



2022 北京国际模拟联合国大会
Beijing International Model United Nations 2022

Beijing Rules of Procedure

Application-Oriented

Version: A0v2.0-English

Contents

I. GENERAL RULES.....	3
II. SPEECHES.....	8
III. MOTIONS AND POINTS.....	10
IV. VOTING	13
V. RULES GOVERNING PRESENTATION.....	16
VI. RULES GOVERNING PROJECT TEAM MEETING.....	18
VII. RULES GOVERNING FINAL DECISION.....	20
Appendix I: Sample Application Form.....	22
Appendix II: Sample Project.....	23
Statement on the Adoption of Beijing Rules of Procedure by Organisers of Model United Nations Activities.....	24

I. General Rules

1. Beijing Rules of Procedure (Application-Oriented) is drafted by the Editorial Board of Beijing Rules of Procedure, approved and released by China Foreign Affairs University Model United Nations Association (CFAUMUNA), binding all Directors, Delegates, Observers and other conference participants that are related and regulated by this Rules of Procedure (RoP). Beijing International Model United Nations (BIMUN) and other authorised conferences shall adopt Beijing Rules of Procedure. The Secretariat of CFAUMUNA reserves the final right to account for or revise this RoP.
2. The Secretariat is the organizer of the Model United Nations (MUN) Conference, who shall appoint the Directors of Committees and provide other support to the Directors and Delegates to ensure a successful conference.
3. The Directors shall exercise the rights of implementing RoP and adjudicating relevant issues, as well as supervising the process of the conference, chairing, initiating voting procedure and adjudicating procedural issues. Appointed by the Secretariat, the Directors are the conference's neutral moderators by default. In addition to exercising the rights conferred by the provisions of RoP, the Directors shall ensure compliance with RoP, allow speeches, put matters to vote and announce decisions. Except for making an appeal, any conference participant should not oppose the Directors' decisions in any form in the conference, as the Directors are responsible for implementing and arbitrating RoP. Should delegates, observers and other con

ference participants have any discontent irrelevant to the RoP, they shall lodge complaints to the Secretariat directly.

4. Generally, the formal participant of the conference is addressed as "Delegate," which may take the form of "Delegate of Member State," "Delegate of Observer State" or "Delegate of International Organisation," while the authorised spectator is addressed as "Observer." In this RoP, "Delegate" refers to the official delegate who has the full rights to speak, motion, vote and join Draft Resolutions as a main submitter or co-submitter. "Delegate of Observer State" shall only have the rights to speak, vote on procedural matters, second motions and join Draft Resolutions as a co-submitter. "Delegate of International Organisation" shall only have the rights to speak, and is not permitted to motion, vote or join Draft Resolutions in any form. Delegates without the full rights of conference participation should have their rights clarified by the Directors and approved by the Secretariat before the start of the conference based on international law, international precedents and conference circumstances.
5. Before the first session starts, all Delegates, Observers and other participants are required to check in at the Secretariat, confirm their committees as well as their identities, and claim their name tags. The name tag serves as the only permit for a full entry during sessions.
6. The Directors, together with the Secretariat, should jointly confirm the number of delegates who have completed all the registration procedures. **A two-thirds majority** of delegates present are enough

to make a quorum. Delegates who have signed up and did not report the absence before the first session starts are also on the roll call list. Before officially commencing a session, the Chair should conduct a roll call to confirm the attendance. The conference can proceed without the quorum being made, but cannot vote on substantive motions. Voting on substantive motions can proceed as long as the quorum is present, without the total number of votes making a quorum.

7. The Secretariat and Directors are entitled to require delegates to hand in conference paper(s) by a designated time, and to limit the rights of those who fail to comply with it by partially or fully restricting their rights to speak or raise a motion, suspending distribution of their placards and name cards.
8. All the participants are required to use the official language of their committees or to provide a qualified text translation when they feel obliged to conduct a speech in a non-official language.
9. Meetings can be categorized into closed-door sessions and open sessions. Closed-door sessions refer to those that are not open to delegates from other committees. In general, delegates from other committees may not attend this session unless they are invited. After the closed-door meeting begins, uninvited personnel must leave the venue immediately and delegates of this committee can leave for personal reasons. Closed-door sessions are not required to publish conference briefing, and no individual shall publicize the specific speech contents in the meeting.

10. All conference participants should follow the rules of etiquette of the MUN Conference, including but not limited to:
- a) No alcohol or drugs before or during sessions;
 - b) No damaging, or posing threats to public facilities or properties of others;
 - c) No personal attacks, insults, or any other forms of improper behaviour;
 - d) Be in a formal suit during sessions;
 - e) Do not directly call the Chair or other delegates by their names;
 - f) Do not address a speech to certain delegates on the floor, if not approved by the Chair.
 - g) Do not speak if not in order.
11. Delegates may be warned, publicly criticised or dismissed permanently as is decided by the Directors and approved by the Secretariat, or face other punishments according to laws and regulations.
12. The Directors have the right to regulate the use of electronic equipment in the venue, including laptops, tablets and mobile phones. The use of electronic equipment during consultations or recess is generally permitted.
13. Delegates shall attend each session on time. Delegates who fail to respond during the roll-call phase shall report to the Directors for attendance by appropriate means during the session.

14. Delegates shall inform the Directors by appropriate means when they are absent or leave the venue for any reason, and the Directors shall adjust the state of attendance of the delegates in time.
15. In case of any discrepancy, the Chinese version of this RoP (Application) shall prevail.

II. SPEECHES

16. Speeches

All delegates shall address the Committee with the permission from the Directors before a speech. The Chair shall recognize speakers in an order determined by the Chair himself or herself. The Directors may call a speaker to order if his remarks are not relevant to the subject on the table.

17. Time Limit on Speeches

The Directors may limit the speaking time of each speaker and the number of times each delegate may speak on any question. When the time is exhausted and a delegate is to exceed his or her allotted time, the Directors shall allow the delegate to finish the speech with one more complete sentence. Delegates shall not abuse this privilege, and the Directors reserve the right to interrupt delegates when necessary. A delegate may raise a motion to change the limit on speeches which requires a simple majority to pass.

18. Right of Reply

A delegate whose national honour or integrity has been insulted by another delegate may request a right of reply. A right of reply could result in an immediate suspension of the ongoing speech. The Directors' decision on whether to grant the right of reply is not open to appeal. If the right of reply is deemed out of order, the original speech continues; if the right of reply is in order, the Chair shall invite requester to reply at a

proper time and determine an appropriate time limit for the reply. A right of reply to a right of reply is out of order.

III. MOTIONS AND POINTS

19. Motion

A motion shall be raised to facilitate the conference procedure. Generally, a motion should be passed by a vote; however, the Directors may directly pass or reject the motion on the floor based on their judgment. Delegates shall be granted the right of appeal against the adjudication.

20. Proposal and Withdrawal of Motions

Delegates may raise their placards to motion at any time approved by the Chair and the Chair should respond in a timely manner. While motioning, delegates need to state the type and the content of the motion. A vote will be initiated immediately after a motion is raised. A motion usually requires a simple majority to pass. A motion may be withdrawn by its proposer before the voting. The withdrawn motion may be reintroduced by another delegate.

21. Free Lobby

During the formal debate, delegates may propose a motion to initiate a free lobby. The commencement of a free lobby marks the suspension of the formal debate and further consultation on specific issues on or off the record.

22. Points of Order

During the discussion of any matter, a delegate may raise a point of order to point out the behaviours, conducts, procedures in breach of

the RoP and provide advice for correction. The Chair should respond to the point of order in accordance with the RoP. If there is no stipulation about the settlement of the point of order in the RoP, the Chair shall put it into vote, which shall be passed by a simple majority. Delegates may appeal against the ruling of the Chair on a point of order.

23. Points of Personal Privilege

A delegate may raise a point of personal privilege at any time when he or she experiences personal inconvenience that impairs his or her ability to participate in the conference. The Directors shall respond to the point or submit it to the Secretariat for further discussion and decision. A point of personal privilege may interrupt a speaker in times of emergency. Delegates should only do so with the utmost discretion.

24. Points of Parliamentary Inquiry

A delegate may raise a point of parliamentary inquiry to the Chair for a clarification of the procedural matters regarding the RoP. A point of parliamentary inquiry may never interrupt a speech. Delegates with substantive inquiries must not raise points of parliamentary inquiry. The Chair shall not express personal opinions on substantive motions.

25. Appeals

A delegate may appeal against the ruling of the Chair and introduce the reasons for an appeal. The committee will directly vote on this motion and a two-thirds majority is required for a successful appeal to reverse the ruling of the Chair. An appeal should not aim at attacking the Di

rectors or revising this RoP. The Secretariat and the Editorial Board of Beijing Rules Procedure reserve the right to express opinions on the appeal.

26. Points of Information

Delegates may raise Points of Information when the floor is declared open by the Directors to points during the Final Consultation. A point of information is a legitimate question on a substantive matter. The delegate who raises a point of information may decide whether to ask a follow-up question, the time limit of which shall be the same as that of a point of information. Only one follow-up question may be asked under the approval of the Chair. The time limit of a point of information is decided by the Chair, who also reserves the right to rule out irrelevant points of information to a substantive matter or to stop taking points of information.

IV. VOTING

27. Voting Rights

Each delegation shall have multiple votes for Preliminary Voting and Final Voting and one vote on other motions that they are eligible to vote. Representatives of International Organisations and observers of the Committee can only vote on procedural matters. On procedural motions, Delegates must vote “yes” or “no”, no abstentions are permitted unless otherwise specified.

28. Interruptions

In the process of voting, only a point of order or a point of personal privilege may interrupt the procedure and must be made during the actual voting.

29. Simple Majority

A simple majority requires a greater number of “yes” votes than “no” votes. A tie will fail. Decisions of the committee on procedural motions and amendments require a simple majority to pass unless otherwise specified.

30. Two-Thirds Majority

A two-thirds majority requires “yes” votes to be at least twice as many as “no” votes. Decisions on substantive matters or “important matters”, as prescribed in other articles or decided by the Chair in the conference,

shall be made by a two-thirds majority of the member participants present and voting.

31. Methods of Voting

During procedural voting, the Directors shall normally judge the passage of vote by counting placards. Delegates who wish to vote “yes” or “no” should raise their placard in turn as stated by the Chair. The Chair would compare the number of votes for “yes” and “no”. The Chair may just ask the delegate who vote “yes” to raise their placard, the rest are automatically counted as “no”.

32. Preliminary Voting

During Preliminary Voting, ballot voting will be adopted. In the voting procedure, all Directors except the Chair would automatically form the teller's committee to take charge of the distribution of ballots and vote counting. The Chair shall instruct delegates to put their ballots in a ballot box and entertain a motion to close the poll when no one rises to hand in the ballot. The tellers' committee then counts the ballots and puts the result on a teller's sheet. The report is then handed to the Chair, who shall announce the result of the vote. When a ballot is unreadable or inconsistent with the voting requirements, the ballot will be considered as an illegal ballot. An illegal ballot is not counted. It is listed on the teller's report as an illegal ballot. Directors reserve the final right to judge the passage of vote.

33. Final Voting

During Final Voting, roll-call voting will be adopted by the Chair to ask

each delegation for his or her attitude. Delegates must vote as “yes,” “no,” “abstain,” or “pass”. Delegates who refuse to answer are considered to vote “abstain”.. The roll-call shall be taken in the English alphabetical order of the names of delegations, beginning with the delegation whose name is drawn by lot by the Chair.

34.Quorum Confirmation

Any delegates may require, after the Chair has announced the type of voting, to do the roll-call again to confirm whether the order is in line with the quorum; otherwise, the attendance shall be calculated according to the roll-call result at the beginning of the session.

35.Methods of Counting

The Chair shall take appropriate methods to count the vote, during which delegates shall be granted the right of inquiry for the result. When there is a tie, the Directors enjoy the right to decide the means to break the tie.

36.Result of Vote Counting

The result of vote counting shall be recorded in the meeting minutes as soon as the Chair officially declares the passage of a motion or application, after which the voting result cannot be altered even if the counting proves to be wrong. In such a case, the vote counting shall only be recorded in the meeting minutes and shall not justify the change of the results.

V. RULES GOVERNING PRESENTATION

37. Presentation of Applications Procedure

The presentation of applications will commence upon the declaration from the Chair, which includes Presentation, Free Discussion and Preliminary Voting.

38. Presentation

A presentation is officially presented by a delegation to introduce his or her Application Form (See Appendix I for more details). In the process of presentations, necessary supplementary materials and diverse applying forms are in order for delegates to demonstrate their applications. Any presentation documents, audio or visual materials to be shown on the spot shall be handed to the Directors before the session of presentation begins.

39. List of Speakers

Delegation who submits his or her Application Form before the conference is automatically considered the project applicant and added to the List of Speakers. Directors will release the List of Speakers to the committee before the conference officially begins, in which any applicant can only appear once. The Chair reserves the right to change the order of the List of Speakers whenever he or she deems it necessary unless such decisions would harm the fairness of the conference.

40. Methods of Presentation

The presentation of applications will commence in accordance with the order provided by the List of Speakers. The default time for presentations is three minutes. If a speaker has some time left after his or her presentation is over, the remaining time would be automatically yielded to the Chair. The List of Speakers is automatically closed when all applicants have made their presentation of applications.

41. Free Discussion

After the presentations, delegates who intend to discuss relevant issues concerning the presentations shall motion to officially initiate the free discussion before the Preliminary Voting.

42. Preliminary Voting

When all motions are responded, the Preliminary Voting will commence upon the closure of the List of Speakers and shall take the form of ballot voting. Each delegation will be eligible to vote for at most a third of applications after rounding up to an integer. If a ballot in which the aggregate votes exceed a third of applications after rounding up to an integer, it will be considered as an illegal ballot. After the vote counting, the Directors will announce a third of applications after rounding up to an integer whose projects are most voted-for. They are eligible to become leaders of the project team.

VI. RULES GOVERNING PROJECT TEAM MEETING- ING

43. Project Team Meeting

After the announcement of preliminary voting result, delegations can form into project teams. Before the project team meeting officially commences, a placard-voting will be conducted by the Chair to inquire the number of seconds won by each project team. Each project requires at least five seconds forming the project team.

44. Leaders

Each project team should have two leaders at most. Leaders are only responsible for leading the discussion on the Project, giving introductions, and taking Points of Information (POIs). The leader of one project cannot second any other projects. Apart from the team leader(s) who automatically become sponsor(s), there shall be no more than three co-sponsors for the Project. Delegations that contributed the most to the Project can become co-sponsors and are eligible to take the floor as a representative of the project team in the Final Consultation. Each delegation can co-sponsor one Project only.

45. Project

Project is a collaborative work submitted by a project team before the end of the project team meeting. Each project team should modify and optimize their Projects for application so as to win more support during

the Final Consultation. The Project should be developed based on the application materials presented in the previous section (See Appendix II for more details). Within each project team, delegates shall discuss, extend and finalize their draft. Team members may further analyze and develop the objectives and strategies of their proposal, address the potential problems and limitations, widen its application range and extend the benefits to more countries.

46. Team Allocation

After project teams are formed, each team will be assigned an area in the conference room to discuss and optimize their Project. Leader(s) of a team must stay in the allocated area and work on the team's project, while other delegates are free to move around and take part in other teams' discussions.

47. Draft Project

At the end of the project team meeting, each project team shall submit one Draft Project to the Directors. The submission of the first Project is due within 1 hour after the commencement of the project team meeting. The project team meeting shall end within 20 minutes allotted automatically after the submission and recognition of the first Project, by then no more Draft Project will be accepted by the Chair.

48. Announcement of Draft Projects

After collecting and reviewing the Draft Projects, the Chair will announce all the Draft Projects and supplementary materials accepted for the reference of all delegates during the Final Consultation.

VII. RULES GOVERNING FINAL DECISION

49. Final Decision

After the Project Team Meeting ends, Final Decision will commence upon the Chair's announcement. Final Decision is composed of Final Consultation and Final Voting.

50. Final Consultation

The Final Consultation includes an introductory speech and a justification speech.

51. Introductory Speech

For the introductory speech, each project team shall select one delegate from its leaders or co-sponsors to take the floor in the positive alphabetical order. Each project team shall select no more than two delegates from its leaders or co-sponsors to respond to challenges. POIs can be raised by both delegations present and the Directors. The delegates in charge may determine the order of POIs.

52. Justification Speech

For the justification speech, each project team shall select one delegate from its leaders or co-sponsors to take the floor in the negative alphabetical order. This speech shall display and justify the advantages, importance and urgency of this team's Project by making comparisons with other projects.

53. Time Limits for the Final Consultation Procedure

The Final Consultation will commence upon the Chair's announcement. The default time is 8 minutes in total for introductory speeches (in which the time for challenges shall not exceed 5 minutes), and 2 minutes for justification speeches. POIs are not included in the five-minute challenges, but each POI shall not exceed 30 seconds.

54. Closing the Debate

When there are no more speakers for the Final Consultation, the Chair shall, with the consent of the Committee, declare the closure of debate and immediately proceed to the Final Voting.

55. Final Voting

The Final Voting will commence upon the Chair's announcement and shall take the form of roll-call voting. In this procedure, each delegate will be eligible to vote for at most 2 projects. The Directors shall announce the result at the end of the voting procedure. The two projects with the highest votes will be regarded successful applications.

Appendix I: Sample Application Form

* Country	Republic of Singapore
* General Background	Hotels are an important part of the hospitality industry and need to be revitalized in the post-COVID era as tourism rebounds and travel re- strictions are being lifted. This project will focus on the revitalization of hotels in Southeast Asia through marketing campaign. The hotels include...Hotel address...Hotel type...Name of man- agement company...
* COVID-19 Impacts	The momentum in visitor arrivals has been lost due to the im- pact of the COVID-19 pandemic... The hotels have great difficulties in sustaining its service and staff...Operations have been ceased for several months...
* Program Objectives	1. Supporting financial resilience of hotels and preserving jobs; 2. Restoring confidence: helping hotels build back better and at- tracting more tourists...
* Target Market Assessment	Southeast Asia welcomes tourist home and abroad. It faces an increasingly active and diverse market, but the competition is also fierce...
* Marketing Strategies	Brand advertising: image, safety, platform... Strategic discounting... Create differentiation and added value for loyal customers...
* Supplement statements	Prospective Description: This application will also benefit the catering industry ... Sustainability: In the long term, this application can enhance the overall competence of the destinations ... Innovation: To better enhance the efficiency of this application, some innovative suggestions are as follows: ...
*Material attached	Necessary materials in the form of pdf, ppt or word.

Please fill the form carefully, and the columns marked with * are mandatory fields.

Appendix II: Sample Project

Sponsor: Singapore

Co-Sponsors: Austria, Indonesia, Thailand

Background

The COVID-19 pandemic has put the hospitality industry in a difficult position. For many months, hotels have been struggling to provide services to very few tourists and salaries for its staff. For luxury hotels, they... For middle- and low-class hotels, they... In addition, ... The pandemic has brought the industry to a standstill, but now the time has come to fix the problems of the past and look ahead.

*Objectives

Number of reopened or revitalized hotels: ...

[specific & measurable objective 2]

[specific & measurable objective 3]

*Scope

The project will target hotels located in Southeast Asian countries. It is possible to extend the scope to hotels in ... if this project produces positive result.

*Timeframe

	Description of Work	Start and End Dates
Phase One	Market Research: gathering visitor preference by conducting surveys on websites... The surveys shall include...The data shall be analyzed by ... The result shall be used to ...	2021.3-2021.4
Phase Two	Going Local: attracting tourists within the country or region through various promotional materials such as... The promotion shall be carried out through platforms include...	...
Phase Three

Statement on the Adoption of Beijing Rules of Procedure by Organisers of Model United Nations Activities

Beijing Rules of Procedure (Application-Oriented) is drafted by the Editorial Board of Beijing Rules of Procedure, approved and released by China Foreign Affairs University Model United Nations Association. The Editorial Board will revise and adjust this Rules of Procedure, so as to ensure the accuracy, efficiency and impartiality.

Any non-profit individual or organisation shall adopt this Rules of Procedure with reasonable purposes, without the need to obtain approval from China Foreign Affairs University Model United Nations Association. The user of this document should preserve the integrity of this Rules of Procedure, including this Statement; however, he could delete or modify the clauses (except the Statement) according to the practical needs of specific committees in the form of an Amendment. The organisers reserve the right of interpretation and alternation during the Model United Nations activities they held, which shall not have any association with the Editorial Board and China Foreign Affairs University Model United Nations Association.

Notwithstanding, the Editorial Board suggests those individuals or organisations preparing for the adoption of Beijing Rules of Procedure to put on records to the Secretariat of China Foreign Affairs University Model United Nations Association via the official mailbox contact@bimun.org.cn for keeping us informed of the updated text and valuable advice concerning the adoption of Rules of Procedure. The organisers can also consult the Editorial Board about questions relating to the Rules of Procedure. However, the interpretation of the Editorial Board shall have no additional in-

fluence upon the right of interpretation and alternation of the organisers during the Model United Nations activities they held. Apart from proposing suggestions concerning Beijing Rules of Procedure, the organisers can also apply for a more comprehensive version of Rules of Procedure and academic support from China Foreign Affairs University Model United Nations Association.