - Confident - Contemplating - Convinced - Declaring - Deeply concerned - Deeply conscious - Deeply convinced - Deeply Disturbed - Deeply Regretting - Desiring - Emphasizing - Expecting - Emphasizing - Expecting - Expressing it's appreciation - Fulfilling - Fully aware - Having considered - Having examined - Having received - Keeping in mind - Noting with deep concern - Nothing with satisfaction - Noting further - Observing - Reaffirming - Realizing - Recalling - Recognizing - Referring - Seeking - Taking into consideration - Taking note - Viewing with appreciation - Welcoming

6. Operative clauses shall be started with specific terms that are:



- Accepts - Affirms - Approves - Authorizes - Calls - Calls upon - Condemns - Confirms - Congratulates - Considers - Declares accordingly - Deplores - Designates - Draws the attention - Emphasizes - Encourages - Endorses - Expresses its appreciation - Expresses its hope - Further invites - Further proclaims - Further reminds - Further recommends - Further requests - Further resolves - Has resolved - Notes - Proclaims - Reaffirms - Recommends - Regrets - Reminds - Requests - Solemnly affirms - Strongly condemns - Supports - Takes note of - Transmits - Trusts

7. Condemns and Urges clauses can not be usable in General Assembly committees.

8. After the approval of the Director, the draft resolution needs to be made available to all Delegations of the Committee before it can be entertained on the floor.

9. A motion to introduce a draft resolution requires a simple majority to pass.

10. Once the motion to introduce a draft resolution passes one of the signatory Delegations

may rise to introduce the resolution. The content of such an introduction will be limited to reading the operative clauses of the resolution. This introduction is a procedural matter and thus is not subject to yields.

11. Upon the introduction of the resolution by one of the signatory Delegations, it is debatable.

Article 49: Adoption of a Resolution

1. As a general rule, resolutions require a simple majority of the Delegations to pass, and

the vote is substantive in the Committees.

2. Once a resolution has been adopted by the Committee, if there are any other Draft Resolution, the Debate shall proceed with them.

Article 50: Amendments

1. Delegates may amend a resolution that has been introduced.

2. Amendments to amendments are out of order, yet amended parts of a resolution may be further amended.

3. The signatory states are not official sponsors.

4. Pre-ambulatory clauses cannot be amended.

5. The procedural and substantive amendments are the two kinds of amendments used in MarmaraTRAIN 22. An amendment is procedural if it only aims to change the grammar



mistakes or typing errors and voting on such amendments is considered to be procedural voting and the delegates are not allowed to abstain as in all procedural votes. A substantive amendment, on the other hand, changes the content of a clause, subtracts, or adds new clauses to the resolution introduced. Voting on such amendments is substantive and delegates are allowed to abstain.

6. Amendments can be sent to the Committee Staff electronically or via message papers.
7. Amendments shall clearly state whether they are adding a clause, striking a clause, or changing a clause. In the case of adding a new clause, the amendment should specify the exact location within the draft resolution such an amendment will be added.
8. Upon the approval by the Director and signatures of one-eighth of the delegations, The amendment may be brought to the floor through a motion to introduce an amendment.
9. A motion to introduce an amendment requires a simple majority of the votes to pass.
10. The Directors shall entertain two speakers in favor and two speakers against the amendment. If need is obvious they may use their discretion to allow more speakers.
11. When the debate is closed on the amendment, the Committee Board shall consult the sponsors of the Draft Resolution on whether or not they consider the amendment as Friendly or Unfriendly amendment. If the sponsors regard it as Friendly, no voting procedure shall take place. If they regard it as unfriendly, the Committee will move to an immediate vote.
12. After the vote, the debate will continue in accordance with the Speakers' List. Simple majority is required to pass an amendment.

G. RULES REGARDING VOTING PROCEDURES

Article 51: Procedural Voting

1. Procedural voting is in order in all cases except for voting on a resolution or substantive amendment.
2. Within procedural voting, all of the delegates shall vote.
3. When a procedural voting take place, the Committee Board shall ask for seconds and objections, if there are any seconds and no objections, the result of the voting shall automatically be considered as passed. If there are no seconds, the result of the voting



shall automatically be considered as failed. If there are both, then the procedural vote shall be done with placard voting.

4. The Delegation that raised a motion may not second or object their own motion.
5. Message Papers are automatically suspended during Procedural Voting.

Article 52: Substantive Voting

1. The only substantive voting is on final documents or substantive amendments with each delegate having one vote.
2. Message Papers are automatically suspended during Substantive Voting.
3. All matters will be voted upon by placards unless otherwise is provided in these Rules of Parliamentary Procedure.
4. A tie in the number of for and against votes designates a failure for the substantive document.
5. After the Director has announced the beginning of voting, no delegate shall interrupt the voting except on a point of personal privilege or on a point of order in connection with the conduct of the voting.

Article 53: Reordering Resolutions

1. A motion to reorder resolutions requires simple majority to pass and shall be debated to the extent of one for and one against speech.

Article 54: Roll Call Voting

1. Immediately after debate is closed on any draft resolution, any delegate may request a roll call vote.
2. A motion for a roll call vote is in order only for draft resolutions and substantive amendments.
3. A motion for a roll call vote requires simple majority of the votes to pass.
4. In a roll call vote, the Director will call countries in alphabetical order.
5. In the first sequence, Delegates may vote 'Yes', 'No', 'Abstain', or 'Pass'. A delegate may request the right to explain his or her vote only when the Delegate is voting against the policy of his or her country; such a vote is termed 'with Rights'. The Delegate may only explain an affirmative or negative vote, not an abstention from voting.
6. A Delegate who passes during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence. The same Delegate may not request the right to explain his/her vote.



7. All Delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Director, not to exceed thirty seconds. The Director can call the Delegate to order, if the substance of the speech is not pertaining their vote.
8. The Director will then announce the outcome of the vote.

Article 55: Dividing the Question

1. Immediately after debate is closed on the agenda item, any Delegate may request the division of the question.
2. A motion for the division of the question is in order only for voting draft resolutions.
3. A motion for the division of the question requires simple majority of the votes to pass.
4. The delegate raising the motion shall indicate how he/she wishes to divide the draft resolution that is to be voted and group the operative clauses accordingly.
5. If the motion passes the draft resolution shall be voted on segment by segment.

Article 56: Clause by Clause Voting

1. Immediately after debate is closed on the agenda item, any Delegate may request the Clause by Clause voting.
2. A motion Clause by Clause voting is in order only for voting draft resolutions.
3. A motion for Clause by Clause voting requires simple majority of the votes to pass.
4. If the motion passes the draft resolution shall be voted on clause by clause.

Article 57: Dividing the House

1. Immediately after debate is closed on the agenda, any delegate may request the division of the house.
2. Motion for the division of the house requires two-thirds majority of votes in order to pass.
3. A motion for the division of the house is in order only for voting draft resolutions.
4. If the motion passes, abstentions shall not be in order for the voting procedure of the draft resolution.

H. PRECEDENCE

Article 58: Precedence of Points and Motions

1. Points shall always have precedence over motions.



2. The precedence of points and motions is as follows:

Point of Personal Privilege

Point of Order

Point of Parliamentary Inquiry

Point of Information

Motion to Adjourn the Meeting

Motion to Suspend the Meeting

Motion to Close the Debate

Motion to Table (Postpone) the Debate

Motion to Resume the Debate

Motion for Reconsideration

Motion to Reorder the Resolutions

Motion to Divide the House

Motion to Divide the Question

Motion to Conduct a Roll Call Voting

Motion to Introduce a Draft Resolution

Motion to Introduce an Amendment

Motion to Question the Competence

Motion to Extend Previous Caucus

Motion to Unmoderated Caucus

Motion to Moderated Caucus

I. SPECIAL RULES

Article 59: Voting Precedence of Caucuses

1. Upon the proposal of more than one unmoderated caucus, the longer unmoderated caucus motion shall put to the vote first. Same rule applies for moderated caucus, if the total length of the proposed moderated caucuses are also the same the one with the longer individual speakers' time shall be put to vote first.

2. Upon the proposal of more than one method to divide the question, the most disruptive one shall be put to the vote first.

Article 60: Procedure of Raising Points and Motions

1. When the Committee Board asks for any points or motions, the Delegates wishing to raise one shall yell out its type, Point or Motion, since the Points take precedence over Motions.



Article 61: Procedure of Procedural Voting

1. When the Committee Board asks for any seconds, the Delegates wishing to give an in favor vote shall yell out Second.
2. When the Committee Board asks for any objections, the Delegates wishing to give an against vote shall yell out Objection.
3. In the case of a tie in Procedural Voting, the voting shall be done once again, if the result does not change; another voting shall be done. After three consecutive voting, the result of vote shall be regarded as failed.

Article 62: Special Rules Regarding Motions

1. A motion that has been entertained and voted upon shall not be given in the very same session again, with the exact same topic. However, the Committee Board may ask the Delegate to rephrase the topic.
2. Additionally, a motion that has not been entertained and voted upon may be given again in the same session with the exact same topic.

Article 63: Special Rules Regarding Time Durations of Caucuses

1. In the same session, total duration of a moderated caucus and the extension of that caucus, in sum, may not be more than thirty minutes. However, the same topic may be discussed with a rephrased version.
2. In the same session, total duration of an unmoderated caucus and the extension of that caucus, in sum, may not be more than thirty minutes. However, it is the Committee Board's discretion to alter this rule due to time constraints for the documentation of the Committee Documents, after the Committee has successfully started to work on a Possible Draft Resolution.