



Ensemble Scolaire Massillon – Ecole Bilingue Internationale

Official Rules of Procedure

ClerMUN

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Preamble

The following Rules of Procedure govern the whole conference organized by the Ensemble Scolaire Massillon and the Ecole Bilingue Internationale (ClerMUN).

Both the French and the English version of the present Rules of Procedure may be used as reference. If the two versions contradict each other in any way, the Board of the conference will decide which interpretation is correct.

All parties participating in the conference are concerned by the present Rules.

The present Rules of Procedure seek to provide an exhaustive blueprint of the procedure of debate and of the conduct which should be observed during the conference. They may be modified by the organizers of the conference at any time if necessary.

Clarification of Vocabulary

The subdivisions of the conference are called committees, councils, organizations or courts depending on their specificity. They can all be referred to using the general term “committees” in this document.

Persons leading the debate in these committees are called Chairs and form the Presidency. The distinction between “Chair” and “Co-chair” is of no importance beyond practical considerations, their responsibilities and powers are identical.

The team of student and adult organizers of the conference is called the Executive Board. It is composed of the Secretary General, his or her Deputy Secretary Generals, and the Conference Manager.

Chapter I: Code of conduct

1. Conduct and behavior during the conference

Article 1: All participants are to behave in a disciplined, professional and formal manner at all times during the conference. Thoroughness from them is expected concerning their committee's timetable compliance.

Article 2: Respect of others and a diplomatic attitude are required of all participants. No defamatory or insulting comments, incitement to discrimination, hatred, or violence, or any statements which could be construed as such, will be tolerated within the context of the conference, whether this be in a debate situation, in a written document, or in any other context.

Article 3: At no time before, during or after the conference, may any participant disturb the activity of the personnel of the organization hosting the conference. However, interactions with personnel clearly identified beforehand as a contact point between the organizers of the conference and the host organization are allowed.

Article 4: While in the corridors or any other passage zone, all participants are to stay quiet, in order to comply with Article 3 of the present Rules. It is strictly forbidden to run in the corridors.

Article 5: Smoking, alcohol and drug consumption are strictly forbidden within all the buildings of the host organization or even in their vicinity, whether this be in front of the main entrances, near the side entrances or on the terraces.

Article 6: All participants, as well as any personnel of the host organization, may report inappropriate behavior to any member of the Board of ClerMUN or to any contact person. In such cases, the complaint must be transmitted to the Secretary General or to one of his or her Deputies, who will then examine the complaint with the Conference Manager.

Article 7: Failure to comply with Articles 1, 2, 3, 4 or 5 of the present Rules may result in sanctions as provided for in Articles 17, 18, and 19 of the present Rules of Procedure.

2. Rights and responsibilities

2.1 Rights and Responsibilities of Delegates during Debates

Article 8: No delegate may be absent or arrive late to a session of their committee without justification.

Article 9: Consumption of food during debates is forbidden. Delegates may only drink the water made available to them in their committee room.

Article 10: No delegate may leave their committee without the Chair's approval.

Article 11: Delegates may make a request to the Chair for the possibility to go to the restroom at any moment during formal debate, except during voting procedures. The request is to be submitted either by a written note to the Chair or by raising a Point of Personal Privilege, which then must not interrupt a speech.

Article 12: Loud oral communication is forbidden during debates. Delegates can communicate with each other through written notes, which the Admins will hand to the delegate concerned.

Article 13: Written notes passed between delegates must be brief and comply with Articles 1 and 2 of the present Rules, any disregard of these articles resulting in possible sanctions, as provided for in Articles 17, 18 and 19.

Article 14: Admins may read written notes passed between delegates at any time and refuse to hand them if they don't comply with above Article 13.

Article 15: Delegates may use their laptop computers during committee debates, in order to finalize their Draft Resolutions. Using laptop computers as a means to communicate between delegates is discouraged.

Article 16: Any inappropriate use of laptop computers and/or Wi-Fi network available within the ClerMUN buildings may result in sanctions as provided for in Articles 17, 18 and 19 of the present Rules.

2.2 Rights of the Chair of a Committee

Article 17: If the Chair of a committee judges the conduct of one or more delegates to be inadequate, they may call the delegate(s) to order or resort to a private conversation with the delegate(s) concerned.

Article 18: If the measures provided for in Article 17 prove to be insufficient, the Chair reserves the right to temporarily expel any delegate from the assembly room, for a maximum of ten minutes. In such cases, an admin must be immediately dispatched to inform any member of the Board of this exclusion.

2.3 Rights of the Board of the Conference

Article 19: The Board reserves the right to decree all types of reasonable sanctions up to the permanent expulsion of a delegate. The permanent expulsion of a delegate is a sanction which shall be given serious consideration and be used as a last resort to restore calm. The delegate in question is to be given an opportunity to present their view on the accusations laid on him.

Article 20: No member of the Board may decree any sanction without having properly reviewed the facts, without prior consultation with all the other members, and without the approval of the majority of the ClerMUN directors.

Chapter II: Attire

Article 21: All participants must be dressed in formal and professional attire. This includes a suit with shirt and tie, any appropriate combination of skirt, dress, or trousers with a shirt and/or jacket, or any other sufficiently formal attire. Jeans, shorts, flashy or revealing clothing, sports shoes, excessively high-heeled shoes, and any other unprofessional clothing items will not be acceptable.

Article 22: At the request of the Chair, the Board or a MUN director, any delegate whose outfit does not comply with Article 21 will have to adapt it. A participant whose attire fails to comply with the above Article may be excused if he has a valid reason. The validity of these reasons will be determined by the Chair of the relevant committee.

Chapter III: Draft Resolutions

1. Structure of a Draft Resolution

Article 23: A Draft Resolution is a non-binding text which awaits to be debated and voted. It is composed of a series of clauses which concern specific issues formulated in the Draft Resolution.

Article 24: All complete and correctly structured Resolutions which have been submitted for debate but not voted by the committee shall be considered as Draft Resolutions.

Article 25: The structure of a Draft Resolution is the following, in order:

- Heading
- Name of committee
- Preambulatory clauses
- Operative Clauses

2. Co-Submitters

Article 26: A Draft Resolution submitted for debate is required to have at least a main submitter and 4 co-submitters.

Article 27: Draft Resolutions must be validated by the Chair of the relevant committee before being debated.

Article 28: Any country which declares itself as co-submitter of a Draft Resolution affirms, in doing so, its will to debate the Draft Resolution of which it is co-submitter. The Chair of a committee may at any time call a co-submitting delegation of the currently debated Draft Resolution in order to express themselves on the Draft.

3. Heading of a Draft Resolutions

Article 29: The heading of all Draft Resolutions presented for debate must be the following, in order:

- Name of committee
- Issue(s) concerned
- Main Submitter
- Co-submitter(s)

Article 30: Following the heading, a Draft Resolution shall begin with the name of the committee concerned, in italics, preceded by the article The and followed by a comma. Preambulatory clauses shall begin on the next line.

Article 31: All draft resolutions submitted for debate which do not present the heading specified in Article 29 of the present Rules of Procedure shall not be taken into account by the Chair unless they are modified.

4. Clauses

4.1 Preambulatory Clauses

Article 32: Preambulatory clauses are clauses inserted before the operative part of the Draft Resolution. Their goal is to introduce the subject of debate and, generally, to justify in which context and for what goal the Draft Resolution was written. They are composed of a preambulatory verb, in past or present participle form, followed by the details of the clause. Preambulatory clauses may recall previous Resolutions on the subject being debated and acknowledge the importance of the issue.

Article 33: Any Draft Resolution requires at least a preambulatory clause, in order to be taken into account by the committee Chair.

4.2 Operative Clauses

Article 34: Operative clauses constitute the main body of the Resolutions and represent the concrete part of the text. All recommendations, requests or demands are issued through these clauses, and any hypothetical State party to the final Resolution must then comply with all binding operative clauses.

Article 35: Delegates are invited to write their Operative Clauses in a concise and precise way.

5. Submission to a Draft Resolution to the Chair

Article 36: Draft Resolutions must be prepared by the delegates before the conference and sent to the ClerMUN Chairs at the address presidents.clermun@gmail.com in a mail entitled *Submitter Country – Committee concerned – 1st version*.

Article 37: Draft Resolutions may be finalized by delegates during the lobbying phases of their committee. Any Draft Resolution may be submitted at any moment by any delegate to their Chair committee. Draft Resolutions must be sent to the Chair at the address presidents.clermun@gmail.com in a mail entitled *Submitter Country – Committee concerned – Final version*.

Chapter IV: Rules of Debate

1. Standard procedure for committees

The following session concerns standard procedure, which applies to all committees except for the International Court of Justice.

1.1 Debate procedures

Article 38: Before the first session of debate, the Chair will determine a maximal time of debate for every issue on the Agenda. Before each session of debate, the Chair will proceed to take the register and will confirm the number of votes required for an absolute majority during this session.

Article 39: During the time the Chair takes the register, the delegates may answer “Present” and “Present and Voting”. Any delegate who answers “Present and Voting” indicates to the Chair and the committee that they have a strong opinion on the debated topic. They then waive their right to abstention during the voting procedures on the different resolutions. Any delegate who answers as “Present” simply acknowledges their presence. They thus keep their right to abstention.

Article 40: After proceeding to the first call, the Chair chooses among volunteers, or failing that, at random, certain delegates who will present a speech on the general policy of their country on the currently debated topic.

Article 41: A set amount of lobbying time shall take place before the debate on each issue. Lobbying will first occur around the first issue, followed by a debate on the Draft Resolutions on this issue. Then, lobbying will occur around the second issue, followed by a debate on the Draft Resolutions on this issue. In order to introduce the issue, each phase of lobbying is introduced by speeches by certain delegations of volunteers. This initial lobbying time is generally used as a discussion time between the different delegations on their diplomatic position, as well as to finalize the Draft Resolutions. The Chair must be active during lobbying time, in order to regulate the noise level, and provide data, precisions and avenues for reflection when asked by the delegates.

Article 42: Debate on a specific issue shall consist of debate on a number of Draft Resolutions regarding the issue, which will be defined by the time constraints of the event.

Article 43: Debate on a Draft Resolution shall start at the Chair’s discretion. The Chair may also determine the time of debate and a maximum number of speakers per Draft Resolution, according to the time constraints. Delegates will know they may speak when the Chair tells them “you have the floor”. In turn, before returning to their seat, the delegate must “yield the floor to the Chair”.

Article 44: At the beginning of debate on a Draft Resolution, its main submitter is invited by the Chair to present their Draft Resolution to the committee.

Article 45: Following the main submitter’s address, the Chair will announce a set amount of time for debate. During the debate, delegates in favor of the Draft Resolution, followed by delegates against it, shall be invited to address the committee. The Chair will endeavor to yield the floor to a maximum number of speakers and to split speaking time between speakers in favor and against in the fairest way. During the debate, delegates may submit amendments to the Draft Resolution in question.

Article 46: The Chair will ask if the speaker is open to any Points of Information prior to, if relevant, asking the committee if any are present. Direct dialogue between delegates is not permitted during debate apart from this time.

Article 47: Any address may be followed by Points of Information if the speaker is open to them and if any are present in the committee. Following the Points of Information, the floor shall be yielded to the Chair. The next speaker may then be recognized.

Article 48: Once all speakers have addressed the committee, or once the set amount of time for debate has run out, the committee will move on to Voting Procedure before starting debate on a new Draft Resolution.

Article 49: Delegates shall consider whether or not proposed clauses are realistic in view of financial and economic limitations, without letting such limitations hinder the debate. An amendment suggesting the deletion of a clause which does not take into account this concern for realism sufficiently can be considered legitimate. Nevertheless, the Chair retains the right to ask delegates to disregard any such arguments if they are not contributing to productive debate.

1.2 Procedure for Amendments

Article 50: An Amendment is an addition, a modification, or a deletion of a part of the Draft Resolution. These Amendments shall be submitted to the Chair on paper, clearly indicating the proposed modification and the delegation who proposes it. Any amendment which doesn't comply with these conditions may be ignored, and in no circumstances will the Chair interrupt the debate in order to clarify the nature or the source of an amendment.

Article 51: Once the amendment has been submitted, the Chair may recognize the submitter of the amendment to defend it. Following the speech of the submitter, time shall be allotted for delegates to present speeches in favor and against the amendment in question. During the time allotted for speeches against the amendment, amendments to the second degree may be submitted and defended. In this case, the procedure shall be repeated for the amendment to the second degree.

Article 52: Once all the speakers have been heard, the Chair will ask to the submitter of the current Draft Resolution to adjudicate for or against the amendment. If the submitter of the Draft Resolution adjudicates for, the amendment shall automatically be accepted. In the opposite case, a vote will take place, while an amendment requires an absolute majority to be approved.

Article 53: Amendments to the second degree – amendments of amendments – are allowed. Amendments to the third degree are not allowed. Even though an amendment to the second degree is approved by vote, the amendment to the first degree on which it was made also needs a vote to be approved. If it is not approved, debate and voting procedures on the amendment to the first degree continue as usual.

1.3 Points and Motions

1.3.1 Points

1.3.1.1 Generalities on Points

Article 54: Specific formal interventions, commonly referred to as Points, will be considered at the Chair's discretion, in compliance with the present Rules of Procedure.

Article 55: Points must not interrupt a speaker, except when necessary in the case of a Point of Personal Privilege or Point of Translation.

Article 56: Points shall be indicated by raising the placard. After recognition from the Chair, the delegate shall clearly state their Point.

Article 57: Points do not require to be seconded so as to apply. They may not be objected.

1.3.1.2 Point of Information

Article 58: A Point of Information is a question addressed to a speaker once they have finished their address. It must be related to the content of the speaker's address and expressed in the form of a question. If the Point does not satisfy the above conditions, the Chair must request the reformulation of the Point by the delegate, and eventually overrule it if the failure persists. Points of Information may only be submitted after the Chair has asked the speaker if they are open to Points of Information, and, following the latter's positive response, asked the committee for any Points of Information. The speaker reserves the right to limit the number of Points of Information they may be asked, or to refuse them completely.

Article 59: The speaker may refuse to answer the Point of Information, without justifying themselves.

Article 60: If the content of the Point of information is not related to the speaker's address, or if it is considered inappropriate, the Chair may overrule it.

Article 61: The Chair reserves the right to limit the number of Points of Information per speech or even to refuse them completely if time constraints require it.

1.3.1.3 Point of Order

Article 62: A Point of Order may be raised when a delegate feels that the Rules of Procedure have not been respected by the Chair. Any Point of Order must refer to a specific Article of the present Rules of Procedure; any such Points which do not respect the above conditions will be ignored by the Chair.

Article 63: The Chair has the right to overrule the Point of Order and to not change their decision.

1.3.1.4 Appeal to the Chair's Decision

Article 64: If a delegate holds that the Chair has made an incorrect or unnecessary decision, they may appeal to it. In such cases, the Chair of the committee must deliberate about the appeal. If the decision is not changed and the delegate persists in their appeal, the Chair may summon them to explain their objection. If the parties still do not agree, the Secretary General must be summoned to resolve the dispute.

Article 65: The ruling of the Secretary General is definitive, provided that it is made within the boundaries set by the present Rules of Procedure.

1.3.1.5 Point of Translation

Article 66: A Point of Translation is raised to request an oral translation by the Chair, or to signal a problem with translation or interpretation. This Point may interrupt a speaker only if the problem with translation or interpretation prevents a proper understanding of the ongoing speech.

Article 67: A Point of Translation may not be ignored.

1.3.1.6 Point of Personal Privilege

Article 68: A Point of Personal Privilege may be submitted by a delegate only in circumstances of personal discomfort. This Point may interrupt a speaker if necessary except in the case described in Article 11. It is usually employed for questions of audibility.

1.3.1.7 Point of Censure

Article 69: A Point of Censure can only be requested if a delegate retains that another delegate has made offensive statements with regards to their person or to the State, organization, corporation, or any other group they represent. The delegate who requests it must give a brief explanation of the offense.

Article 70: The Chair, after having considered both sides of the argument, will decide whether a public apology shall be made. If the Chair decides that an apology is necessary, the delegation which made the statements in question must apologize, before the committee, to the delegation which requested the Point of Censure.

1.3.2 Motions

1.3.2.1 Generalities on Motions

Article 71: Motions shall be heard at the Chair's discretion. They have the right to overrule any Motions deemed inappropriate except if the following articles explicitly state otherwise.

Article 72: All Motions require at least two "seconds" to be heard, except for the Motion of Censure. If a Motion is not seconded, or if an objection is raised and approved by the Chair, the Motion is rejected

Article 73: Motions shall be indicated by raising the placard. After recognition from the Chair, the delegate shall clearly state their Motion.

Article 74: Motions must not, in any case, interrupt a speaker.

Article 75: "Seconds" are indicated by a delegate by raising the placard when the Chair asks if there are "seconds".

1.3.2.2 Motion to move to Voting Procedures

Article 76: A Motion to move to voting procedures may be submitted if the delegate deems it unnecessary to continue debate on a Draft Resolution or a particular Amendment and wishes to move to voting procedures on that precise Draft or Amendment.

1.3.2.3 Motion to divide the question

Article 77: In the case where a delegate deems that a Draft Resolution should be debated clause by clause, in order to assess the merit of individual clauses, they may raise a Motion to divide the question.

Article 78: Voting and Debate Procedures will then occur for each clause of the Draft Resolution.

1.3.2.4 Motion to table a Draft Resolution

Article 79: If a delegate wishes to postpone debate on a certain Draft Resolution, they may raise a Motion to table the Draft Resolution.

1.3.2.5 Motion to divide the committee

Article 80: A Motion to divide the Committee seeks to ban abstentions during voting procedures on a Draft Resolution. It is usually used when there is a large number of abstentions, or when the numbers of votes for and against are very close. Following a Motion to Divide the Committee, a Roll Call Vote is generally initiated. However, due to time constraints, the Chair may choose to simply repeat the substantive voting procedure with no abstentions.

Article 81: If, following a motion to divide the committee, the Chair is faced with a perfect equality between the number of votes for and against, then, the Chair must call any voluntary delegations to deliver a speech in favor and against the Draft Resolution. The Chair then repeats the voting procedure with no abstentions.

Article 82: In the event of a tie, the Draft Resolution is rejected.

1.3.2.6 Motion to follow up

Article 83: This motion is used when a delegate wishes to elaborate on the response given by a speaker following a Point of Information.

Article 84: This motion cannot be used to ask an entirely different question, and if the case arises, the Chair must object to it.

1.3.2.7 Motion to extend Points of Information

Article 85: A Motion to extend Points of Information is used when the limited number for Points of Information following an address has been exhausted, in order to request a limited additional number of Points of Information.

Article 86: If the Motion passes, the Chair of the committee will ask the speaker whether or not they are open to additional Points of Information. If the speaker accepts but does not give a maximum number of additional Points of Information, the Chair will determine the number. If the speaker accepts but gives a maximum number which the Chair considers too large, the Chair may choose to give a smaller number. If the speaker accepts and gives a maximum number of Points of Information which the Chair considers appropriate; or if the speaker refuses to answer additional Points of Information, then the wishes of the speaker will be respected.

1.3.2.8 Motion to discuss a tabled Draft Resolution

Article 87: This Motion may be presented when a delegate wishes to restart debate on a Draft Resolution previously voted by the committee.

Article 88: The demand may be accepted or not to the Chair's discretion, depending on time constraints, the relevance of the demand, and whether any other Draft Resolution waits to be debated.

1.3.2.9 Motion for Lobbying

Article 89: Any additional lobbying time granted following a Motion for lobbying must be used primarily to discuss Draft Resolutions informally, and to accelerate the process of amendment in order to achieve consensus. It can also be used to write Draft Resolutions or additional clauses if none are left to be debated.

Article 90: A lobbying time of maximum one hour may also be decided by the Chair at any moment if it is deemed necessary.

1.3.2.10 Motion of Censure

Article 91: A Motion of Censure may be submitted if a delegate retains that a Draft Resolution or an Amendment makes offensive statements with regards to their person or to the State, organization, corporation, or any other group they represent; particularly targets the State, organization, corporation, or any group they represent in a discriminatory way and without any constructive aim.

Article 92: After examining the Draft Resolution or the Amendment, the Chair will decide whether the Motion of Censure is valid. If the Chair decides that the motion is valid, the Draft Resolution or the Amendment will be put aside and the committee will start the debate on the following Draft or Amendment.

Article 93: Contrary to the other Motions, the Motion of Censure does not require "seconds" to be heard. Delegates may submit this motion at any time. The Chair is compelled to receive and study a Motion of Censure.

Article 94: The excessive and inappropriate use of the Motion of Censure may be penalized by the Chair committee, according to Articles 17, 18 and 19 of the present Rules of Procedure.

1.4 Voting Procedure

Article 95: An absolute majority is composed of half of the votes of parties represented in the committee at the time of the vote, plus one. A relative majority exists when the number of votes in favor is greater than the number of votes against.

1.4.1 Substantive Voting

Article 96: Substantive voting is the usual voting procedure for amendments, clauses or Draft Resolutions. Members may vote in favor or against a Draft Resolution, or else abstain. Abstention is not accepted during a vote on an amendment.

Article 97: Admins must take their voting positions before procedures start. In order to vote, delegates must raise their placard when the Chair calls the vote they wish to express (in favor, against, or abstaining).

Article 98: Each delegation has only one vote during voting procedures.

Article 99: All Draft Resolutions, clauses, and amendments require an absolute majority to be approved.

Article 100: Once the votes are counted, the Chair announces the result of the vote to the committee. Applause is in order following the approval of a Draft Resolution by vote. Applause is not in order following the approval of a clause or amendment, or following the rejection of a Draft Resolution, clause, or amendment.

1.4.2 Roll Call Voting

Article 101: If the Chair deems a Roll Call Voting is necessary, or if a Motion to divide the committee is presented and approved, all members of the committee are called to express their opinion, individually, by the Chair, following the French alphabetical order. At the end of the vote, the Chair announces the results.

2. Security Council Procedure

Article 102: The following section concerns ad-hoc procedure, which applies only to the Security Council.

2.1 Debate Procedures

Article 103: A set amount of lobbying time shall occur before the debate on each issue. First, delegates will lobby around the first issue, followed by a debate on this issue. Then, delegates will lobby around the second issue, followed by a debate on this issue. In order to introduce the issue, each phase of lobbying is introduced by speeches by certain voluntary delegations. This initial lobbying time is generally used to write clauses. The Chair must be active during lobbying time, in order to regulate the noise level, and provide data, precisions and avenues for reflection when asked by the delegates.

Article 104: Debate on a specific issue shall consist of debate over a series of independent operative clauses, each voted separately. Each clause must have a minimum of 4 co-submitters to be submitted. Clauses validated by vote will then form a single resolution, which will be voted at the end of the debate.

Article 105: The procedure for the presentation, debate and voting of clauses in the ad-hoc procedure is identical to the procedure for the presentation, debate and voting of Draft Resolutions in the standard procedure.

2.2 Amendments

Article 106: The standard procedure concerning the presentation, debate and vote of the amendments also applies for the ad-hoc procedure.

2.3 Points and Motions

2.3.1 Points

Article 107: The same Points as in the standard procedure apply within the ad-hoc procedure.

2.3.2 Motions

Article 108: All Motions of the standard procedure are in order at the Security Council, except for the Motion to divide the question.

2.4 Voting Procedures

Article 109: The P5 countries (China, France, Russia, USA, UK) reserve veto rights in the Security Council.

2.4.1 Substantive Voting

Article 110: The standard rules of procedure apply here.

2.4.2 Roll Call Voting

Article 111: Roll call voting follows standard rules of procedure.

3. International Court of Justice Procedure

Article 112: The International Court of Justice shall follow the Chapters I and II of this present document but shall refer to the document ICJ Official Rules of Procedure for further reference.

4. Emergency Situation Procedure

Article 113: In the case of an Emergency Situation, the committee will hold a debate with no previous preparation for delegates. The debate is made with the standard procedure, except in the case of the Security Council which uses the ad-hoc procedure. The issue of the emergency situation will be imposed by the Chair following the decisions of the Board.

Chapter V: Languages, Translation and Interpretation

1. Language of Debate

Article 114: Most committees at ClerMUN are bilingual (English and French). Some are monolingual (English or French). In bilingual committees, all aspects of the debate must be comprehensible in all of the working languages of the committee. Chairs of bilingual committees are encouraged to alternate working languages when leading the debate, in order to emphasize the multilingual character of the conference.

2. Translation and Interpretation

Article 115: All delegations at the conference may have the possibility to have an interpretation of the different interventions, as well as a written translation of each official document, including the Draft Resolutions, clauses and amendments. This shall be the work of the Chair.

Chapter VI: Admins and Note-Passing

1. Admins

Article 116: Admins are students present to facilitate the logistics of the conference. During debate, a set number of admins is to be present in order to accomplish administrative jobs such as vote-counting and note passing. They are to be respected, as any other participant of the conference. Otherwise, the delegate may be subjected to sanctions, as provided for in Articles 17, 18 and 19 of the present Rules of Procedure.

2. Note-Passing

Article 117: During debates, communication between delegates may occur using notes written on paper. A delegate may then alert an admin who will bring their message to another delegate. These notes are to be used only to communicate with other delegates about the debate or subjects linked to the debate. Any other content is unacceptable. Any content which violates the Code of Conduct or is disrespectful is also unacceptable.

Article 118: It is the admins' responsibility to consult every note which they transmit. If the content of the note is judged inappropriate, they must report it to the Chair of their committee and specify the name of the delegate responsible for the note. The Chair will act accordingly.

Article 119: The Chair reserves the right to suspend note-passing at any time if they deem it necessary. Note-passing must be suspended during voting procedures.

Article 120: Note-passing across committees is not part of the standard procedure. It can be allowed by the Chair in exceptional cases.

3. Use of the ClerMUN Box

Article 121: Each committee will be equipped with a ClerMUN box which delegates will be encouraged to contribute to. Contributions to the ClerMUN box may be passed to the box by the admins in the same way as notes to other delegations. Contributions may not contain disrespectful, derogatory or insulting comments, personal criticisms, explicit sexual messages or any other inappropriate content as defined by the Code of Conduct.

Article 122: As with notes to other delegations, it is the admins' responsibility to consult every contribution. These contributions must be subject to a strict screening, as they may be read aloud to the committee. If the content of the contribution is judged inappropriate or potentially inappropriate, the admins must report it to the Chair of their committee and specify the name of the delegate responsible for the contribution. The Chair will act accordingly.

Chapter VII: Modification of the Rules of Procedure

Article 123: The Board may amend at any moment the present document at will. However, all amendments must be accepted by the Board as a whole.