

# Hwa Chong Conflict Resolution and Inquiry

1, 3, 4 June 2019



## Rules of Procedure

*Against the Tide*

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## 1. GENERAL RULES

### 1.1 Scope of this Document

**1.1.0.1** The rules included in this document are applicable to all the committees within the Hwa Chong Conflict Resolution and Inquiry conference (HC-CRI). Each rule is self-reliant unless otherwise modified by the Secretariat, or Committee Chairpersons as expressed in rule 1.1.0.2. No other rules of procedure apply. If a situation arises that has not been addressed by the Rules of Procedure, the Committee Dais will be the final authority on what procedure to follow.

**1.1.0.2** The rules herein may be adapted by the Committee Dais to better reflect the nuances of the body being simulated. Such modifications would be explicitly raised to council prior to the commencement of council proceedings, and all adaptations by the Committee Dais would take precedence to the rules in this document.

**1.1.0.3** The Dais shall be responsible for monitoring and presiding over debate. They shall monitor the substantive of debate, grant delegates the permission to speak, and decide on procedural matters. The Dais shall have authority to direct debate in any and all ways that is in adherence to the Rules in this Document.

### 1.2 Working Language

**1.2.0.1** English shall be the official and working language of the conference. All debates conducted and documents circulated should be in the working language unless expressly permitted by the Under Secretary General (Academics).

### 1.3 Representation and Voting Rights

**1.3.0.1** Only registered delegates will be recognised and allowed to represent delegations within council proceedings.

**1.3.0.2** Each member in a single delegate committee will be represented by one delegate. Observers (such as non-member states, Non-Governmental and Inter-Governmental Organisations), where applicable, will also be represented by a delegate.

**1.3.0.3** Each member and observer entity in double-delegate committees will be represented by two delegates.

**1.3.0.4** Each member of a committee is entitled to a single vote on both procedural and substantive matters. Each observer of a committee is entitled to a single vote only on procedural matters.<sup>1</sup>

## 1.4 Quorum

**1.4.0.1** Quorum is set at **one-third** of the committee, unless ruled otherwise by the Under-Secretary-General (Academics). The committee shall only commence debate when quorum is reached, or at the discretion of the Under-Secretary-General (Academics).

## 1.5 Decorum during Council Session

**1.5.0.1** Delegates are expected to treat the HCCRI Secretariat, Conference Staff and other delegates with the utmost respect. Acts committed with a derogatory or offensive intent will not be tolerated.

**1.5.0.2** The dress code for the conference is Western business attire.

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

**1.5.0.4** Delegates are allowed to use electronic aids — including but not limited to laptops, phones, and tablets — in the committee room when the committee has been convened. However, applications which allow communication between delegates (e.g. email, instant messaging, social media) is strictly forbidden. Usage of such devices to achieve other aims other than facilitating debate (e.g. gaming) will also not be tolerated. Revoking electronic privileges are at the discretion of the dais in the event of contravention of the above.

**1.5.0.5** The HCCRI Secretariat and the Dais reserves the right to call to order delegates which are found in contravention of these rules. The HCCRI Secretariat also reserves the sole right to withdraw delegate rights and privileges upon contravention of the above rules; which will be executed by the Dais.

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<sup>1</sup>Observers are accorded all other rights and privileges of member states, including speaking and sponsorship rights.

## 2. VOTING RULES

**2.0.0.1** Voting rules for specialised agencies will be separately announced to delegates. They will, however, use the definitions below. Unless otherwise mentioned, the voting rules mentioned in this document are final.

### 2.1 Definitions concerning Votes

The conference shall adhere to the following rules concerning voting.

**2.1.0.1** ‘Simple majority’ is defined as half plus one of the total delegations present.

**2.1.0.2** ‘Two-thirds majority’ is defined as two-thirds of the total delegations present.

**2.1.0.3** ‘Abstentions’ do not count as a vote.

**2.1.0.4** ‘Consensus’ is defined as the absence of any vote cast against. Abstentions do not negate consensus.

**2.1.0.5** ‘Veto’ is defined as any member state with veto powers<sup>2</sup> casting a vote against. Vetoes can only be exercised in substantive voting. Any exercise of the veto will immediately render vote to have failed.

**2.1.0.6** ‘Procedural voting’ indicates that no abstentions will be allowed for this round of voting and all Committee delegations are allowed to vote.

**2.1.0.7** ‘Substantive voting’ indicates that abstentions will be allowed for this round of voting, and the doors are to be sealed in order to prevent any changes to the total delegations present until voting is concluded. Only member entities are allowed to vote; observers are, by default, abstaining.

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<sup>2</sup>For example, the Permanent 5 in the Security Council

## 3. MOTIONS

### 3.1 General Rules Concerning Motions

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

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

**3.1.0.3** The dais will entertain seconds, objections, and if necessary, direct voting procedures in the order of disruptiveness as described in section 4.6.

## 4. DEBATE PROCEDURES

### 4.1 Roll Call

4.1.0.1 Committee sessions are to begin with a roll call.

4.1.0.2 Delegations are to raise their placard and announce if they are “present”, or “present and voting”.

4.1.0.3 Observer entities are only allowed to announce that they are “present”, as they do not have voting rights on substantive matters, and have to abstain by default.

4.1.0.4 Member entities are allowed to announce they are “present”, if they wish to abstain on all substantive voting for the duration of the committee session. Member entities should indicate they are “present and voting” if they wish to vote on substantive matters for the duration of the committee session.<sup>3</sup>

4.1.0.5 Delegates who have missed the roll call are to indicate their voting and attendance status by writing to the dais.

4.1.0.6 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 Agenda

4.2.0.1 Once roll call has been completed, a *motion to set agenda* shall be entertained. Delegates are to specify which topic they wish to set ahead on the agenda when raising this motion. This motion requires a procedural vote with a simple majority to pass. Once it passes, that agenda will be set as such.

4.2.0.2 Debate on the first topic will automatically elapse once **one** (1) resolution has been passed. The Committee will automatically move into debate on the second topic, without requiring a motion.

### 4.3 General Debate

4.3.0.1 Upon setting the agenda, the floor will only be open to a *Motion to Open the General Speakers’ List*. This motion requires a procedural vote with a simple majority to pass.

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<sup>3</sup>Member entities are allowed to abstain even when they have indicated “present and voting” for a particular vote.

**4.3.0.2** Following the passing of such a motion, a General Speakers' List (GSL) is declared open for the topic the committee has selected. Delegates wishing to be added to the GSL can raise their placards upon the request of the chairs, or indicate this in the form of writing to the chairs.

**4.3.0.3** 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 subjected to the discretion of the Dais, and requires a procedural vote with a simple majority to pass.

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

**4.3.0.5** Delegates can *Motion to Close Debate*, which may be entertained at the discretion of the Dais. This motion means that the committee would, at once, suspend debate on the current topic and move to the next topic, regardless of the current progress of debate. Once this motion is raised, and there are seconds, closed debate of **two** (2) speeches for and against will be set. Following the elapse of closed debate time, the Committee will then vote on the motion. This motion involves a procedural vote and a **two-thirds** majority to pass.

#### 4.3.1 YIELDING

**4.3.1.1** Delegates who have not utilised the full duration of their speaking time may yield their remaining time in the following ways:

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

**4.3.1.3** *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.<sup>4</sup>

**4.3.1.4** *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 must agree to the yield.

**4.3.1.5** 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.

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<sup>4</sup>POIs should be phrased in the form of a single question, and must be kept brief and concise. Delegates offering POIs should remain standing while their POI is being answered.



**4.3.1.6** Yields to the second degree are not in order.

## 4.4 Caucuses

**4.4.0.1** Caucuses are a departure from the GSL to enter a different mode of debate. There are two caucuses available — **moderated** and **unmoderated**.

**4.4.0.2** A motion to move into a caucus is in order as long as the floor is open and at the discretion of the dais.

**4.4.0.3** 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.

### 4.4.1 MODERATED CAUCUSES

**4.4.1.1** A moderated caucus refers to a formal debate on a specified topic within set time limits. It serves to focus the debate by narrowing the scope of discussion. Such a caucus can be entered with a *Motion for Moderated Caucus*, and the total duration of caucus, individual speaking time, and topic of caucus must be specified. This is then procedurally voted upon requiring a simple majority to pass the motion.

**4.4.1.2** Yielding, as mentioned in rule 4.3.1, is not in order during the caucus.

**4.4.1.3** If there is time left in the moderated caucus, and there are no further speakers wishing to speak, the moderated caucus will automatically elapse and the Committee will return to the GSL.

### 4.4.2 UNMODERATED CAUCUS

**4.4.2.1** An unmoderated caucus refers to an informal debate phase where delegates can engage in deliberations without moderation from the Chairperson.<sup>5</sup> Such a caucus can be entered with a *Motion for Unmoderated Caucus*, and the total duration of caucus must be specified. This is then procedurally voted upon requiring a simple majority to pass the motion.

**4.4.2.2** At the end of an unmoderated caucus, the delegation calling for the unmoderated caucus has to summarise the proceedings of the unmoderated caucus with a **one** (1) minute speech to the council.

**4.4.2.3** Delegates are not allowed to leave the committee room during an unmoderated caucus without the permission of the Dais.

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<sup>5</sup>Delegates are advised to utilise an unmoderated caucuses to discuss issues in an informal setting, formulate Draft Resolutions, and gather sponsors and signatories for them.

**4.4.2.4** The committee will return to the GSL upon the end of an unmoderated caucus.

## 4.5 Points

The following points are in order in HCCRI 2018:

**4.5.0.1** A *Right to Reply* can be raised after a speech if a delegate feels that the integrity and/or dignity of their country or person has been compromised. The Dais may, at their discretion, require the delegate holding the floor to apologise for their remark/comment.<sup>6</sup>

**4.5.0.2** A *Point of Personal Privilege* can be raised when the environment is unconducive to debate, such as audibility issues. It can be raised at any point in time.<sup>7</sup>

**4.5.0.3** A *Point of Order* can be raised when a delegate feels the Dais has committed an error in executing the Rules of Procedure. This point can only be made between speeches.

**4.5.0.4** A *Point of Parliamentary Inquiry* can be raised when a delegate wishes to clarify the Rules of Procedure with the Dais. This point can only be made between speeches.

**4.5.0.5** A *Point of Information* can be raised when a delegate wishes to ask the delegate holding the floor a question. This can only be raised when the delegate holding the floor has yielded to Points of Information, and the Dais calls for such Points from the council. Points of Information must be phrased in the form of a single question, and should be kept concise.

## 4.6 Precedence of Points and Motions

**4.6.0.1** All points and motions will be seconded and objected, as well as voted upon in order of most disruptive to least, as follows:

- (a) Point of Personal Privilege
- (b) Point of Order
- (c) Point of Parliamentary Inquiry
- (d) Motion to Adjourn/Suspend Debate
- (e) Motion for Unmoderated Caucus

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<sup>6</sup>Right to Replies cannot be utilised for fact-checking delegates

<sup>7</sup>It is the only point that can interrupt a speaker.

- (f) Motion for Moderated Caucus
- (g) Motion to Introduce Draft Resolution
- (h) Motion to Introduce Amendment
- (i) Motion to Table Draft Resolution
- (j) Motion to Divide the Question
- (k) Motion to Move into Direct Voting Procedures
- (l) Motion to Close Debate

When immediate before or after voting procedures on a resolution, the following motions are considered in order of most superseding to least:

- (a) Motion to Divide the House
- (b) Motion for a Roll Call Vote

## 4.7 Documents

### 4.7.1 GENERAL RULES CONCERNING DEBATE OF COUNCIL DOCUMENTS

**4.7.1.1** There are two types of debate, defined as follows, when dealing with council documents:

- *Closed Debate*, where delegates are limited to yielding to the chair, and must conform to a particular topic — for/against a council document. Delegates are also not allowed to motion in this debate mode.
- *Open Debate*, where delegates can engage in all forms of yielding, and are free to motion to alter the flow of debate.

### 4.7.2 WORKING PAPERS

**4.7.2.1** Working papers are aids in committee discussion and provide viewpoints and ideas conducive for discussion, and can come in any form, *inter alia*, a document, presentation, or diagram.

**4.7.2.2** To introduce a working paper, delegates should submit it to the Dais for vetting and approval; and upon approval, can be introduced when the delegate is holding the floor.

**4.7.2.3** The content of the working paper has to pertain to the debate topic, and must be constructive for debate. The Dais reserves the right to reject working papers that do not fulfil this criteria.

**4.7.2.4** Working papers only require the names of the submitter(s).

### 4.7.3 DRAFT RESOLUTIONS

**4.7.3.1** A Draft Resolution is a document encapsulating all the proposed solutions by a set of countries. It is to be phrased in the form of a single sentence, and comprise both preambulatory and operative clauses.<sup>8</sup>

**4.7.3.2** Draft Resolutions must fulfil the following format to be submitted to the Dais:

- The committee name and topic displayed at the top of the Draft Resolution
- Names of sponsors and signatories, listed in alphabetical order
- Enumerated operative clauses
- A maximum limit of **five** (5) pages, unless otherwise directed by the Dais

**4.7.3.3** The number of sponsors and signatories required for a Draft Resolution is to be determined by the Dais, and announced at the start of Committee session.

**4.7.3.4** Observers may both sponsor and be signatories to Draft Resolutions.

**4.7.3.5** Draft Resolutions should neither be mentioned in formal debate nor circulated before the introduction to the council.

**4.7.3.6** 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, one of the sponsors would be recognised to read out the main operative clauses and one or more sponsors may take the floor for a three (3) minute Question and Answer session. The Committee would then return to the GSL.

**4.7.3.7** 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 a single part of a Draft Resolution through caucuses.

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

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<sup>8</sup>Preambulatory clauses summarise existing solutions and stances towards the issue. Operative clauses recommend new solutions to the problem.

#### 4.7.4 AMENDMENTS

**4.7.4.1** Amendments to a Draft Resolution enable additions, edits, and deletion of operative clauses from Draft Resolutions. There are two types of amendments:

- **Friendly amendments** do not require voting and are added to the Draft Resolution once agreed upon by all sponsors, as well as at the discretion of the Dais.
- **Unfriendly amendments** are substantive amendments to the Draft Resolution that require council debate.

**4.7.4.2** Amendments may only be proposed when a Draft Resolution is being debated upon.

**4.7.4.3** Unfriendly amendments must be written in the form of “Add/Edit/Delete...”.

**4.7.4.4** Unfriendly amendments may be proposed by either a single delegation or multiple delegations, but require a minimum of one-tenth of the council to be signatories.

**4.7.4.5** Observers may both propose and be signatories to amendments.

**4.7.4.6** Before introduction of any amendment, delegates are required to submit the amendment in writing to the Dais — either electronically or through written means — and the Dais has discretion over whether to entertain said amendment.

**4.7.4.7** To introduce unfriendly amendments, one sponsor of the amendment must *Motion to Introduce Amendment*. This motion involves a procedural vote and a simple majority to pass. Once an amendment is introduced, closed debate of **two** (2) speakers for and against the amendment will occur. Should there be no speakers, time for closed debate will automatically elapse. Following the elapse of closed debate time, the Committee would move into voting procedures on the amendment.

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

**4.7.4.9** Should any Draft Resolution have any more than a simple majority of the total number of clauses amended in a substantive fashion, the Draft Resolution is automatically tabled.<sup>9</sup>

**4.7.4.10** *Motion for Roll Call Vote* and *Motion to Divide the House* are all in order during voting on the amendment, and functions as described in rule 4.7.5.3.

#### 4.7.5 VOTING PROCEDURES FOR DRAFT RESOLUTIONS

**4.7.5.1** The committee enters into voting procedures upon a single Draft Resolution by passing a *Motion to Move into Direct Voting Procedure*,<sup>10</sup> which requires a procedural vote and simple majority to pass.

Upon passing this motion, the Committee shall move into closed debate on the Draft Resolution and the Dais will entertain **two** (2) speakers *for* and *against* the Draft Resolution. The Draft Resolution requires a **two-third** majority in a substantive vote to pass.

**4.7.5.2** The committee can, before voting occurs, decide to separate the Draft Resolution into constituent parts which would be voted upon individually. This is done through a *Motion to Divide the Question*. Should there be seconds and objections, the Dais will entertain **two** (2) speakers *for* and *against* the motion. The motion then requires a simple majority through a procedural vote to pass. Upon passing, the Dais will accept proposed divisions from delegates, and rank the proposed divisions in order of severity. Procedural voting will then be conducted on the divisions in that order, requiring a simple majority to pass; the first proposed division to pass will split the Draft Resolution accordingly. Substantive voting procedures will then commence on each of the constituent parts, governed by rule 4.7.5.1. Parts of the Draft Resolution passed by the Committee will be reconstituted into a new Draft Resolution, which will undergo a final substantive vote by the entire committee.

**4.7.5.3** The following motions are in order immediately before or after voting procedures:

- *Motion to Divide the House*. This is a motion removing the right to abstain for all members of the Committee.<sup>11</sup> This motion involves a procedural vote and a simple majority to pass. This motion may be raised both before and after a vote.

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<sup>9</sup>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.

<sup>10</sup>The Draft Resolution to be voted upon must be specified to the Dais when stating the motion.

<sup>11</sup>This does not mandate member states that have stated ‘present’ during roll call to vote; their substantive voting rights have been rescinded for the council session that they declare themselves ‘present’ for.

- *Motion for Roll Call Vote.* This is a motion to mandate each delegate to verbally announce their vote to the Committee. This motion involves a procedural vote and a simple majority to pass. Once it passes, there will be two rounds of voting. In the first round, delegates are allowed to vote for, against, to abstain, or to pass to the second round of voting. In the second round, delegates must choose to vote for, against, or to abstain.

**4.7.5.4** Upon the passing of a Draft Resolution, Committee debate on the topic will elapse.