



JEIMUN Rules and Procedures

First Created: 28th Nov 2024

In JEIMUN, we use a unique set of rules and procedures. Read this document carefully to be fully prepared for the conference.

0. Conference Schedule

Jan. 11 (SAT)

09:30 - 10:30	School Registration
10:30 - 11:30	Opening Ceremony
13:00 - 17:00	Session 1 16:30 WP Submission

Jan. 12 (SUN)

09:00 - 11:30	Session 2
11:45 - 13:00	Lunch / Networking Event
13:00 - 17:00	Session 3 15:00 DR Submission

Jan. 13 (MON)

09:00 - 12:00	Session 4 11:00 Amendment Paper Submission
12:00 - 12:30	Break
12:30 - 14:00	Closing Ceremony

1. Formal Speech

Each country has **1 minute and 30 seconds** to deliver a formal speech.

- 30 seconds before the time limit, the chair will tap the gavel once.
- The chair will tap the gavel twice when the time is up, signaling that the delegate must immediately stop speaking and leave the podium. **This rule must be strictly followed by all delegates.**

The chair will open a speakers list at the beginning in the conference. Delegates wishing to give a formal speech must add their country to the list. Unless the chair reopens it, **countries not listed will not be allowed to make a formal speech.** The number of countries allocated for speeches will be determined at the discretion of the Chair.



2. Motion

Delegates can raise the following motions:

- Unmoderated Caucus
- Moderated Caucus
- Adjournment of the Meeting (ending the entire conference)
- Suspension of the Session (for a break)
- Submission of Draft Resolutions
- Working Papers
- Amendment

Submission of Draft Resolutions, Working Papers, and Amendments will be automatically adopted once raised, provided they have passed the director's review.

To propose a motion, delegates must raise their placards high enough for the chair to easily see. When considering motions, the chair will call on three countries with raised placards. Once your country is called, please lower your placard.

After naming three countries, the chair will ask each delegate to state the motion they wish to propose. If a delegate withdraws their motion (e.g., if the same motion has already been proposed by another delegate), the chair will invite-delegates to propose a different motion.

When proposing an **Unmoderated Caucus**, delegates must specify its duration.

When proposing a **Moderated Caucus**, delegates must specify:

- The duration of the caucus
- The speaking time for each country
- The topic of discussion should be clear, specific, and relevant to all or most countries present.



After all motions are taken, the floor will move to voting for motion adoption. As mentioned under, Unmoderated and Moderated Caucuses require a simple majority to pass. If no motion receives a majority, the floor will automatically move to formal speeches.

Voting Order:

Motions will be voted on in the following order:

- 1. Submission of Draft Resolutions, Working Papers, and Amendments**
- 2. Unmoderated Caucus**
- 3. Moderated Caucus**
- 4. Adjournment of the Meeting**
- 5. Suspension of the Session**

If there are multiple motions for an Unmoderated Caucus or Moderated Caucus, the motion with the longer duration will be voted first.

3. Points

Delegates can raise the following points:

- **Point of Order**

Raised when a delegate objects to the chair's procedure or believes the chair has made an error.

This point takes priority over all other points or motions.

- **Point of Inquiry**

Raised when a delegate has questions regarding procedural matters.

- **Point of Personal Privilege**



Raised when a delegate is experiencing difficulty participating comfortably in the conference due to technical difficulties (e.g., inability to hear the speaker properly, discomfort due to the room being too hot or cold,...etc.)

- **Point of Information**

Raised to ask questions about the speaker's formal speech. This point can only be used when the speaker has yielded their remaining time for questions.

- **Right of Reply**

Raised when a delegate feels their country has been unjustifiably defamed during a formal speech and wishes to respond.

- The right of reply can **only** be requested **immediately after the speaking delegate has finished**.
- The chair will decide whether to grant the right of reply.
- If granted, the delegate may give a reply speech for up to one minute.

4. Caucuses

Unmoderated Caucus

- An Unmoderated Caucus may last for **up to 40 minutes**.
- Delegates are allowed to move freely within the conference room. Active negotiations on topics relevant to the death penalty moratorium, as well as preparation for Working Papers, Draft Resolutions, and amendments, are encouraged.
- A digital timer will be displayed on the front screen to indicate the remaining time for the caucus.

Moderated Caucus

- A Moderated Caucus may last for **up to 25 minutes**.



- Delegates should discuss the topic specified in the motion. Delegates wishing to speak during the caucus must raise their placards when the chair invites them to do so. The chair will call one country at a time to speak.
- A microphone will be provided to the speaking country. (Please begin speaking after receiving the microphone.)

5. Official Documents

At the JEIMUN conference, the following can be submitted as official documents:

- **Working Paper**
 - Primarily used to share the latest updates on discussions in small working groups.
 - The Working Paper will be shared with other delegates when officially introduced to the floor; however, unlike a Draft Resolution, no time will be allocated for formal explanations or questions regarding the submitted paper.
 - A Working Paper must have **more than five countries listed as sponsors**. A country can sponsor **multiple Working Papers** at the time of submission. (This may differ depending on the number of present countries)
- **Draft Resolution**
 - Serves as the finalized version of a Working Paper.
 - A Draft Resolution must have more than **five countries listed as sponsors**, and a country can only sponsor **one** Draft Resolution at the time of submission.
- **Amendment**
 - Discussed and written to amend Draft Resolutions submitted to the floor.



- An Amendment may concern a single Draft Resolution or involve multiple Draft Resolutions, combining them to create one amendment.

6. Submission of Working Papers and Draft Resolutions

A Working Paper and Draft Resolution should be submitted via **email** (jeimun2025@gmail.com) in **Microsoft Word format**.

- The document should be named as follows: **“WP/DR_(Conference A or B)_(Submitting Country).docx”** (e.g., WP_A_Tuvalu.docx).
- **Unless the chair confirms receipt of the email before the designated submission time**, the document will not be accepted or shared with other delegates.
- After the formal speech following an Unmoderated or Moderated Caucus ends, the chair will invite sponsoring countries to raise a motion to submit their Draft Resolutions. These motions will carry without a vote, and the Draft Resolutions will be officially introduced to the floor.

7. Submission of an Amendment

An amendment should also be submitted via **email** in **Microsoft Word format**.

- The document should be named using the following format: **“DR_(Conference A or B)_(Submitting Country)rev.docx”** (e.g., DR_B_Tuvalu_rev.docx).
- After the formal speech following an Unmoderated or Moderated Caucus, the chair will invite sponsoring countries to raise motions to submit their amendments.
- When this motion is raised, the chair will ask all countries sponsoring the Draft Resolution(s) related to the amendment if they agree to withdraw their original Draft Resolution(s).
 - If all sponsors agree to withdraw, the Draft Resolution(s) will be retracted, and the amendment will be introduced as a **Friendly Amendment**, fully replacing it.



- If any sponsor opposes the withdrawal, the amendment will be introduced as an **Unfriendly Amendment**. In this case, both the original Draft Resolution(s) and the amendment will remain on the floor and will be voted on separately.

8. Questions and Answers session on Draft Resolutions and Amendments

Each Draft Resolution and Amendment will be allotted a **maximum of three minutes** for this explanation.

After all Draft Resolutions and Amendments have been presented, there will be a **maximum of ten minutes** for delegates to inquire about each Draft Resolution and Amendment. Ten minutes will be allocated for questions on Draft Resolution 1, followed by ten minutes for questions on Draft Resolution 2, and so on for each subsequent Draft Resolution and Amendment.

Delegates wishing to ask questions should raise their placards when the chair invites them to do so. A microphone will be provided to the speaking country.

9. Voting

Voting will be conducted using one of the following two methods: **Roll-Call Vote** or **Consensus Vote**. Delegates cannot select any other voting method other than the two during this conference.

When the voting process begins, the chair will invite delegates to raise motions on how to vote on each Draft Resolution or Amendment. The chair will call on a country that has its placard raised to present its motion. When asked, the delegate should clarify which voting format they propose.

- **Roll-Call Vote:** If a roll-call vote is adopted, the chair will call out each country's name to ask if delegates agree or disagree with the Draft Resolution or Amendment. Delegates can respond with 'Yes' if they are in favor, 'No' if they oppose, 'Abstention' if they choose not to vote for political reasons, or 'Pass' if they wish to wait until the end of the roll-call to cast their vote.
- **Consensus Vote:** If a consensus vote is adopted, it indicates that all countries agree to the Draft Resolution or amendment, eliminating the need for individual roll calls. If a delegate raises a motion for a consensus vote, the chair will ask for confirmation by asking, “There has been a motion to adopt



this Draft Resolution/Amendment by a consensus vote. Are there any objections?” **If a delegate opposes adopting the document by consensus, they should raise their placard**, in which case a roll-call vote will be conducted.

Voting will be conducted according to the document number assigned to each Draft Resolution or amendment. If an Unfriendly Amendment is present, it will be voted on prior to the original Draft Resolution or Friendly Amendment.

During the voting session, delegates are prohibited from communicating with delegates from other countries in any form or leaving the conference room.

10. Speech Before Voting

After consuming the speakers list we will have the floor open. During this speech, delegates are prohibited from referring to the Draft Resolution they sponsor.

If no speakers are available, the floor will automatically proceed to the voting actions.

11. Miscellaneous Rules and Tips

Use of Electronic Devices

Electronic devices may only be used during unmoderated caucuses and breaks to compose official documents or to serve as translators if necessary. During formal speeches and moderated caucuses, all devices should be put away. Please pay attention to the speeches and discussions.

Use of Memos

Once the conference starts, the chair will announce that delegates are allowed to send memos. **Until then, delegates are prohibited from sending notes.** Additionally, delegates may not send notes during formal speeches.

Structuring a Good Conference



In this conference, we have allocated specific portions of the third and fourth sessions for debating Amendments. Amendments should aim to enhance the clarity and persuasiveness of Draft Resolutions, provided that each Draft Resolution has been thoroughly discussed and its clauses carefully considered.

Once several solid Draft Resolutions have been submitted, delegates should examine the other Draft Resolutions to identify clauses, principles, or specific arguments they can support. Then, delegates should negotiate with those sponsoring other Draft Resolutions to seek common ground. When successful, those responsible for the original Draft Resolutions should submit an amendment.

If the original Draft Resolutions are not sufficiently discussed, other countries may struggle to find common ground with your proposals. Therefore, we strongly recommend that delegates refrain from compromising too much on their ideas until the Draft Resolutions are submitted. By the end of the second day, delegates will have ample time to review other Draft Resolutions and consider how to reach an agreement with differing opinions. Focus on solidifying your stance, arguing in detail in small groups, and crafting a compelling Draft Resolution.

Utilizing a Working Paper is also important. Delegates can share the progress of their discussions through the Paper. Since the Paper is due in the first session, we recommend prioritizing discussions on fundamental principles during individual negotiations and sharing the outcomes in the Working Paper.

Finally, remember the responsibility of being a sponsor: you should be prepared to explain your Draft Resolution in detail when asked, and the same applies to Amendments. Raise your voice if you feel overlooked during discussions.

For delegates who are new to MUN or participating in MUN in English, there may be times when you struggle to express your opinions fully. Don't hesitate to ask those leading the discussions or any other delegates for clarification. The chair and organizing committee members are also available to assist you.

For those experienced in English MUN, please be attentive to how other delegates are keeping pace with the conference. If necessary, slow down the discussion. This is a three-day conference, and we have plenty of time to ensure it is meaningful.

We believe that fostering both realistic and creative dialogue throughout the conference is essential for ensuring that JEIMUN is meaningful and productive for all participants. We encourage everyone to dedicate time to thoroughly research and carefully write their Position and Policy Papers, as well as to actively engage in



discussions surrounding the moratorium on the execution of the death penalty. By doing so, delegates can explore a variety of perspectives, examine the complexities of this significant issue, and contribute to a comprehensive understanding that respects differing viewpoints.