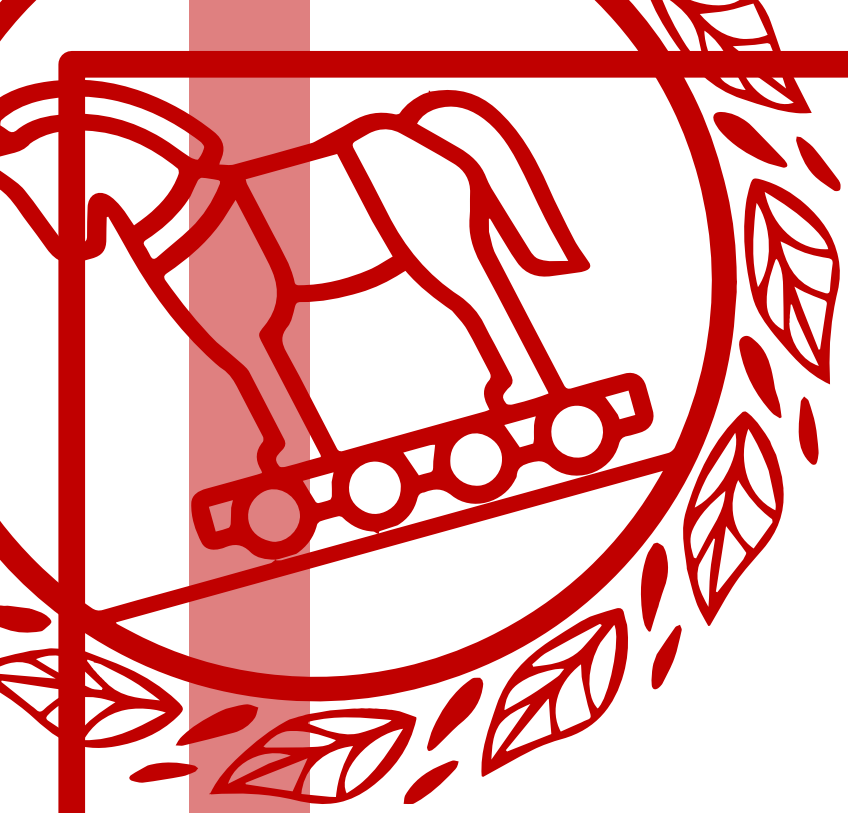


RULES OF PROCEDURE
TROJMUN
OCTOBER 2026



1. Table of Contents

2. Introductory rules 5
3. Common Clarifications 6
4. Key terms 7
   4.1. Secretariat 7
   4.2. Chairs 7
   4.3. Resolution 7
   4.4. Amendments 7
   4.5. Motions 7
   4.6. Veto right 8
5. Addressing & Yielding the floor 9
6. Committee procedures 10
   6.1. Moderated Caucus 10
   6.2. Unmoderated Caucus 10
   6.3. General Speakers List (GSL) 10
   6.4. Quorum 10
7. Conference materials 12
   7.1. Study guide 12
   7.2. Position paper 12
   7.3. Opening statements 12
   7.4. Admin notes 12
8. Points 13
   8.1. Point of Personal Privilege 13
   8.2. Point of Order 13
   8.3. Point of Information 13
   8.4. Point of Parliamentary Inquiry 13
   8.5. Right of Reply 13
9. Motions 15
   9.1. Motion to Appeal* 15
   9.2. Motion to Establish the Quorum 15
   9.3. Motion to be Moved Up/Down GSL* 15
   9.4. Motion to be Added to GSL* 16
   9.5. Motion to Follow Up* 16
   9.6. Motion to Extend Number of POIs* 16
   9.7. Motion to Censure 16

9.8. Motion for a Moderated/Unmoderated Caucus 16
9.9. Motion to Extend or Terminate a Caucus 17
9.10. Motion to Set the Agenda 17
9.11. Motion to Cite the Source* 17
9.12. Motion to Introduce a Resolution* 17
9.13. Motion to Introduce an Amendment* 17
9.14. Motion to Move into Closed Debate 17
9.15. Motion to Move into Voting Procedure 18
9.16. Motion for a Q&A Session* 18
9.17. Motion to Explain Vote* 18
9.18. Motion to Divide the House* 18
9.19. Motion to Suspend/Adjourn the Meeting 18
10. Voting procedures 19
10.1. Voting by Show of Placards 19
10.2. Voting by Roll Call 19
10.3. Substantive 19
10.4. Procedural 19
11. Resolution 20
11.1. Speeches in Favour/Against 20
12. Committee specific-rules 21
12.1. Security Council 21
12.1.1. Veto Powers 21
12.1.2. Motion to Yield Veto Rights 21
12.1.3. P5 Meetings 21
12.1.4. Motion to Summarize P5 Meeting 21
12.1.5. Clause by clause resolution 22
12.2. European Council 23
12.2.1. Character Representation and Crisis Actions ..... Error! Bookmark not defined.
12.2.2. Zero-Hour Briefing ..... Error! Bookmark not defined.
12.2.3. Motion for a Tour de Table ..... Error! Bookmark not defined.
12.2.4. News Flashes ..... Error! Bookmark not defined.
12.2.5. Council Directives ..... Error! Bookmark not defined.
12.2.6. Summit Conclusion & Press Communiqué ..... Error! Bookmark not defined.
13. Awards 24

2. INTRODUCTORY RULES

The following rules are an overview of the basic rules that must be followed. Every delegate must follow these to make the conference better and more enjoyable for everyone. The rules of procedure are not subject to change and are adopted prior to the beginning of the conference.

- English is the official language of the conference. No delegate is allowed to act, speak, or submit documents in any other language throughout the conference.
- Every participant must have full knowledge of the rules of procedure for the whole duration of the conference. If rules of procedure fail to be followed, suitable punishments will be imposed by the chairs.
- Apart from observers, every participant will have the right to vote and will be granted one vote during voting procedures.
- The standard dress code is western business attire. No delegate is allowed to mock their representative country.
- If any participants are found to be plagiarizing their work, they will be subject to punishment and may be kicked out of the conference at the discretion of the secretariat.
- Delegates may use AI tools during the conference **without any restrictions.** However, we remind delegates that overusing said tools may affect their chances in the awards selection.
- Punishments are funny actions performed in the committee. They can be imposed by the chairs for being late, failing to follow the rules of procedure, or improper dressing, however a delegate may refuse to do the punishment if they deem it dishonouring, or inappropriate to their beliefs or morality.
- Devices are only permitted for tasks related to committee work. If any delegates are found to be spending time on their devices for other purposes not related to the MUN, and not paying attention to the committee session, they will be subject to punishment.
- The organisers of TROJMUN do not assume any responsibility over the participants over the duration of the conference, and in case of causing damage, participants will be held responsible.
- All rules and regulations are subject to common sense. Trying to find loopholes in the rules just to evade punishment is forbidden.

3. Common Clarifications

- POI: Is in the form of a **QUESTION.**
- Follow-up: Can be in the form of both **A QUESTION OR A STATEMENT.** It is up do the discretion of each committee's chairboards to decide if one or both can be used.
- The default limit for the number of POIs is 2, but this may be extended by the chairs if they deem it necessary – with the absolute limit after extension being 5 during debate, and 4 at the General Assembly.
- **AI can be used freely without any restrictions.** Overusing AI may however lead to delegates being excluded from the awards.
- The maximum length of an unmoderated caucus is 30 minutes. Each unmoderated caucus may however be extended by a maximum of half of the original time. (45 minutes max in total)
- A delegate may refuse to give an opening statement and may refuse to take Points of Information. A delegate CANNOT be forced to do either.
- Admin notes can be sent to different committees. However, overusing this may lead to this option being prohibited in the future.
- Motion to Divide the House: This motion may only be introduced immediately following a failed vote. It is strictly prohibited to divide the house after a resolution or an amendment has successfully passed. Furthermore, the motion is only in order if the total number of abstentions is mathematically sufficient to potentially alter the final outcome in favour of passage.
- For a resolution to be voted upon, it needs to have 1 main submitter, 2 co-submitters and 3 signatories.
- The awards are a single "Best delegate" award and 2 "Honourable Mention" awards.



4. Key terms

4.1. Secretariat

The secretariat is the main organizing body of TROJMUN. They have ultimate ruling authority over the conference and dictate everything that happens. They may overrule any decisions made by the chairs or participants and their word is absolute.

4.2. Chairs

The chairs oversee the proceedings of the committee and must enforce the rules of procedure within the committee. They are responsible for the committee, and their decisions may only be overruled by members of the secretariat.

4.3. Resolution

A resolution is an official declaration through which a committee can express its will. All members that hold the right to vote are required to do so. A resolution must have 1 main submitter, 2 co-submitters, and at least 20% of the committee must be signatories for it to be considered valid. All resolutions need a simple (½) majority to pass. Security Council, Business Congress and the European Council are exempt from the above-stated rules.

4.4. Amendments

An amendment is a request to change, add, or remove something from the resolution. It can be sent electronically to the chairs and then discussed upon as a committee. If a friendly amendment is introduced and accepted by the main submitter of the resolution, it automatically passes and does not go through a voting procedure. An amendment to the second degree is an amendment to an amendment. If an amendment to the second degree passes after voting, it overwrites the original amendment, and the amendment to the second degree is the only one that is part of the resolution.

4.5. Motions

Motions are formal requests made to the chair board when the floor is open for such motions. They should not interrupt current speakers and refer to procedural matters during the debate. The raising of a delegate 's placard can be done at any time and signifies the delegate 's will raise a motion. The chair board will hear out the delegate's motion at their own discretion.

4.6. VETO RIGHT

The veto right only applies to the P5 members of the Security Council. It enables them to stop any amendment or resolution from passing in the committee by a single vote against. If voting against, the P5 member must state if they are voting against with rights or without rights (with veto or without veto). Before using the veto power in a voting procedure, a veto threat must be sent to the chairs, who can recommend further debate on the topic. If a veto threat is not used, then the P5 member may not use the veto.



5. Addressing & Yielding the floor

All members of each committee must be addressed formally. Additionally, all delegates must refer to themselves in third person and may not address themselves in singular first-person pronouns. Appropriate pronouns include “We”, “They”, “Delegate”, etc.

During the GSL, the speaker must be acknowledged by the chairs before talking and after their speech has elapsed, they must yield the floor back to the chairs or another delegate. It is up to the chairs to deem the yielding of the floor to another delegate appropriate.

During a moderated caucus, delegates can only speak when they are given the floor by the chair board or another delegate. When the delegate is finished talking, they do not have to yield the floor back but must only sit down. If delegates wish to communicate with each other or the chairs during the debate, they may do so through an admin note.



6. Committee procedures

The first caucus in a committee session must always be a moderated caucus before moving to an unmoderated caucus. Moreover, the maximum number of unmoderated caucuses in a row is 2, after which a moderated caucus must be introduced.

6.1. Moderated Caucus

During a moderated caucus, delegates sit in the room and debate. The debate is moderated by the chairs, and a delegate may only speak after being added to the general speakers list and only after they were acknowledged by the chairs. The delegate who proposed the motion must state if they want to be the first or last speaker of the caucus, the duration of the caucus, and the speaker time per delegate. During a moderated caucus there are no points of information to the speaker, and the speaker does not have to yield the floor after a speech. They must only sit down after their speech has elapsed.

6.2. Unmoderated Caucus

During an unmoderated caucus, delegates may move freely around the room, talk to each other, work on resolutions or discuss other matters. It is the least formal type of debate, **and it shall not exceed 30 minutes.** It may only be extended by half the original time. A chair can terminate a caucus if they determine it is no longer useful to committee work.

6.3. General Speakers List (GSL)

The General Speakers List (GSL) is the most formal type of debate. It automatically starts after the quorum is established, for example after the opening speeches. Delegates may motion to be added or removed from the GSL. The initial GSL enables delegates to give opening speeches, after which a delegate may choose to be open (or not) to points of information. The default time for opening speeches is 90 seconds, however that may be extended with an appropriate motion, and the **default number of points of information per delegate is 2,** but that can also be extended.

6.4. Quorum

At the beginning of each session, or the general assembly, the chairs, or PGA (President of the General Assembly) must establish the quorum after an appropriate motion is raised. The quorum must be established by roll call, which means that delegates are called in alphabetical order and state if they are present or present and voting. If a delegate is absent their voting rights are suspended. If a delegate is

late, a motion to re-establish the quorum must be raised, after which the late delegate may state if they are present or present and voting.



7. Conference materials

7.1. Study guide

The study guide is an official document prepared by the chairs of each committee on the topic of the committee. The study guide serves as a starting point for the research all delegates must have by the time of the conference. The study guide should not be the only source of information ahead of the conference. The study guide must include basic and extended information about the topic, some historical context, and country specific information for the main players. The study guide should give delegates an overview of the topic.

7.2. Position paper

The position paper is a document that every delegate is obligated to write. It must include an overview of a country's stance and beliefs about the topic. Additionally, it should also cover possible solutions to the topic, and what each delegate believes should be done about the topic, or what their country has done previously regarding the topic.

7.3. Opening statements

Opening statements are voluntary speeches delivered by all the delegates at the beginning of the committee session. The opening speech is a short speech (must not be longer than 90 seconds) that is based on the previously written position paper. The purpose of the opening statement is to defend what a delegate has written in their position papers, and it is also a chance for other delegates to ask questions about their position.

7.4. Admin notes

Admin notes are used in committee sessions to pass notes between delegates. Each delegate will receive a notepad and a pen at the beginning of the conference, which can be used to communicate with chairs or other delegates. The note must state who it is from and for who it is, and they will be distributed by one of the admins in each committee. Admin notes may also be distributed between committees.

8. Points

Points can be raised at any time during the committee so long as they do not interfere with the flow of the debate or do not interrupt other speakers.

8.1. Point of Personal Privilege

A point of personal privilege is used on a personal matter when a delegate feels discomfort or has a personal need (such as leaving the room, opening a window etc.) The only way a delegate may interrupt a speaker with this point is due to issues with the volume of the delegate speaking.

8.2. Point of Order

A point of order can be raised by a delegate who believes the rules of procedure have been broken or misinterpreted during committee sessions. This point is raised to the chairs, who then decide on the final outcome; however, their decision can be appealed to any member of the secretariat if the delegate still believes the chairs are mistaken.

8.3. Point of Information

A point of information, or POI, **is a question** asked to a delegate delivering a speech. The question must be brief and related to the topic of the speech. The standard number of POIs per delegate is 2, however that number can be extended by the chairs and must not exceed 5. At the general assembly, the number of POIs stays the same, with a maximum extension to 4. The delegate that the question is being asked to may state that they do not wish to answer the question and proceed with the next question.

8.4. Point of Parliamentary Inquiry

A point of parliamentary inquiry can be raised by a delegate when they are unsure of what is being discussed or are confused about what is going on. The chairs must provide a clear answer. If the delegate is not satisfied with the answer a member of the secretariat must be called.

8.5. Right of Reply

The right of reply is a formal request for an apology and can be raised by a delegate whose national sovereignty, pride, or integrity has been offended or questioned in another delegate's speech. The delegate that raises the right of reply must explain the basis of their right of reply and can request a formal apology. The chairs will decide if the right of reply is in order, and if it is, a formal apology should be

provided. The decision of the chairs is not subject to appeal and can only be overturned by the secretariat. Alternatively, if an apology is not offered, the chairs may apply a punishment if they deem it necessary.



9. Motions

Motions can only be introduced by delegates when the chairs decide that the floor is open for motions. Introducing a motion is done by raising the placard and shall not interrupt the speaker.

When a motion is proposed, it will have to be seconded (agreed upon) by at least 1 other delegate. In the case of an objection, the committee will vote on the motion by acclamation.

Additionally, certain motions concerning individual delegates do not require seconds and can be approved by the Chairs or Secretariat. Such motions will have a star next to them and will also be clarified in each specific motion.

Motions marked with a star (*) do not have to be voted upon and pass under the discretion of the chairs.

9.1. Motion to Appeal*

A motion to appeal may be raised by a delegate who does not agree with the decision of the chair. This motion automatically passes and does not need to be voted upon by the committee. The chair may revise their decision if they wish to do so, however if that doesn't happen the delegate raising the motion may appeal to a member of the secretariat who gets the final decision.

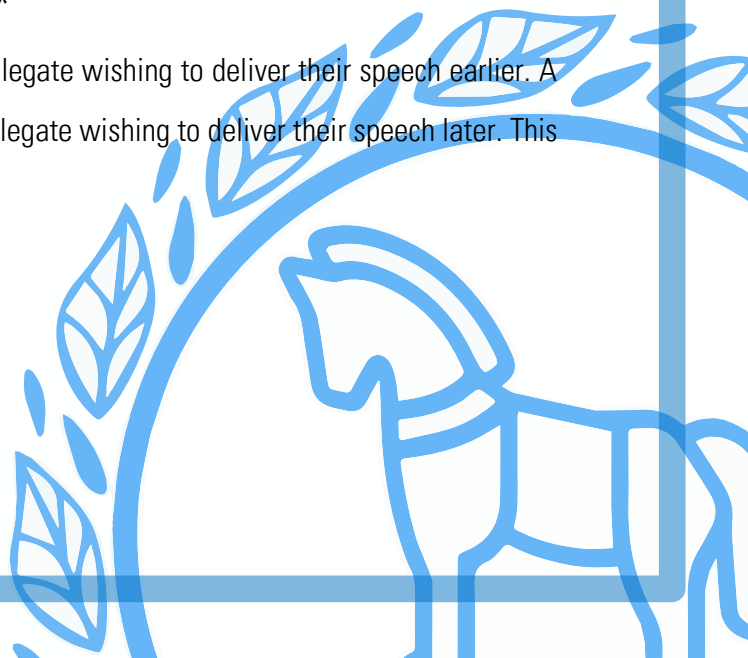
9.2. Motion to Establish the Quorum

This motion is raised at the beginning of committee sessions, and it is used to check the attendance. The delegates are called on via roll call and must state if they are present or present and voting. If a delegate is present and voting, they may not abstain from voting.

A motion to re-establish the quorum is only in order for delegates which arrive late, and the quorum may only be re-established during committee sessions.

9.3. Motion to be Moved Up/Down GSL*

A motion to be moved up the GSL can be raised by a delegate wishing to deliver their speech earlier. A motion to be moved down the GSL can be raised by a delegate wishing to deliver their speech later. This motion does not need to be voted upon.



9.4. Motion to be Added to GSL*

This motion can be raised by a delegate wishing to deliver a speech. They shall be instantly added to the GSL and wait for their turn to speak. In the first GSL, which includes opening statements, all delegates will automatically be added to the GSL. This motion does not need to be voted upon.

9.5. Motion to Follow Up*

A motion to follow up can be raised after a point of information has been answered. The delegate that raised the original point of information may raise a motion to follow up, which addresses a follow up to the answer provided in the original point of information. The follow up must be stated in the form of a statement or a question. If the follow up is not relevant to the original point of information, the delegate who raised the motion may receive a punishment. This motion passes under the discretion of the chairs.

9.6. Motion to Extend Number of POIs*

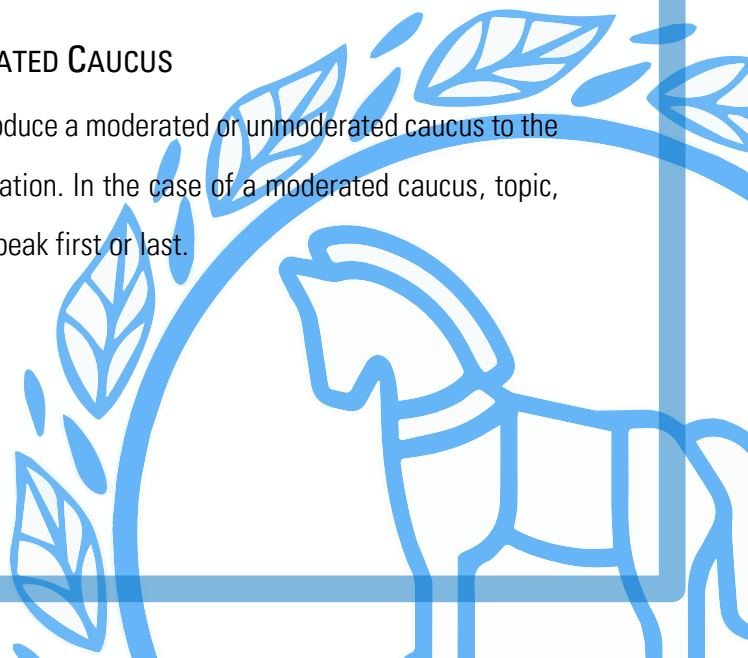
If a delegate wishes to extend the number of POIs from 2, they can do so with this motion. The POIs may only be extended to 5 (or 4 at the GA). The motion does not need to be voted upon and passes only under the discretion of the chairs.

9.7. Motion to Censure

This motion can be raised by a delegate when they feel as though another delegate has disregarded the rules of procedure or has been disrespectful or dragged on for much longer than necessary. A delegate may be censored for a maximum of 20 minutes; however, the censured delegate may still vote. The delegate raising the motion must clearly justify the need for this motion. This motion must be approved by the chairs first, before it is voted upon by the committee. A delegate who has been censored cannot partake in the debate for the specified time period. Should a censored delegate ignore this rule a punishment is in order.

9.8. Motion for a Moderated/Unmoderated Caucus

This motion can be used when a delegate wishes to introduce a moderated or unmoderated caucus to the debate. The delegate must state the caucus and its duration. In the case of a moderated caucus, topic, time per speaker, and whether the delegate wishes to speak first or last.



9.9. Motion to Extend or Terminate a Caucus

This motion can be raised to extend the time of a moderated or unmoderated caucus after the original time has elapsed. **A caucus may only be extended by half the time of the original caucus.** A caucus can also be terminated, meaning it will automatically elapse, if the motion to terminate a caucus passes, then the committee may move on to the next thing on the agenda.

9.10. Motion to Set the Agenda

This motion establishes the topic of discussion. It is usually used at the beginning of committee sessions or General Assembly. The topic must be relevant to the topic of the committee.

9.11. Motion to Cite the Source*

A motion to cite the source can be raised when a delegate believes that another delegate has said untruthful statements or is questioning the reliability of what someone else has said. This motion may only be used for objective statements and not subjective statements. If the chairs deem the motion valid, a reliable source must be provided. If a reliable, valid source is not provided a punishment can be imposed. This motion passes under the discretion of the chairs.

9.12. Motion to Introduce a Resolution*

This motion can be raised when a delegate believes a resolution is ready to be presented to the entire committee, which then can be edited through amendments. The delegate then must stand in front of the committee and read the operative clauses of the resolution to the committee. Since it is open debate, the delegate can choose (or not) to be open to POIs on the resolution. This motion passes under the discretion of the chairs.

9.13. Motion to Introduce an Amendment*

This motion can only be raised after a resolution has been introduced. This motion can change, add, or remove something to the resolution. The delegate can present their amendment by telling it to the chairs or writing it on an admin note. After the delegate has presented their amendment to the committee, they can give a short speech in favour of the amendment. The motion passes under the discretion of the chairs.

9.14. Motion to Move into Closed Debate

A motion to move into closed debate is raised after the resolution or amendment has been introduced and discussed upon. During closed debate speeches in favour and against the resolution are presented, no

POIs are allowed after the speeches. Following the speeches, the committee can move into voting procedure.

9.15. Motion to Move into Voting Procedure

This motion is used when a delegate wishes to proceed to the final voting procedure after a topic has been discussed sufficiently. This motion is voted upon but also needs the approval of the chairs.

9.16. Motion for a Q&A Session*

This motion can be raised when a delegate wants to ask further questions to another delegate. The delegate who raises this motion is the one asking the questions to another delegate for a chosen duration. The maximum time allowed for a Q&A session is 3 minutes. This motion passes under the discretion of the chairs, and only when the chairs deem it appropriate.

9.17. Motion to Explain Vote*

This motion is used when a delegate believes another delegate has voted inappropriately, for example voting against country policy. This motion must only be used appropriately and only passes under the discretion of the chairs. If approved, a brief explanation must be provided to the delegate raising the point. If the delegate, realizing their mistake, wishes to alter their vote, they may do so.

9.18. Motion to Divide the House*

A Motion to Divide the House may be raised immediately following a failed vote on a resolution or amendment, provided that the number of abstentions is sufficient to potentially alter the outcome in favour of passage. This motion is subject to the strict discretion of the Chairs. If accepted, a second vote shall be conducted immediately, during which all delegates are required to vote either in favour or against; abstentions are prohibited.

9.19. Motion to Suspend/Adjourn the Meeting

A motion to suspend the meeting can be raised before a break. It puts the committee session on hold, and after coming back from the break, the quorum must be re-established. However, at the end of the day a motion to adjourn the meeting must be raised when all the committee proceedings for the day have concluded.

10. Voting procedures

All voting that happens in all committees and the general assembly need a simple majority (more than ½) to pass, however this does not apply for security council resolutions which either change borders, result in conflict, or change a government or political situation of a country, which will need a ⅔ majority to pass.

10.1. Voting by Show of Placards

Standard voting shall be conducted by a show of placards. The Chair will sequentially call for those in favour, those opposed, and any abstentions. Delegates shall cast their votes by raising their placards when prompted. Only delegates who established their status as "Present" during the initial roll call may choose to abstain; delegates who declared themselves "Present and Voting" must vote either in favour or against.

10.2. Voting by Roll Call

A roll call vote may be requested for any substantive vote. During a roll call vote, the Chairs will call upon member states in alphabetical order. When a delegation's name is called, the representative must clearly state their vote as "In favour," "Against," or "Abstaining." As with standard voting, only delegates who established their status as "Present" during the roll call may choose to abstain; delegates who declared themselves "Present and Voting" must vote either "In favour" or "Against."

10.3. Substantive

Substantive voting refers to voting upon resolutions and amendments. The final vote on a draft resolution must always be conducted via a Roll Call vote. Voting on amendments may be conducted via a Show of Placards, unless a Roll Call vote is formally requested. Observers may not take part in substantive voting.

10.4. Procedural

Procedural voting regards any matter except for resolutions and amendments, which shall be conducted via a Show of Placards. Observers may take part in procedural voting.



11.Resolution

The resolution is the most formal document that each committee produces, and it includes the recommended actions that each committee wants to take. Once a resolution passes in a standard committee, it is presented and voted upon at the General Assembly (GA) by the main submitter. Resolutions passed by specialized committees (Security Council, Business Committee, and European Council) will also be presented and read out loud at the GA, but they are not subject to a GA vote. A draft resolution must have 1 main submitter, 2 co-submitters, and at least 3 signatories. The resolution also must include at least 3 preambulatory clauses before the operative clauses.

Delegates must also prepare speeches against and in favour of the resolution, as 2 speeches against and 2 speeches in favour will be held on the resolution as a whole.

11.1. Speeches in Favour/Against

For a draft resolution or amendment to remain valid, at least one speech in favour and one speech against must be delivered. If no speech is given against a draft resolution or amendment, it shall automatically pass. Conversely, if no speech is given in favour, it shall automatically fail. The default format consists of two speeches in favour and two speeches against. As this takes place during closed debate, Points of Information (POIs) are therefore prohibited.

12. Committee specific-rules

TrojMUN features select committees that operate under specialized rules. In the event of any conflict or contradiction, the committee-specific rules listed in this section shall take precedence over all general rules outlined in this document.

12.1. Security Council

12.1.1. Veto Powers

The veto power is held exclusively by the P5 members (China, France, the Russian Federation, the United Kingdom, and the United States) and applies solely to substantive votes.

To exercise a veto, a P5 member must cast a vote of "No with rights". However, a veto may only be cast if the delegation previously submitted an official Veto Threat to the Chair before voting commenced. Upon receiving a Veto Threat, the Chair may advise the committee to reopen debate. If no prior Veto Threat was issued, P5 members may only cast a standard negative vote ("No") without veto power.

12.1.2. Motion to Yield Veto Rights

A delegate may move to temporarily suspend the use of veto power for the upcoming substantive vote. To pass, this motion requires unanimous consent from all P5 members, followed by a simple majority vote of the entire Security Council. If adopted, no P5 delegation may exercise a veto during the specified voting procedure, and all votes cast against the resolution or amendment will be counted as standard negative votes.

12.1.3. P5 Meetings

A Motion for a P5 Meeting may be raised to grant the five permanent members a dedicated unmoderated caucus in a separate room. Upon the adoption of this motion, the five permanent members will adjourn to the designated location, while the remainder of the Security Council automatically enters a simultaneous unmoderated caucus. This motion passes under the discretion of the Chair board.

12.1.4. Motion to Summarize P5 Meeting

Any non-P5 delegation may introduce a Motion to Summarize a P5 Meeting to request a debrief on the private discussions held by the permanent members. If the motion passes by a simple majority, a designated P5 representative must deliver a brief summary of the proceedings to the entire Security Council. Intentionally misrepresenting discussions or providing false information to the committee is prohibited and sets grounds for a punishment to be imposed.

12.1.5. Clause by clause resolution

The Security Council operates under a single, collaborative resolution framework. Rather than introducing competing draft resolutions, the committee will work on a single master document made accessible by the Chairs. Delegates may introduce clauses and amendments through the appropriate motions. Each submitted clause will be individually debated and voted upon by the committee before being incorporated into the main text.



12.2. European Council

Due to the specialized and highly dynamic nature of the European Council simulation, this committee operates outside the standard TrojMUN Rules of Procedure.

The European Council will utilize its own distinct procedural framework, tailored specifically to crisis management, real-time directives, and summit-style negotiations among Heads of State and Government. The complete and exclusive Rules of Procedure for the European Council will be provided to the relevant delegates by the Chair Board in a separate, dedicated document prior to the conference.



13. AWARDS

In each committee, a total of 3 awards will be given to delegates, including the Best Delegate Award, and 2 Honourable Mention awards. The following list is a list of things that need to be considered when the delegates to which the awards are given are picked out. They have also been listed in order of importance with the first one being the factor that matters the most:

- Contribution to the flow of debate and cooperation with other delegates to reach the proposed goals
- Significant contribution to the resolution of the committee
- Quality of pre-conference material including position papers and meeting deadlines for documents
- Ability to debate and make good points while staying within country policy
- Knowledge of the rules of procedure and punctual attendance
- Respect towards other participants and conference materials

