



## Rules of Procedure

OFFICIAL DOCUMENT TrojMUN 2025

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Edited by the TrojMUN Secretariat to fit the specifications of the conference

## 1. Letter From the Secretariat

Dear Delegates, Chairs, and Guests,

Welcome to the official rules of procedure document for the TROJMUN 2025 conference. The rules of procedure correspond with the overall MUN concept. However, since there are minor differences at every conference, we recommend that you read this document carefully and thoroughly prior to your attendance.

If you have any questions about the conference or the rules of procedure, feel free to ask any members of the secretariat, or contact us on social media or our email. We also suggest that you follow our social media to stay updated on the latest information about the conference. Have fun and enjoy the conference.

- TROJMUN25 Secretariat

## 2. Introductory Rules

The following rules are an overview of the basic rules that must be followed. Every delegate must follow these in order 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, with the exception of certain phrases and words in the Council of Trent.

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.

With the exception of 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. A delegate may choose to dress in their country's national clothing if they wish to do so, however if it is not done so in an appropriate manner, it will be subject to punishment.

All participants are required to be on time at all venues and must not leave before the end of the official programme, or without permission from the chairs or secretariat.

If any participants are found to be plagiarising their work, they will be subject to punishment or even kicked out of the conference depending on the severity of the plagiarism.

The use of AI generators, or AI language processing tools is not permitted. Delegates who are found to have used AI generative engines, such as OpenAI, will be subject to punishment or further consequences.

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 strictly forbidden.

### 3. Key terms

#### 3.1 Secretariat

The secretariat is the main organising 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.

#### 3.2 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.

#### 3.3 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 ( $\frac{1}{2}$ ) majority to pass. Security Council, Business Congress and Historical Security Council are exempt from the above stated rules.

#### 3.4 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.

### 3.5 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 to raise a motion. The chair board will hear out the delegate's motion at their own discretion.

### 3.6 Veto right

The veto right only applies to the P5 members of the Security Council. It enables them to stop any amendment or a 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 the P5 member may not use veto.

## 4. Addressing and Yielding the Floor

All members of each committee must be addressed formally. Additionally, all delegates must refer to themselves in the 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.

## 5. 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.

### 5.1 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.

### 5.2 Unmoderated Caucus

During unmoderated caucus delegates may move around freely around the room, talk to each other and 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. The chairs can terminate a caucus if they determine it is no longer useful

to committee work. The unmoderated caucus shall not be interpreted as a break and delegates still need permission from the chairs to leave the room.

### 5.3 GSL

The General Speakers List (GSL) is the most formal type of debate. It automatically starts after the quorum is established, for example 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.

### 5.4 Quorum

At the beginning of each session, or the general assembly, the chairs, or PGA, must establish the quorum after an appropriate motion is raised. The quorum has to be established by roll call, which means that the countries will be called in alphabetical order and have to 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.

## 6. Conference materials

### 6.1 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 some 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.

## 6.2 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 the country has done previously in regard to the topic. The position paper must be at least 300 words.

## 6.3 Opening statements

Opening statements are 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 reinforce what a delegate has said in their position papers, and it is also a chance for other delegates to ask questions to other delegates about their position.

## 6.4 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 for communicating with other delegates or the chairs. 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 throughout other committees.

## 6.5 Consent forms



Before the conference, each participant will receive a consent form that will have to be signed by all adult participants, or the participants' legal guardian. Failure to return the document to us (either electronically or a hard copy on the day of the conference) will result in participants not being able to participate.

## 7. Points

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

### 7.1 Point of Personal Privilege

A point of personal privilege 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 audio of the delegate speaking.

### 7.2 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, and the chairs decide on the final outcome; however, their decision can be appealed to any member of the secretary if the delegate still believes the chairs are mistaken.

### 7.3 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 relate to the topic of the speech. The standard number of POIs per delegate is 2, however that number can be extended 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.

#### 7.4 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.

#### 7.5 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 the speech of another delegate. 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.

### 8. Motions

Motions can only be introduced by delegates when the chairs decide that the floor is open for motions. Introducing a motion is done so by raising the placard and shall not interrupt the speaker. When a motion is proposed, it will have to be seconded by at least 1 other delegate, and in case of objections 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

### 8.1 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.

### 8.2 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.

### 8.3 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.

### 8.4 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

### 8.5 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, which cannot be answered. 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.

### 8.6 Motion to Open the Delegate up to POIs

This motion may be raised when a delegate wishes to ask questions to a delegate that has stated that they are not open to points of information. In case of objections, the committee will vote on the motion by acclamation. The motion can ultimately fail if the chairs do not deem it appropriate or necessary.

### 8.7 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.

### 8.8 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 censored

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.

#### 8.9 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, time per speaker, and when the delegate speaks must also be specified as well as the topic of debate.

#### 8.10 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.

#### 8.11 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.

#### 8.12 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.

### 8.13 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.

### 8.14 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 must give a short speech in favour of the amendment. The motion passes under the discretion of the chairs.

### 8.15 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.

### 8.16 Motion to Move into Voting Procedure

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

### 8.17 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.

#### 8.18 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 then wishes to vote differently, realising their mistake, they may do so.

#### 8.19 Motion to Divide the House

A motion to divide the house is raised when the voting procedure has failed. When this motion is raised, the vote will take place again with no abstentions allowed. This motion passes after the original voting procedure and is the only motion that requires  $\frac{2}{3}$  majority.

#### 8.20 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 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.

### 9. Voting

All voting that happens in all committees and the general assembly need a simple majority ( $\frac{1}{2}$ ) 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  $\frac{2}{3}$  majority to pass.

### 9.1 Voting by Acclamation

Voting by acclamation happens by delegates raising their placards when voting. The chair asks for the delegates in favour to raise their placards, and then everyone against to raise their placards. The vote is then counted. Delegates may also abstain from voting if they are not present and voting.

### 9.2 Voting by Roll Call

Voting by roll call happens when the chairs call each country alphabetically. After a country's name is called, they must state if they are against or in favour of whatever is being voted upon. Delegates may also abstain from voting if they are not present and voting.

### 9.3 Substantive

Substantive voting refers to voting upon the resolution and amendments, which shall be conducted via roll call. Observers may not take part in substantive voting.

### 9.4 Procedural

Procedural voting regards any matter except for resolutions and amendments, which shall be conducted via acclamation. Observers may not take part in procedural voting.

## 10. 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 the resolution passes it is presented at the GA by the main submitter. It 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.

### 10.1 Speeches in Favour/Against

A speech both in favour and against the resolution or amendment for it to be valid. If no speech is given against the resolution or amendment automatically passes. Similarly, if no speech is given in favour, the resolution or amendment automatically fails. The default number of speeches are 2 in favour and 2 against for each resolution or amendment. Since this is closed debate, no POIs will be allowed.

## 11. Security Council

### 11.1 Veto Powers

The veto power may be entertained by the P5 members of the security council only on substantive matters. 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 the P5 member may not use veto.

#### 11.1.1 Yielding Veto Rights

This can be raised in the form of a motion, which bans the P5 members from using the veto rights during the next substantial procedure. This must be agreed upon by all P5 members, as well as get a simple majority in the committee.

### 11.2 P5 Meetings

P5 meetings can happen in the form of unmoderated caucuses which take place in a different room than the rest of the committees. It is used exclusively for the P5 members. During this time the rest of the committee automatically goes into an unmoderated caucus. Only 3 P5 meetings can happen throughout the conference. P5 meetings can be invoked through an appropriate motion, such as a motion for a P5 meeting.

### 11.3 Motion to Summarise P5 Meeting

This motion can be raised if non-P5 members of SC and feel the need to know what happened during the P5 meeting. If this motion passes one of the P5 members must briefly explain to the committee what was discussed during the P5 meeting. If the delegates are found to be lying about this or providing misinformation, they will receive a punishment.

### 11.4. Clause by clause resolution

A Security council resolution will be written clause by clause. There will be one document, created by the chairs and shared with the entire committee. Delegates can then raise motions to present amendments and add their clauses one by one. Each clause will then be debated and voted upon by the committee.

## 12. Historical Security Council, Council of Trent

The Council of Trent is an exception to many of the rules stated for other committees. It encompasses historical accuracy with practical viability to bring realism and balance to each discussion. All members of the Council of Trent must read the following rules.

### 12.1. Addressing of members, extended vocabulary

As each member of the committee represents a real physical figure, they should be addressed by their proper title.

1. Kings can be addressed: Your Majesty, His Majesty King (name)

2. Cardinals are addressed: Your eminence, His eminence Cardinal (name)
3. The popes (chairs) are addressed: Your holiness, His holiness Pope (name)
4. Other figures are addressed by their name or other applicable titles.

#### Vocabulary:

1. Catechism = is a summary or expansion of Catholic doctrine, it is made up of instructions based off decrees.
2. Decree = an official order that has the force of law.

### 12.2. Structure, voting procedure

The Council of Trent will be separated into 3 groups. The Pagans, the Catholics and the Kings. Each group will have the right to raise a veto. However, after one of the delegates has raised a veto threat, the entire group, that they are a part of must first vote to determine whether the veto will be used. The voting procedures will require a simple majority.

### 12.3. Clause by clause resolution

A Historical security council resolution will be written clause by clause. There will be one document, created by the chairs and shared with the entire committee. Delegates can then raise motions to present amendments and add their clauses one by one. Each clause will then be debated and voted upon by the committee.

## 13. Business Congress

In the Business Congress, delegates do not represent countries, but different companies and firms. Therefore, they can use personal pronouns if they speak respectfully towards other delegates.

### 13.1. Clause by clause resolution

A Business congress resolution will be written clause by clause. There will be one document, created by the chairs and shared with the entire committee. Delegates can then raise motions to present amendments and add their clauses one by one. Each clause will then be debated and voted upon by the committee.

## 14. Awards

In each committee, a total of 3 awards will be given to delegates, including the Best Delegate Award, the Runner-Up Award and the Honourable Mention Award. 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.

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

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