



**IBERIAN MODEL**

**UNITED NATIONS**

***PROCEDURAL GUIDE AND RULES***



## Contents

GENERAL EXPECTATIONS .....	3
BEHAVIORAL EXPECTATIONS .....	3
DRESS CODE .....	3
USE OF TECHNOLOGY DURING DEBATE .....	3
MAINTAINING ORDER .....	3
BEHAVIORAL WARNINGS AND CONSEQUENCES .....	3
THE ROLE OF THE OFFICERS AND ADMINISTRATIVE STAFF .....	4
ROLE OF THE CHAIR AND CO-CHAIR .....	4
<i>GUEST CHAIR APPLICATION</i> .....	4
THE ROLE OF THE ADMINISTRATIVE STAFF .....	5
LOBBYING, SUBMISSION OF RESOLUTIONS, APPROVAL PANEL AND SELECTION CRITERIA .....	6
LOBBYING .....	6
SUBMISSION OF RESOLUTIONS .....	6
REQUIRED NUMBER OF CO-SUBMITTERS .....	6
PLAGIARISM IN AN IMUN RESOLUTION .....	7
APPROVAL PANEL .....	8
CRITERIA FOR APPROVING A RESOLUTION .....	8
SELECTION OF RESOLUTIONS .....	9
ACCESSING RESOLUTIONS DURING DEBATE .....	9
PARLIAMENTARY PROCEDURE POINTS AND MOTIONS .....	9
POINT OF PERSONAL PRIVILEGE .....	9
ORDER OF THE DAY .....	9
POINT OF ORDER .....	10
• ERROR BY THE CHAIR .....	10
• OFFENSIVE/INAPPROPRIATE REMARKS .....	10
POINT OF INFORMATION TO THE CHAIR .....	10
POINT OF PARLIAMENTARY INQUIRY .....	10
YIELDING: .....	10
YIELD CHAINS: .....	10
POINT OF INFORMATION TO THE SPEAKER .....	11
MOTION TO MOVE THE PREVIOUS QUESTION .....	11
MOVE TO EXTEND DEBATE TIME .....	11
MOVE TO TABLE A RESOLUTION .....	11
MOVE TO RECESS .....	12
VOTING: .....	12
SUBSTANTIVE MOTIONS .....	12
PROCEDURAL MOTIONS .....	12
RIGHT TO EXPLAIN VOTE: .....	12
VOTING RESULTS: .....	12
MOVE TO ADOPT WITHOUT A VOTE .....	13
MOVE TO AMEND THE AGENDA .....	14
OPENING SPEECHES AND RIGHTS TO REPLY .....	14
WHO HAS OPENING SPEECHES? .....	14
RIGHTS TO REPLY .....	14
DEBATE PROCEDURE .....	14
SETTING DEBATE TIME .....	16
FOR THE RESOLUTION AS A WHOLE .....	16
TO DEBATE AN AMENDMENT .....	16
AMENDMENTS .....	16
SUBMISSION OF AMENDMENTS .....	17



## GENERAL EXPECTATIONS

### *BEHAVIORAL EXPECTATIONS*

Delegates may not engage in smoking, consumption of alcohol and/or drug consumption during the conference and are to be in their hotel room or community housing by 23.00.

### *DRESS CODE*

Male delegates must wear their jackets while on the floor/podium. Males shall at all times have their dress shirts tucked in and the ties appropriately tied. For males and females, jeans and/or informal pants are not acceptable, and neither are sneakers/tennis shoes. If wearing dresses or skirts, females must ensure that they are a professional length.

### *USE OF TECHNOLOGY DURING DEBATE*

Delegates are allowed to use technology for conference purposes only. Delegates should have completed research prior to debate and are strongly urged to refrain from researching during debate. In the General Assembly, Human Rights Commission, and ECOSOC, delegates will receive warnings for use of technology that is irrelevant to the debate. The first time, an ADMIN officer warns the delegate individually. Thereafter, the MUN director will be notified, and the delegate will receive a formal warning.

### *MAINTAINING ORDER*

Officers are responsible for maintaining order in the assembly for the benefit of the assembly as a whole.

### *BEHAVIORAL WARNINGS AND CONSEQUENCES*

Officers can issue warnings to delegates who act disruptively. Warnings should be issued sparingly and only for the most unacceptable, rude, and out-of-line behavior. On the second warning, the delegate and his/her MUN Director are consulted. On the third warning (count continues from one



day to the next), the delegate is expelled from the assembly and must remain with his/her MUN Director for the remainder of the conference.

NOTE: Behavior warnings and technology warnings are counted separately.

## THE ROLE OF THE OFFICERS AND ADMINISTRATIVE STAFF

### *ROLE OF THE CHAIR AND CO-CHAIR*

The **Chair** is responsible for the debate of a specific issue. The Chair must ensure that parliamentary procedure is upheld throughout the debate time. The Chair must oversee the general order of the assembly in terms of their conduct and level of respect towards the speaker.

The **Co-Chair** is responsible for aiding the Chair in decision-making, roll call, and other such tasks.

### *GUEST CHAIR APPLICATION*

IMUN hosts a guest chair application from which one delegate per committee is selected to chair part of a session at the discretion of the committee president.

To be a Guest Chair, the student **must**:

- be an IMUN delegate
- attend the guest chair application held at the Carlucci American International School of Lisbon, **08:30 to 11:30 on Thursday**, the first morning of the conference, prior to the 13:00 opening.

Guest Chairs will be tested on their:

- vocal control of the room
- understanding of global issues
- knowledge of parliamentary procedure
- constructive participation in the workshop



To participate, students must be delegates at the conference. To apply for this opportunity, students need to submit a letter of recommendation from their MUN Director, as well as a letter of motivation. These should be emailed to [imun@caislisbon.org](mailto:imun@caislisbon.org) by **September 16**. Further steps will be shared with those whose applications are successful. Spaces are limited.

### *THE ROLE OF THE ADMINISTRATIVE STAFF*

The main responsibilities of the administrative staff are to:

- Ensure the safety, security, and orderly conduct of all IMUN participants, and the adherence of all delegates and participants with the IMUN rules of conduct.
- Ensure orderly and timely communication between various segments of the conference.

To fulfill these responsibilities, the administrative staff will:

- Maintain control of the exits and entrances to the assembly hall room and among the delegates on the floor of the assembly.
- Support the officers in their decisions and carry out such decisions, as necessary.
- Assist the Approval Panel and the IMUN Directors, as needed.
- Facilitate orderly communication among delegates and between delegates and officers during debate. (Notes may NOT be passed to delegates or student officers from any sponsor or audience member, apart from the adult IMUN Coordinator.)
- Screen notes passed between delegates, on the order of the Chair.
- Assist the count during voting procedures.



## LOBBYING, SUBMISSION OF RESOLUTIONS, APPROVAL PANEL AND SELECTION CRITERIA

### *LOBBYING*

After the 13:00 Opening Ceremony on Thursday at CAISL, delegates will be given the opportunity to lobby. Lobby-time is intended for delegations to become acquainted with other delegations' positions on the issues being debated and for merging resolutions.

### *SUBMISSION OF RESOLUTIONS*

#### REQUIRED NUMBER OF CO-SUBMITTERS

A minimum of 5 co-submitters are required for each resolution. The maximum is 10 delegations. Furthermore, there can be no more than 3 co-submitters from the same school. After merging, the co-submitters must decide which delegation will be the main submitter of the resolution (this is usually the delegation who has contributed the most to the merged resolution). All delegations can be main submitters and/or co-submitters of resolutions (this includes all OOs, NGOs, IGOs, and non-member observer states). Once the co-submitters are identified and have signed the co-submission form, the resolution may be emailed to the Chair, using the committee email. Delegates are reminded to check for formatting before emailing the resolution to the Chair. The Chair will then submit the resolution through the RMS to the Approval Panel.

Delegations may only co-submit one resolution per issue from their own forum (i.e., delegations serving in the General Assembly may only co-submit issues being debated in the General Assembly and delegations serving in the Human Rights Commission may only co-submit issues being debated in the Human Rights Commission).

Delegations are responsible for ensuring that the resolutions they co-submit do not contradict each other in ways that would violate their delegation policy, or the UN Charter.



## *PLAGIARISM IN AN IMUN RESOLUTION*

**PLAGIARISM** is the illegal and unethical use of source material claiming that another's words or thoughts are your own.

The question often arises as to the ethics or acceptability of “lifting” words, phrases, or complete thoughts either from the resolutions of other delegates (in this conference or others) or from actual United Nations resolutions.

IMUN strongly prohibits the plagiarizing of Artificial Intelligence software such as, but not limited to, ChatGPT, Perplexity, Blackbox, etc. in resolutions, amendments, and speeches.

The following standards are to be met at IMUN:

1. Under no circumstance is it permitted to use another delegate's resolution or significant portions thereof and pass them off as one's own.
3. However, when significant portions of a resolution have been copied verbatim to the extent that the substance of the resolution cannot reasonably be construed as original to the delegate, this does constitute plagiarism and it is appropriate to rule the resolution out of order.
4. It is always a difficult judgment call as to what constitutes plagiarism. There is no absolute standard for such a judgment. The decision on whether a resolution is “in” or “out” of order is solely that of the person Chairing at the time the resolution comes up for debate. The Chair may consult with the President of the forum, as he/she deems appropriate. The decision of the Chair is final.



## ***APPROVAL PANEL***

The main submitter will be called to the Approval Panel via the public address system. The delegate is expected to present themselves to the Approval Panel immediately.

Delegates who wish to confirm whether their resolution has been approved need to access the RMS software on Thursday night using the link posted on the IMUN website.

## **CRITERIA FOR APPROVING A RESOLUTION**

To approve a resolution, MUN Directors on Approval Panel (AP) must read each resolution and check the following:

1. **FORMAT:** Ensure that the resolution is in the proper format. (See this [sample](#)). A resolution must be one long sentence.

Preambulatory clauses begin with specific words or phrases (e.g., *affirming*, *recognizing*, *taking into consideration*, etc.). The preamble states the reasons for why the committee is addressing the topic and highlights past action on the issue. Preambulatory clauses must end with a comma.

Operative clauses begin with an action verb (e.g., *deplores*, *regrets*, *reminds*, etc.) and are the policy portion of the resolution. Each operative clause ends with a semicolon. Listings within the operatives (sub-clauses) must be parallel in structure. The last operative clause ends with a period.

2. **MECHANICS** (grammar, spelling, etc.): Spelling may be either American or British standard but should be consistent within the resolution. Remember that many – if not most – IMUN participants are not native English speakers. While everything considered by the assembly should be mechanically accurate, AP will help delegates when considering resolutions by





making small changes where necessary (e.g., alter a period to a semicolon or make a minor spelling correction).

3. **LOGICAL CONSISTENCY:** The resolution should “hang together” logically. It should not contradict itself or the main submitter’s country policy on the issue. NOTE this is the responsibility of the officers, not the AP.

### ***SELECTION OF RESOLUTIONS***

The officers will determine which resolutions will be debated. Selection criteria will be:

- (1) quality of the resolution
- (2) diversity of schools co-submitting.

The officers will also determine the order in which resolutions are to be debated. Selected resolutions will be available to delegates on Thursday evening.

### ***ACCESSING RESOLUTIONS DURING DEBATE***

The resolutions will be updated throughout debate and can be viewed by delegates using the

RMS software, via the link provided on the IMUN Website.

### **PARLIAMENTARY PROCEDURE POINTS AND MOTIONS**

***POINT OF PERSONAL PRIVILEGE*** is the only motion that may interrupt the speaker. It is used to draw attention to problems of audibility or the like.

***ORDER OF THE DAY*** is used if debate has gone off the topic being discussed. This can be called in the Points of Information to the speaker. Officers must deal with this carefully and issue warnings to any delegate who interrupts a speech without justification.



*POINT OF ORDER* is raised when a delegate believes that there has been a mistake in parliamentary procedure or when a delegate believes the speaker has made a remark that is offensive or inappropriate. It may never interrupt the speaker, even if the Chair's mistake has just occurred.

- **ERROR BY THE CHAIR**

If the point is raised because the Chair has made a mistake, the Chair should say, "The Chair stands corrected," and correct his/her actions. If the Chair has not made a mistake, the Chair should explain the procedure under question.

- **OFFENSIVE/INAPPROPRIATE REMARKS**

If a speaker has made a remark that is offensive or inappropriate, the Chair should ask the speaker to use more appropriate language. If the Chair is paying attention, this will happen prior to a Point of Order being raised. If the Point of Order is raised accurately and the Chair has not already addressed the issue, they should do so. If the Point of Order is inaccurate, the point will be called "out of order." Points of Order are NOT allowed just because a delegate disagrees with the speaker, thinks the speaker is making factual errors, or insulting their country (unless truly offensive and/or profane).

*POINT OF INFORMATION TO THE CHAIR* can be made only when it does not interrupt the speaker. It deals with any question relevant to the topic directed to the Chair.

*POINT OF PARLIAMENTARY INQUIRY* deals with a question as to what is going on procedurally. It is directed to the Chair and cannot interrupt the speaker.

**YIELDING:** To "yield" the floor means to give the floor up to another speaker or the Chair. When a delegate who is at the podium is finished with his/her speech, he/she yields the floor.

**YIELD CHAINS:** For purposes of debate, a yielding chain may not consist of more than two countries. For example, delegation A is recognized to take the floor. It may yield to delegation B, but delegation B can only yield the floor to the Chair. No delegation can yield the floor to a delegation that had already had possession of the floor during the current debate period.



*POINT OF INFORMATION TO THE SPEAKER* is addressed to the delegate who has the floor at that time. Once the speaker is “open to Points of Information,” the Chair will select which delegates can make a Point. Delegates making a Point must phrase it as one question directed to the delegate at the podium. This should always be delivered in form of a question, if it has been rephrased and/or repeated twice by the delegate, then the Chair should succinctly reformulate it.

While the speaker is answering the question, the delegate must remain standing. There is to be no direct dialogue between the delegate at the podium and the delegate making the Point.

*MOTION TO MOVE THE PREVIOUS QUESTION* means that a delegation wishes to vote on a particular issue. Another delegation must second the motion. Although procedurally it is acceptable for the Chair to make the decision, a wise Chair will usually ask for objections (i.e., “There has been a motion to Move the Previous Question. Are there any objections?”) If there are no objections, the Chair moves the assembly into voting procedures. If there are objections, the Chair uses his/her discretion as to how to proceed. The goal is to ensure a thorough debate on the topic. If the only person objecting to “Moving the Previous Question” is the one who has already had the floor, the Chair may deem a move into voting procedures appropriate, even over the objection. The Chair may also ask for a show of placards (i.e., voting to see if the assembly should vote). If this motion is called while on time for the resolution or amendment, the motion means to move into time against the resolution or amendment.

*MOVE TO EXTEND DEBATE TIME* is used to set another round of debate time. It may only be called for once the original debate time has elapsed. It needs a second to be considered. Either the Chair can make this decision or call for a procedural vote.

*MOVE TO TABLE A RESOLUTION* means that a delegate wishes to postpone the discussion of a resolution. It is not debatable but does need a **two-thirds vote in order to pass**. It is acceptable to ask each side (one person in favor of tabling and one not) to make a brief statement as to the reason to/not to table, but that is at the **discretion of the Chair**. To bring a resolution from the table and discuss it, the assembly needs a two-thirds majority vote and can only be considered when all other business of the assembly has concluded.



**MOVE TO RECESS** can only be requested by the speaker at the podium. The Chair rules on the appropriateness of the motion. If the motion is granted, the Chair sets the period of time.

**VOTING:** There are two types of motions that can be voted on: (1) substantive motions and (2) procedural motions.

**SUBSTANTIVE MOTIONS** are motions that concern the resolution itself; for example, voting on an amendment is a substantive motion. Delegates may vote “for,” “against,” or “abstain” on substantive motions. All Delegations at IMUN have voting rights.

**PROCEDURAL MOTIONS** refer to parliamentary procedure or the general procedure of the assembly. An example of a procedural motion would be a motion to extend debate time or a motion for a recess of five minutes. No abstentions are allowed on procedural matters. All delegates at IMUN have voting rights. Once the Chair announces that the assembly is “in voting procedure,” note passing must stop. A placard vote consists of the Chair first asking the delegations that are “for” to raise their placards, then the ones that are “against,” and finally for those abstaining.

**RIGHT TO EXPLAIN VOTE:** If time remains in the time allotted to each resolution after the vote has been counted, the Chair may entertain three Rights to Explain Vote – one from someone who voted “for” the resolution, one from someone who voted “against” the resolution, and one from someone who abstained. Each speaker has 30 seconds and will speak from the microphone set-up at the center of the assembly.

**VOTING RESULTS:** Most votes require only a simple majority of the delegates voting either “for” or “against.” For example, if the vote is 20 for, 10 against, and 22 abstentions, the motion passes. Some procedural votes require a two-thirds majority, such as to table or take from the table a resolution.



**The substantive issues that require a two-thirds majority** are (see Article 18 of the UN Charter):

- “Recommendations with respect to the maintenance of international peace and security”
- “The election of non-permanent members of the Security Council”
- “The election of the members of the Economic and Social Council”
- “The election of members of the Trusteeship Council”
- “The admission of new Members to the United Nations”
- “The suspension of the rights and privileges of membership”
- “The expulsion of Members”
- “Questions relating to the operation of the trusteeship system”
- “Budgetary questions”

Any delegate may request to make a resolution an Important Question. This will require a vote of the assembly. Making an issue an Important Question requires only a majority of the assembly. Once a resolution has been made an Important Question, it requires a two-thirds majority of votes to pass. A resolution, once made an Important Question, may not then be changed back.

***MOVE TO ADOPT WITHOUT A VOTE*** applies to both amendments and resolutions. It requires the unanimous approval of the assembly to pass. The motion must be made after the operative clauses of a resolution or an amendment have been read and before debate time on the issue has been set. Any objection to adopting without a vote immediately invalidates the motion. Possession of the floor is not required to make this motion.

Note: **Dilatory Points** are those that are designed by the questioner to delay or distract the assembly.

A warning should be given, followed by formal warnings for repeat offenders.



***MOVE TO AMEND THE AGENDA*** must be done just after the order of the issues on the agenda has been set. A two-thirds majority must be in favor of the addition of the issue for it to pass, and it will automatically go to the end of the agenda.

## OPENING SPEECHES AND RIGHTS TO REPLY

### ***WHO HAS OPENING SPEECHES?***

Previously chosen delegations, listed on the IMUN website, will be called on prior to the first debate to make an opening speech of no more than one minute.

### ***RIGHTS TO REPLY***

After every 7 speeches, 3 Rights to Reply will be entertained. The Chair will choose the speakers for the Rights to Reply, which will be made from the floor and shall be delivered as a statement, and not in the form of a question. The Right to Reply must be addressed to one of the preceding 7 delegates. The speaker who delivered the opening speech shall not answer the Right to Reply.

## DEBATE PROCEDURE

1. The Chair calls the main submitter of the resolution to the podium.
2. The main submitter must then read the operative clauses of their resolution.
3. The Chair will ask the delegate at the podium if they wish to speak on behalf of the resolution.
  
4. The delegate can:
  - accept this and make a speech
  - refuse, yield the floor to the Chair, and return to their respective seat
  - refuse and ask the Chair if it is in order to yield the floor to another delegation.



5. If the delegate chooses to make a speech, at the end of the speech the Chair will ask the delegate if they are open to any Points of Information.
6. If the delegate is open to Points of Information, delegations are selected at the discretion of the Chair.
7. Once the Points of Information have all been made and answered, the Chair will ask the delegate at the podium to yield the floor to the Chair.
8. The delegate may:
  - choose to yield the floor to the Chair
  - ask if it is in order to yield the floor to another delegation.



The Chair will decide whether the latter is in order.

### ***SETTING DEBATE TIME***

#### **FOR THE RESOLUTION AS A WHOLE**

The Chair will set debate time on a resolution **before** debate starts and **after** the main submitter has presented their operative clauses. Issues should be debated in about 1 ½ hours.

#### **TO DEBATE AN AMENDMENT**

The Chair will also set debate time on an amendment before debate on that amendment commences. The Chair will usually set 5 minutes for and 5 minutes against the amendment; however, this may vary. IMUN follows closed debate procedures.

### ***AMENDMENTS***

A delegation that wishes to propose an amendment must submit this amendment by emailing it to the Chair. This email should be sent to the corresponding emails for General Assembly, Human Rights Commission, Environment Commission, Security Council, or Historical Security Council using the following format:

Issue:	Resolution Number:	Delegate:	
Adding	Striking	Inserting	Striking and Inserting
Proposed Amendment:			

Amendments to the amendment (Amendments in the Second-Degree) are allowed but must be of an additive or eliminatory nature meaning they shall not target grammar, punctuation, or format as that is the co-Chair's role. Friendly amendments, meaning amendments that pass automatically if





the co-submitters do not object to it, are not entertained as they are not democratic. When an amendment passes, it is immediately adopted into the resolution on the RMS software.

## SUBMISSION OF AMENDMENTS

Amendments are submitted by email to the Chair. The emails for each committee are as follows:

General Assembly [ga.imun@caislisbon.org](mailto:ga.imun@caislisbon.org)

Human Rights Commission [hrc.imun@caislisbon.org](mailto:hrc.imun@caislisbon.org)

ECOSOC [ecosoc.imun@caislisbon.org](mailto:ecosoc.imun@caislisbon.org)

Historical Security Council [hsc.imun@caislisbon.org](mailto:hsc.imun@caislisbon.org)

Security Council [sc.imun@caislisbon.org](mailto:sc.imun@caislisbon.org)