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Model United Nations 2017

United Nations Educational, Scientific
and Cultural Organization

Rules of Procedure



UNESCO Rules of Procedure for CALMUN 2017

INTRODUCTION

This paper is written to serve as a guideline to the general ruleset of the UNESCO Specialized Agency in CALMUN 2017. The committee chairs or their assigned representatives hold the final say over all accounts not explicitly mentioned in this document.

The UNESCO we have envisioned does not follow any previously created ruleset strictly but rather draws creative inspiration from all of them. Because of its unorthodox nature, all delegates no matter their experience level are advised to thoroughly read and understand any and all documents released by the Secretariat beginning with this one in order to gain a holistic understanding of the flow of debate before and during the conference. The Secretariat puts full responsibility on the delegates for any problems they or the committee as a whole might face which are caused by their failure to do so.

We as the Secretariat realize that some of the voting majorities or qualified minorities might be confusing or hard to keep track of. The delegates are not required to memorise every single one of these and reference charts will be present in the committee chamber at all times during the conference for your convenience.

Basic Terminology

Chair: A person or persons tasked with regulating the debate and keeping order. Rules on procedural matters in accordance with the Rules of Procedure and in consultation with the Secretariat.

Dais: A slightly more formal and inclusive way of referring to the Chairs and Experts from the Academic Team present during the debate, or for any direct representative of the Secretariat. This term may also be used interchangeably with "Chair" for practically all procedural matters. The Administrative Staff is not included within the Dais.

Procedural: Matters relating to the flow and order of debate rather than the subject being debated itself. Also, technically, all votes except for those about Focused Resolutions or Amendments

Substantive: Matters relating to the subjects being debated, including agenda items and resolutions/amendments. Is used in contrast to "Procedural".

(Focused) Resolution: A short proposal that may be backed by one or more delegates and seeks to offer a solution regarding a certain Agenda Sub-Item.

Agenda Item: One of the main themes of the UNESCO committee. This year there are two, but there could be more or less. These are generally vague and have a very wide scope, which tends to be narrowed down and focused by the Agenda Sub-Items.

Agenda Sub-Item: An attempt to bring the agenda items down to Earth and focus them on a certain question rather than a wide, general idea or field. These tend to be the main themes of Focused Resolutions.

Amendment: A proposal to change, add to or remove from a Focused Resolution which is being debated. Usually proposed to make the Resolution itself become better aligned with a delegate's national interests which would make it easier for them to vote for it.

The Secretariat: The organizational team, led by the Secretary-General. They are the driving force behind CALMUN 2017 and have the final say in practically all matters.

The Flow of Debate

I. The Participants in UNESCO all serve different but equally important roles which keep the debates flowing and the committee working. They are, in alphabetical order;

a. The Administrative Staff, whose duties include note passing, assisting in communication between different delegations and committees and generally keeping order within the committee under advisement from the Chairs.

b. The Chairs, who serve to regulate the committee and are primarily tasked with keeping the order during sessions and ensuring a smooth flow of debate. They are tasked with interpreting the Rules of Procedure and have a final say in all procedural matters unless otherwise stated in the Rules of Procedure.

c. The Delegates, who each represent a certain member or observer state of the UNESCO. They take part in debates, drafting and voting on resolutions and are required to follow the Rules of Procedure and the directions given by the Chairs in accordance with these.

d. The Experts are representatives of certain NGO's, Intergovernmental Organizations or other non-state actors with a substantive knowledge base and familiarity with the subjects being debated. While they are usually represented by a member of the Academic or Crisis Teams, the Secretariat may under extraordinary circumstances assign the role of an expert to a would-be delegate. An expert must be present during all substantive debates and voting procedures, during unmoderated caucus and before a Voting Majority can be established.

e. The Secretariat Staff includes all miscellaneous personnel, who are not directly required for committee proceedings but can appear from time to time to deliver news or orders from the Secretariat. Crisis and Academic Team Staff who are not explicitly mentioned to be experts, press team members and other Secretariat Staff all fall under this category.

II. Pre-Conference Proceedings are just as important in UNESCO as the conference itself. They mainly consist of the agenda items and sub-items being set by the Secretariat and the collection of the delegates' responses to these in order to form a concrete idea about the conference itself and the ways that the debates might head as well as the possible responses of delegates to new events which may take place during the sessions. The roadmap for these are as follows;

a. Setting of the Agenda Items by the Secretariat, which has already taken place by the time this document is published. These items consist of up to three main issues which are meant to be as inclusive, connective and inter-disciplinary as possible. While it is also possible for committees to have an open or secret agenda under these Rules of Procedure, the Secretariat has decided that the UNESCO in CALMUN 2017 will not be opting for such.

b. Setting of the Agenda Sub-Items by the Secretariat, consists of up to 4 sub-items being set for each item previously set by the Secretariat. These sub-items are much more focused than the items themselves and seek to answer a specific problem deeply related to one of the agenda items which will then become a resolution topic during the in-session proceedings. For example, a sub-item for one of our agenda items this year could be "Regulating the transfer of cultural practices between global and local cultures and preventing the homogenization of global cultures and the assimilation of local ones". These sub-items are further elaborated upon in the study guide which will be provided to all delegates before the conference.

c. Statement of Positions by the Delegates, requires a written response from the delegates on the stance of their respective countries in face of the declared sub-items. These Statements would include a general outline of their national interests, their desired methods of fulfilling these interests and their current international diplomatic stance in terms of cooperation and trade agreements, membership to international organizations and any ongoing territorial or diplomatic disputes and crises. In this regard, it can be seen as the equivalent of a HarvardMUN-Style Position Paper. However, the Statement of Position is much more specific in that it should also include the basic stance of a delegation for each and every one of the sub-items. While not every sub-item will directly affect every country and it might be difficult to find sources on some of the more exotic country-issue combinations, the delegates are still encouraged to make as specific a statement as possible regarding all of them. A sample Statement of Position will be provided alongside this document. The delegates are also *highly encouraged* to draft a Focused Resolution which they will build upon during the conference itself.

III. Focused Resolutions are a phenomenon that is mostly unique to CALMUN 2017. They are more inclusive and open to debate than single clauses but still much more versatile and easier to draft and agree upon than full-blown resolutions. Some of their properties are as follows;

a. Focus in this case is used to refer to the fact that rather than whole Agenda Items, a Focused Resolution may only directly refer to and handle single, specific Sub-Items and are shorter than resolutions as a rule of thumb. The country matrix of UNESCO is built with the goal of including a mostly equal spread of the main issues between countries, which is meant to facilitate a wider range of shorter resolutions.

b. Operative Clauses are the only type of clause a Focused Resolution has - most of the time at least. *While preambulatory clauses may be added* if referred to in the operative clauses, instead of drawing out almost all phases of writing a resolution ranging from research and phrasing to presentation in the committee and simply being seen as useless extra luggage or chores to be taken care of eventually, they serve to clarify and elaborate directly on the main body of a proposal. A Focused Resolution may have between two and ten operative and sub-operative clauses in total. *UNESCO decides to remain actively seized on this issue* is assumed to be omnipresent and will not be accepted nor included in final resolutions as an operative clause.

c. Sub-Operative Clauses are severely limited by this number limit as well. Delegates are *strongly discouraged* from pointing out to each and every single type of anti-personnel land mine in sub-sub-sub-sub-operative clauses (Like the author of this document did in the ancient past. And believe us, he is suffering for his sins right now. Gravely...) and are instead suggested to write shorter, more direct clauses by consulting with their fellow delegates and the present experts.

d. Supporters can still show their desire to see a certain idea or solution be put before the committee as a whole by signing a Focused Resolution and resolutions which receive %10 of the total committee members rounded up can be submitted to the dais for approval. However, in order to discourage the forming of blocks, a Focused Resolution may not have more than %20 of the total committee rounded up listed as official signatories.

e. Main Sponsor is a delegate for whom the proposed Focused Resolution carries a different, greater value than the rest and who can best explain and defend it during debates.

Being a main sponsor has no inherent value on its own and the main sponsors can transfer their rights to giving certain speeches to a different supporter than themselves with the Chairs' approval. Therefore, we strongly suggest that the supporters of any one Focused Resolution pick the best debater from amongst themselves for this position.

f. The Final Declaration is a general document which includes all non-conflicting clauses of all accepted Focused Resolutions and is intended to act as the committee's solid and extensive answer to the pre-set Agenda Items and Sub-Items. It is formed after all substantive debates have ended and is final for the rest of the conference.

IV. In-Session Workflow consists of three basic phases of debate during which the main goal is drafting Focused Resolutions, which are unique in that they are limited to handling a specific Sub-Item of the Conference Agenda rather than a full Item. Normally, only one of these resolutions can be accepted (even though more than one can be drafted and submitted with enough support) per Agenda Sub-Item and all of them are combined to form the Committee Declaration at the conclusion of in-session proceedings. The In-Session Workflow of UNESCO is explained as follows;

a. Opening Speeches are required from all delegates in UNESCO. These should be based on the delegates' previously reported approaches to the agenda at hand and draw heavily upon the previously issued Statements of Position. Opening Speeches are limited to a timespan of 1 minute each and thus the delegates are encouraged to be brief in writing them. Practicing your opening speech before the conference could be helpful. Note passing is in order during the opening speeches and delegates are encouraged to use them as an opportunity to observe their committee-mates and spot possible allies for creating focused resolutions later on.

After all delegates have made their speeches in alphabetical order, the chairs are entitled to call for a period of formal debate, during which delegates are allowed to take the floor in order to further comment on points which they have stated during their opening speeches. Any considerations that might've arisen during the preceding note-passing can be addressed as well. During this period, question and comments for the delegate holding the floor are perfectly in order and highly encouraged. Any requests for clarifications and statements from the Dais are encouraged as well, in order to ensure a smooth flow of debate later on.

b. Unmoderated Caucus is the first phase of debate, which begins immediately after a speech given by a resident expert who is chosen by the Secretariat; that is intended to summarize the Study Guide, the Agenda Items and Sub-Items and to kick-start the debate procedure by bringing forth some of the more important questions and considerations affecting the Committee. During this phase, the delegates are free to roam around the committee chamber and take part in discussions related to the issues at hand with fellow delegates. The experts and the chairs can also be approached with questions and ideas relating to substantive and procedural matters respectively. The goal of an unmoderated caucus is to help pool the delegates' total background research and creativity together in order to form a number of Focused Resolutions. Because of time restrictions, this phase of debate is not intended to last any longer than 3 sessions in total, which is why delegates *are strongly encouraged to draft at least the basic outline of a Focused Resolution relating to one of the Agenda Sub-Items before coming to the conference.* The sub-item which is most closely related to their assigned country and/or about which they have the

most complete idea of a policy is recommended for this purpose. If the delegates are unable to do so, the Secretariat still recommends they seek to participate in the caucus by approaching other delegations whose Focused Resolutions also touch upon issues which the delegates can relate to. The resident experts of the committee will be available for consultation during this period.

While the unmoderated caucus is not intended for formal speeches or back-and-forth debates like the other debate phases, delegates may still take the floor with approval from the resident experts & chairs if they can successfully show that their speech would approach the issues at hand from a different perspective and would warrant the disruption of procedure it would cause. The experts and/or the chairs can also be asked to issue statements or clarify procedural or substantive points, which if supported in writing by a second and a third would permit them to do so by addressing the committee as a whole.

The end of a period of unmoderated caucus is to be announced beforehand by the Chairs in order to give the delegates enough time to finish forming their Focused Resolutions. The decision on when this would happen is at the Chairs' discretion, even though they are required to keep in consideration the opinion of the experts and any indications in official documents released before and during the conference. The main indicator for closing the unmoderated caucus would be if the number of approved resolutions plus two thirds the number of resolutions being formed rounded down reaches the number of sessions left before adjournment of the conference minus one. After a set time, the Chairs are required to call one last time for any remaining resolutions to be submitted, before being allowed to recognize a motion to move to moderated caucus, which may only be put forward immediately before ending the current session and if carried by a simple majority or carried by a qualified minority of 2/5 and approved by the Secretariat succeeds immediately.

b. Moderated Caucus is in contrast with the unmoderated caucus, which is primarily a time to form Focused Resolutions and gather public support, and is intended to refine and finalize them and seek support through private note passing while putting the Focused Resolutions forward to be debated on by the entire committee and accepted or rejected accordingly. At the beginning of this period, the dais first present the debate schedule to the delegates. This schedule is listed by Agenda Sub-Item and at first follows the order in which accepted Focused Resolutions were first submitted to the Secretariat for approval. A motion to change debate order is in order with sufficient substantive reason to be determined by the dais or a 2/3 supermajority of the entire committee. In either case, it requires a simple majority to pass.

During moderated caucus, a Focused Resolution to be debated is first presented to the committee by its main sponsor, and two speeches each may be made for and against the Focused Resolution. During this time, the delegates are also encouraged to submit Amendments to alter or strike out existing operative clauses and/or add new ones. A single delegate may only present a single Amendment on a single clause per Focused Resolution and the total number of proposed amendments to operative clauses may not be more than half the original number of operative clauses. After the four speakers allotted have exhausted their speeches or no delegates willing to take the floor can be found, the amendments are put to debate in the order they were submitted.

If more than one focused resolution relating to the same agenda sub-item is presented to the Dais, the resident expert(s) of the committee will try to negotiate a merger of the resolutions at hand in private with their respective Main Submitters. Should a solution be found, the resolutions are merged and voted on together, with respect to limits on the number of clauses that may be present. Otherwise, they are put to vote separately and the one receiving the highest percentage of "Aye" votes from amongst those delegations present and voting passes. The Dais hold the right, subject to approval of the resident expert(s) to reject any resolutions,

clauses and amendments which are in conflict with ones already passed for presentation before the committee. If at any point during the debating procedure such a resolution, clause or amendment is passed by the committee, all previously passed clauses or sub-clauses which it conflicts with are struck from the final declaration. A resident expert is required to make an official speech regarding this fact if such a resolution, clause or amendment is brought before the committee and *strongly recommend that the committee reconsider putting the aforementioned resolution, clause or amendment to vote.*

If no Amendments are presented or all of them are exhausted the Chairs may recognize a motion to move to formal debate on the resolution as a whole, which succeeds if carried by a simple majority.

c. Formal Debate is, unlike the general usage of the term, a period to comment on the resolution in its finished state and as a whole rather than the default operating mode of the committee in CALMUN 2017. Accordingly, a formal debate begins when no amendments are left on the floor and/or no new ones may be proposed. A motion to divide the question is still possible with approval from the dais and a 3/5 majority of the committee.

The formal debate begins with a short speech by one of the present experts on the Focused Resolution at hand that may not explicitly state a stance on the resolution itself. All points of information which are in order and directed to this expert must be answered with the exception of those requiring the expert to explicitly state their views of the resolution at hand. Afterwards, any speakers wishing to comment on the resolution as a whole and/or declare their stance towards it via the means of a for or against speech, which is non-binding in the final vote, may present their preference to be added to the Speaker's List in writing to the Chairs.

During this time, a delegate may officially request to be recognized as the Main Opposition to the Focused Resolution at hand by gaining the written support of a number of delegates equal to or greater than those which decided to support the Focused Resolution itself and greater than any other delegate seeking a similar degree of recognition. Afterwards, the Chairs are required to keep a balance in the number of Supporters and Opponents in the Speaker's List. Delegates who have not declared such a stance or who have clearly indicated a change in their stance in writing are exempted from this requirement if they wish to make a speech.

When the Speaker's List is exhausted, the Main Opposition may make a speech against the resolution under debate whose remaining time may not be yielded to another delegate other than the Main Sponsor. Yields to questions and the Chair are in order. Afterwards, the Main Sponsor is allowed to make a final speech before moving to voting procedures, subject to the same rules as the Opposition's speech.

Once the Main Sponsor has given their speech, or at any time during formal debate with a 2/3 supermajority or at any time during formal debate with a simple majority and the Chairs' approval due to time concerns, a vote on the Focused Resolution as a whole may be taken. This vote will follow the general rules set out in the Rules of Procedure and is binding.

d. Closure of Debate happens in between sessions and once all Proposed Focused Resolutions are exhausted. In the latter case, the committee has completed its working schedule and may decide between unmoderated caucusing and debating freely until the end of the conference once it is adjourned.

Miscellaneous Rules of Procedure

1. These rules of procedure are by no means exhaustive. Delegates should refer to the main CALMUN rules of procedure, the decisions of the chairs/dais and common sense in that order when and where they are either incomplete or ambiguous.

2. The Language of the UNESCO committee shall be English for all conference proceedings. The delegates may prefer any alphabet of their choosing for writing English as long as a member of the Secretariat is proficient with that alphabet and is informed beforehand.
3. Note passing is by default in order during moderated caucuses and formal debate and strictly out of order during voting procedures. The Chairs also reserve the right to stop note passing due to excessive use of non-English or prevalence of matters not related to the committee proceedings. In any case, all notes are screened by the Chairs through the administrative staff before being delivered.
4. The delegates have the right to appeal any and all decisions of the dais which are not explicitly mentioned in either the rules of procedure or in executive orders from the Secretariat to be protected from such appeals. These appeals would normally be put to a vote immediately and if approved by a 2/3 supermajority, automatically pass. Repeated unsuccessful appeals with disruptive intent are completely out of order.
5. A quorum may be established and debates on the subject begin up to 15 minutes before the set beginning time for a session if at least half of the member states are present, or after the set beginning time for a session if at least a quarter are. Any votes on procedural matters require a simple majority of the delegates to be present. Any votes on substantive matters require a 2/3 supermajority to be present.
6. A minute of silent prayer, meditation or reflection is observed immediately preceding the start and closure of debates during the conference. During this time the delegates are allowed to listen to a musical piece of their choosing with the condition that they are not disruptive of other delegates' stances of silent prayer, meditation or reflection.
7. Length of Speeches are set at 2 minutes per speech unless set otherwise by the Chairs, which is not subject to appeal if done within knowledge of the Secretariat.
8. Speakers may yield their remaining times in one of the three following ways:
- a. Yield to Questions & Comments, in which the chairs pick first from delegates wishing to ask questions and if none can be found or there is still time remaining after 2 questions, from those wishing to make short comments. For questions, only the time spent giving answers counts towards the remaining time. Comments may not last longer than 30 seconds and will be deducted from the remaining time according to their actual length. A commentator can use the full 30 seconds if they are given the floor, even if this would bring the total speaking time above the allotted time for delegates.
 - b. Yield to Another Delegate, who may use the remaining time to speak as they may. If the second delegate was going to succeed to the floor, they may also make use of their regular speaking time. They may not yield to another delegate and may only yield to Questions & Comments at the chairs' discretion.
 - c. Yield to the Dais, who may decide to forfeit the remaining time or open it up for comments which follow usual commenting procedure.
9. The Dais may declare any and all yields except for yielding to the Dais out of order, which is

subject to appeal with a simple majority except under time constraints, in which case appeals are out of order.

10. Right of Reply is given to delegations who believe that their national or personal honour, integrity or sovereignty is put under question by the remarks of the preceding delegate. Such requests must be given to the Dais in writing, can not last longer than half of the normal speaking time and *must be* respectful and courteous towards the delegate which the speaker is replying to and their represented nation or organization. Any resident expert has the right to point out the fact that a right of reply is in order to the respective delegation. A delegate may also request an expert to use their right of reply in order to correct any preceived factual inaccuracies or misrepresentations in the previous delegate's speech, which the experts may refuse and which is subject to the approval of the Chairs.

11. Whenever a delegate experiences personal discomfort which impairs their ability to participate in the proceedings, they may rise to a point of personal privilege to request that the discomfort be corrected. While a point of personal privilege may interrupt a speaker, delegates should use this right with discretion.

12. During discussions, delegates may rise to a point of order to protest an improper use of procedure. The point of order will be immediately ruled upon by the Chairs based on the rules of procedure. The Chairs may rule points which are damaging towards the procedure of the committee out of order, which is not subject to appeal. A point of order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.

13. Delegates may rise to a point of parliamentary inquiry to ask the Dais 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 rather approach the experts in an appropriate way. Points of parliamentary inquiry may also be carried out in written form or as a point of information directed at the Chairs.

14. Once a voting procedure has begun, it may only be interrupted by points of order relating to the voting procedure itself or points of personal privilege which require immediate attention. During the voting procedures, all member states have a single vote in all matters. Observer states and other non-member organizations may declare either their support for or protest at the issue under consideration, which will not be counted in the voting total but will be noted by the Chairs. Voting normally takes place by the use of placards provided for the delegates, but a vote by roll call is normally in order if motioned for and did not receive significant objections. During voting, each member state may vote either an "Aye", a "Nay" or Abstain. In cases when abstentions may change the result of the vote, any delegate may call for a division of the house, which if seconded and no serious objections are raised, results in abstentions being declared out of order for the vote in question. If the said vote is the last substantive vote of a session, a delegation may decide to leave the session in protest with express approval of the Dais and effectively remove themselves from the number of member states present and voting for the remainder of that session. A simple majority requires more "Aye" votes than "Nay" while $\frac{3}{5}$ and $\frac{2}{3}$ supermajorities require respectively more "Aye" votes than "Nay" to pass. In case a majority or supermajority of all valid votes is required, "Aye" votes need to account for either $\frac{1}{2} + 1$, $\frac{3}{5} + 1$ or $\frac{2}{3} + 1$ of all votes cast, including Abstentions.

15. In case a roll call vote is motioned for, the Chairs call each member state out successively in English alphabetical order and beginning from a letter of their choosing. Each member state, when called, may declare "Aye", "Nay", "Abstain" or "Pass". The "Pass" votes are noted and called for again once all member states have declared their vote, after which they may only declare "Aye" or "Nay" and Abstentions are effectively out of order for the duration of the vote.

16. Voting "Aye with Rights & Reservations" or "Nay with Rights & Reservations" during either placard-voting or roll calls, while not explicitly out of order, requires previous correspondence between the delegation voting with Rights & Reservations and the Main Submitter of the resolution at hand or the proposing party for the amendment at hand which states without room for doubt the Rights & Reservations present and is approved by the Chairs beforehand. The Chairs reserve the right, not subject to appeal, to declare such votes out of order or refuse to accept them.

17. Delegates who are found to be in violation of the dress code or other rules of procedure and/or who repetitively act in a manner which is seriously disruptive towards the proceedings of the committee or the conference as a whole may be issued official warnings or banned from the conference by an express written order from the Secretariat. The Secretariat reserves the right to burn the pictures of these individuals at stake alongside the victims of the Salem Witch Trials at the conclusion of the conference.