



# CRISIS

RULES OF PROCEDURE

[www.movenu.org.ve](http://www.movenu.org.ve)

### **General Rules, Internal Rules and Management of the Debate:**

#### **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 language of his committee is English. During negotiations with the JCC, whose official and working language is Spanish, immediate translation will be required in view of the particular technicalities implied.

#### **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:

- i. Coordinate the Academics of the Conference in conjunction with the Academic Coordination;
- ii. Chair the opening and closing ceremonies;
- iii. Ensure the best academic performances of the Dais;
- iv. Sanction and expulse any delegate or delegation that according to the MOVENU Rules on that regard;
- v. Solve any academic inconvenience once the event has started and till it's closure;
- vi. Assign with the Academic Coordination the countries they will represent to each delegation;
- vii. Assume the role of Committee President and address the committee,
- viii. Sign the certificates of participation given to the delegates;

- ix. 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 to:

- i. Coordinate the Academics of the Conference;
- ii. Sanction and expulse any delegate or delegation that according to the MOVENU Rules on that regard;
- iii. 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;
- iv. Assume the role of Committee President and address the committee, when authorized by the Secretary-General;
- v. Ensure the best academic performances of the Dias;
- vi. Address the committee whenever the situation demands it;
- vii. Approve and reject draft resolutions, along with the Committee President or Vice President and the Secretary-General;
- viii. Any other the Organizing Committee assigns.

### **Article 6:**

The Committee President is the highest administrative, regulatory, and academic authority of the committee. In this committee the president will not represent a character.

The Committee President's attributions are to:

- i. Thoroughly know and understand the present rules and apply them both firmly and courteously;
- ii. Research on the topics in discussion;
- iii. Act as a consultant in order to orient delegates in a clear way regarding their policy during negotiation and drafting of resolutions;
- iv. Act responsibly and fulfill any commitment with the committee;
- v. Declare the opening and closing of each session;
- vi. Take into consideration every motion made by the delegates;
- vii. Remind delegates of their rights and duties during session;

- viii. Promote respect and diplomatic behavior among delegates;
- ix. Allocate the attributions and obligations of the Vice President;
- x. Call to attention delegates whose statements are not addressing the topic in discussion;
- xi. Chair the debate and yield moderation to the Vice President;
- xii. Sanction delegates;
- xiii. Suggest motions that he deems necessary;
- xiv. Rule out of order motions he deems unnecessary;
- xv. Apply, if necessary, amendments to the rules, after consulting the Academic Coordinator and the Secretary General;
- xvi. Authorize the entrance of delegates, special guests, and members of the Organizing Committee to the session;
- xvii. Invite the Secretary-General to observe and intervene in a session where any dispute or controversy arise;
- xviii. Urge delegates to undertake negotiations with the specific objective of reconciling positions;
- xix. Review and approve Working Papers, in joint decision with the Vice President;
- xx. Approve or reject Plans of Action, 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, in this committee the Vice President will not represent a character. The Committee Vice President's obligations are to:

- i. Thoroughly know and understand the present rules and apply them both firmly and courteously;
- ii. Research on the topics in discussion, in order to answer delegates' questions;
- iii. Act as a consultant in order to orient delegates in a clear and coherent way regarding their policy during negotiation and drafting of resolutions;
- iv. Assist and support the President in the fulfillment of his attributions and obligations;
- v. Comply with the obligations assigned to him by the President;
- vi. Call to attention delegates whose statements are not addressing the topic in discussion;
- vii. Chair the debate when he has been assigned to do so by the President;
- viii. Suggest any motion he deems necessary;

- ix. Urge delegates to undertake negotiation with the specific objective of reconciling positions;
- x. Review and approve Working Papers, in joint decision with the President;
- xi. Approve or reject Plans of action, 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:

- i. Participate in MOVENU with an adequate preparation and with the goal of proposing feasible solutions to the topics being discussed;
- ii. Be on time to every session;
- iii. Hand in the Position Paper to the dais two weeks before the event;
- iv. Have a diplomatic and respectful behavior towards the authorities of MOVENU and other delegations;
- v. Assure that at least one of two delegates is present in the committee at all times;
- vi. 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:

- i. Represent its delegation before MOVENU authorities;

- ii. Attend Head Delegate Meetings with the Academic Committee and the General Coordination;
- iii. 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:

- iv. Make comments, suggestions, and complaints during meetings with the Academic Committee and the General Coordination;
- v. 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.

## **CHAPTER VI – Session Basics:**

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

#### **Article 13:**

In this Cabinet of the JCC position papers are required, they are a basic sketch in which delegates must explain briefly the initial approach and goals they're character hopes to achieve regarding the topic during debate.

### **Section Two: Quorum:**

#### **Article 14:**

A session is declared open when at least 50% of the registered Delegations are present. The presence of at least half of the members will be required for voting procedures that call for a qualified majority to be approved.

#### **Article 15:**

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

### **Section Three: Management of the Internal Debate:**

#### **Article 16:**

As a simulation of the Provisional Government's Ministerial Cabinet, the only topic will be the 1917 Russian Revolution and the approach of such topic will not only imply the current internal situation (which is the main focus point) but also will include the international commitments and relations of the State.

#### **Article 17:**

Debate will initiate as soon as quorum has been declared, in the first session delegates will initiate with a 1 minute speech in which they will explain briefly who they represent and what is they're specific function within the Cabinet, in this initial speech delegates will be called to state in roll call order.

#### **Article 18:**

After the initial speech debate will formally initiate, the method of debate in this committee will not count with the formality of a speaker's list, it will function as a constant moderated caucus, so delegates will begin stating after de dais recognizes them, for a time no longer than one (1) minute, thirty (30) seconds.

#### **Article 19:**

Any delegate who wishes to state a point or motion explained in subsequent articles, must raise they're placard in a vertical matter, this allows the dais to recognize the delegates intention of stating either a point or motion because such action has precedence regarding normal statements within the debate, if a delegate simply wishes to state the placard shall be raised horizontally.

#### **Article 20:**

After a point or motion is recognized the dais will ask if there is any point or motion that has precedence; precedence cannot be called out loud or yelled by the delegate, all delegates must wait for the dais to ask for precedent points or motions and to afterwards be recognized.

**Article 21:**

Points and motions cannot be called out loud or yelled during debate, it is forbidden to interrupt the dais or any delegation recognized to declare, all delegates must wait to be recognized by the dais to state they're point or motion.

**Article 22:**

During formal debate there cannot be direct contact between two or more delegates, unless the dais gives the delegates permission out loud; such permission may be removed by the dais at any time and will only be valid for the time remaining of the session in which the permission was granted, if delegates wish to continue having direct contact they must ask the dais for permission again during the following session; such permission must be requested by protocol, by a point of personal privilege or directly to the dais when such contact is allowed.

**Article 23:**

During formal debate there cannot be direct contact between a delegate and the dais, such contact can only be held during an unmoderated caucus or when the dais requests it directly through protocol to the delegate, in this particular case contact must be held outside the committee so the general debate is not affected.

**Article 24:**

Direct and indirect contact between the delegates and observers, faculties, head delegates or any other individual that is not part of the committee is forbidden, during the entire time of the session.

**Article 25:**

The delegate can refer him or herself freely in the first and second person considering that they are representing a character and not a delegation.

**Article 26:**

During general speeches a delegate can freely refer to another member directly, as long as:

- i. Such reference is not a direct insult to the delegate or the character;
- ii. The reference is towards the character and not towards the person of the delegate.

**Article 27:**

As a historical committee the use or presence of any electronic devices is forbidden during the entire session.

**Article 28:**

The adequate conduct of a delegate during debate requires the following:

- i. The delegate must always respect other delegates, the dais, the protocols, crisis staff and any MOVENU authority or member of the organizational committee that takes part inside the debate;
- ii. The delegate must always comply with the proper dress code;
- iii. The delegate must always be on time for the beginning session, if the delegate arrives late, such delegate must explain they're delay to dais through protocol after being recognized;
- iv. The delegate must always maintain a diplomatic posture during debate;
- v. The delegate must not interrupt the dais, other delegates, crisis staff, authorities of MOVENU or members of the organizational committee while they're stating;
- vi. The delegate by principle cannot maintain direct contact during debate, unless the dais allows it so;
- vii. The delegate can only state once they're recognized by the dais to do so;
- viii. Not use electronic devices during the session;
- ix. The delegate must respect the rules of debate at all time within the committee.

### **CHAPTER VII – Points and Motions:**

**Article 29:**

In order to introduce a point or motion a delegate will raise his placard vertically. 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 30:**

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 31:**

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 32:**

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. This point may never interrupt a speaker.

**Section Two: Unmoderated Caucus:****Article 33:**

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

**Article 34:**

The delegate making the motion must only 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; in this committee such motion does not require the delegate to state its purpose.

**Section Three: Motion for Suspension of the Meeting:****Article 35:**

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 36:**

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

**Section Four: Adjournment of the Meeting:****Article 37:**

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.

**Section Five: Introduction of a Plan of Action:****Article 38:**

The motion to introduce a plan of action will be in order once the dais declares it so out loud; plans of action after being approved will be granted a number by the dais and voting procedure on the document will initiate immediately after the motion passes, this motion requires a qualified majority to pass.

**CHAPTER VIII – Voting:****Section One: Types of Votes****Article 39:**

Voting on Plans of action will be considered substantive voting. All other voting is considered procedural. There will be no abstentions on substantive and procedural matters in this committee.

**Article 40:**

Delegates will use placards in order to vote on substantive and procedural matters, in this committee.

**Article 41:**

There will be three types of majorities:

- i. Simple majority: one half (1/2) or fifty percent (50%) of committee members present plus one;

- ii. Plurality: refers to the option that gets the most votes of the committee members present;
- iii. Qualified majority: at least two thirds (2/3) or seventy five percent (75%) of committee members present.

### **Article 42:**

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

### **Article 43:**

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

### **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. Introduction of a Plan of action.

## **CHAPTER IX – Committee Documents:**

### **Section One: Plans of Action:**

### **Article 44:**

A plan of action is a document that explains thoroughly the actions the majority of the committee wants to take to confront a specific crisis or to obtain certain results in matters related to the topic; it must be redacted by hand and approved by the dais.

### **Article 45:**

A plan of action may include:

- i. The solicitation of negotiation with a specific member of the JCC, a diplomatic representative of a country or a representative of any relevant international or civil organization relevant to the topic;
- ii. Bilateral or multilateral agreements;
- iii. Cease Fires;
- iv. Governmental or administrative actions;
- v. The election of a new Minister-President or rotation of charges within the Ministerial Cabinet;
- vi. Military actions;
- vii. Any other action the dais considers relevant and within the capacities of the Ministerial Cabinet.

### **Article 46:**

A motion is required to introduce a Plan of Action.

### **Article 47:**

The dais will grant a number, in ascending order, to each Plan of Action.

## **CHAPTER X – Sanctions:**

### **Article 48:**

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 49:**

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

- i. Late arrival to session (after roll call): This implies 1 sanction;
- ii. Repeated or deliberate misuse of the rules of procedure: This implies 1 sanction;
- iii. Attendance to session with improper dress code: This implies 1 sanction;
- iv. Use of inappropriate language during session: This implies 1 sanction;

- v. Disturbing the flow of debate: This implies 2 sanctions;
- vi. Physical aggression to any delegate or member of the directive board: This implies the immediate expulsion from the event;
- vii. Any other action the dais or MOVENU authorities consider improper: This implies 1 sanction.

## CHAPTER XI – Awards:

### **Article 50:**

In this committee, the dais will award 3 delegates for their quality, involvement and their labor during the debate;

- i. A Best Delegate;
- ii. A Outstanding Delegate;
- iii. And an Honorific Mention.

### **Article 51:**

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 52:**

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

### **Article 53:**

Recognitions and awards will be announced during the Closing Ceremony.