



# GENERAL RULES

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## GENERAL RULES MOVENU 2011

### CHAPTER I – NATURE OF THE RULES

#### Article 1.

These rules have been approved by the authorities of MOVENU. Delegates and staff members shall abide by these rules. The Organizing Committee shall decide upon any situation or consideration not contemplated here. No other rules of procedure are applicable.

### CHAPTER II – OFFICIAL LANGUAGE

#### Article 2.

The official and working languages of MOVENU are Spanish and English, depending on the committee. Those delegates who during session decide to use other languages for specific technicalities shall provide an immediate translation

### CHAPTER III – AUTHORITIES

#### Article 3.

The Organizing Committee of MOVENU is the highest administrative authority and decision-making body of the conference. The Organizing Committee's main functions will be planning, organizing, and directing MOVENU. It is presided by the General Coordinator and the Secretary General, and it is made up of the different Coordination.

#### Article 4.

The Secretary-General is the highest academic authority of MOVENU and its attributions are to:

1. Coordinate the Academics of the Conference in conjunction with the Academic Coordination;
2. Chair the opening and closing ceremonies;
3. Ensure the best academic performances of the Dias,
4. Sanction and expulse any delegate or delegation that according to the MOVENU Rules on that regard;
5. Solve any academic inconvenience once the event has started and till it's closure;
6. Assign with the Academic Coordination the countries they will represent to each delegation;
7. Assume the role of Committee President and address the committee,

8. Sign the certificates of participation given to the delegates,
9. Any other the Organizing Committee assigns,

## **Article 5.**

The Academic Coordinator is the highest academic authority of the committee after the Secretary General.

The Academic Coordinator's attributions are:

1. Coordinate the Academics of the Conference;
2. Sanction and expulse any delegate or delegation that according to the MOVENU Rules on that regard;
3. Remove the committee President or Vice President from his functions if he does not comply with the present rules, this decision will be taken together with the Secretary-General;
4. Assume the role of Committee President and address the committee, when authorized by the Secretary-General;
5. Ensure the best academic performances of the Dias.
6. Address the committee whenever the situation demands it,
7. Approve and reject draft resolutions, along with the Committee President or Vice President and the Secretary-General.
8. Any other the Organizing Committee assigns.

## **Article 6.**

The Committee President is the highest administrative, regulatory, and academic authority of the committee.

The Committee President's attributions are to:

- a. Thoroughly know and understand the present rules and apply them both firmly and courteously;
- b. Research on the topics in discussion;
- c. Act as a consultant in order to orient delegates in a clear way regarding their policy during negotiation and drafting of resolutions;
- d. Act responsibly and fulfill any commitment with the committee;

- e. Declare the opening and closing of each session;
- f. Take into consideration every motion made by the delegates;
- g. Remind delegates of their rights and duties during session;
- h. Promote respect and diplomatic behavior among delegates;
- i. Allocate the attributions and obligations of the Vice President.
- j. Call to attention delegates whose statements are not addressing the topic in discussion;
- k. Chair the debate and yield moderation to the Vice President;
- l. Sanction delegates;
- m. Announce any changes made to the original agenda of the committee;
- e. Suggest motions that he deems necessary;
- f. Rule out of order motions he deems unnecessary;
- g. Apply, if necessary, amendments to the rules, after consulting the Academic Coordinator and the Secretary General;
- h. Authorize the entrance of delegates, special guests, and members of the Organizing Committee to the session;
- i. Invite the Secretary-General to observe and intervene in a session where any dispute or controversy arise;
- j. Urge delegates to undertake negotiations with the specific objective of reconciling positions;
- k. Review and approve Working Papers, in joint decision with the Vice President;
- l. Approve or reject Draft Resolutions, in joint decision with the Vice President, the Academic Coordinator, and the Secretary-General.

## **Article 7.**

The Committee Vice President will be the closest academic and administrative figure to the President and shall assist the President with his obligations and attributions. The Committee Vice President's obligations are to:

- a. Thoroughly know and understand the present rules and apply them both firmly and courteously;
- b. Research on the topics in discussion, in order to answer delegates' questions;

- c. Act as a consultant in order to orient delegates in a clear and coherent way regarding their policy during negotiation and drafting of resolutions;
- d. Assist and support the President in the fulfillment of his attributions and obligations;
- e. Comply with the obligations assigned to him by the President.
- a. Call to attention delegates whose statements are not addressing the topic in discussion;
- b. Chair the debate when he has been assigned to do so by the President;
- c. Suggest any motion he deems necessary;
- d. Urge delegates to undertake negotiation with the specific objective of reconciling positions;
- e. Review and approve Working Papers, in joint decision with the President;
- f. Approve or reject Draft Resolutions, in joint decision with the President, the Academic Coordinator, and the Secretary-General.

## CHAPTER V – DELEGATIONS

### Section One: Delegations

#### Article 8.

A delegation will be made up by a group of individuals who acquire the responsibility of representing a country in the various committees of MOVENU. A delegation within the committee will consist of one or two delegates, depending on the committee.

#### Article 9.

The Delegation's obligations are to:

- a. Participate in MOVENU with an adequate preparation and with the goal of proposing feasible solutions to the topics being discussed;
- b. Be on time to every session;
- c. Hand in the Position Paper to the dais two weeks before the event;
- d. Have a diplomatic and respectful behavior towards the authorities of MOVENU and other delegations;
- e. Assure that at least one of two delegates is present in the committee at all times;
- f. Acknowledge the dais's decisions.

## Section Two: Faculty Advisors and Head Delegates

### Article 10,

Each delegation will have a Faculty Advisor and/or a Head Delegate who will represent their group in the Delegates Representatives Meeting and before MOVENU authorities.

### Article 11.

The Faculty Advisor's obligations are to:

- a. Represent its delegation before MOVENU authorities;
- b. Attend Head Delegate Meetings with the Academic Committee and the General Coordination;
- c. Address the members of his Delegation in order to know if there are any suggestions or complaints regarding the Conference. The Faculty Advisor's attributions are to:
- d. Make comments, suggestions, and complaints during meetings with the Academic Committee and the General Coordination;
- e. Attend sessions of the various committees, avoiding by all means interference or communication with delegates.

## Section Three: Credentials

### Article 12.

Credentials for delegates and observers will be given out before the first session. Access to committee sessions and further activities will be limited only to those with credentials.

## Section Four: Observer Delegations

### Article 13.

Observer Delegations consist of:

- a. Non-Member States;
- b. Inter-Governmental Organizations;
- c. Non-Governmental Organizations;
- d. Specialized Agencies.

## **Article 14.**

An Observer Delegation's attributions are to:

- a. Address the committee and introduce motions;
- b. Elaborate and promote Draft Resolutions;
- c. Be added to the speakers list as any other Member State.

## **Article 15.**

An Observer Delegation's special considerations are to:

- a. Have no right to vote on the approval of Draft Resolutions. If the dais considers it necessary, he will invite an Observer Delegation to vote on a Draft Resolution, clarifying that his vote is not countable;
- b. Have the right to be signatories on Draft Resolutions and Working papers, though its signature is not countable.

## **CHAPTER VI – SESSION BASICS**

### **Section One: Position Papers**

## **Article 16.**

Position Papers are an initial sketch of the approach and possible solutions each Delegation will have regarding the topic of the committee. They must be sent to the dais two weeks prior to the first session and will be made public so that all delegates have access to them.

### **Section Two: Quorum**

## **Article 17.**

A session is declared open when at least 25% of the registered Delegations are present. The presence of at least half of the Delegations will be required for voting procedures that call for a qualified majority to be approved.

## **Article 18.**

In the Security Council all five permanent members must be present.

**Article 19,**

If there is no quorum, the dais will wait 20 minutes for quorum in order to declare the session open.

**Section Three: Setting the Agenda****Article 20.**

The first order of business for the committee will be the consideration of the agenda. This will only apply if the committee has more than one topic to discuss.

**Article 21.**

Setting the Agenda consists of a speakers' list for each topic. A motion to close debate will be in order after the Committee has heard from at least two speakers for each topic. If the speaker's list on setting the agenda is exhausted, debate will automatically be closed.

**Article 22.**

Once debate is closed, the committee will move to an immediate vote on the topic to be discussed first. Plurality is required for passage.

**Section Four: Speakers' List****Article 23.**

Once the agenda has been determined, a Speakers' List will automatically be opened for the purpose of general debate on the topic. The chair will call out for speakers to be added to the list. Delegates wishing to be included in the Speaker's List must raise their placard and wait to be recognized by the chair.

**Article 24.**

Any delegate who wishes to be added to the Speakers' List and was not recognized when the chair called for speakers shall request it in written form.

**Article 25.**

The Speakers' List will remain open until debate on the topic is closed. If debate remains open and there are no delegations on the Speakers' List, Delegations will be called to speak in alphabetical order.

**Article 26.**

Delegates must be recognized by the dais in order to address the session. The dais has the authority to call a speaker to order if his/her remarks are not relevant to the topic under discussion or if they are offensive to committee members of staff.

**Article 27.**

Speaker's time will have a minimum of 30 seconds. At the beginning of the session the dais will set the speaker's time, however, delegates may change the time limit through a motion. The dais will notify the speaker when his/ her time is about to elapse using a non-verbal mean.

**Article 28.**

A delegate granted the right to address the session on the Speaker's List may yield in one of four ways at the conclusion of his/her speech:

- a. To the chair: the dais will accept the yielded time and continue with the Speakers' List;
- b. To another delegate: the delegate will be able to accept or reject this time, however, they cannot yield it;
- c. To questions: the dais will recognize delegates to ask a question to the speaker. The dais will recognize the number of delegates he deems adequate and the time for answering at his discretion.
- d. To comments: the dais will recognize a maximum of 2 delegates to make a 30 second comment each;

Only one yield is allowed per speech (i.e. no yields on yielded time). There are no yields allowed if the delegate's time has expired. A delegate must declare any yield by the conclusion of his/her speech. If no yield is made, a yield to the chair will be automatically assumed.

**Section Five: Closure of Debate****Article 29.**

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the agenda or on the general topic. When closure of debate is moved, the chair may recognize two speakers against the motion. No speaker in favor of the motion will be recognized.

Closure of debate requires a qualified majority for approval. If the motion passes, the committee will move immediately to voting procedure.

**CHAPTER VII – POINTS AND MOTIONS****Article 30.**

In order to introduce a point or motion a delegate will raise his placard. Once recognized by the dais the delegate may rise to a motion or point. All motions must be introduced when the floor is open, voted upon, and approved in order to pass. Points are not voted upon, since they are a delegate's right.

**Section One: Points****Article 31.**

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper procedure in accordance with these rules. A Point of Order may not interrupt a speaker.

**Article 32.**

A delegate may rise to a Point of Parliamentary Inquiry to ask the chair a question regarding the rules of procedure. A point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this point, but should rather send a note to the dais.

**Article 33.**

Whenever a delegate experiences personal discomfort which impairs his/her ability to participate in the proceeding he/she may rise to a Point of Personal Privilege to request that the discomfort

be corrected. While this point may interrupt a speaker, delegates should use this right with the utmost discretion.

### **Section Two: Moderated Caucus**

#### **Article 34.**

A Moderated Caucus is a formal debate chaired by the dais. Its fundamental purpose is to facilitate debate among delegates and to center debate on a specific matter.

#### **Article 35.**

During a Moderated Caucus no delegate shall leave or enter the room. The duration of the caucus is not to exceed 30 minutes and may be extended for maximum an equivalent period to the specified time.

#### **Article 36.**

When introducing a motion for a Moderated Caucus delegates should state its purpose, duration, and the time allotted for each speech. The delegate who introduces the motion shall be granted the right to speak first.

#### **Article 37.**

All procedural motions will be out of order during a Moderated Caucus. Only Points will be taken.

### **Section Three: Unmoderated Caucus**

#### **Article 38.**

An Unmoderated Caucus is an informal debate that aims to facilitate dialogue, build consensus among delegates, and allow drafting of resolutions.

**Article 39.**

The delegate making the motion must state the purpose of the Unmoderated Caucus and specify a time limit for it, not to exceed 30 minutes and that may be extended for maximum an equivalent period to the specified time.

**Section Four: Motion for Suspension of the Meeting****Article 40.**

The time and grounds for this motion must be stated and the motion may only be introduced in accordance with the established schedule. This motion will require a simple majority to pass. It may be declared at the discretion of the Committee President or Vice President.

**Article 41.**

During suspension of the meeting delegates will be asked to leave the room.

**Section Five: Adjournment of the Meeting****Article 42.**

Adjournment of the meeting is the last motion to pass. Once the meeting has been adjourned, it will be closed until next year's session. This motion requires simple majority to pass.

**Precedence of Points and Motions:**

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Adjournment of the Meeting
5. Suspension of the Meeting
6. Unmoderated Caucus
7. Moderated Caucus
8. Introduction of a Draft Resolution
9. Closure of the Debate
10. Set the Speaker's Time

11. Pass by Acclamation
12. Reordering Draft Resolutions
13. Division of the Question
14. Roll Call Voting

<b>Point/Motion</b>	<b>Used at Debate</b>	<b>Used at Voting</b>	<b>Speakers against</b>	<b>Approval</b>
<b>Personal Privilege</b>	X	X	-	-
<b>Order</b>	X	X	-	-
<b>Parliamentary Inquiry</b>	X	X	-	-
<b>Adjournment of the Meeting</b>	X	-	-	½+1
<b>Suspension of the Meeting</b>	X	-	-	½+1
<b>Unmoderated Caucus</b>	X	-	-	½+1
<b>Moderated Caucus</b>	X	-	-	½+1
<b>Introduction of a Draft Resolution</b>	X	-	-	½+1
<b>Closure of the Debate</b>	X	-	2	2/3
<b>Set the Speaker's Time</b>	X	-	-	½+1
<b>Pass by Acclamation</b>	-	X	-	1
<b>Reordering Draft Resolutions</b>	-	X	-	½ +1
<b>Division of the Question</b>	-	X	2, 2	½+1
<b>Roll Call Voting</b>	-	X	-	½+1

## CHAPTER VIII – VOTING

### Section One: Types of Votes

#### **Article 43.**

Voting on draft resolutions and parts of a draft resolution will be considered substantive voting. All other voting is considered procedural. There will be no abstentions on procedural matters.

#### **Article 44.**

Delegates will use placards in order to vote on procedural matters. For substantive matters, delegates will be able to vote by placard or by roll-call.

#### **Article 45.**

There will be three types of majorities:

- a. Simple majority: 50% of committee members present plus one;
- b. Plurality: refers to the option that gets the most votes of the committee members present;
- c. Qualified majority: at least two thirds (2/3) of committee members present.

#### **Article 46.**

Each delegation will have only one vote. No delegation may vote for another delegation.

#### **Article 47.**

When voting by placard, delegates will raise their placards to vote “for” or “against” when indicated by the dais.

#### **Article 48.**

During roll-call voting, the dais will call out members in alphabetical order. A delegate may request to explain his vote when his vote is against his country’s policy. Such vote is termed “with rights”. Thus, when a delegation is called, the delegate will have the option to vote “for”, “against”, “for with rights”, “against with rights” or “abstain”. The explanation of the vote will not exceed 30 seconds and will be delivered after voting procedure and at discretion of the chair.

**Article 49.**

In the Security Council, all Permanent Five Members will have the right to veto any draft resolution.

**Section Two: Voting Procedures****Article 50.**

This is the process of voting on draft resolutions. Once debate on the topic has been closed the committee will immediately move to Voting Procedures. For Voting Procedures the chamber will be sealed, thus no one will be allowed to enter or leave the room.

**Article 51.**

During Voting Procedures all Points will be in order, but the only motions in order will be: Motion to Approve by Acclamation, Motion for Division of the Question, Motion for Roll Call Voting, and Motion for Reordering.

**Article 52.**

Only one draft resolution shall pass per topic. The approval of a draft resolution, which translates into the achievement of a resolution, means all other draft resolutions are rejected by the committee.

**Section Three: Division of the Question****Article 53.**

This motion will divide a draft resolution in various parts so that each part is voted upon separately.

**Article 54.**

A delegate will introduce the motion and explain his proposal for the division. The dais will order the Motions for division of the Question from the most to the least drastic division.

**Article 55.**

Once ordered, each proposal will have two speakers for and two against and will be voted upon. Voting on a Division of the Question is a procedural vote and needs a simple majority for approval. Once a proposal has been approved all others will automatically be rejected, thus establishing the division of the Draft Resolution and the various parts that will be voted upon. If no Motion for Division of the Question passes, the draft resolution will remain as a whole.

**Article 56.**

Each part defined by the division will be voted upon and will require a qualified majority to pass. This is substantive voting. All parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote.

Section Four: Reordering Draft Resolutions.

**Article 57.**

The order in which draft resolutions will be voted on can be altered. This motion will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions. If the motion receives the simple majority required to pass, the chair will take all motions to reorder draft resolutions and then vote on them in the order in which they were introduced. Voting will continue until either a motion passes, receiving a simple majority, or all of the motions fail, in which case the committee will move into voting procedure, voting on the draft resolutions in their original order. Only one motion to reorder draft resolutions is in order in each round of voting procedures.

**Section Five: Approval by Acclamation****Article 58.**

A Motion to Approve by Acclamation can be introduced. Any objection to this motion will make it fail.

**CHAPTER IX – COMMITTEE DOCUMENTS****Section One: Working Papers****Article 59.**

A Working Paper is a document with ideas product of negotiation among delegates. Its goal is to facilitate the drafting of resolutions. It has no specific format, nevertheless, the name of the committee, and the topic must be specified. It does not require signatories.

**Article 60.**

No motion is required to introduce Working Papers. However, all Working Papers need to be approved by the dais. Distribution will depend on the capabilities of the committee.

**Article 61.**

The dais will grant a number, in ascending order, to each working paper.

**Section Two: Draft Resolutions****Article 62.**

Draft Resolutions must be approved and signed by the dais. The dais will inform the committee once a Draft Resolution is approved.

**Article 63.**

At least 20% of delegations present must sign a Draft Resolution for its approval. The dais will grant a number, in ascending order, to each Draft Resolution.

**Article 64.**

A motion is required to introduce a Draft Resolution and requires simple majority to pass. There is no need to present a Working Paper before introducing a Draft Resolution. When introduced, copies of the Draft Resolution shall be distributed to delegates, depending on the capabilities of the committee.

## **Article 65.**

Two signing delegations will be asked to read the Draft Resolution before the committee.

### **Section Three: Amendments**

## **Article 66.**

Delegates may amend any draft resolution that has been introduced. Only one amendment may be introduced at any given time. At least 15% of delegations present must sign an Amendment for its approval. The dais will grant a number, in ascending order, to each Amendment. Preambulatory phrases may not be amended.

## **Article 67.**

A motion is required to introduce an Amendment and requires simple majority to pass. General Debate will be suspended and a Speakers List will be established for and against the amendment.

As established in the article..A motion to close debate will be in order after the Committee has heard from two speakers for the amendment and from two speakers against. The Closure or debate requires two speakers against and a vote of two-thirds to be approved. The final vote on the Amendment is Substantive.

### **CHAPTER X – SANCTIONS**

## **Article 68.**

Infringement of these Rules of Procedure will be penalized with sanctions that will affect the academic evaluation

of the delegate. The dais may sanction any delegate who behaves improperly during session. Any delegate that receives three sanctions will be expelled from MOVENU.

## **Article 69.**

Sanctions and expulsions from the event will be given according to the following guidelines:

- Late arrival to session (after roll call): 1 sanction;
- Repeated or deliberate misuse of the rules of procedure: 1 sanction;
- Attendance to session with improper dress code: 1 sanction;

- Use of inappropriate language during session: 1 sanction;
- Disturbing the flow of debate: 2 sanctions;
- Physical aggression to any delegate or member of the directive board: Expulsion from the event;

## CHAPTER XI – AWARDS

### **Article 70.**

Delegations that participate in at least 4 committees and a maximum of 6 will opt for the recognition of “Best Small University Delegation”. Delegations that participate in 7 or more committees will opt for the recognition of “Best University Delegation”. These recognitions will be awarded to the delegations with the best ratio between Committee Awards and the total number of committees it participates in.

### **Article 71.**

The dais will decide upon awards after the end of the last session and before the beginning of the Closing Ceremony.

### **Article 72.**

Recognitions and awards will be announced during the Closing Ceremony.

*Approved by the Secretary General and the Academic Coordinators of MOVENU 2011*