



RULES OF PROCEDURE

Hwa Chong Conflict
Resolution and Inquiry XII

2023

SECTION 1: GENERAL RULES

1.1 Scope of this document

1.1.0.1 The Rules of Procedure outlined in this document will apply to all committees at HCCRI 2023. Some committees may have modifications to the ROP or have committee-specific Specialised ROP; these will be explained in their respective study guides and detailed in briefings to delegates in the first council session.

1.1.0.2 A Dais shall be responsible for presiding over debate within each committee. They shall monitor the substantive content contained within debate, grant delegates permission to speak, and decide on procedural matters. They shall ensure that debate within the committees will be carried out in an efficient and productive manner.

1.2 Working Language

1.2.0.1 The official working language of HCCRI 2023 is English. All Draft Resolutions, Working Papers and speeches must be made in English to avoid disadvantaging delegates due to linguistic segregation.

1.3 Representation and Voting Rights

1.3.0.1 Each member in a single delegation committee will be represented by one delegate. Each double delegation in the United Nations Security Council will be jointly represented by two delegates, with each delegation entitled to a single vote on all committee matters.

1.3.0.2 Observers such as non-member states, Non-Governmental and Intergovernmental Organisations will be represented by one delegate, where applicable.

1.3.0.3 Every member entity of a committee is entitled to a single vote on procedural and substantive matters. Each observer is entitled to a single vote on procedural matters only. Observers are accorded all other rights and privileges of member states, including speaking, resolution and amendment sponsorship rights.

1.4 Quorum

1.4.0.1 At least one-third of all delegations in the committee are required to be present for debate to commence.

1.5 Dais

1.5.0.1 Each committee shall be chaired by a team of chairpersons, known as “the Dais”. The Dais will moderate and facilitate debate, and may at their discretion amend or reinterpret any of the preceding or following ROP.

1.5.0.2 The Dais reserves the sole right to call to order, as well as withdraw the speaking rights and other privileges of delegates found in contravention of the rules contained in this document.

1.6 Decorum

1.6.0.1 Delegates are expected to treat all Conference Staff and other delegates with utmost respect. Acts committed with a disrespectful, derogatory or offensive intent or nature will not be tolerated. The Secretariat reserves the right to expel delegates found in contravention of the Code of Conduct from HCCRI, and refer them to the school administration.

1.6.0.2 The dress code for the conference for delegates is Western Business Attire.

1.6.0.3 Delegates are expected to speak in third-person during committee sessions.

SECTION 2: VOTING

2.1 Voting Procedures

2.1.0.1 When in voting procedure, delegates are expected to raise their placards according to how they wish to vote.

2.2 Definitions Concerning Language

2.2.0.1 The conference shall adhere to the following definitions contained below concerning voting.

2.2.0.2 A 'simple majority' is defined as half plus one of the total number of delegations present and voting, if that number is even. If it is an odd number, a 'simple majority' is defined as half the total number of delegations present and voting rounded up to the nearest whole number.

2.2.0.3 A 'substantive majority' is defined as two-thirds of the total delegations present and voting, rounded up to the nearest whole number where necessary.

2.2.0.4 'Abstentions' count as a vote and vote totals shall be counted with the inclusion of abstentions.

2.2.0.5 'Procedural voting' applies to parliamentary procedures during committee sessions, such as motions. Abstentions are not in order for procedural votes.

2.2.0.6 'Substantive voting' concerns voting regarding the passage of documents including Draft Resolutions and Unfriendly Amendments. Abstentions are in order for substantive voting.

2.2.0.7 During voting, there should be no change to the total number of delegations present until voting has concluded.

SECTION 3: MOTIONS

3.1 General Rules Concerning Motions

3.1.0.1 Motions require seconds to be considered; motions without seconds will automatically fail.

3.1.0.2 Motions can be objected to; motions with both seconds and objections will move into a procedural vote.

3.1.0.4 The Dais will entertain points and motions in the order of disruptiveness as described in **Rule 4.8.0.1**.

SECTION 4: MOTIONS

4.1 Roll Call

4.1.0.1 Committee sessions are to begin with a roll call.

4.1.0.2 Delegations are to announce verbally if they are “present”, or “present and voting” when called upon by the Dais.

4.1.0.3 Observer entities are only allowed to announced that they are “present”, as they have no voting rights on substantive matters, and will have to abstain by default. Member entities are allowed to announce that they are “present”, if they wish to abstain from all substantive voting for the duration of the committee session. They are still required to vote during all procedural cotes. Member entities should indicate that they are “present and voting” if they wish to vote on substantive matters for the duration of the committee session. Member entities are allowed to abstain during a substantive vote even when they have indicated “present and voting”.

4.1.0.4 Delegates who arrive late for committee sessions are to notify their Dais via notepaper with their voting status and a reason for their late arrival.

4.1.0.5 Upon reaching quorum and the completion of roll call, the Dais will announce to the council the session's simple majority and two-thirds majority.

4.2 Opening Speeches

4.2.0.1 At the start of the first committee session, the Dais will call upon all delegates in alphabetical order of the countries or organisations they represent. Speaking time for opening speeches will be set at **sixty (60)** seconds.

4.3 General Speakers' List

4.3.0.1 Following opening speeches, the General Speakers' List (GSL) is declared open. Delegates who wish to be added to the GSL should raise their placard when the Dais calls for speakers; or inform the Dais via notepaper.

4.3.0.2 Speaking time for each speaker is set at **ninety (90)** seconds, unless otherwise declared by the Dais. Delegates can change this by a *Motion to Amend Speaking Time*. This is subject to the discretion of the Dais, and requires a procedural vote with a simple majority to pass.

4.4 General Debate

4.4.0.1 The Dais may call for motions for time to time. Delegates intending to raise motions should raise their placards and announce their motions only when called upon.

4.4.0.2 At the end of a Committee session, delegates can either raise a *Motion to Suspend Debate*, which suspends debate until the next convening of the Committee, or a *Motion to Adjourn Debate*, which permanently ends all Committee discussions for HCCRI.

4.5 Yielding

4.5.0.1 Delegates who have not utilised the full duration of their speaking time may yield their remaining time in three ways.

4.5.0.2 *Yielding to the Dais* allows the Dais to rescind the delegate's speaking rights if they have time remaining, and call upon the next speaker. Delegates must yield to the Dais once their time elapses.

4.5.0.3 *Yielding to Points of Information* opens the delegate holding the floor to a number of Points of Information (POI), which can be specified by the delegate holding the floor at the discretion of the Dais. POIs should be phrased succinctly in the form of a single question. Delegates intending to raise POIs should raise their placards and state their question only when recognised by the Dais.

4.5.0.4 *Yielding to another Delegate* allows the delegate holding the floor to call upon another delegate to speak with the remaining time. The delegate called upon may accept or reject the yield.

4.5.0.5 Yielding to either POIs or to another delegate is not in order if the remaining time of the delegate is less than **fifteen (15)** seconds. A maximum of **three (3)** POIs can be answered in a single speech.

4.5.0.6 Yields to the second degree are not in order except when *Yielding to the Dais*.

4.5.0.7 Yielding is only in order during speeches in the GSL, and Open Debate on a resolution. Yielding is not in order during Opening Speeches, a Moderated Caucus, Closed Debate and summary speeches following an Unmoderated Caucus.

4.6 Caucuses

4.6.0.1 Caucuses are a departure from the GSL to enter a different mode of debate. There are two caucuses available – the Moderated Caucus, and the Unmoderated Caucus.

4.6.0.2 The maximum length of any caucus is twenty (20) minutes, and can only be extended by a *Motion to Extend Caucus* to a maximum of **thirty (30) minutes** (inclusive of the original time for the caucus).

4.6.0.3 During a caucus, a *Motion to Elapse Caucus* may be raised if a delegate believes that it is no longer productive, and requires a procedural vote with a simple majority to pass.

4.6.0.4 A *Motion to Extend Caucus* or a *Motion to Elapse Caucus* may only be raised in between speeches during a Moderated Caucus verbally, and at any time during an Unmoderated Caucus.

4.6.1 Moderated Caucuses

4.6.1.1 A Moderated Caucus refers to a formal debate on a specific topic with a set time limit. Such a caucus can be entered with a *Motion for a Moderated Caucus*, with the total duration of the caucus, individual speaking time and the topic of the caucus being specified. A *Motion for a Moderated Caucus* requires a procedural vote with a simple majority to pass.

4.6.1.1 A Moderated Caucus will automatically elapse and the Committee will return back to the GSL if there is time remaining in the Moderated Caucus, and there are no further speakers wishing to speak on the Caucus.

4.6.2 Unmoderated Caucuses

4.6.2.1 An Unmoderated Caucus temporarily suspends debate and allows delegates to enter informal debate on the topic within the Committee room. Such a caucus can be entered with a *Motion for an Unmoderated Caucus*, with the total duration of the caucus being specified. A *Motion for an Unmoderated Caucus* requires a procedural vote with a simple majority to pass.

4.6.2.2 Once an Unmoderated Caucus has elapsed, the delegate who raised the *Motion for an Unmoderated Caucus* must give a **sixty (60) second** speech summarising what the committee has achieved during the Unmoderated Caucus.

4.7 Points

4.7.0.1 The following points are in order at HCCRI 2023. While several Points can be raised at any time during committee debate, delegates should aim to be as non-disruptive to the flow of debate as possible.

4.7.0.2 A *Right to Reply* can be raised at the end of a speech if a delegate feels that their personal integrity and/or dignity has been compromised or insulted. If the Dais deems the *Right to Reply* to be in order, they may, at their discretion, ask the delegate to apologise for their offending remark. The Dais may also, at their discretion, report this issue to the Secretariat if deemed necessary.

4.7.0.3 A *Point of Order* can be raised when a delegate feels that the Dais has committed a grave error in executing the Rules of Procedure at any time during committee debate, except when a delegate is holding the floor. Once raised, the delegate will be asked to verbally explain their reasoning for the Point.

4.7.0.4 A *Point of Parliamentary Inquiry* can be raised when a delegate wishes to clarify the Rules of Procedure with the Dais at any time during committee debate, except when a delegate is holding the floor. Once raised, the delegate will be called upon to verbally explain their clarification.

4.7.0.5 A *Point of Personal Privilege* can be raised when a delegate feels that the environment is not conducive to debate, such as due to audibility or temperature issues. Points related to audibility will be entertained by the Dais at any time during committee debate. Other *Points of Personal Privilege* may only be raised in between speeches.

4.7.0.6 A *Point of Information* can be raised with reference to Rule 4.5.0.3.

4.8 Precedence of Points and Motions

4.8.0.1 All motions will be seconded and objected, as well as voted in order of most disruptive to least disruptive. The order of disruptiveness for points and motions are as follows:

Point of Personal Privilege*
Point of Order
Point of Parliamentary Inquiry
Right to Reply
Motion to Adjourn/Suspend Debate
Motion to Amend Speaking Time
Motion for an Unmoderated Caucus
Motion for a Moderated Caucus
Motion to Table Draft Resolution
Motion to Table Unfriendly Amendment
Motion to Introduce Draft Resolution
Motion to Introduce Unfriendly Amendment
Motion to Move into Direct Voting Procedure

*A *Point of Personal Privilege* relating to audibility is the only point that can interrupt a speaker

4.8.0.2 Motions for an Unmoderated Caucus with a longer total duration will be considered more disruptive. If there are two motions with the same duration, they will be voted upon in the order in which they were received by the Dais.

4.8.0.3 Motions for a Moderated Caucus with a longer total duration and/or more speakers will be considered more disruptive. If there are two motions with the same duration and the same number of speakers, they will be voted upon in the order in which they were received by the Dais.

4.8.0.4 During a caucus, the following motions will be entertained in order of most superseding to least:

1. Motion to Extend Caucus
2. Motion to Elapse Caucus

4.8.0.5 When in voting procedures on a draft resolution, the following motions are considered in order of most superseding to least:

1. Motion to Divide the House
2. Motion to Divide the Question
3. Motion for a Roll Call Vote

SECTION 5: WORKING PAPERS

5.1 Rules Regarding Working Papers

5.1.0.1 Working Papers are unofficial documents that contribute to the resolution drafting process of the Committee. Working Papers may be submitted in any format, with the exception of audio and/or video-containing files.

5.1.0.2 All Working Papers must be vetted and approved by the Dais before they can be introduced and referenced in council debate. Delegates must submit their draft Working Paper to the Dais via email and may only introduce it when they hold the floor during the GSL after it has been approved.

5.1.0.3 The content of the Working Paper must be relevant to the topic and constructive for the progression of committee debate. The Dais may reject Working Papers which do not fulfil this criteria at their discretion.

5.1.0.4 No motion is required for the introduction of a Working Paper. However, delegates must request for the Dais to screen the Working Paper in question before the beginning of their speeches either verbally or through notepaper.

5.1.0.5 Working Papers will only require the names of the submitter(s), and do not require signatories.

SECTION 6: DRAFT RESOLUTIONS

6.1 Definitions

6.1.0.1 A Draft Resolution is a document encapsulating all the proposed solutions by a set of delegations. It is to be phrased in the form of a single sentence, and comprise of both preambulatory and operative clauses.

6.1.0.2 'Sponsors' are delegations who have significantly contributed to the drafting of the Draft Resolution/Amendment and support it in its entirety. Sponsors must vote in favour of their Draft Resolution/Amendment during voting procedures unless they hold Observer status, in which case they will be unable to vote.

6.1.0.3 'Signatories' are delegations who feel that a particular Draft Resolution/Amendment is significant enough to be debated upon. Signatories are not required to vote in favour of the Draft Resolution/Amendment.

6.2 General Rules Regarding Draft Resolutions

6.2.0.1 The Draft Resolution should contain the committee name and topic at the top of the document, names of the sponsors and signatories, preambulatory clauses and enumerated operative clauses.

6.2.0.2 For a Draft Resolution to be considered, its total number of sponsors and signatories must equate to at least **20%** of the committee. Draft Resolutions should have a maximum of **one (1)** Main Sponsor and **three (3)** Co-Sponsors.

6.2.0.3 Observers may sponsor and be signatories to Draft Resolutions.

6.2.0.4 Before the introduction of a Draft Resolution to the committee, they should neither be mentioned in formal debate nor circulated around the committee.

6.2.0.5 Draft Resolutions are to be introduced with a *Motion to Introduce Draft Resolution* by one of its sponsors. Such a motion requires a procedural vote and a simple majority to pass. Following which, all delegates will be given reading time for the Draft Resolution at the discretion of the Dais. **All** sponsors are to take the floor for a Question and Answer (Q&A) session of **five (5) minutes**. Delegates intending to ask questions regarding the Draft Resolution should raise their placard and state their question only when called upon by the Dais. Each question may only be answered by **one (1)** Sponsor. After the time for Q&A elapses, the committee would enter Open Debate on the Draft Resolution.

6.2.0.6 There can be several Draft Resolutions on the floor at the same time, and debate can be either general – pertaining to several Draft Resolutions through the GSL – or specific – pertaining to a single Draft Resolution or part of it through caucuses.

6.2.0.7 Draft Resolutions can be removed from debate by a *Motion to Table Draft Resolution*. This motion requires a procedural vote with a two-thirds majority to pass.

6.3 Amendments

6.3.0.1 Amendments to a Draft Resolution enable addition, edits, and deletion of operative clauses from Draft Resolutions. Amendments may not be made to preambulatory clauses of Draft Resolutions. There are two types of amendments.

1. Friendly Amendments do not require voting and are immediately added to the Draft Resolution once agreed upon by all Sponsors of the Draft Resolution, as well as at the discretion of the Dais.

2. Unfriendly Amendments are substantive amendments to the Draft Resolution that require council debate and have not obtained the full approval of all the Sponsors.

6.3.0.2 Amendments may only be proposed once a Draft Resolution has been introduced.

6.3.0.3 Amendments must be written in the form of “Add/Strike/Replace ...”

6.3.0.4 Unfriendly Amendments may be submitted by any delegate in the committee, inclusive of Sponsors to the Draft Resolution. The amendment may be sponsored by either a single delegation or multiple delegations, but require a minimum of **10%** of the committee to be either a sponsor or signatory.

6.3.0.5 Observers may both propose and be signatories to amendments.

6.3.0.6 Before the introduction of any amendment, delegates are required to submit the amendment to the Dais via email. The Dais may entertain said amendment at their discretion.

6.3.0.7 To introduce an unfriendly amendment, one sponsor of the amendment must raise a *Motion to Introduce Unfriendly Amendment*. This motion requires a procedural vote with a simple majority to pass. Once an amendment is introduced, Closed Debate of two (2) speakers for and two (2) speakers against the amendment will commence. Should there be no speakers, time for Closed Debate will automatically elapse. After time for Closed Debate has elapsed, the Dais will entertain a *Motion to Move into Direct Voting Procedures* on the Unfriendly Amendment.

6.3.0.8 To vote on amendments, a Motion to Move into Direct Voting Procedures must be raised. This motion requires a procedural vote with a simple majority to pass. Upon the passing of this motion, the amendment would be voted upon substantively and requires a **two-thirds** majority to pass.

6.3.0.9 Should any Draft Resolution have at least 50% of the total number of operative clauses amended in a substantive fashion, the Draft Resolution is automatically tabled. Amendments to sub-clauses are also counted as amendments to the entire clause. Multiple amendments to the same clause do not increase the total number of clauses amended.

6.3.0.10 Amendments can be removed from debate with a *Motion to Table Unfriendly Amendment*. This motion requires a procedural vote with a **two-thirds** majority to pass.

6.3.0.11 A *Motion for Roll Call Vote* may be in order during voting on the amendment, with reference to **Rule 6.4.3**.

6.4 Voting Procedures

6.4.0.1 The committee enters into voting procedures upon a single Draft Resolution by passing a *Motion to Move into Direct Voting Procedures*, which requires a procedural vote and simple majority to pass.

6.4.0.2 Upon moving into direct voting procedures, all delegates and student officers will not be allowed to enter or exit the council venue to minimise disruption to the voting procedure. The Draft Resolution requires a substantive vote with a **two-thirds** majority to pass.

6.4.0.3 Upon the passing of a Draft Resolution, council debate on the topic will elapse.

6.4.0.4 The following motions are in order during voting procedures on draft resolutions:

6.4.1 Motion to Divide the House

6.4.1 This motion removes the right for member states to abstain from the substantive vote in question, and requires a procedural vote with a simple majority to pass. This motion may be raised both before and after a vote. This motion does not affect observers who are unable to vote on Draft Resolutions.

6.4.2 Motion to Divide the Question

6.4.2.1 This motion will allow the resolution to be voted upon by parts, and requires a procedural vote with a simple majority to pass. Once passed, a substantive vote is held on each article of the resolution, which requires a two-thirds majority to pass. If an article fails, a substantive vote will be held for each clause within that article.

6.4.2.2 Once all clauses of the resolution have been voted upon, the articles and clauses passed will be organised into a new resolution. A substantive vote will then be held on the new resolution, which requires a two-thirds majority to pass. Note no time for debate will be allotted to the newly organised resolution; voting procedures will commence immediately after all clauses of the previous resolution have been voted upon.

6.4.3 Motion for a Roll Call Vote

6.4.3.1 This motion requires each delegate to verbally announce their vote. This motion requires a procedural vote with a simple majority to pass. Once passed, there will be two rounds of voting and delegates will be called upon to announce their vote in alphabetical order.

6.4.3.2 In the first round of voting, delegates are allowed to vote “for”, “against”, “abstain”, or “pass” to the second round of voting. In the second round of voting, delegates who voted “pass” in the first round will be called upon to either vote “for” or “against”. Abstentions in the second round are not allowed.