

# ***GatorMUN XVIII***

Delegate Handbook  
January 22-24, 2021

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# Conference Schedule

This schedule may change at the discretion of the Secretariat.

## Friday, Jan. 22th, 2021

1:45pm-5:45pm: Virtual Registration  
5:00pm-6:00pm: Opening Ceremonies  
6:30pm-9:00pm: Committee Session 1  
8:00pm: Advisor Meeting

## Saturday, Jan. 23rd, 2021

9:30am-12:30am: Committee Session 2  
12:30am-1:30pm: Lunch Break  
1:30pm-3:45pm: Committee Session 3  
4:00pm- 4:30pm: Break  
4:30pm-7:30pm: Committee Session 4

## Sunday, Jan. 24th, 2021

9:00am-11:30am: Committee Session 5  
11:30am-1:00pm Lunch  
1:00pm-2:30pm Closing Ceremonies (University Auditorium)

## **Committee Zoom and Slack Links**

Links to join Committee Zoom rooms are sent to advisor and individual delegate emails. Committee Slack links will be sent at the beginning on the first committee session on Friday night, over Zoom. Delegates who miss this link should ask their chair or staffer for assistance. These links should not be shared with anyone aside from the delegates in that respective committee, and their advisors.

# **Delegate Conduct**

## **Zoom and Slack Etiquette**

Despite the nontraditional format of GatorMUN XVIII, behavioral expectations have not changed. Delegates are to act just as they would if they were physically present in a room with other delegates. This includes paying attention when others are speaking, being present at all times, and dressing in appropriate western business attire.

In order to better facilitate debate, delegates are asked to keep their cameras turned on during committee sessions, if possible. If a camera is not available to you, let your committee chair or staffer know during the first committee session. Microphones should stay muted unless currently speaking, as ambient noise from the environment can be incredibly disruptive on Zoom, and prevent other delegates or the chair from properly communicating. Committee chairs reserve the right to mute any delegate not currently speaking. Additionally, delegates will be asked to change their Zoom name to correspond to their position assignment for their respective committee.

Please refrain from opening windows or programs on your computer other than those necessary for participation in the conference. This includes researching on the internet; this opportunity is not available during an in-person conference, and will be a distraction from full participation in committee proceedings.

The following behaviors are not considered acceptable: being absent from the computer for long periods of time, cell phone usage during committee sessions outside of an emergency, typing irrelevant messages in the chat, recording the audio or video of any other person (i.e. no photos or videos of the Zoom call), dressing in casual clothes, harassing another delegate through private messages, sharing zoom and slack links with individuals not involved in their committee (with the exception of registered advisors), as well as other disruptive, rude, or disrespectful actions.

Any delegate in violation of these rules is subject to disciplinary action according to the severity of the infraction, including but not limited to being removed from the Zoom call, for a single session, or the remainder of the conference.

## Dress Code

Delegates shall dress in western business attire for the GatorMUN conference. For young men, appropriate attire entails dress pants, a collared shirt, tie, dress shoes, and dress socks. A suit jacket is preferable, though not required. For young women, appropriate attire entails a woman's suit; dress pants, a dress, or a dress skirt; a nice blouse or button up shirt; and dress shoes. Skirts must reach the knee. Undergarments, the chest, and the shoulders must be appropriately covered. No jeans or sneakers will be permitted, except on the last day of the conference, when delegates may wear jeans so long as they are wearing a purchased GatorMUN t-shirt or sweatshirt.

**If any delegate is unable to meet the standards for western business attire for socioeconomic reasons, the delegate's adviser must contact the Secretariat immediately. Otherwise, any delegate not dressed in western business attire shall not be allowed to participate in committee session until dressed appropriately.**

If delegates have specific concerns regarding the dress policy, they should contact the Secretariat at [gatormun@gmail.com](mailto:gatormun@gmail.com).

## Diplomatic Courtesy

The primary principle of diplomatic protocol is courtesy or decorum. Any delegate or visitor that persists in an attempt to divert the conference from its educational purposes shall be subject to action from the Secretariat and may have his/her/their credentials revoked by the Secretary-General.

**Harassment of any kind is explicitly prohibited at GatorMUN**, and any delegate who engages in harassing others may be removed from committee at the discretion of the Secretary-General.

## Alcohol and Illicit Drug Use

Alcohol and illicit drugs are not permitted at any GatorMUN event. If you are seen possessing and/or using alcohol or drugs during any part of the conference, you will be removed from committee, and your advisor will be notified so that the appropriate disciplinary actions can be taken by your school.

# Parliamentary Procedure

## The Rules of Procedure

The guidelines found in the following clauses constitute the official Rules of Procedure of the GatorMUN conference.

## Language

English shall be the official working language of the conference. The use of other languages is permitted if both of the following conditions are met:

- The Secretariat is given prior notice, and
- An approved translation into English is made readily available.

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The primary principle of diplomatic protocol is courtesy or decorum. Any delegate or visitor that persists in an attempt to divert the conference from its educational purposes shall be subject to action from the Secretariat and may have his/her credentials revoked by the Secretary-General.

## Quorum

A majority of voting members answering to the roll at each day's first meeting shall constitute a quorum for that day. This means that half plus one of all voting members are physically present. Quorum will be assumed consistent unless questioned through a Point of Order. Delegates may request to be noted as "Present" or "Present and Voting." Delegates can also motion to reestablish quorum. After Quorum is set, the director will announce the number of votes required for both simple ( $\frac{1}{2}$ ) and super ( $\frac{2}{3}$ ) majority.

## Setting The Topic

Each General Assembly committee shall establish the order of consideration of Agenda Topics. Amendments to the Order of Consideration of Topics are permissible and require a simple majority of the committee. This motion may be made from the floor.

## **Powers of the Committee Director**

In addition to exercising the powers, which are stated elsewhere in these Rules of Procedure, the Director shall:

- Declare sessions opened and closed,
- Direct all discussions in the body,
- Ensure observance of the Rules of Procedure and provide interpretations of the Rules,
- Repeat questions and announce decisions to the Committee, • Rule on Points of Order and have control over all proceedings to ensure the smooth functioning of the body
- Limit the number of speakers and the time allotted to each
- Limit the number of times each representative may speak on a question, and
- Declare necessary recesses.

## **Speakers' List**

Any delegate can call for the opening of a speaker's list. The motion must include a time limit. If delegates are absent when they are called upon to speak, they will lose their position on the Speakers' List and must be recognized by the Director to be placed on it again. A delegate may only be present on the list once, but may re-enter after he/she has spoken. A delegate may re- enter the Speaker's List by notifying the Director in writing of his/her request. The Director may request of the body that delegates wishing to enter the Speaker's List raise their placards to be added. At the discretion of the Committee Director, a Speakers' List may not be used if the committee has too few members or for another parliamentary reason.

## **Moderated Caucus**

This motion must include the following:

- Duration of the Caucus,
- Speaking time,
- Topic of Debate

The speaking time must be evenly divisible into the total duration of the caucus. During a moderated caucus, delegates will be called on to speak by the Committee Director or other Moderator. Delegates will raise their placards to be recognized. Delegates must maintain the same degree of decorum throughout a Moderated Caucus as in formal debate. This motion requires a simple majority to pass.

## **Unmoderated Caucus**

This motion must include specifications:

- Duration of the Unmoderated Caucus

It is not appropriate to provide a reason for an unmoderated caucus. During an unmoderated caucus, delegates may get up from their seats and talk amongst themselves. All discussion must be germane to the Topic being considered in formal debate. This motion requires a simple majority to pass.

## **Motion to Suspend Debate**

This motion is in order if there is a scheduled break in debate to be observed (i.e. Lunch!). This motion requires a simple majority vote. The Committee Director may refuse to entertain this motion at their discretion.

## **Motion to Adjourn**

This motion is in order at the end of the last committee session. It signifies the closing of the committee until next year's conference.

## **Motion to Close Debate**

If a delegate believes that no further debate is necessary to achieve a reasonable solution to the current Topic of debate, he/she may make this motion. To Close Debate is to immediately cease all debate on a Topic and move into voting procedures. This motion requires two speakers for, two speakers against, and a two-thirds vote. Upon passing this motion, no more Draft Resolutions may be introduced, and no more debate will be entertained. Typically this motion is made before a motion to move into voting procedure

## **Points of Order**

Points of Order will only be recognized for the following items:

- To question errors in voting, tabulation, or procedure,
- To question incorrect placement on the Speakers' List, or
- To question a quorum.

A Point of Order may interrupt a speaker if necessary, however typically a delegate should wait until no others are speaking to make this point.

## Points of Personal Privilege

Points of personal privilege are used to request information or clarification and conduct all other business of the body except Motions or Points specifically mentioned in the Rules of Procedure.

*Please note: The Committee Director may refuse to recognize Points of Order, Points of Inquiry or Points of Personal Privilege if the Committee Director believes the decorum and restraint inherent in the exercise has been violated, or if the point is deemed dilatory in nature.*

## Rights of Reply

At the Committee Director's discretion, any member nation or observer may be granted a Right of Reply to answer serious, personal insults directed at the dignity of the delegates present. This procedural motion must be called for immediately following the insults. The Director has the **ABSOLUTE AUTHORITY** to accept or reject Rights of Reply, and the decision **IS NOT SUBJECT TO APPEAL**. Delegates who feel they are being treated unfairly may take their complaint to any member of the Secretariat.

## Working Papers

All written ideas, regardless of format, must be referred to in formal debate as "Working Papers" until they have been submitted and accepted by the Director.

## Draft Resolutions

Once a Working Paper has been submitted, approved, distributed, and formally introduced to the body, it can and will be referred to as a "Draft Resolution." In order for a Working Paper to be submitted to the Committee Director, it must be in correct format and bear the names of a combination of Sponsors and Signatories equal to ten (or the number equivalent to 1/3 of Quorum, whichever is fewer) confirmed Sponsors and Signatories.

- Sponsors are writers of the Working Paper, and agree with it in its entirety. They should be able to vote 'yes' for the paper during voting procedure.
- Signatories are interested delegates that are willing to bring the Working Paper to the floor for debate, but do not necessarily agree with its contents. There are no adverse policy ramifications for signatory status on any Working Paper.

## Friendly Amendments

Friendly Amendments are any changes to a formally introduced Draft Resolution that all Sponsors agree to in writing. The Committee Director will have Friendly Amendment forms available to all delegates. The Committee Director must approve the Friendly Amendment and confirm each Sponsor's agreement both verbally and in writing.

## Unfriendly Amendments

Unfriendly Amendments are any substantive changes to a formally introduced Draft Resolution that are *not agreed to by all of the Sponsors of the Draft Resolution*. The Committee Director will have Unfriendly Amendment forms available to all delegates. In order to introduce an Unfriendly Amendment, the Unfriendly Amendment must have ten (or the number equivalent to 1/3 of Quorum, whichever is fewer) confirmed signatories. The Committee Director has the authority to discern between substantive and non-substantive Unfriendly Amendment proposals.

## Plagiarism

GatorMUN maintains a **zero-tolerance** policy in regards to plagiarism. Delegates found to have used the ideas of others without properly citing those individuals, organizations, or documents will have their credentials revoked for the duration of the GatorMUN conference. This is a very serious offense.

## Pre-Written Materials

GatorMUN maintains a **zero-tolerance** policy in regards to prewriting. Prewriting includes drafting clauses before the conference and using them during committee, drafting clauses outside of when committee directors allow it, and copying and pasting clauses from old resolutions. If you believe an issue of prewriting has occurred inform you director as soon as possible.

## Voting Procedure

As mentioned above, a Motion to Close Debate may only pass with a *Two-Thirds Vote*. Once this motion passes, and the committee enters Voting Procedure, no

occupants of the committee room may exit the Committee Room, and no individual may enter the Committee Room from the outside. A member of the Dias will secure all doors.

- **No talking, passing notes, or communicating of any kind with be tolerated during voting procedures.**
- Each Draft Resolution will be read to the body and voted upon in numerical order. Any proposed Unfriendly Amendments to each Draft Resolution will be read to the body and voted upon *before* the main body of the Draft Resolution as a whole is put to a vote.
- Delegates who requested to be noted as “Present and Voting” are **unable to abstain** during voting procedure. Abstentions will not be counted in the tallying of a majority, except in a Security Council committee. For example, 5 yes votes, 4 no votes, and 7 abstentions means that the Draft Resolution passes.
- The Committee will adopt draft Resolutions and Unfriendly Amendments to Draft Resolutions if these documents pass with **a simple majority**. Specialized committees should refer to their background guides or Committee Directors for information concerning specific voting procedures.

## Division of the Question

A delegate may request that during voting a question be divided on one or more clauses in a draft resolution. The division requires a simple majority to pass. If the division passes, the clause divided out of the draft resolution will be voted on separately from the rest of the resolution. Delegates should make this motion if they feel the majority of the draft resolution is supported, but a certain clause or section is extremely contentious and may affect voting. All divisions of the question are subject to the discretion of the chair.

## Roll Call Voting

A counted placard vote will be considered sufficient unless any delegate to the committee motions for a Roll Call Vote. If a Roll Call Vote is requested, the committee must comply. All delegates must vote: “For,” “Against,” “Abstain,” or “Pass.”

- During a Roll Call vote, any delegate may also answer, “Pass,” which allows this delegate to reserve his/her vote until the Committee Director has exhausted the Role. However, once the Committee Director returns to “Passing” Delegates, they must vote: “For” or “Against.”
- Unless otherwise specified by the Secretariat, each Committee may pass as many resolutions as it agrees are necessary to efficiently address the topic.

## **Accepting by Acclamation**

This motion may be called for when the Committee Director asks for points or motions. If a Roll Call Vote is requested, the motion to Accept by Acclamation is voided. If a delegate believes a draft resolution will pass without opposition, he or she may move to accept the draft resolution by acclamation. The motion passes unless a single delegate shows opposition (an abstention is not considered opposition). If any delegate shows opposition, the committee proceeds immediately into a Roll Call Vote.

# Preambulatory Clauses

Acknowledging...

Affirming...

Alarmed...

Anxious...

Approving...

Aware...

Bearing in mind...

Being convinced...

Believing...

Cognizant...

Concerned...

Confident...

Conscious...

Considering...

Contemplating...

Convinced...

Deeply disturbed...

Desiring...

Determined...

Mindful...

Noting further...

Noting with approval...

Noting with concern...

Noting with deep  
concern...

Noting with grave  
concern...

Observing...

Reaffirming...

Emphasizing...

Encouraged...

Endorsing...

Expressing appreciation...

Expressing deep  
appreciation...

Expecting...

Fulfilling...

Fully aware...

Fully believing...

Fully bearing in mind...

Guided by...

Having adopted...

Having approved...

Having considered...

Having examined...

Further received...

Further reviewed...

Keeping in mind...

Realizing...

Recalling...

Recognizing...

Referring...

Regretting...

Reiterating...

Seeking...

Stressing...

Welcoming...

# Operative Clauses

Accepts...

Adopts...

Affirms...

Appeals...

Appreciates...

Approves...

Authorizes...

Calls upon...

Commends...

Concurs...

Further concurs...

Further invites...

Further proclaims...

Further reminds...

Further recommends...

Further requests...

Further resolves...

Instructs...

Invites...

Encourages...

Endorses...

Expresses its appreciation...

Expresses its conviction...

Expresses its regret...

Expresses its sympathy...

Expresses its thanks...

Renews its appeal...

Condemns...

Confirms...

Congratulates...

Considers...

Decides...

Declares...

Deplores...

Designates...

Directs...

Emphasizes...

Notes with appreciation...

Notes with approval...

Reaffirms its belief...

Recognizes...

Recommends...

Regrets...

Reiterates...

Repeats...

Strongly suggests...

Strongly supports...

Suggests...

Supports...

Urges...

Welcomes...

## **Thank you for attending GatorMUN XVIII!**

Delegates like you are what make our conference possible, and the Secretariat, Directors, and Staff are very grateful for your enthusiasm and participation in our event! We know this year's GatorMUN is unlike any that we have held before, but we are excited to try something new. We work hard to make sure you all can have the best GatorMUN possible, and we hope that this weekend is everything you could have hoped for and more!

Follow us on Facebook, Twitter, and Instagram for exciting updates and pictures during and after the conference! Don't forget to use "#gatormun" on any social media posts you make about the conference!