

BEIMUN Student Officer Handbook

Prepared by the BEIMUN Secretariat Team

BEIJINGMUN.ORG

BEIMUN (ISB MUN) Directors:

Courtney Stephens cstephens@isb.bj.edu.cn

Amira Sadud Eid asadudeid@isb.bj.edu.cn

Please note that details are subject to change.

You may NOT publish this document in any way.

This guide was adapted from the THIMUN Student Booklet.

The following content will be available on the BEIMUN website at www.beijingmun.org. As they may be updated, they are not discussed in this document.

Conference Theme

Secretariat and student officers

Committee Topics

Schedule

BEIMUN is a proud member of conferences affiliated with The Hague International Model United Nations (THIMUN).



The Hague International
Model United Nations



Table of Contents

Statement of Purpose..... 3

Code of Conduct..... 4

General Reminders..... 4

Dress Code..... 4

Introductory Session..... 6

General Chair Guidelines..... 7

Lobbying & Approval Panel..... 9

Resolution Formatting..... 11

Resolution Checklist..... 12

Debate Procedure..... 14

Points..... 16

Motions..... 17

Amendments..... 19

Crises..... 20

Chair Scenarios..... 21

Chairing Stock Phrases..... 23

Relevant Flowcharts..... 27

General Debate Procedure Overview..... 27

 27

Voting Procedures..... 28

Amendment Process..... 29

Lobbying & Merging Process..... 30

Resolution & Approval Panel Process..... 31

International Three-Letter Abbreviations..... 32

Appendix..... 47

Statement of Purpose

"The Model United Nations program in Beijing is an extension of The Hague International Model United Nations (THIMUN). As an affiliate, BEIMUN seeks to reflect the ideas and principles of a peaceful post-Cold War world. The Coordinators of the program believe that this world order more accurately reflects the original motives of the authors of the 1945 San Francisco Charter than events following the Potsdam Conference of the same year. It is our hope that BEIMUN will continue to act as another regional center of THIMUN conference affiliates helping to revitalize the original ideals of the United Nations.

Current events confirm that the attitudes and voting patterns of the United Nations members are changing. Hence, at BEIMUN, the diplomat of any member state, no matter how large or small, rich or poor, who exercises independence of character and a critical mind, can truly serve his nation honorably in a great experiment in world community. The individual delegate's efforts at communication and behavior will be the most important factors in the drive for a better world and a quality MUN conference. Any delegate who sits idly by weakens his/her own nation's significance in this simulation and therefore the forum as well.

MUN teachers have the daunting instructional task of destroying stereotypes to free students to think and communicate both as delegates and diplomats of a world community. Those with so called non-essential countries, and those with spotlighted countries have equally difficult tasks. Some of you, who view the conference and events on the world stage, think they know the correct position of the spotlighted countries, and that the other countries have little or nothing to contribute. The history of the United Nations in the 1980's, points to the folly of such thinking. This attitude must be overcome if schools are to contribute to establishing the best precedents for future world citizens.

We ask for your understanding, cooperation, and quality work in preparation and participation in order to uphold the principles described above. Victory belongs to all of the delegates at the conference who negotiate the best solutions possible to the most complex issues of this new era in which we live. I do believe that the day is coming when THIMUN and their affiliates become the voice of the youth of this planet and that you, BEIMUN delegates, will have the opportunity to contribute to the shaping of our world."

– Irwin Stein, Founder of BEIMUN, January

Code of Conduct

While guests at BEIMUN will merely simulate the roles of representatives of sovereign states and organizations, they are also representatives of their schools and their home countries.

During the conference all participants are expected to exercise a very high standard of personal behavior. This includes maintaining proper formal dress during conference hours and using appropriate parliamentary language while in session. It is also expected that delegates conduct themselves in a professional manner throughout the conference through their language and actions.

The BEIMUN Leadership Team will use a 3-Strike warning policy. Delegates who are caught committing infractions, including not being present in conference sessions, will first receive a warning from their Chair in note form. If the problem persists, Chairs will contact the secretariat to send a warning via email, of which the delegate's teacher director will be CC'ed. The third infraction will result in an email warning from BEIMUN XXXII's directors, Ms. Sadud and Ms. Stephens, of which the delegate's teacher director will be CC'ed again and the participation certification may be retracted.

Delegates are expected to use the internet in a responsible manner and refrain from social media and sites that do not directly pertain to the debate and topic. Repeated inappropriate use of technology should be reported to the Secretariat and to the BEIMUN Directorate.

Participants are reminded that BEIMUN is hosted in the People's Republic of China. As such, delegates are expected to respect the host country, politically sensitive statements and behavior will not be tolerated. Further, regardless of regulations in participants' own homes, schools, and countries of residence, the use of tobacco, alcohol, and illicit drugs is strictly forbidden during BEIMUN.

Schools must have at least one director present on campus at all times. Each MUN Director is responsible for the care and conduct of her/his students during conference hours. MUN Directors and chaperones are also expected to adhere to the dress code.

General Reminders

Dress Code

All participants are expected to adhere to the formal dress code throughout the entirety of the online conference. Participants that are deemed not adhering to the dress code by their student officers, admins, BEIMUN Secretariat or directors will be warned/ penalized in accordance to our Three Strikes policy. Delegates not adhering to the dress code will be asked by their student officer to close their cameras and change to an appropriate attire before returning to the session.

- All participants are expected to dress professionally with respect to a diversity of cultures and identities
- Standard delegate attire for the conference is business jacket, slacks/skirt, and dress shirt/

blouse. Male-identifying delegates must wear ties.

- Dress sweaters, shorts, ball caps, jeans, and sunglasses are considered too casual. Clothes that expose excessive bare skin, reveal undergarments, or are otherwise revealing are inappropriate.
- Dress and skirt should be an appropriate length and not show midriffs or undergarments
- It is not appropriate for delegates to display any national symbols such as flags, pins, crests, etc. on their person during sessions. UN symbols are acceptable.
- Delegates are not allowed to use props at any time during debate when making speeches
- Western business dress is preferred. BEIMUN will not allow any delegate's attempt to portray a "character" using traditional cultural attire or military uniform as a costume.
- Please see the "BEIMUN Dress Code" document for detailed information.

GA Plenary

There will be no GA plenary in BEIMUN XXXII.

Social Media and BEIWATCH

BEIWATCH will be providing free online newspapers throughout the conference. They can be accessed on beijingmun.org. Photos and online press pieces will be posted on the ISB MUN [Facebook](#) and [Instagram](#) pages over the course of the conference. Please consider visiting our social media pages if delegates haven't done so already. Please use the hashtag #BEIMUN2025 and feel free to share positive reflections via social media.

Oral Report at the Closing Ceremony

Presidents, please remember to prepare an oral report of about 2 minutes for your committee. Please report on the result of your debate as well as the issues that were on your agenda. Remember to use that time wisely and address any general remarks you have to the delegates. However, you'll be cut off if you reach 2 minutes, so please keep your recording within time constraints.

Interacting with Directors, Staff, and Guests

Directors

MUN directors will enter and leave the room at will except when voting procedures commence and lobby accessibility is limited. Treat them politely and make a good impression. Directors are also reminded not to be interacting with delegates while in session.

Press Staff

When approached by a Press team member, be polite. During the introductory meeting, remember to ask all delegates in the house if they are content with being photographed. Press Team members may ask you for an interview. You are not obligated to accept, so please use your best judgment. They may also ask to interview delegates throughout the debate. This should be approved as long as the Press member and delegate inform you through a note.

Introductory Session

The introductory session is the first stage that occurs. During this time, the chairs will explain general guidelines for delegates regarding conference expectations including rules of procedure, dress code, etc.. Please go over everything on this checklist. There will be no opening speeches for BEIMUN.

- Welcome Delegates
- Student Officer introductions (name, position, school, and introduce yourself)
- Remind delegates of the technology platforms that will be used throughout the conference
- Explain the schedule and what to expect during the next few days (e.g. Lunch dismissals)
- Expectations for delegates
- Dress Code
- Minimum participation requirements (1 POI or 1 speech or 1 amendment)
- Attendance and punctuality (all absences and tardies must be communicated early)
- Note passing expectations
- BEIMUN Rules of Procedure (Show Powerpoint)
- Explain Lobbying/Merging Procedure & General Committee Rules
- Role of main submitters and co-submitters
- Plagiarism will not be tolerated
- Formatting guidelines & “Expert” chairs
- Approval Panel availability (see schedule)
- Q&A Session
- Commence lobbying, if time allows (do not start if less than 10 minutes left)

General Chair Guidelines

Always maintain professionalism and demonstrate high standards of behavior, dress and language:

- Following the dress code
- Remaining focused and active during debate
- Respect all administrative staff, directors, delegates, student officers and guests
- Punctuality
- No chewing gum/eating food while speaking
- No doodling or fiddling during debate
- Refraining from phone usage unless it's an emergency
- Being a role model for the delegates
- Avoiding the usage of slang (e.g "Guys" and "Dude")
- Staying on task
- Speak loudly and clearly, so delegates in the committee can hear you at all times
- Explain each stage of THIMUN procedure to ensure there is no confusion

Follow the procedures strictly, but be flexible with different situations. Some examples include:

- When delegates use personal pronouns during debate, an occasional reminder directed towards the house is enough. Do not remind the speaker every time they make a mistake.
- When delegates make a procedural error, it is the job of the chair to correct this error on the spot. (e.g. motion to move into voting procedure is not a valid motion).
- If delegates are not using parliamentary language, intervene immediately.
- Provide a rationale for all of your decisions
- Pay attention to debate and ensure you are aware of what is going on at all times

Maintain your authority by:

- Not being afraid to admit your mistakes (e.g "The Chair stands corrected" is enough - just move on)
- Keeping calm. Never yell at your delegates or respond in an aggressive manner
- Always asking the house to wait for a short moment in order for you to look up proper procedure in the Student Officer Manual if you are ever in doubt
- Being consistent in your chairing
- Being firm but not overbearing

- Remembering the rules of procedure and being knowledgeable about your topic

Communication

- Plan your day with your co-chairs
- Decide who will be chairing which resolution
- Do not disagree with your co-chairs in front of your committee. Resolve situations calmly
- Have only one chair chairing at a time. Don't interrupt each other. If you are going to switch chairs, ensure that you properly yield your chairing rights
- If you're not sure about making a decision, ask your co-chairs or address concerns to the secretariat

Time management

- Set debate time for resolutions in the beginning. Ensure that strong resolutions will have enough time to be debated. A suggestion would be to limit the number of resolutions while delegates are still in the merging process
- Use a stopwatch to monitor the speaking time and try to be strict about timing. If a delegate goes over the time limit, don't be afraid to cut them off
- Limit the number of breaks. Make sure to state whether the breaks will be on or offline

Organization

- Have everything you need on the table (e.g notepaper, pens, laptops, timers, resolutions to be debated etc.) and remove anything you don't need
- Make sure to update the participation tally sheet as delegates speak
- Go to the bathroom beforehand - don't get up unless it is urgent

When you are not chairing, stay active by:

- Managing the amendments and prioritizing them based on constructiveness (the expert chair on the topic being debated should always handle amendments)
- Keeping track of both diplomatic and disruptive delegates so the other chairs can pick delegates who will contribute to debate
- Responding to notes. Remember to send notes to delegates who have not spoken and encourage them to speak
- Being approachable and helpful
- Remember to ask for questions during lobbying
- Approach the delegates during lobbying and check in on their progress. Try to be engaged by offering ideas, but don't impose your opinions on the delegates
- Be knowledgeable about the topic and MUN in general. Never be condescending.

Lobbying & Approval Panel

Lobbying is the time where delegates will merge their draft resolutions/clauses. It should be a focused and productive working time for both delegates and chairs. Lobbying usually will take place during the first day. However, if the president feels that the committee is no longer productive, they may choose to begin debate early with permission from the executives. For instructions on how to implement the general lobbying framework online, see the rest of the guide.

Expectations for Chairs

Merging Stage

- Before lobbying begins, please remind delegates who the expert chair on each topic is. Go through the resolution process, the consequences of plagiarism, etc. Before any resolutions are sent for the chairs' approval, chairs should remain actively engaged during the lobbying by:
- Dividing and merging delegates into resolution groups and ensuring there are a good number of resolutions to be debated (ideally two per topic)
- Helping delegates join different resolution groups to ensure they are fully engaged
- Checking on delegates to ensure they are making good progress and reminding them about timing
- Mediating between delegates who may not wish to merge resolutions
- Offering expertise and guidance on their expert topic(s)
- Ensuring any updates and reminders are announced promptly to the delegate
- Answering any questions delegates may have during lobbying
- Ensuring Delegates are aware of the resolution process
- Please ensure that there is always one chair at the general committee channel. Don't be afraid to be too engaged with the delegates - help them in anyway possible.

Approval Stage

- When the delegates are ready with their final resolution, a Chair must approve it. During this stage the chair must carefully check over the resolution for the following:
- Any signs of possible plagiarism
- Alignment with the principles of the UN Charter
- Inappropriate material
- Obvious grammatical errors
- Operative phrases that are used only for the Security Council
- Possible ways of improving the clause
- Formatting the resolution (see the "Resolution" section of this guide)

- Anything else that the chair deems necessary
- Chairs should read the resolution fully before sending it to the Approval Panel. The Approval Panel will mainly check for formatting errors, thus if there are any major mistakes the chairs overlook, they may not be able to be fixed in time for debate.

After you have approved the resolution:

- Download a copy from Word Online to your computer
- Rename the file as follows: Committee_FullTopic_R#. For example, GA1_Measures to inhibit cross-border money laundering_R1
- Upload it to the Approval Panel OneDrive. The link will be shared to your email closer to the conference.

Resolution Formatting

Heading

Salutation

Preambulatory

First word(s) in each clause is italicized.

Each clause ends with a comma.

Single line space between preambles and operatives

Operatives

Each clause is begins with an Arabic number. (e.g. "1.", "2.", "3." ...)

The first word(s) in each clause is underlined.

All acronyms must be listed in full before appearing in abbreviated form.

A colon precedes the first sub-clause.

Each Sub-clause is identified with a lower case letter. (e.g. "a)", "b)", "c)" ...)

Each Sub-sub-clause is identified with a lower case Roman numeral. (e.g. "i.", "ii.", "iii." ...)

Each sub-clause and sub-sub-clause begins with a lower case letter.

There are no punctuations separating sub-clauses and sub-sub-clauses.

There must be multiple sub-clauses and sub-sub-clauses in a clause.

Each cause ends with a semi-colon

The final clause ends with a period.

FORUM: General Assembly (1st Committee)
 QUESTION OF: Prevention of an Arms Race in Outer Space
 SUBMITTED BY: Switzerland

THE GENERAL ASSEMBLY,

Recognizing the need to prevent an arms race in Outer Space, to avert possible conflicts arising from space warfare,

Concerned about prevent Outer Space from being an arena of conflict,

Convinced the deployment of space weapons will destroy balance and stability, thus endangering international peace and security,

1. Encourages all states to sincerely consider their approaches of disarmament to understand and accommodate each other's security concerns and threat perceptions in the context of outer space;
2. Suggests that military presence in Outer Space is to be regulated by a Regulatory Committee of Space Militarization (RCSM) formed by representatives of various national space agencies, which are appointed by the conference of disarmament by:
 - a) earth based surveillance on space objects with the use of heat sensors and chemical detectors
 - b) space based surveillance missions to monitor orbits of space objects;
3. Calls Upon the Conference of Disarmament to draw up an additional agreement (in addition to the existing Treaty on Principles Governing the Activities of States in the Exploration and Use of Outer Space, including the Moon and Other Celestial Bodies) which aims to further prevent an arms race in Outer Space by:
 - a) disallowing states to test, deploy and use any form of weapons in the Earth's orbit, celestial bodies, and Outer Space
 - b) encouraging states to promote the peaceful uses of Outer Space by avoiding incidents and refraining from dangerous military practices in Space, including but not limited to:
 - i. simulated attacks on outer space objects
 - ii. engaging in maneuvers that increase the risk of collision
 - iii. nuclear weapons and devices to be deployed into space
 - iv. testing and/or launching any form of weaponry deployed from outer space targeting the other nations or other nations' property of any kind;
4. Proposes referral of any party found to have violated the conditions of existing treaties and agreements on this issue to the Security Council.

Resolution Checklist

- Times New Roman, Size 12
- Heading in bolded capital letters: FORUM:, QUESTION OF:, SUBMITTED BY:
- A Line Space placed between the Heading and the Salutation
- The name of the Forum, typed in capital letters. e.g THE GENERAL ASSEMBLY,

Pre-ambulatory Clauses:

- All clauses state facts that outline the problem at hand and express urgency in resolving it
- A comma separates each clause
- All clauses begin with a pre-ambulatory verb or adjective that is italicized
- All Acronyms must appear in full before in abbreviated form

Operative Clauses:

- All clauses suggest ways to solve the problem at hand, instead of stating facts
- Numbered with Arabic numerals. (e.g. “1.” , “2.” , “3.” ...)
- Begins with an Operative Verb that is underlined (Refer to next page for a list)
- All Acronyms must appear in full before in abbreviated form
- A colon precedes the first Sub-clause or the first sub-sub-clause
- Sub-clause is identified with a lower case letter. (e.g. “a)” , “b)” , “c)” ...)
- Sub-sub-clause is identified with a lower case Roman numeral. (e.g. “i.” , “ii.” , “iii.” ...)
- Each Sub-clause and sub-sub-clause begins with a lower case letter.
- There must be multiple Sub-clauses
- There are no punctuations separating sub-clauses/ sub-sub-clauses
- Each operative clause ends with a semi-colon.
- The final operative clause ends with a period

Pre-ambulatory Verbs and Adjectives

Acknowledging	Expressing its appreciation	Noting with approval
Affirming	Expressing its satisfaction	Noting with deep concern
Alarmed by	Fulfilling	Noting with regret
Approving	Fully alarmed	Noting with satisfaction
Aware of Bearing in mind	Fully aware	Observing
Believing	Fully believing	Reaffirming
Concerned	Guided by	Realizing
Confident	Having adopted	Recalling
Conscious	Having considered	Recognizing
Contemplating	Having considered further	Referring
Convinced	Having devoted attention	Regretting Seeking
Declaring	Having examined	Taking into account
Deploring	Having heard	Taking into consideration
Desiring	Having received	Taking note
Disturbed	Having studied	Viewing with appreciation
Emphasizing	Keeping in mind	Welcoming
Expecting	Noting further	

Operative Verbs

Accepts	Deplores	Regrets
Affirms	Designates	Reminds
Approves	Draws the attention	Requests
Asks	Emphasizes	Resolves
Authorizes	Encourages	Sanctions
Calls	Endorses	Solemnly affirms
Calls upon	Expresses its appreciation	Supports
Condemns	Expresses its hope	Takes note of
Confirms	Hopes	Transmits
Congratulates	Invites	Trusts
Considers	Notes	Urges
Decides	Proclaims	Wishes
Declares accordingly	Reaffirms	
Demands	Recommends	

- You can add emphasis by adding modifiers such as “Fully”, “Further”, “Deeply” etc. Requests becomes Strongly requests, Urges becomes Strongly urges
- Bolded Phrases for Security Council only.

Debate Procedure

The debate procedure of BEIMUN will follow THIMUN Rules of procedure, with the exception that follow ups will be allowed.

General Expectations for Delegates:

- Delegates need to speak in third person.
- Delegates must wait till the Chair has finished speaking to raise their hands on Teams
- Male delegates must wear jackets when they are speaking
- Delegates must respect all members of the house including student officers, other delegates, administrative staff, guest and directors
- No direct dialogue between delegates is permitted
- Delegates should refer to Less Economically Developed countries as LEDCs, not “Third World“
- Delegates should refer to sub-sub clauses as sub-sub clause “One“ instead of reading out the roman numeral of “i”
- Delegates are not allowed to make up facts on the spot
- All dress code must be followed
- Any inappropriate behaviors such as singing, informal jokes, clowning around, etc. should be deemed out of order immediately and brought to the attention of the executive council if the problem persists.
- Delegates must have cameras on at all times and be muted when they are not speaking

Note-Passing

- Note passing is allowed between delegates, as long as the message pertains to the debate
- Notes can only be written in English
- All notes passed by delegates must be screened by admins unless they are directed towards student officers
- Administrative staff will not screen the notes to/by student officer
- Remind delegates that note passing is a privilege and that any inappropriate notes will be deleted
- If the house is out of order, please make the executive team aware of the situation before suspending note-passing

Roll Call

- Roll call must be taken every time the committee assembles before debate (e.g morning and after lunch).
- Please remind delegates to state “Present and Voting”. Late delegates must be reminded to send a note to the chair in order for their attendance to be changed. If there are any delegates who are consistently absent please pass their delegations onto the executive council. At the end of Roll Call, ask to see if there are any delegations who have not been called, make sure to make appropriate changes to the attendance sheet. A session may begin if there is one third of the delegates present.

Open Debate vs Closed Debate

Open debate is the main debate time on the resolution in which delegates may: Make speeches, make amendments etc. Closed debate time is a timeframe in which the topic of debate is limited to amendments or a specific clause (in SC, HSC).

Debate Time

Debate time usually set for somewhere between 1 hour and 1 hour 30 minutes per resolution, however student officers must ensure that debate time is balanced for all resolutions. The allocated debate time should be announced after the reading of the operative clauses by the main submitter. If there is a need to adjourn debate, always state the time delegates need to return by instead of stating the length the session will be adjourned by. For lunch always subtract 10 minutes for the returning time as delegates will usually take 5-10 minutes to settle down.

Yielding

The floor may be yielded by one delegate to another only once consecutively, meaning if A yields to B, B cannot yield to C. Chairs may ask delegates to yield the floor back whenever it is necessary.

Speaking Tallying

To ensure all delegates are engaged, Chairs are required to keep a speaking tally on all delegates and call upon those delegates that have had fewer opportunities to speak. The speaking tallying table may be accessed on Excel.

Points

Points cannot be directly stated by delegates until the chair has stated “Delegate please rise and state your point“. The only point that is allowed to interrupt a speaker is a point of personal privilege due to audibility.

Point of Personal Privilege

Refers to the well-being of delegates. An example is audibility (if the delegate speaking cannot be heard)

Point of Order

Refers to procedural matters. An example is if the chair makes a mistake in debate procedure.

Point of Information to the Speaker

A question directed towards the delegate speaking. is point must be recognized by the Chair, and must be stated in a question form. Please ensure there are no dialogue between delegates during the process of asking points of information

Follow-up: a clarification question to the original question, is allowed at BEIMUN, however the follow- up must pertain to the previous question.

Point of Information to the Chair

A question directed towards the chairs that can refer to any type of issue.

Point of Parliamentary Enquiry

A question directed towards the chairs pertaining to Rules of Procedure. An example may be “Could the chair please clarify what is an amendment to the second degree?”

Order of the Day

Not commonly used, but called by a delegate to return to the main agenda of the forum if they feel the debate has drifted from the original agenda.

Motions

When delegates state motions the chair must ensure to ask for seconds and objections (with the exception of Motion to Divide the House). Sometimes a vote must be taken in which abstentions are not allowed, in order to see if a motion passes. However, chairs have the right to overrule any motions. All motions should not interrupt a speaker.

Motion to Move to Previous Question

Calls for the house to proceed to the next section of debate. (e.g from time in favor to time against, from time against to voting procedure). This motion can be stopped by an objection and does not require a vote. Chairs are not encouraged to entertain this motion for a full resolution, unless the debate is completely exhausted.

Motion to Adjourn the Debate/Motion to Table the Resolution

Calls for the house to temporarily dispose a resolution until the committee has finished all other resolutions. Not an encouraged motion, please do not introduce this motion to the house as usually the resolutions that have been tabled will not get debated at the end. However, in the case the motion is moved, please attempt to overrule it. If it does come down to moving this motion, please entertain the submitter of the motion on why it is necessary to table this resolution, and then entertain one speaker in favor and one speaker against this motion. The forum will put this motion to a vote, if the motion passes, resolution on this debate will stop, however if it fails, debate will continue.

Motion to Reconsider a Resolution

Can only be moved at the end of the forum's agenda, where it calls for a re-vote or re-debate of a resolution that had already been voted on. Requires to be voted on and 2/3 majority to pass.

Motion to Refer a Resolution to Another Forum

Moves a resolution to another forum. Again a discouraged motion, as other forums have their own resolutions to debate. Please encourage the amending of clauses in the resolution in order to avoid referring it to another forum. Requires to be voted on by house.

Motion to Divide the House

Made after vote where the total number of abstentions may change the result of the

vote, which calls for a roll call vote where delegates may vote in favor, against or abstain. Does not require a second or a vote and cannot be stopped by an objection, it is entertained at the discretion of the Chair. (If the resolution already passes, please do not entertain this motion as we are trying to be constructive).

Motion to Appeal the Decision of the Chair

Do not introduce this motion to your house as it will become hectic. It is motion made directly after a chair's decision in order to appeal the decision in question. Chair must clearly explain the reasoning behind their decision, while delegates do not have the right to explain the motion. Requires 2/3 majority to pass. Can only overrule the decision of the chair, not result in the removal of the Chair.

Motion to Withdraw a Resolution

Can be done at any time before voting has started, on the condition that all submitters including co-submitters agree.

Motion to Extend Debate Time

Is a motion asking for more time on debating the resolution. Requires a second to be moved, cannot be stopped by an objection as it is at the discretion of the chair. Requires a vote in order to be entertained.

Motion to Extend Points of Information

Or it can be addressed through a point of information to the chair. Can be entertained at the discretion of the chair. Does not require a second, or an objection, however requires the consent of the speaker.

Any other motions or points that raised can be considered to be invalid. However, if delegates state the wrong wording (e.g. "Motion to move to previous question" to "Motion to move to voting procedure") please ensure they are corrected and the motion is still moved.

Amendments

Amendments may be moved by delegates if they indicate to the chair that they have submitted an amendment once they are recognized to speak. No chair should ever move an amendment. Once the amendment is moved, the chair must read out the amendment and display it to the house via screen-sharing.

Format of Amendments

- Indicate the submitter of the amendment
- Select one of: Add, Strike, Amend
- Should only change one clause (e.g cannot be strike out clause 2 and 3)
- If you approve an amendment, send a note to the delegate informing them
- If you reject an amendment, send a note to the delegate explaining why

Amendment Process

- Delegate moves the amendment.
- Chair reads out amendment, sets closed debate time.
- Submitter makes a speech on the amendment during time in favor. If time left, chair may recognize more speakers in favor
- Time against amendment, during which delegates may submit amendment to the second degree
- Voting on the amendment, Delegates may vote in favor, against or abstain (abstentions on amendments allowed in THIMUN conferences according to the 2008 Revised RoP).

Amendment to the Second Degree

Follows the same process as amendments to the first degree, except second degree amendments make changes towards the amendment itself. Please note any further amendments are out of order. These types of amendments can only be entertained during time against of the amendment to the first degree. When voting please note that delegate can only vote in favor or against, there will be no abstentions.

Suggestions

We strongly recommend against amendments that strike clauses. Instead, encourage the delegate to modify or add clauses that will improve the resolution.

Crises

Crises are fun surprises that complicate debate and challenge delegates to resolve realistic problems in real-time. It is not mandatory, but it is usually introduced on the final day when the flow of debate on a resolution has slowed down. The chairs must decide as a group if they would like to introduce a crisis.

Crises Preparation

- If you decide to do a crisis, notify the Secretariat (ideally one day before) so we have time to prepare.
- The Secretariat will provide a list of crisis ideas for each committee. If you have other ideas, you must get approval from a Secretariat member.
- Student Officers are required to schedule their crises ahead of time and prepare a script.
- The script should be 1-2 minutes
- Include the main countries/parties involved, as well as a description of the situation
- Feel free to create or borrow a character or real persona for the speaker.
- It does not have to be completely realistic, but please keep it appropriate and respectful. This is an opportunity for you to be creative and dramatic.
- The script must be approved by a Secretariat member.

Crises Process

- At the agreed time (usually right after a debate on a resolution has ended), a Secretariat member will join the call. They will interrupt the debate and read the crisis script.
- At the discretion of the chair, the Secretariat member may open themselves to points of information.
- The Chairs will open the house to debate the crisis topic.
- Introduce a caucus and direct the delegates to different breakout channels to allow them to create a new resolution. Ideally there will be 1-2 resolutions.
- Resolutions will only be approved by the chairs. It will not go through the Approval Panel.
- Move into debate on the crisis resolutions.
- As this is a crisis, keep the lobbying and debate time short.

Crises Pitfalls

If you would like to brainstorm a crisis idea, keep in mind the following mistakes to avoid:

- Unrealistic challenges:

The crisis staff breaks in to announce that Saudi Arabia has run out of oil or the US President has decided to disband all US military forces worldwide. These are fantastical, and annoying, because their absurd premises ignore the hard work delegates have done learning how to accurately represent their nations.

- Unresolvable challenges:

A terrorist squad with dirty bombs has seized control of the White House and will blow everyone up unless the Palestine Issue is resolved in 1 hour. This is an unresolvable challenge as the Palestinian Issue is way too complex to be resolved in 1 hour.

- Unrelated challenges:

Imagine a terrorist attack on the pipelines between Ukraine and Western Europe, in a committee debating sanctions against Putin's Russia in response to the War. It complicates the issue and may change points of view, especially for countries that may not have been previously directly involved or interested, but it does not change the topic of debate entirely and force people to abandon their previously done research or resolutions writing—it is all connected and relevant. If the same crisis were forced upon a committee discussing the protection of women in Pakistani schools, the crisis would swing madly in another direction, showing disrespect to the work done by the committee's delegates.

Chair Scenarios

Absences of a Chair

If it is an unexcused absence, please ensure the Secretariat is made aware of the situation. If the absence is an excused absence (e.g. due to sickness or other emergencies), please redistribute roles accordingly amongst the remaining chairs. In the case that two or more chairs are absent from a committee (which is very unlikely) please inform the Secretariat.

Disruption from Delegates

- Common disruptions from delegates include:
 - Singing on the podium
 - Expressions of discriminatory, racist, or otherwise inappropriate sentiments
 - Misuse of Points and Motions
 - Motions to remove the Chair, or takes the role as Chair
 - Declarations of War. This is out of order; ensure that the committee is made clear of this.

If any of the above occur, simply state “Delegates that is not in order” and continue with debate. Ask the delegate to speak with you privately if necessary. If the delegate continues to be disruptive, please issue a yellow card warning. If matters get worse, contact a member of the Secretariat.

Criticism from Delegates

If delegates criticize their chairs, there is no need to take it too personally. Take their thoughts into consideration if they are reasonable. Take disciplinary action if their comments are inappropriate and out of line.

Silence in the Committee

If there is absolute silence during a debate session and nobody wishes to speak, take the following measures:

- State that the chair highly encourages delegates to speak up
- Send notes to delegates who have not spoken ahead of time, reminding them to be prepared in case you call on them
- Call for a caucus and remind delegates to use this time to write speeches and amendments

Decision Making

When you are unsure about how to make a decision, always ask your co-chairs for advice and ask the house to wait a moment while you check the student officer manual.

Maintaining Order

Maintain order by banging your gavel or desk and calling the house to order. Do not attempt to scream or bang the gavel excessively, however, as that may indicate that you have lost control of your forum.

Delegate Persistent Absence

Chairs should strictly monitor the house for delegate absence. For a delegate to be counted as present they must have cameras on for the *entire duration of the conference*. If a delegate consistently has their camera off or has left the meeting room entirely, they will receive a strike (see Code of Conduct).

Chairing Stock Phrases

Opening Debate

CHAIR: The House will now come to order. The next resolution to be debated is on the topic/question of ___ main submitted by the delegate of __. Would the main submitter please unmute and read out the operative clauses.

DELEGATE: (Reads out operative clauses)

CHAIR: Thank You, Delegate. The Chair will now set a debate time of _____ minutes on this resolution. Delegate, you now have the floor.

DELEGATE: (Makes Speech)

Points of Information

CHAIR: Thank You, delegate. Is the delegate open to any points of information?

DELEGATE: (responds by saying any and all/ states number of Points of information/ the delegate is not open to points of information)

***Delegate is open to points of information**

CHAIR: The delegate has opened himself/herself to _____ points of information, are there any in the House at this time? Please raise your hands.

(If there are points of information)

DELEGATES: (Raises hands)

CHAIR:(when under time constraints: due to time constraints the chair will only entertain _____) Delegates of , _____ and __, you have been recognized in that order.

(If there are no points of information)

Chair: Seeing as there are none would the delegate please yield the floor back to the Chair or to another delegate?

***Delegate is not open to any points of information**

CHAIR: Seeing as the delegate has not opened himself/herself to any points of information. Would the delegate please yield the floor to the Chair or to another delegate?

Yielding

***Delegate yields the floor back to the Chair**

CHAIR: That is in order. The floor is now open. Are there any delegates that wish to speak on this resolution as a whole? Please raise your hands.

***Delegate yields the floor to another delegate**

CHAIR: That is in order. Does the delegate of _____ accept the yield? DELEGATE: (States yes/no)

(if yes)

CHAIR: That is order. The delegate of _____. You have been recognized/ You now have the floor.

(if no)

CHAIR: That will be in order, the floor is once again open. Are there any speaker wishing to on the resolution as a whole? Please raise your hands

***When a yielding is not in order (Yield Twice)**

CHAIR: Delegate that would not be in order as the floor can only be yielded once consecutively

(Time Constraints)

CHAIR: Delegate that would not be in order due to time constraints

(Other reasons)

CHAIR: Delegate that would not be in order _____(state reasoning)

Amendments

***Entertaining an amendment**

DELEGATE: The delegate has submitted an amendment to the first/second degree

CHAIR: That is in order. The first/ second degree amendment reads _____. The Chair will now set a closed debate time of _____minutes for and ___minutes against this amendment. Delegate you now have the floor.

***Closed debate time elapsed**

CHAIR: Time for this first/ second degree amendment has now elapsed, We will now be moving against. Are there any delegates wishing to vote against this amendment? Please raise your hands

***Voting on an amendment**

CHAIR: Time against this amendment has now elapsed. We will now be moving into voting procedure on this amendment to the first/second degree. Would the admin staff please suspend note passing, secure the doors, and take on voting positions. Delegates may vote for, against or abstain. All delegates wishing to vote for this amendment, please raise your hands. Thank you. All delegates wishing to vote against this amendment, please raise your hands.

Thank You. All delegates wishing to abstain, please raise your placards high. With a vote of _____for, ___against and ___abstentions. This amendment passes/ fails

(If it passes)

CHAIR: Please make appropriate changes to your resolution

(If it fails)

CHAIR: Please do not make any changes to your resolution

Voting on the Resolution

CHAIR: Time on this resolution has now elapsed. We will now be moving into voting procedure on this resolution. Would the admin staff please suspend note passing, secure the room, and take on voting positions. Delegates may vote for, against or abstain. All delegates wishing to vote for this resolution, please raise your hands. Thank you. All delegates wishing to vote against this resolution, please raise your hands. Thank You. All delegates wishing to abstain, please raise your placards high. With a vote of for, _____ against and abstentions. This resolution passes/fails

(If it passes)

CHAIR: Clapping is in order

(If it fails)

CHAIR: Clapping is not in order

Points and Motions

*Entertaining Points

CHAIR: There has been a Point of _____. Please unmute and state your point.

* Point of Order (Chair is mistaken)

CHAIR: Thank You for your point. The Chair stand corrected

(Delegate is mistaken)

CHAIR: thank you for your point. That will not be in order because (state reasoning)

* Point of Personal Privilege (Audibility)

CHAIR: This is in order. Would speaker please speak in a more audible manner?

(Anything else)

CHAIR: That is order. (Asks admin/delegate to do what is asked)

* Point of information to the Chair

CHAIR: Thank You for you point of information. (Answer the question)

*Entertaining a motion

CHAIR: There has been a Motion to _____. Are there any seconds? Are there any objections? The motion be entertained/not entertained, seeing as _____(state reason)

*Motion to move to the previous question

(if no objection, and currently in time for)

CHAIR: Seeing as there are no objections, we will now move into time against this amendment.

(if no objection, and currently in time against or open debate)

CHAIR: Seeing as there are no objections, we will now move into vote procedures on this resolution/ amendment

***Motion not in order**

CHAIR: That motion will not be entertained, because (State reasoning)

Other Scenarios

***Points of information (Question not in question form)**

CHAIR: Would the delegate please repeat or rephrase his/her point of information in question form?

(Multiple Questions)

CHAIR: Would the delegate please ask only one Point or Information?

(Repeating or Phrasing Question)

CHAIR: Would the delegate please repeat/rephrase his/her point of information?

(Follow Up) CHAIR: Granted or Denied, (State Reasoning)

(Dialogue between delegates)

CHAIR: there will be no direct dialogue between delegates

***Reminders for the House (Personal Pronouns)**

CHAIR: The Chair would like to remind the House, that delegates are required to speak in third person. Usage of personal pronouns such as “You” and “I” are not permitted. Thank You

(Hands Raising)

CHAIR: The Chair would like to remind all delegates to not raise their hands until the Chair has ask for them to do so. Thank You

(Parliamentary Language)

CHAIR: The Chair would like to remind all delegates to use parliamentary language. Thank You

(Other reminders)

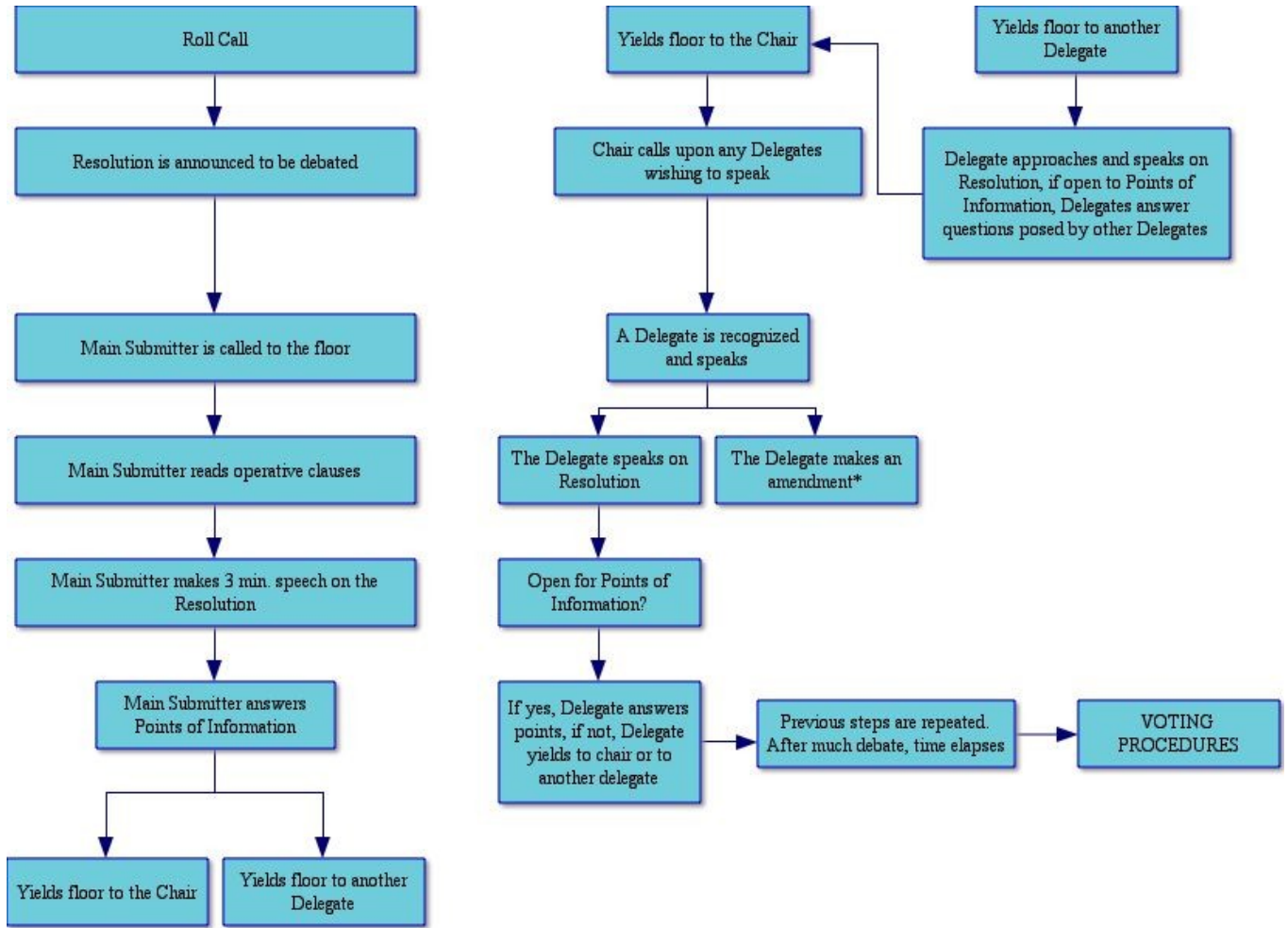
CHAIR: The Chair would like to remind all delegates (state reminder)

***Yielding Chairing Rights**

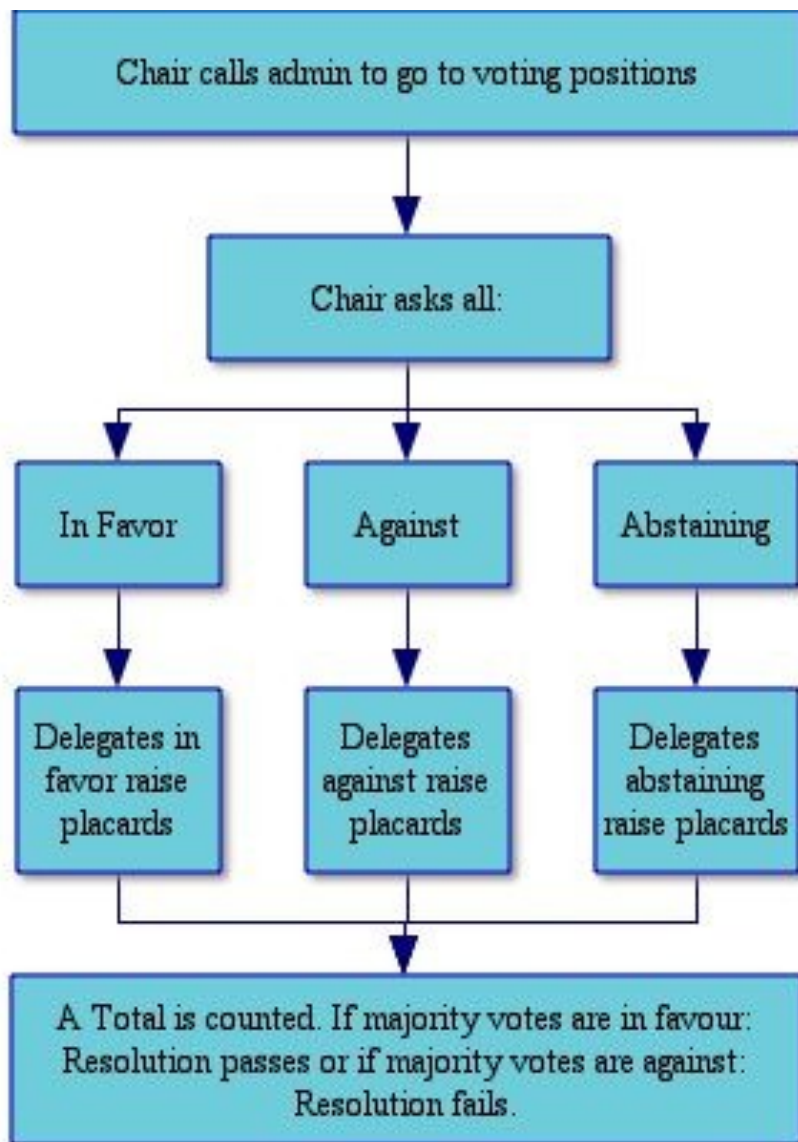
CHAIR: The Chair would not yield him/her chairing rights to (state the title and name of the Chair yielded to)

Relevant Flowcharts

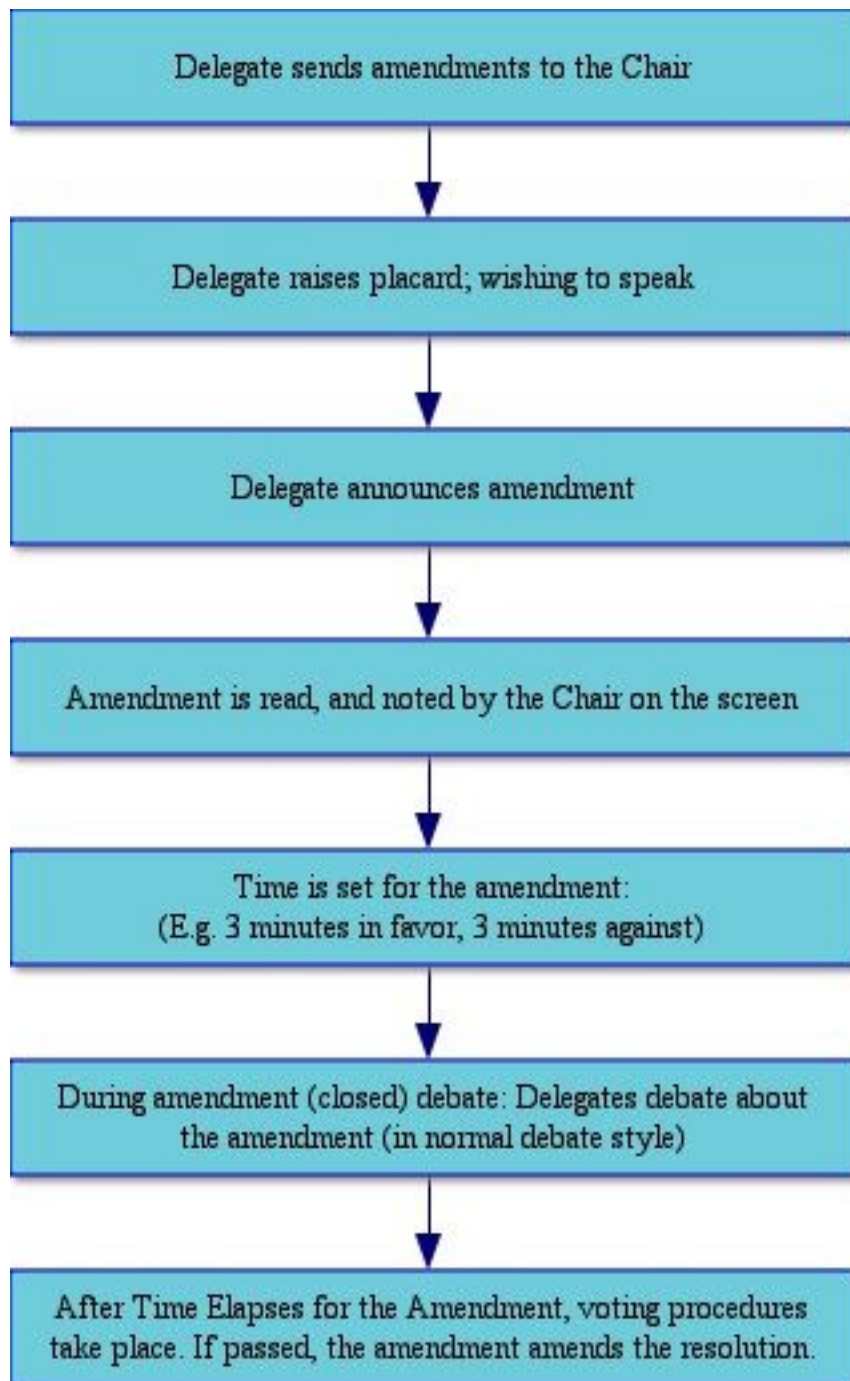
General Debate Procedure Overview



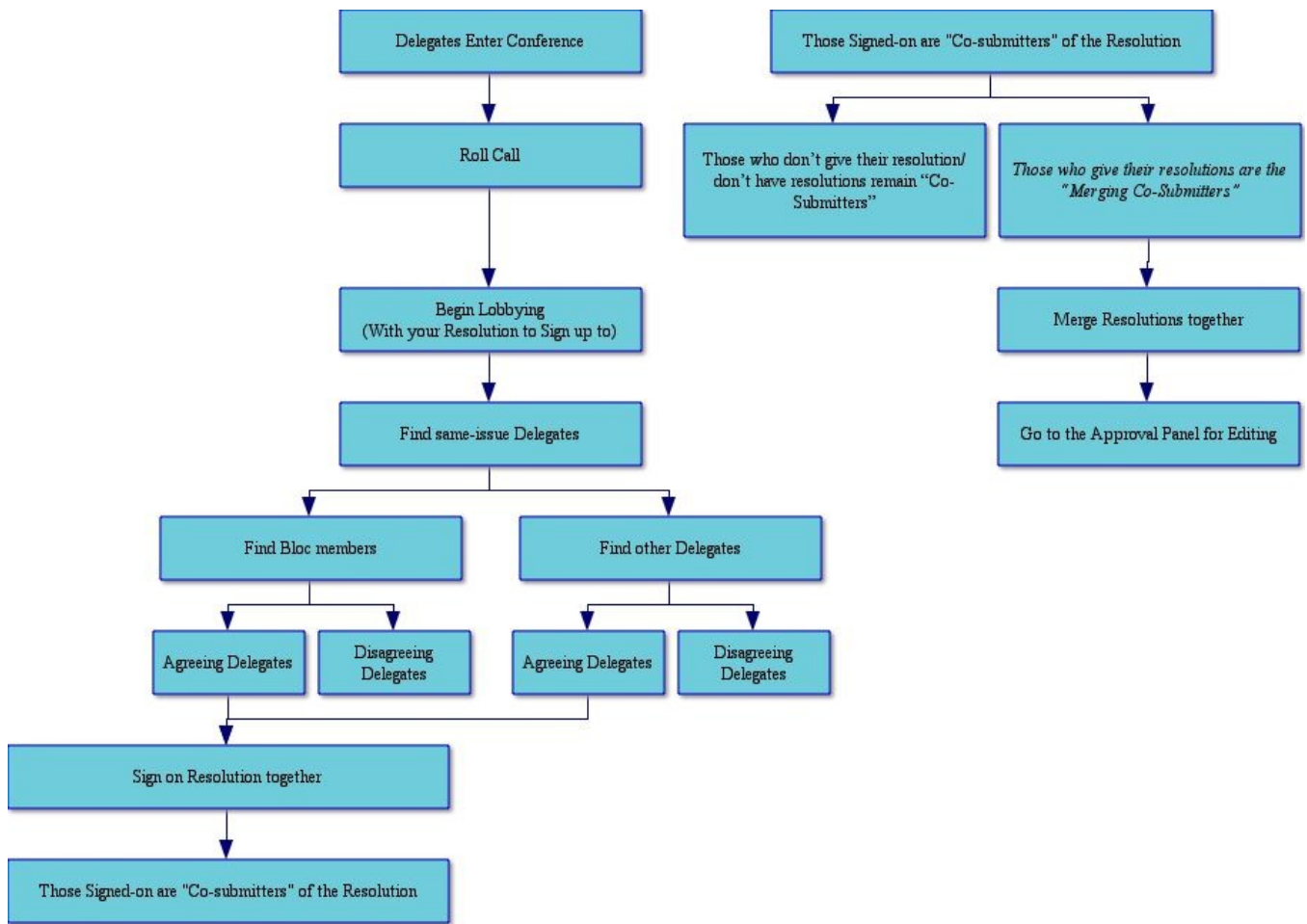
Voting Procedures



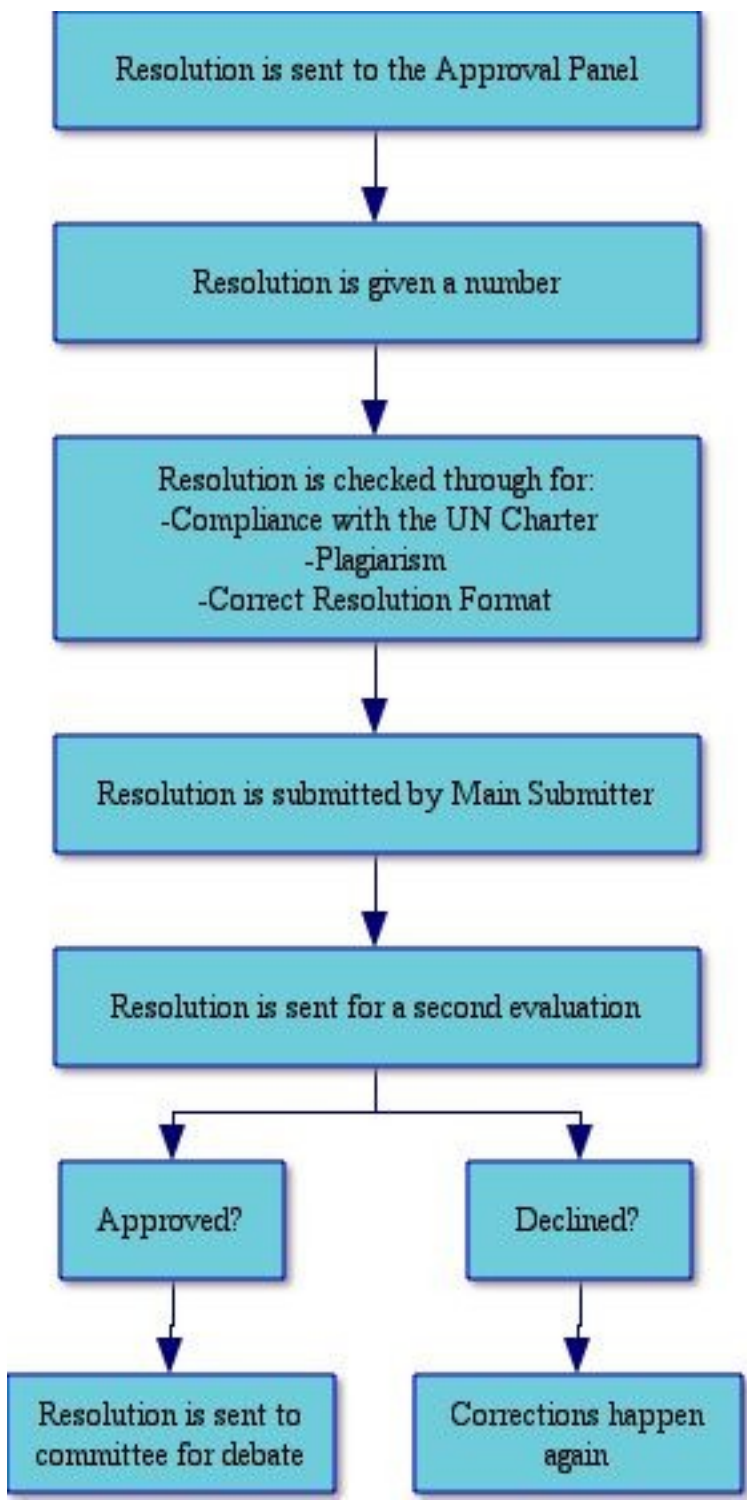
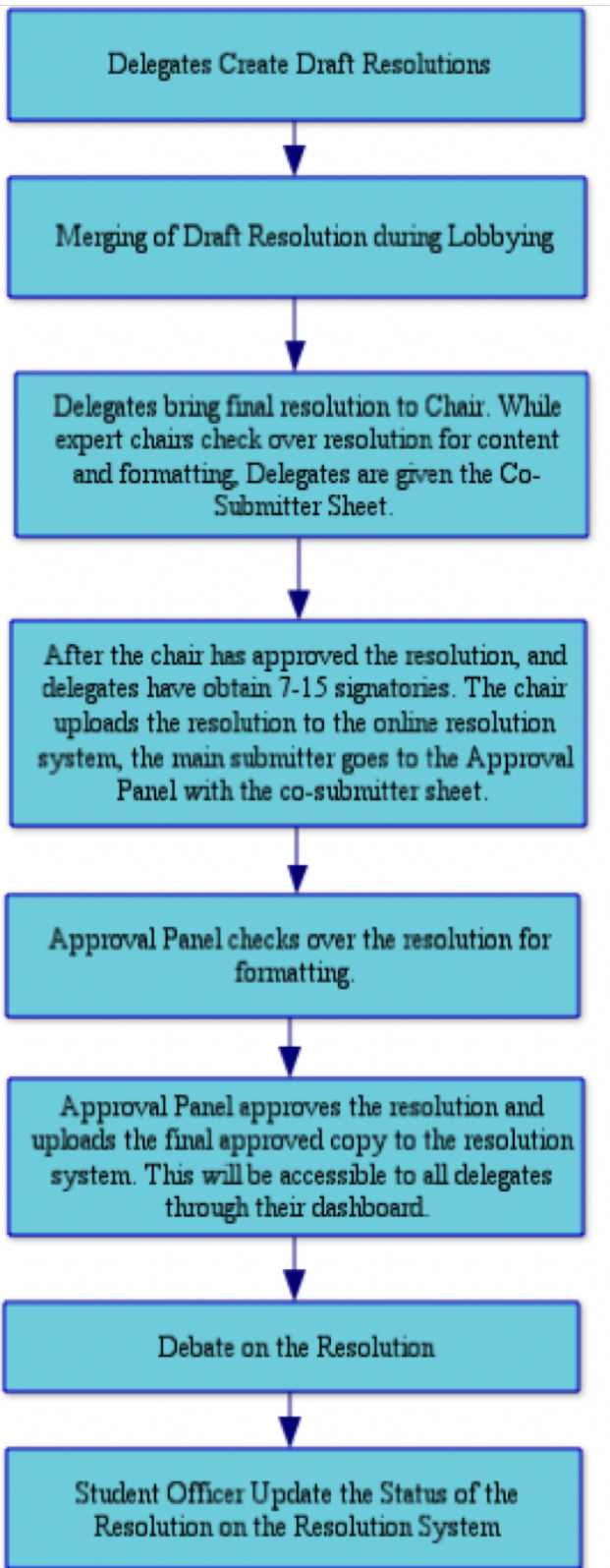
Amendment Process



Lobbying & Merging Process

































Resolution & Approval Panel Process



International Three-Letter Abbreviations

Country	Flag	Abbreviation
Afghanistan		AFG
Albania		ALB
Algeria		DZA
Andorra		AND
Angola		AGO
Antigua and Barbuda		ATG
Argentina		ARG
Armenia		ARM
Australia		AUS
Austria		AUT
Azerbaijan		AZE
Bahamas (the)		BHS
Bahrain		BHR
Bangladesh		BGD
Barbados		BRB
Belarus		BLR
Belgium		BEL
Belize		BLZ
Benin		BEM
Bhutan		BTN
Bolivia (Plurinational State of)		BOL
Bosnia and Herzegovina		BIH
Botswana		BWA
Brazil		BRA
Brunei Darussalam		BRN
Bulgaria		BGR
Burkina Faso		BFA
Burundi		BDI

BEIMUN

Country	Flag	Abbreviation
Cabo Verde		CPV
Cambodia		KHM
Cameroon		CMR
Canada		CAN
Central African Republic (the)		CAF
Chad		TCD
Chile		CHL
China		CHN
Colombia		COL
Comoros (the)		COM
Congo (the)		COG
Cook Islands (the) **		COK
Costa Rica		CRI
Côte d'Ivoire		CIV
Croatia		HRV
Cuba		CUB
Cyprus		CYP
Czechia		CZE
Democratic People's Republic of Korea (the)		PRK
Democratic Republic of the Congo (the)		COD
Denmark		DNK
Djibouti		DJI
Dominica		DMA
Dominican Republic (the)		DOM
Ecuador		ECU
Egypt		EGY
El Salvador		SLV
Equatorial Guinea		GNQ
Eritrea		ERI
Estonia		EST

BEIMUN

Country	Flag	Abbreviation
Mozambique		MOZ
Myanmar		MMR
Namibia		NAM
Nauru		NRU
Nepal		NPL
Netherlands (the)		NLD
New Zealand		NZL
Nicaragua		NIC
Niger (the)		NER
Nigeria		NGA
Niue **		NIU
North Macedonia		MKD
Norway		NOR
Oman		OMN
Pakistan		PAK
Palau		PLW
Panama		PAN
Papua New Guinea		PNG
Paraguay		PRY
Peru		PER
Philippines (the)		PHL
Poland		POL
Portugal		PRT
Qatar		QAT
Republic of Korea (the)		KOR
Republic of Moldova (the)		MDA
Romania		ROU
Russian Federation (the)		RUS
Rwanda		RWA
Saint Kitts and Nevis		KNA

BEIMUN

Country	Flag	Abbreviation
Saint Lucia		LCA
Saint Vincent and the Grenadines		VCT
Samoa		WSM
San Marino		SMR
Sao Tome and Principe		STP
Saudi Arabia		SAU
Senegal		SEN
Serbia		SRB
Seychelles		SYC
Sierra Leone		SLE
Singapore		SGP
Slovakia		SVK
Slovenia		SVN
Solomon Islands		SLB
Somalia		SOM
South Africa		ZAF
South Sudan		SSD
Spain		ESP
Sri Lanka		LKA
State of Palestine (the) *		PSE
Sudan (the)		SDN
Suriname		SUR
Sweden		SWE
Switzerland		CHE
Syrian Arab Republic (the)		SYR
Tajikistan		TJK
Thailand		THA
Timor-Leste		TLS
Togo		TGO
Tonga		TON

BEIMUN

Country	Flag	Abbreviation
Trinidad and Tobago		TTO
Tunisia		TUN
Turkey		TUR
Turkmenistan		TKM
Tuvalu		TUV
Uganda		UGA
Ukraine		UKR
United Arab Emirates (the)		ARE
United Kingdom of Great Britain and N.I.(the)		GBR
United Republic of Tanzania (the)		TZA
United States of America (the)		USA
Uruguay		URY
Uzbekistan		UZB
Vanuatu		VUT
Venezuela (Bolivarian Republic of)		VEN
Viet Nam		VNM
Yemen		YEM
Zambia		ZMB
Zimbabwe		ZWE

* Observer States

** Member of Specialized Agencies

BEIMUN Revised Rules of Procedure

Rule 1 - These rules of procedure apply to the proceedings of the all forums of the Beijing International Model United Nations as determined by the BEIMUN Directorate. For purposes of these rules, the words “General Assembly” are to be understood as referring to the BEIMUN General Assembly, its Committees, the forum in question or all forums collectively, as applicable. The word ‘committees’ may include other forums. The word “President” is to be understood to refer to the President of the General Assembly or the presiding officer in a given forum. The word “Chair” may also be used to refer to the presiding officer in a given forum, actual title notwithstanding.

Rule 2 - All matters are conducted in accordance with these rules of procedure and rules of Parliamentary Order, with the former taking precedence over the latter.

Rule 3 - The General Assembly shall meet every year in session commencing on a date to be determined by the BEIMUN Directorate. The BEIMUN Directorate shall fix a closing date for the session.

Rule 4 - The General Assembly shall meet in Beijing at a site to be determined by the BEIMUN Directorate.

Rule 5 - The provisional agenda for a session shall be drawn up by the Secretary- General and communicated to the Members of the United Nations at least ninety days before the opening of the session.

Rule 6 - The provisional agenda of a regular session shall include:

- a) The report of the Secretary-General;
- b) Reports from the Security Council, the Economic and Social Council, the International Court of Justice, the subsidiary organs of the General Assembly and the specialized agencies;
- c) All items proposed by the other principal organs of the United Nations;
- d) All items which the Secretary-General deems it necessary to put before the General Assembly.

Rule 7 - Any Members of the United Nations or the Secretary-General may, at least sixty days before the date fixed for the opening of a session, request the inclusion of supplementary items in the agenda. Upon approval, such items shall be communicated to Members at least thirty days before the opening of the session.

Rule 8 - Any item proposed for inclusion in the agenda shall be accompanied by an explanatory memorandum and, if possible, by basic documents or by a draft resolution.

Rule 9 - All items on the agenda, except those deemed necessary by the Secretary-General, may be deleted or referred for consideration at the next session by the General Assembly by a majority of the members present and voting.

Rule 10 - All items on the agenda shall be given priority by the Secretary-General.

Rule 11 - Debate on a proposal to amend an item on the agenda shall be limited to one speaker in favor of, and one against, the amendment. The President may limit the time to be allowed to speakers under this rule.

Rule 12 - The delegation of a Member shall consist of not more than one representative per forum, except in the Security Council, where each Member shall have two representatives.

Rule 13 - The credentials of representatives and the names of members of a delegation shall be submitted to the BEIMUN Director before a date to be determined by the BEIMUN Directorate. The credentials shall be issued by the participating school through the Director of that school's delegation.

Rule 14 - Before the opening of each session of the General Assembly, the BEIMUN Directorate shall appoint a President, who shall hold office until the close of the session for which he/she is appointed.

Rule 15 - If the President finds it necessary to be absent during a meeting or any part thereof, he/she shall designate a subordinate to take his/her place who shall have the same powers and duties as the President.

Rule 16 - If the President is unable to perform his/her functions, a new President shall be appointed by the BEIMUN Directorate for the unexpired term.

Rule 17 - In addition to exercising the powers conferred upon her/him elsewhere by these rules, the President shall, subject to the most recent program of events, declare the opening and closing of each plenary meeting of the session, the adjournment of the meeting, direct the discussions in plenary meeting, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He/she shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The President may, in the course of the discussion of an item, decide the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak or the closure of the debate. He/she may also propose the suspension of the meeting or the adjournment of the debate on the item under discussion.

Rule 18 - The President, in the exercise of his/her functions, remains under the authority of the Secretary-General, who shall be assisted by the Deputy Secretary-General and Under Secretary-General, and the BEIMUN Directorate.

Rule 19 - If there need be creation of such council, under advisement of the Secretariat, The General Committee shall comprise the President of the General Assembly, who shall preside and make the agenda for meetings of the committee, the Chairs of the committees and the Chairs of other forums which are to meet during the session.

Rule 20 - The President of the General Assembly must be present at all meetings of the General Committee. The Chairs of the committees must be present at all meetings of the General

Committee, unless they are exempted by the President of the General Assembly.

Rule 21 - The General Committee shall assist the President and the General Assembly in drawing up the agenda for each plenary meeting, in determining the priority of its items and in coordinating the proceedings of all committees of the Assembly. It shall assist the President in the general conduct of the work of the General Assembly which falls within the competence of the President.

Rule 22 - The General Committee shall meet periodically throughout each session to review the progress of the General Assembly and its committees and to make recommendations for furthering such progress. It shall also meet at such other times as the President deems necessary

Rule 23 - The General Committee may revise the resolutions adopted by the General Assembly, changing their form but not their substance.

Rule 24 - The Under Secretary-General shall at his/her own discretion provide and direct the staff required by the General Assembly.

Rule 25 - The Administrative Staff shall receive, print, and distribute documents, reports and resolutions of the General Assembly, its committees and its organs; prepare, print and circulate the records of the session; have the custody and proper preservation of the documents in the archives of the General Assembly; distribute all documents of the Assembly to the Members of the United Nations.

Rule 26 - The Executive Committee shall establish regulations concerning Administrative Staff.

Rule 27 - The Executive Committee shall comprise the Secretary-General, who shall preside and make the agenda for meetings of the committee, and the Deputy Secretary-General, Under Secretary-General, and President of the General Assembly.

Rule 28 - The Secretary-General, in exercise of his/her functions, remains under the authority of the BEIMUN Directorate.

Rule 29 - All decisions of the Secretary-General shall be taken in consultation and with the BEIMUN Directorate and in consensus with the Secretariat as a whole.

Rule 30 - The Secretary-General shall act in that capacity in all meetings of the General Assembly and its committees. He/she may designate a member of the Office of the Secretary-General to act in his/her place at these meetings.

Rule 31- The Secretary-General shall make an annual report to the General Assembly on the work of the Organization. He/she shall communicate the annual report to the Members of the United Nations at least thirty days before the opening of the session.

Rule 32 - The Secretary-General, with the consent of the Security Council, shall notify the General Assembly at each session of any matters relative to the maintenance of international peace and security which are being dealt with by the Security Council, and shall similarly notify the General Assembly immediately when the Security Council ceases to deal with such matters.

Rule 33 - The BEIMUN Directorate shall establish regulations concerning the Executive

Committee.

Rule 34 - The Executive Committee shall act as the Commission on Rules of Procedure. The Commission shall be chaired by the Secretary-General in consultation with the BEIMUN Director.

Rule 35 - English shall be both the official and the working language of the General Assembly and its committees. All resolutions, records, and other documents shall be published in the language of the General Assembly.

Rule 36 - Summary records of the meetings of the General Assembly and its committees shall be drawn up by the Executive Committee, or its designates, and published after approval by the presiding officer.

Rule 37 - Resolutions adopted by the General Assembly and its committees shall be compiled by the Under Secretary-General and communicated by the Secretary-General to the Members after the close of the session.

Rule 38 - The meetings of the General Assembly and its committees shall be held in public unless the organ concerned decides, with approval of the President, that exceptional circumstances require that the meeting be held in private.

Rule 39 - All decisions of the General Assembly and its committees taken at a private meeting shall be announced at an early public meeting of the Assembly or committee.

Rule 40 - Immediately after the opening of the first plenary meeting and immediately preceding the closing of the final plenary meeting of each session of the General Assembly, the President may, at his/her discretion, invite the representatives to observe one minute of silence dedicated to prayer or meditation.

Rule 41 - The General Assembly shall not make a final decision upon any item on the agenda until it has consulted an appropriate committee on that item.

Rule 42 - Discussion of a report of a committee in a plenary meeting of the General Assembly shall take place if at least one third of the members present and voting at the plenary meeting consider such a discussion to be necessary. Any proposal to this effect shall not be debated but shall be immediately put to the vote.

Rule 43 - The President may declare a meeting open and permit the debate to proceed when a *quorum* of at least one-third of the members of the General Assembly are present. The presence of a majority of the members shall be required for any decision to be taken.

Rule 44 - No representative may address the General Assembly without having previously obtained the permission of the President. The President shall call upon speakers in an order determined by the President. The President may call a speaker to order if his/his remarks are not relevant to the subject under discussion.

Rule 45 - A Rapporteur may be accorded precedence for the purpose of explaining the conclusions arrived at by that committee.

Rule 46 - The Secretary-General, or a designated member of the Executive Committee, may at any time make either oral or written statements to the General Assembly concerning any question under consideration.

Rule 47 - During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with these rules. A representative rising to a point of order may not speak on the substance of the matter under discussion. Debate will continue immediately following the President's ruling. The President's ruling will stand unless the Commission on Rules of Procedure, upon written appeal by a representative, deems otherwise. A decision of the President shall be reversed by the Commission on Rules of Procedure only if said decision has a demonstrable and egregious effect on the resolution of the question at hand or the integrity of the General Assembly.

Rule 48 - The President may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. When any representative exceeds his/her allotted time, the President shall call him/her to order without delay.

Rule 49 - During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favor of, and two against, the motion, after which the motion shall be immediately put to the vote. The President may limit the time to be allowed to speakers under this rule.

Rule 50 - A representative may at any time move the closure of the debate or the item under discussion. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the General Assembly is in favour of the closure, the President shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this rule.

Rule 51 - During the discussion of any matter, a representative may move the suspension of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The President may limit the time to be allowed to the speaker moving the suspension of the meeting.

Rule 52 - Proposals according to BEIMUN regulations shall be submitted in writing to the forum and shall be distributed to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the General Assembly unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of motions as to procedure, even though such motions have not been circulated.

Rule 53 - Amendments shall not be submitted during plenary meetings.

Rule 54 - Any motion calling for a decision on the competence of the General Assembly to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Rule 55 - The President may, upon objection to a motion by any Member, deny the motion without discussion or vote by Members.

Rule 56 - A motion may be withdrawn by its proposer at any time before voting on it has commenced. A motion thus withdrawn may be reintroduced by any member.

Rule 57 - When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the General Assembly, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

Rule 58 - Each member of the General Assembly shall have one vote.

Rule 59 - Decisions of the General Assembly on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include: recommendations with respect to the maintenance of international peace and security and the suspension of the rights and privileges of membership.

Rule 60 - Decisions of the General Assembly, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting.

Rule 61 - For the purposes of these rules, the phrase “members present and voting” means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Rule 62 - The General Assembly shall normally vote by show of placards, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the members. The name of each member shall be called in any roll-call, and one of its representatives shall reply “yes”, “no” or “abstention”.

Rule 63 - After the President has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The President may permit members to explain their votes, either before or after the voting. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer to explain his/her vote on his/her own proposal.

Rule 64 - A representative may move that parts of a proposal should be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the proposal which are approved shall then be put to the vote as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

Rule 65 - If two or more proposals relate to the same question, the General Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The General Assembly may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 66 - If a vote is equally divided, the proposal shall be regarded as rejected.

Rule 67 - The General Assembly may establish such committees as it deems necessary for the performance of its functions.

Rule 68 - Items relating to the same category of subjects shall be referred to the committee or

committees dealing with that category of subjects. Committees shall not introduce new items on their own initiative.

Rule 69 - The Main Committees of the General Assembly are the following:

- a) Disarmament and International Security Committee (First Committee)
- b) Economic and Financial Committee (Second Committee)
- c) Social, Humanitarian and Cultural Committee (Third Committee)
- d) Special Political and Decolonization Committee (Fourth Committee)
- e) Legal Committee (Sixth Committee).

Rule 70 - Each Member may be represented by one person on each committee; Members of the Security Council are to be represented by two persons in that forum only.

Rule 71 - Before the opening of each session, the Executive Committee shall appoint a President/Chair and up to three Deputies/Assistants, as deemed appropriate by the Executive Committee, for each committee, who shall hold office until the close of the session for which they are appointed.

Rule 72 - If the Chair finds it necessary to be absent during a meeting or any part thereof, the Assistant/Deputy Chair shall take his/her place. An Assistant/Deputy acting as Chair shall have the same authority and duties as the Chair. If any officer of the committee is unable to perform his/her functions, a new officer shall be appointed by the Secretary-General for the unexpired term.

Rule 73 - The Chair shall, subject to the most recent program of events, declare the opening and closing of each meeting of the committee, the adjournment of the meeting, direct its discussions, ensure observance of these rules, accord the right to speak, put questions, and announce decisions. He/she shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The Chair may, in the course of the discussion of an item, decide the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak, or the closure of the debate. He/she may propose the suspension of the meeting or the adjournment of the debate on the item under discussion.

Rule 74 - The Chair, in the exercise of his functions, remains under the authority of the Executive Committee and the BEIMUN Directorate.

Rule 75 - The Chair may declare a meeting open and permit the debate to proceed when a *quorum* of at least one-third of the members of the committee are present. The presence of a majority of the members shall be required for any decision to be taken.

Rule 76 - No representative may address the committee without having previously obtained the permission of the Chair. The Chair shall call upon speakers in an order determined by the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

Rule 77 - A Rapporteur of a committee or subcommittee may be accorded precedence for the purpose of explaining the conclusions arrived at by that committee or subcommittee.

Rule 78- The Secretary-General, or a designated member of the Executive Committee, may at any time make either oral or written statements to any committee or subcommittee concerning any question under consideration by it.

Rule 79 - During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the Chair in accordance with these rules. A representative may appeal against the ruling of the Chair to the Commission on Rules and Procedure, as defined in Chapter X. The debate will continue and the Chair's ruling shall stand unless overruled by the Commission. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Rule 80 - The Chair may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. When the debate is limited and a representative exceeds his/her allotted time, the Chair shall call him/her to order without delay.

Rule 81 - During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favor of, and two against, the motion, after which the motion shall be immediately put to the vote. The Chair may limit the time to be allowed to speakers under this rule.

Rule 82 - A representative may at any time move the closure of the debate on the item under discussion. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the committee is in favor of the closure, the Chair shall declare the closure of the debate. The Chair may limit the time to be allowed to speakers under this rule

Rule 83 - During the discussion of any matter, a representative may move the suspension of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The Chair may limit the time to be allowed to the speaker moving the suspension of the meeting.

Rule 84 - Proposals according to BEIMUN regulations shall be submitted in writing to the forum and shall be distributed to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the committee unless copies of it have been circulated to all delegations. The Chair may, however, permit the discussion and consideration of motions as to procedure, even though such motions have not been circulated.

Rule 85 - Amendments shall be submitted in writing during committee meetings.

Rule 86 - Any motion calling for a decision on the competence of the General Assembly or the committee to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Rule 87 - The Chair may, upon objection to a motion by any Member, deny the motion without discussion or vote by Members.

Rule 88 - A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion thus withdrawn may be reintroduced by any member.

Rule 89 - When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the committee, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

Rule 90 - Each member of the committee shall have one vote.

Rule 91 - During circumstances of double delegations, an agreement must be reached among the contentious delegates and represent the member state as a whole to put forth a vote.

Rule 92 - Decisions of committees shall be made by a majority of the members present and voting.

Rule 93 - The committee shall normally vote by show of placards, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the Chair. The name of each member shall be called in any roll-call, and its representative shall reply “yes”, “no”, or “abstention”.

Rule 94 - After the Chair has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The Chair may permit members to explain their votes, either before or after the voting. The Chair may limit the time to be allowed for such explanations. The Chair shall not permit the proposer of a proposal or of an amendment to explain his/her vote on his/her own proposal or amendment.

Rule 95 - A representative may move that parts of a proposal or of an amendment should be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are approved shall then be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Rule 96 - When an amendment is moved to a proposal, the amendment shall be voted on first. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from, or revises part of the proposal.

Rule 97 - If a vote is equally divided the proposal shall be regarded as rejected.

Rule 98 - No resolution shall include either financial amounts or names of specific financial resources.

Rule 99 - The General Assembly may establish such subsidiary organs as it deems necessary for the performance of its functions. The rules relating to the procedure of committees of the General

Assembly shall apply to the procedure of any subsidiary organ unless the Assembly or the subsidiary organ, with approval of the Assembly, decides otherwise.

The BEIMUN Rules of Procedure have been adapted from the THIMUN Revised Rules of Procedure of 2006 <<http://thimun.org>> for the sole purpose of the Beijing Model United Nations (BEIMUN) annual conference. Revised in 2017. First proposed and adopted by Ean Burchell in 2009

Appendix

Appendix 1: Secretariat Team – Areas of Responsibility

BEIMUN XXVIII 2021 Secretariat Team Members & Responsibilities		
Name	Positions	Commission Supervision and Responsibilities
Nan Jiang	Co-Secretary General	DIS, GA1
Kelly Noh	Co-Secretary General	GA3, ECOSOC
George Xu	Director General	HSC, Crisis
Josh Ding	Director General	WHA, ICJ
Geon Park	Deputy Secretary General	ENV, HRC
Luke Brock	Deputy Secretary General	GA2, SC

Appendix 2: Head Admin Officers

Name	Title
Sophie Lam	Head Admin Officer
Valeriana Lau	Head Admin Officer