

Korea Model G20: KMUN Special Session

Conference Rules of Procedure and Practice

These rules govern all activities within Korea Model G20. The following notes should be made regarding the reading of these rules:

1. Male pronoun references are used solely for convenience, and should be understood to apply to both genders, unless otherwise specified.
2. The final interpretation of these rules is the prerogative of the Secretary-General.
3. In case of an apparent conflict among rules, the more specific rule is the one that should be observed for that case (*lex specialis* principle).
4. Phrases for the Chairperson, specified in Chapter IV, are guidelines and general suggestions, and need not be repeated verbatim as long as the meaning is conveyed.

Chapter I **Reporting Structure**

Article 1 *Secretariat*

1. The Secretariat is responsible for all matters relating to the conference and makes final decisions on conference policy.
2. The Secretary-General is the chief executive of the Secretariat.
3. Undersecretaries-General are collectively responsible for the “real world” operation of the conference, with their specific portfolios, including as outlined in these rules, as follows:
 - a. Delegate Affairs
 - b. Personnel
 - c. Finance
 - d. Supply Management
4. Deputy Secretaries-General are collectively responsible for the “virtual world” operation of the conference, and each Deputy Secretary-General is responsible for a group of committees and their Chairs. Deputy Secretaries-General also take part in award considerations.
5. All members of the Secretariat report to and take instructions from the Secretary-General.

Article 2 *Officers*

1. Officers are responsible for the committee/programme to which they have been assigned.
2. Officers are divided to Chair and Co-Chair.
3. The Chair is responsible for moderating debate in the committee and enforcing the rules of procedure.
4. The Co-Chair is responsible for performing the Chair’s duties in his absence or when his attention is otherwise occupied.
5. All officers participate in award considerations.
6. All officers report to and take instructions from the Deputy Secretary-General in charge.

Article 3 Administrative Staff

1. Administrative Staff members report to and take instructions from the Undersecretary-General for Personnel.

Chapter II
Conduct and Ethics

Article 1 Working Language

1. English is the sole working language of Korea Model G20, and shall be the language used in all committee proceedings, administrative announcements, writing of communiqués, notes, declarations, and any other material produced by the conference.
2. Some foreign words and phrases may be used if it enhances communication, and the use of that foreign word would be understandable to an average speaker of English who does not possess a working knowledge of the language from which the foreign word is derived.
3. The following communications are exempt from the working language rule:
 - a. Between the members of the Secretariat;
 - b. Between a Secretariat member and an Administrative Staff member;
 - c. Between the members of the Administrative Staff;
 - d. Communication with persons not registered in the conference;
 - e. Private and individual communications in which the use of English is prohibitive to practical comprehension.
4. Any written material found in breach of this rule shall be discarded immediately.
5. Delegates speaking in violation of this rule shall be reprimanded by the Student Officer in charge of the delegate's committee, and have the incident noted in any award considerations.
6. Any Deputy Secretary-General, or the Secretary-General, is competent to pronounce final judgment on the question of a breach of this article.

Article 2 Use of Alcohol, Tobacco, or Non-Medicinal Drugs

1. Underage delegates, and all delegates in the High School Division, are prohibited from using alcohol, tobacco (smoking, chewing, or in any other form in which it may be consumed), and non-medicinal illegal drugs.
2. Use of non-medicinal drugs is strictly forbidden for all delegates.
3. Delegates may not have an open container of alcohol in committee chambers, Delegate Services area, or any indoor space being used for the purpose of the conference.
4. Delegates may not participate in the conference while visibly and noticeably intoxicated, or hung over, or while smelling of alcohol.
5. Delegates at least the age of 19 may smoke in designated smoking areas, to be designated and announced by the Undersecretary-General for Delegate Affairs.

6. The Undersecretary-General for Delegate Affairs shall adjudicate cases of delegates found in breach, and, depending on the severity of the case, shall impose some or all of the following penalties:
 - a. Immediate remedy of the offending condition;
 - b. Temporary expulsion from the conference until such time as the offending condition has been suitably remedied;
 - c. Permanent expulsion from the conference, with loss of all rights and privileges of a registered participant;
 - d. Confiscation or discarding of the offending item;
 - e. Notification of the delegate's school authorities;
 - f. Notification of the delegate's parents;
 - g. Notification of legal authorities;
7. All cases of violation shall be notified to the Student Officer in the delegate's committee and noted in any award considerations.

Article 3 Dress Code

1. The dress code for Korea Model G20 is Western business clothing.
 - a. Delegates may, alternatively, wear the traditional national costume of the country they are representing, provided that it is respectful and appropriate for the occasion.
 - b. School uniforms are expressly forbidden; however, items of a uniform, such as a dress shirt, may be worn as long as the wearer's school is not clearly identifiable.
2. The dress code is in effect from the opening of the registration of the conference until the formal declaration of its adjournment.
 - a. The dress code is not in effect during pre-conference events.
3. The dress code applies to all members of the Secretariat, all Student Officers, and all delegates.
4. Administrative Staff members for whom, in the judgment of the Undersecretary-General for Personnel, the adherence to the dress code is prohibitive due to their nature of duty may be exempted from the dress code.
5. Anyone found to be in violation of the dress code shall be denied entrance to the conference until that condition has been suitably rectified.
6. Delegates who have been denied entrance by an Administrative Staff member may appeal their case to the Undersecretary-General for Delegate Affairs, who shall be competent to make a final decision.

Article 4 Delegate-Officer Interactions

1. This rule applies from the selection of Student Officers, until the end of the conference.
2. Delegates, or prospective delegates, may not give any gift or promise of a gift whose value, in sum, exceeds 10,000 won.
 - a. Delegates found in breach of this rule shall be excluded from award considerations and be banned from future Korea Model G20 events.
 - b. Officers found in breach of this rule shall be immediately dismissed.

3. Officers may not discuss confidential or privileged information with a delegate.
 - a. Confidential or privileged information includes but may not be limited to:
 - i. Any information on award considerations;
 - ii. Personal life details of any delegate, officer, or Secretariat or Staff member;
 - iii. Any information which the Secretary-General has designated as confidential;
 - b. Penalty for violation shall be decided by the Secretary-General, up to and including immediate dismissal.
4. Officers must behave professionally and with courtesy towards all delegates.
5. Officers must treat all delegates fairly and equally, and pre-existing or developing personal relationships must not lead to any form of differentiated treatment.
6. Romantic liaisons between Officers and Delegates are strictly forbidden for the duration of the conference.
7. Officers may not engage in any form of public displays of affection, whether among themselves, with a Staff member, with a Secretariat member, or with a Delegate.
8. The Deputy Secretary-General in charge shall adjudicate misconduct of Officers, and may impose some or all of following penalties:
 - a. Private reprimand;
 - b. Public reprimand;
 - c. Dismissal, without public disclosure of offense;
 - d. Dismissal, with details of incident publicized;

Article 5 Delegate Code of Conduct

1. The Delegate Code of Conduct, attached as Appendix to these rules, must be signed by every delegate and filed with the Undersecretary-General for Delegate Affairs, without which the delegate shall be denied participation in the conference.
2. The Undersecretary-General for Delegate Affairs shall adjudicate violations of the Code of Conduct.

Article 6 Plagiarism

1. Plagiarism is defined as the use of copyright material without proper referencing, and passing off the work as one's creation, as well as any other violation of intellectual property.
2. Plagiarism by Officers, in their Agenda Papers or any other writing done for the conference, shall be cause for immediate dismissal.
3. Plagiarism by Delegates, in their Position Papers, declarations, or any other writing done for the conference and submitted to it, shall be nullified and destroyed from the conference, with the delegate being instructed to remedy the condition.
4. All Student Officers must make good faith effort to detect plagiarism in writings submitted.
5. The Deputy Secretary-General in charge shall adjudicate violations of this rule.

Article 7 Use of Notepapers

1. Delegates may use notepapers during committee sessions to communicate with the Chair or with another delegate in that committee, which will be delivered by the Administrative Staff.
2. Delegates cannot send notes to outside the committee.
3. Delegates must clearly mark the name of the recipient delegation on the notepaper; if being addressed to the Chair or to the Conference Secretariat, delegates should write “Dais.”
4. Administrative Staff must inspect the note prior to delivering it, in order to check for:
 - a. Working Language adherence;
 - b. Relevance to the committee discussion;
5. Notes in violation may be discarded or confiscated by the Administrative Staff member to whom the note was given.

Article 8 Absences

1. Delegates who, for whatever reason, are absent for more than 2 committee sessions of the conference shall not be awarded a certificate of participation.
2. Delegates may leave the committee while it is in session for the following reasons:
 - a. Unmoderated Caucus;
 - b. Bilateral or multilateral meeting with another delegate in that committee;
 - c. Collaborative work on a declaration, or amendment, that cannot be easily done inside the committee chambers;
 - d. Bathroom use;
 - e. Other reason that is necessary to facilitate effective conference participation.
3. Delegates must send a note to the Chair, explaining any absence that is likely to last more than 15 minutes; absences lasting less than that time need not be reported.
4. The Chair of the committee shall interpret this rule to determine if the delegate’s explanation constitutes a valid excuse for absence.
5. The Chair shall keep track of all hours in unexcused absence of each delegate, and report to the Deputy Secretary-General in charge any delegate who misses more than 1/3 of the hours.

Article 9 Entry and Exit

1. Delegates and officers may not enter any chamber except the committee to which they have been accredited.
2. Participants in the International Press Corps, and Korea Model G20 Non-Delegate Observers, may enter any committee chamber, unless it is sealed or closed.
3. Administrative Staff and members of the Secretariat may enter any committee chamber at any time.
4. Entry and exit is controlled by the Administrative Staff in charge of that chamber.
5. A committee cannot, for any reason, request the presence of a delegate from another committee.

Article 10 Secretariat Override

1. Members of the Secretariat may supersede all rules of procedure regarding entry, exit, and holding of the floor; they may enter any chamber at any time, suspend any proceeding at any time, and address any committee at any time.
2. This rule only applies to the conduct of official conference business.

Article 11 Emergency Override

1. Any individual person may supersede all necessary rules of procedure in cases of a legitimate and recognizable emergency in order to respond to the emergency.
2. The Secretary-General shall judge after the fact if such an action was warranted; if unwarranted, it shall be treated as an unexcused breach of the rules that were superseded.

Chapter III

Procedure of Committee Proceedings

Article 1 Procedural Votes

1. Procedural votes are votes of the committee on a question of procedure, as specified in the rules, on Motions.
2. In a procedural vote, delegates shall vote by raising their placards; the Chair, with the assistance from the Administrative Staff where necessary, shall count them.
3. A Motion requiring a “Simple Majority” passes if the votes in favor exceeds the votes against; it fails if the votes against equals or exceeds the votes in favor.
4. A Motion requiring a “Two-Thirds Majority” passes if the votes in favor equals or exceeds twice the votes against.
5. All Delegations inside the committee room are eligible to vote.

Article 2 Substantive Votes

1. Substantive votes are votes of the committee on substantive matters, such as declarations, amendments, or any other votes specified as such.
2. Only the delegations marked as either “present” or “present and voting” in the most recent roll call are eligible to vote.
3. In Korea Model G20, we follow the official G20 voting procedure. Each and every sovereign representative may cast a single vote per delegation. Achieving consensus is the underlying principle of G20. Hence in order for any substantive vote to be approved, all twenty official G20 delegations must reach consensus.
4. In a substantive vote, the following procedure is observed:
 - a. Chair declares that the committee is now in voting procedures. (“The Committee is now in voting procedures.”)
 - b. Chair instructs Administrative Staff to seal the chambers. The Administrative Staff stand outside the doors of the committee chamber and prevent all entries and exits except in emergencies.

- c. Delegates must maintain absolute decorum; no communication of any kind is permitted during voting procedures. No procedural motion, except Point of Order and Point of Personal Privilege, is in order.
 - d. The Chair shall begin the First Round of voting, calling out delegations in English alphabetical order, starting with a random country. Delegates may respond:
 - i. Yes
 - ii. Yes, with Rights
 - iii. No
 - iv. No, with Rights
 - v. Abstain (Only if the delegate did not respond “Present and voting” in the latest roll call)
 - vi. Pass
 - e. The Chair shall record the vote of each delegation, and keep tally.
 - f. Regardless of the result of the First Round, the Chair will immediately resume the Second Round of voting, calling in English alphabetical order the delegates who responded “Pass” in the First Round; these delegates may respond:
 - i. Yes
 - ii. No
 - iii. Abstain
 - g. At the end of the Second Round, the Chair shall announce the tally, and the result. (“With ### votes in favor, ### against, and ### abstaining, this declaration/amendment/etc passes/fails.”)
 - i. A quiet applause may be tolerated at this point; however, the Chair should not encourage it.
 - h. After this announcement, the Chair shall invite the delegates who voted “with rights” and allot 30 seconds for each of them to explain the vote.
 - i. Voting “with rights” is only permitted if the delegate is voting against national policy, or against what he has argued prior to the vote.
 - i. The Chambers are unsealed.
5. After the completion of the voting procedures, the Chair shall continue the proceedings of the committee according to the rules of procedure.

Article 3 Opening of the Session

1. At the time scheduled for the opening of a committee session, the Chair shall declare the session open. (“The Committee is now in session.”)
2. The Chair may but is not obligated to announce some basic information about the session at this time, such as the agenda item currently on the floor, the current status of the Speakers’ List, etc.

Article 4 Roll Call

1. Roll Call will take place in any of the following circumstances:

- a. At the beginning of each session; or,
 - b. Upon a *Motion for a Roll Call*, which requires one delegate to move and one delegate to second; or,
 - c. When, upon the Chair's visual inspection, the committee appears to lack quorum.
2. The Chair will call roll by calling out the delegations in English alphabetical order.
 - a. Delegates shall respond, "Present," when their delegation is called.
 - b. Delegates may choose to respond "Present and voting" when a particular agenda item is on the floor in that session; this response precludes the delegate from abstaining in any substantive vote that takes place in that session.
 - c. Observer Delegations may not respond "Present and voting," since they do not have voting powers in substantive questions.
 3. Delegates arriving late may send a note to the Chair in order to be recorded on the roll.
 4. If, upon Roll Call, less than 25% of the delegates are present, the Chair shall take the following actions, in order:
 - a. Announce the lack of quorum;
 - b. Suspend committee proceedings;
 - c. Instruct Administrative Staff to restrict delegates from leaving the committee chamber unnecessarily;
 - d. Contact the Deputy Secretary-General in charge and inform him of the situation;
 - e. Await further instructions.

Article 5 Setting the Agenda

1. If no agenda item is on the floor, the committee should set the agenda.
2. This is done by a *Motion to Set the Agenda*.
3. A *Motion to Set the Agenda* should be in the format of "Delegate moves to set the agenda to topic area X." This Motion is only in order if no agenda item is on the floor.
4. Upon hearing the Motion, the Chair shall:
 - a. Open a Limited Speakers' List, to entertain two speakers to speak in favor of the Motion, and two speakers to speak against the Motion.
 - b. Ask for delegates who wish to speak in favor, and put two of them in the Speakers' List in favor;
 - c. Ask for delegates who wish to speak against, and put two of them in the Speakers' List against.
 - d. Allow the speakers in favor to speak for 1 minute each;
 - e. Allow the speakers against to speak for 1 minute each;
 - f. Declare the Speakers' List exhausted, and call for a procedural vote on the Motion;
5. This Motion requires a simple majority.
6. The vote must take place even if no speaker speaks for one side.
7. If the Motion passes, the Committee shall begin discussion of the agenda.
8. If the Motion fails, the Committee will continue this process until an agenda is set.

Article 6 Speakers' List

1. After the agenda has been determined, a single continuously open speakers' list shall be established for the purpose of general debate on substantive issues.
2. Speakers on this list may speak on the topic area being considered and any declaration that may be currently on the floor.
3. The Speakers' List will be followed for all debate on the agenda item, except when superseded by speakers' lists on procedural motions or amendments.
4. A delegation may add its name to the Speakers' List at any time by sending a note to the Chair, provided that it is not already on the list.
5. While the debate from the Speakers' List is proceeding, the Chair should periodically ask the delegates if there are any points or motions. ("Are there any points or motions on the floor?")

Article 7 Speeches from the Speakers' List

1. No one may address a committee without having been recognized by the Chair, even if that delegation is due on the Speakers' List.
2. The Chair has the right to call a speaker to order if the topic of the speech is not relevant to the discussion.
3. Speaking time is set either by a *Motion to Set the Speaking Time* or by discretion of the Chair. In either case, the time is observed from the time the delegate begins speaking.
 - a. Delegates speaking beyond the time limit will immediately be called to order.
 - b. A delegate may make a *Motion to Set the Speaking Time* at any time when the floor is open, and the motion passes by a simple majority.
4. A delegate speaking from the Speakers' List may yield the remainder of his/her time to:
 - a. The Chair
 - b. Another delegate
 - c. Points of Information
 - d. Comments
5. Yield to Chair ends the speech.
6. Yield to Another Delegate allows the delegate to whom the time has been yielded to speak for the remainder of the time. A yield may not be yielded again.
7. Yield to Points of Information allows other delegates to ask questions for the remaining time.
 - a. Only the time taken to answer is deducted from the speaker's time.
 - b. The Chair, in principle, has the right to choose the delegates who will ask the questions. The Chair may, at discretion, allow the delegate to exercise this right.
 - c. A lengthy question that takes over 15 seconds to ask shall be called to order by the Chair and ignored.
 - d. The delegate has the right to refuse to answer any question asked.
8. Yield to Comments allows two delegates to give a short speech commenting on that speech.
 - a. Each comment may not last longer than 30 seconds.
 - b. The Chair shall choose the delegates who will comment on the speech.

Article 8 Point of Personal Privilege

1. If at any time a delegate experiences personal discomforts which impair his ability to participate in the proceedings, or notes a situation that may endanger the committee, he may rise on a Point of Personal Privilege.
2. A Point of Personal Privilege may interrupt a speech only when the discomfort concerned is severely limiting the delegate's ability to understand it. Delegates are cautioned to use this point with extreme discretion.

Article 9 Point of Order

1. If at any time a delegate feels that parliamentary procedure is not being followed properly, he may rise to a Point of Order. The Chair shall immediately decide upon Points of Order according to these rules of procedure. The Chair may rule out of order those Points that are dilatory or improper.
2. A Point of Order may interrupt a speaker only when the speech itself is not following proper parliamentary procedure. Delegates are urged to exercise this ability with extreme discretion.
3. Both delegates and staff will accept corrections to procedural errors eagerly when offered in a Point of Order with graciousness.

Article 10 Point of Inquiry

1. A delegate may rise on a Point of Inquiry to ask the Chair to clarify his confusion or misunderstanding of correct Parliamentary procedures, when the floor is open. The Chair will answer the question immediately.
2. This point may never interrupt a speaker.
3. This point may not be used to ask a question of a factual or substantive nature.

Article 11 Right of Reply

1. A delegate whose personal or national integrity has been seriously impugned by the speech of another person may request a Right of Reply by sending a note to the Chair.
2. The Chair may choose to grant the Right at sole discretion, allowing the delegate to respond by giving a speech to the committee not exceeding 45 seconds.
3. The decision of the chair is binding and cannot be appealed.
4. A right of reply to a right of reply is out of order.

Article 12 Unmoderated Caucus

1. A Delegate may propose a Motion for an Unmoderated Caucus, specifying in the proposal the time of the Unmoderated Caucus and the purpose of it. ("Motion for an unmoderated caucus, for the duration of ## minutes, for the purpose of _____.")
2. The Motion shall be immediately put to a vote, and requires a simple majority to pass.
3. The Chair may change the time limit.
4. The Chair may rule the motion out of order.

5. Once in Unmoderated Caucus, the committee will have an informal session, and delegates are free to move around, speak, etc. Delegates may not, however, use a microphone or a similar device to deliver a speech.

Article 13 *Moderated Debate*

1. A delegate may propose a Motion for a Moderated Debate, specifying in the proposal the time of the Moderated Debate and the purpose of it.
2. The Motion shall be immediately put to a vote, and requires a simple majority to pass.
3. The Chair may change the time limit.
4. The Chair may rule the motion out of order.
5. Once in Moderated Debate, the Speakers' List is suspended, and the Chair, at discretion, will give the floor to delegates who wish to speak for some duration of time to be determined and to remain consistent throughout the debate.
6. There are no yields in speeches in Moderated Debate.
7. There is no motion to end moderated debate before its prescribed time; the time allotted for moderated debate must fully elapse in order for the committee to return to the Speakers' List.

Article 14 *Working Papers*

1. A working paper is an informal document, where ideas that have been or should be discussed are committed to paper for ease of discussion.
2. Delegates may create working papers at any time.
3. A working paper may, but is not obligated to, be in proper declaration format.
4. A working paper does not have any official existence; thus, it cannot be formally introduced, tabled, or voted on.
5. The Chair may allow the working paper to be serial-numbered, photocopied, and distributed, in order to aid the debate in committee, at any time during the conference.
 - a. In order to be photocopied, the working paper must have signatures of at least one third of the delegates in that committee.
6. A working paper cannot be formally amended; delegates wishing to change the content of a working paper may:
 - a. Informally suggest amendments for the committee's consideration.
 - b. Alternatively, produce a new working paper altogether.

Article 15 *Declarations*

1. Declarations are the final product of deliberation in the Committee. They should pose a solution to the problem confronting the Committee and supply a rationale and historical basis. They should represent the views of a significant portion of the Committee, arrived at through debate and discussion among the Members.
2. A declaration requires unanimous vote to pass, except in committees designated otherwise by the Deputy Secretary-General in charge.

3. All declarations must be in a proper format, as indicated in the appendix on declaration formatting.
4. Declarations cannot be discussed in the committee's substantive speeches until they have been formally introduced pursuant to Article 16.
5. Once introduced, a declaration remains on the floor while the topic area it addresses is on the floor, unless an amendment or procedural debate takes precedence, or debate on the declaration is closed.
6. A committee shall only pass one declaration per agenda item, excepting crisis topic areas.

Article 16 Introducing Declarations

1. Before introducing a draft declaration, the delegate must take the following steps:
 - a. Gather the requisite number of signatures on the draft;
 - i. The requisite number is 1/3 of the committee or five delegates, whichever is greater;
 - ii. Being a signatory to the declaration does not mean the delegate supports the declaration; it merely means that the delegate would like to see the declaration discussed.
 - b. Submit the draft declaration to the Chair for approval, either by sending the draft declaration to the Chair via an Administrative Staff, or by giving it to the Chair during unmoderated caucus;
 - c. If approved, take the draft declaration to Delegate Services to be copied; and, where possible, use a projector to display the declaration to the committee;
 - d. When the floor is open, move to introduce the declaration in a *Motion to Introduce Draft Declaration X#* (e.g., "Motion to introduce draft declaration B3").
 - i. This motion passes automatically and does not require a second or a vote.
 - e. The delegate who made the motion may, but is not obligated to, give a short summary of the operative clauses of the declaration, not lasting more than 4 minutes; no yields or questions are permitted at this time.
 - f. After this process is completed, the declaration is considered formally introduced and may be discussed in the committee's substantive speeches.
2. More than one declaration may be introduced while the agenda item is being discussed.
3. Once a declaration has been introduced it remains on the floor and may be debated until the Committee closes debate on it, the Committee moves to the next topic area, or an amendment or procedural issue takes precedence.
4. A declaration is considered the property of the committee. There are no individual owners or sponsors of substantive documents.

Article 17 Approving Declarations

1. The Chair shall approve a draft declaration after making the following considerations:
 - a. Adherence to the formatting guideline;

- b. General quality of the declaration and its relevance to the committee's current discussion;
 - c. Differentiation from a declaration already on the floor;
 2. In case of electronic files, a declaration will only be approved if it is in the following format:
 - a. Word Document (.doc)
 - b. Portable Document Format (.pdf)
 3. The following electronic formats are specifically forbidden:
 - a. Haansoft proprietary (.hwp)
 - b. Microsoft XML markup document (.docx)
 - c. Hypertext markup document (.htm or .html)
 4. The Chair shall assign a serial number to the declaration, by committee code-hyphen-agenda item-declaration number. The declaration number will be the order in which the declaration was given to the Chair on that agenda item.
 5. Committee codes for Korea Model G20 are as follows:
 - a. Global Trade Commission I, II= GTC 1, 2
 - b. Financial Institutions - IMF I, II= IMF 1,2
 - c. Financial Institutions - World Bank I, II = WB 1,2
 - d. Global Development I, II = GD 1,2
 - e. Climate Change& Energy I, II = CCE 1,2
 - f. Historical G20 I, II = HG20 1,2
 - g. International Press Corps = IPC
 6. Thus, the second declaration introduced in Global Development I, on agenda item B, would be given the serial number of "GD 1-B2."

Article 18 Amendments

1. Amendments allow the Committee to alter any previously introduced declaration on the current topic.
2. All amendments must be proposed in writing in the proper format, and be approved by the Chair.
3. When an amendment to a declaration on the current topic area has been moved to the floor, general debate on the topic area shall be suspended.
4. Speakers' lists shall be drawn up for and against the amendment, and all speeches must remain germane to the amendment itself.
 - a. Speeches made for and against the amendment are necessarily substantive; thus, comments and yields are in order.
5. Debate on the amendment shall continue until a Motion to Close Debate on the Amendment is made.
6. A motion to close debate is in order when the Committee has heard at least two speakers for and two speakers against the amendment.
7. The amendment requires unanimous vote to pass.
8. If the amendment passes, its changes are immediately incorporated into the declaration.

9. Once the Committee has acted upon the amendment, general debate on the topic shall resume.
10. The pre-ambulatory clauses of a signatory may not be amended.
11. As Korea Model G20 does not have “Sponsors” on declarations, “Friendly Amendments” are not in order.

Article 19 Introducing Amendments

1. Amendments must be signed by a prescribed number of delegates and obtain the approval of the Chair before being introduced to the Committee, in much the same manner as declarations.
2. A delegate may introduce an amendment to any declaration on the current topic area whenever the floor is open.
3. Amendments not approved by the Chair or dealing with declarations not yet introduced are not in order.
4. The Chair may Rule any amendment out of order if he/she believes it would render the declaration nonsensical. This decision cannot be appealed. Amendments to amendments are not in order.
5. Only one amendment may be debated at a time.

Article 20 Approving Amendments

1. The Chair shall approve amendments using the same procedure as for declarations, specified in Article 17.
2. The serial number on an amendment shall be made by adding a hyphen and a number to the serial number for the declaration, in the order of the amendment’s submission to the Chair.
 - a. Thus, the 3rd amendment submitted to the Chair on Declaration GTC I would be “GTC 1-A1-3”.

Article 21 Postponement of Debate on an Amendment or a Declaration

1. A *Motion to Postpone Debate on Amendment/Declaration ##* is in order after at least four speeches on that amendment or declaration, when the floor is open on the Speakers’ List for that amendment or declaration.
2. This Motion requires a second.
3. The Chair shall open a Limited Speakers’ List on this motion, allowing two speakers in favor and two speakers against, each allotted 1 minute.
4. After the Limited Speakers’ List is exhausted, the motion will be put to an immediate procedural vote.
5. This motion requires a two-thirds majority to pass.
6. If this motion is passed, the amendment or the declaration is considered tabled and off the floor, and no discussion or action on it may take place.
7. Motion to postpone debate on a declaration is not in order while the committee is discussing an amendment for that declaration.

Article 22 Resumption of Debate on an Amendment or a Declaration

1. A *Motion to Resume Debate on _____* is in order any time when the floor is open.
2. This Motion requires a second.
3. The Chair shall open a Limited Speakers' List on this motion, allowing two speakers in favor and two speakers against, each allotted 1 minute.
4. After the Limited Speakers' List is exhausted, the motion will be put to an immediate procedural vote.
5. This motion requires a two-thirds majority to pass.
6. If this motion is passed, the amendment or the declaration is on the floor again and may be discussed in the normal manner.
7. Motion to resume debate is not in order when there is an amendment on the floor, or when the committee is discussing another agenda item altogether.

Article 23 Postponement of Debate on an Agenda Item

1. A *Motion to Postpone Debate on Current Agenda* is in order after at least one declaration on that agenda item has failed, when the floor is open on the Speakers' List for that amendment or declaration.
2. This Motion requires a second.
3. The Chair shall open a Limited Speakers' List on this motion, allowing two speakers in favor and two speakers against, each allotted 1 minute.
4. After the Limited Speakers' List is exhausted, the motion will be put to an immediate procedural vote.
5. This motion requires a two-thirds majority to pass.
6. If this motion is passed, the topic area is taken off the floor, and the committee must set a new agenda by the process of *Motion to Set the Agenda*.
7. Motion to postpone debate on a declaration is not in order while the committee is discussing an amendment for a declaration on that agenda item.

Article 24 Resumption of Debate on an Agenda Item

1. Resuming debate on an agenda item must be done by a *Motion to Set the Agenda*, which is only in order when the committee currently has no agenda item on the floor.

Article 25 Closure of Debate

1. A delegate may move to close debate on an amendment, a declaration, or the selection of the agenda, after the required debate has taken place. The Chair may rule such motions out of order if they are dilatory, and his decision on a Motion for Closure cannot be appealed.
2. Closure of debate is debatable to the extent of two speakers against the motion; no speaker in favor shall be recognized.
3. The motion requires a two-thirds majority for passage. Once debate is closed, the Committee moves to an immediate vote on the amendment or the declaration.

4. Closure of debate is automatic if a particular substantive speakers' list has been exhausted, or when the specified maximum number of speakers have been heard on procedural motions. In these cases, the matter upon which debate has been closed shall be brought to an immediate vote.
5. If, after closing the debate on a declaration, the declaration passes, the agenda item is automatically finished, and the committee must return to *Motion to Set the Agenda*. An agenda item on which a declaration has been passed cannot be discussed again.

Article 26 Division of the Question

1. [Repealed as of Korea Model United Nations 2009]

Article 27 Adjournment of the Meeting

1. When there are less than 30 minutes remaining in the current session, a delegate may move to adjourn the meeting.
 - a. The *Motion to Adjourn the Meeting* must specify at which point in time the meeting will be resumed, except for the last session on the last day of the conference.
2. The Chair may rule this motion out of order.
3. This motion shall be put to an immediate procedural vote, and requires a simple majority to pass.

Article 28 Point of Clarification

1. Immediately after the conclusion of a speech from the Speakers' List or from moderated debate, a delegate may rise on a Point of Clarification in order to ask a question to the delegate who has just spoken.
2. A Point of Clarification is strictly for clarification, and is allowed as a means for delegates to rectify confusion at the speech resulting from mishearing, microphone malfunctions, lack of vocal clarity, use of vague or ambiguous wording, etc.
 - a. Delegates asking Points of Clarification of an argumentative nature shall be immediately called to order.
3. The delegate being asked a Point of Clarification has the right to decline to answer or to give clarification.

Article 29 Closed Session

1. A delegate may propose a Motion for a Closed Session if he believes that the functioning of the committee would be better facilitated by the absence of Accredited Observers, members of the press, etc.
2. The motion must specify the time period for which the committee will go into closed session, and requires a simple majority to pass.
3. Once a committee is in closed session, the Administrative Staff in that committee shall:
 - a. Ask all non-participant observers, International Press Corps participants, and other persons in that committee to leave the chambers immediately;

- b. Control the entry and exit of the chambers, so that only the delegates and officers in that committee, staff members, and the Secretariat may enter the room.
4. A closed session shall end, and normal entry and exit procedures resumed, when the session is over in the schedule or after 30 minutes, whichever is lesser.

Article 30 Appeal

1. If a delegate believes that the Chair's ruling was incorrect or improper, he may appeal the decision by writing a note to the Deputy Secretary-General in charge, and clearly indicating that the note is an appeal.
2. The Deputy Secretary-General in charge shall adjudicate the appeal and render a decision.
3. Delegates shall be penalized in award considerations for making frequent and frivolous appeals.

Article 31 Suspension of the Rules

1. In case of unforeseen circumstances in which adherence to the rules of procedure render the proceedings impractical, a delegate may make a *Motion to Suspend the Rules*, specifying which rule should be suspended, for what purpose, and for what duration of time.
2. This motion is in order at any time the floor is open, and shall be put to an immediate vote, and requires a two-thirds majority to pass.
3. This motion must be approved by the Deputy Secretary-General in charge before it is implemented.

Article 32 Point of Notice

1. The Chair may intervene at any point and issue a Point of Notice, either in writing or during the debate, to a member who is clearly and persistently out of order or is grossly misrepresenting the foreign policy of the country they are representing.
2. A Point of Notice serves as a warning to the delegate. Continued offense should be reported to the Deputy Secretary-General in charge.