



RULES OF PROCEDURE



ORBITAL MUN CONFERENCE

Hosted by Britannica International School, Budapest



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INTRODUCTION

The Rules of Procedure document has been written, collected, and approved by the Secretary General and the Secretariat. All decisions within it are final.

This document serves as a manual for the protocol of the Bled 2025 Orbital MUN. The rules within will aid the chairs in making the conference as professional as necessary. For delegates new to MUN, these rules also serve to familiarise them with proceedings and establish the formality of the conference.

The rules have been adapted from the practices of the real UN to make this MUN as authentic as possible. It is with this intent that the Secretariat stresses the importance of terminology and formal address.

It is understood that delegates may make mistakes about the protocol. In this case, Chairs will remind delegates of the protocol. To prevent the disruption caused by excessive reminders, all delegates are strongly encouraged to read the Rules of Procedure fully.

Similarly, note passers and members of the press team are welcome to use it as a resource. In each committee, the Chairs will clarify and apply these rules of procedure. The Secretariat will also communicate further details about the conference via other documents.



MESSAGE FROM YOUR SECRETARY GENERAL

Dear Delegates,

Welcome to the Orbital Model United Nations! At Britannica International School of Budapest, we are delighted and honoured to host this year's conference and to welcome you all to Budapest, Hungary.

The individuals involved in organising this year's committees have worked tirelessly over the past few months to develop engaging topics and comprehensive background guides that reflect some of the most pressing issues facing the world today. These topics **include religion in relation to politics, birth control and overpopulation, internal affairs concerning world hunger, and poaching for trafficking**. As these challenges affect regions worldwide in varying ways, the need for international cooperation has never been greater. This year's MUN is dedicated to fostering meaningful debate and collaboration, with the goal of contributing to innovative and impactful solutions.

I am honoured to serve as the Secretary-General of Orbital MUN this year. My name is **Sena Caylak**, and I am originally from Istanbul. I currently study at Britannica International School of Budapest, and I am truly excited that our school and country have the privilege of hosting this conference. I study History, Psychology, and Art at A Level, and I look forward to meeting and learning from all of you.

Together with the Deputy Secretary-General, Zhian Yu and our Committee Chairs and the Press Team

- Elis Ploch da Silva and Luma Giacomuzo (Beginner 1)
- Alessandra Rabatin and Vincent Günther (Beginner 2)
- Rulan Rossouw and Chloe Tirana (Lower-intermediate)
- Flora Zsoldos and Sena Caylak (Upper-intermediate)
- Zhian Yu and Naomi Goddard (Advanced)
- Fanqi Shen and Kitt Ascsillán (Editors in Chief),

we eagerly anticipate welcoming you to this year's MUN, where for two days we will step into the roles of dedicated, thoughtful, and inspiring diplomats. We look forward to an unforgettable conference.

Warm regards,

Sena Caylak

MUN Secretary General



GENERAL CONSIDERATIONS

These guidelines, presented as separate articles, should be adhered to by all delegates throughout the duration of the conference. They are designed to maintain order, professionalism, and mutual respect among delegates, ensuring the event runs smoothly. The Secretariat stresses their importance.

Article 1: Addressing the chairs

Delegates are required to address all Chairs of any committee as "Honourable Chair(s)" at the beginning of their speeches.

Article 2: Addressing Delegates

1. Members of each delegation will be called "delegates". When speaking, delegates should use "the delegation of X" or the name of the country they want to refer to.
2. Delegates must not use offensive language (i.e. homophobic, racist, transphobic) or derogatory terms towards another delegate at any time during the conference, including during breaks and free time.
3. If a delegate has been heard addressing another disrespectfully or offensively, they may be subject to suspension from the debate. This decision is to be made according to the Secretary General, Deputy Secretary General, and the rest of the Secretariat.

Article 3: Language spoken

1. The official language of the conference will be English. This language will be used for all conference-related communications, including the Background Guides and Position Papers, as well as for interactions between delegates, the Press Team, Chairs, and the Secretariat. All documents produced and presented during the conference must be in English. Delegates are expected to refrain from using other languages, including their native language, during debates. If any delegate has trouble with this requirement (eg, trouble with translation), they are encouraged to consult the staff or Secretariat in advance, and the Secretariat will find some way to facilitate translation.
2. Delegates and Press members must avoid using first- and third-person singular pronouns during the sessions. (eg. I, He, She, It - would not be allowed)
3. All Delegates and Organisers are expected to uphold standards of Diplomatic Courtesy and use Parliamentary Language in their interactions



with one another throughout the conference. Delegates are expected to conduct themselves with respect.

Article 4: Attire

1. All delegates, press team members, advisors, and any other participants or guests are required to wear Western business attire during the official conference hours while attending sessions. Clothing items that are deemed inappropriate include, but are not limited to: UGG boots, jeans, sneakers, off-shoulder and crop tops, leggings, sweatpants, hoodies, t-shirts, and open-toed shoes.
2. Appropriate business attire includes formal suits, smart separates, or dresses for women, and formal suits with a tie (or equivalent) for men. Individuals who do not identify with these genders may choose either option. The Secretariat reserves the right to deem certain accessories, symbols, or clothing items as inappropriate or offensive. If an accessory is deemed unacceptable, it must be removed immediately.

Article 5: Electronic Devices

1. The use of electronic devices by delegates **is not allowed during formal debate sessions**. However, delegates are allowed to use electronic devices **only during unmoderated caucus sessions** for the purposes of research for Working Papers and Draft Resolutions.
2. Delegates are expected to bring printed copies of the speeches they have prepared prior to the conference. However, electronic devices may be used during discussions on resolutions solely to access the relevant documents.
3. Any concerns or issues regarding this policy should be addressed to the respective Chairs, the MUN Coordinators, or the Secretariat, who will make every effort to resolve the matter appropriately.

Article 6: Notes and Note Passing

1. Delegates can pass notes during the conference. Delegates will raise their hand with any notes they wish to pass on. Chairs will collect those either during the session or during caucus time.
2. Delegates are expected to write their proposal or question onto the provided scrap paper, fold it and title the country from which the note is coming from and going to. The delegate may then hold up their note and wait for the chairs to arrive and deliver it.
3. As with other articles outlined in the Rules of Procedure, all notes must be appropriate. Hateful and derogatory comments and language are strictly





prohibited. This includes art and images drawn. Should this happen, the Chairs will inform the Secretariat and staff of further action.

Article 7: The Gossip Box

1. A "gossip box" will be available in each committee room, allowing delegates to anonymously submit light-hearted notes about other delegates or the conference in general. The intention is to add a fun and informal element to the proceedings.
2. While the notes may be humorous, they must remain respectful and appropriate, respecting the dignity of all conference participants. The Chairs will be responsible for moderating the content of the gossip box.
3. At the conclusion of the conference, the Chairs of each committee will read aloud the submissions from the gossip box to the entire committee.

Article 8: Position Papers

1. All delegates are required to submit a position paper that reflects the country they represent, the committee they are part of, and the topic they are addressing. The Chairs will provide the deadline for this submission.
2. The position paper should summarise the delegate's research on the assigned topic. Further instructions on its content will be given by the respective Chairs.
3. The paper must include a bibliography formatted in Oxford style, with specific details on the format to be provided by the committee Chairs. The document should be no longer than one page, excluding the bibliography. Given the importance of this document, delegates who fail to submit it by the specified deadline may not be considered for awards, including that of best position paper.
4. Chairs will also consider writing style. Delegates must submit their position paper before the deadline to be considered for this award. The use of AI in position papers is strictly prohibited. All position papers will be checked for AI. Chairs will also monitor the use of AI during each session.



PROCEDURE

Article 9: Duties of the Chairs

The responsibilities of the Chairs shall encompass, but not be limited to, the following:

1. Ensuring strict adherence to the established Secretariat procedures.
2. Reviewing and evaluating the position papers submitted by delegates.
3. Officially declaring the commencement and conclusion of each session.
4. Granting the right to speak to delegates in an orderly manner.
5. Overseeing the voting procedure and announcing the results in a clear and timely fashion.
6. Monitoring and addressing notes submitted by delegates during the proceedings.
7. Receiving, recording, and transcribing amendments related to the resolution under discussion.
8. Editing and displaying the current version of the resolution being debated.
9. Upholding impartiality, refraining from allowing any political, personal, or other biases to influence the chairs' conduct.
10. Providing procedural guidance and clarification of debate-related matters to delegates, ensuring understanding of all aspects of the discussion.
11. Facilitating a focused and constructive debate, guiding it towards a relevant and productive resolution.

Article 10: Quorum

When at least five members of a committee (as declared at the beginning of the first session) are present, the quorum is met, and the Chair will declare the Committee open to proceed with debate. A quorum will be assumed to be present unless specifically challenged and shown to be absent.

Article 13: Addressing the Committee

All delegates are required to address the assembly prior to delivering their speech. They must begin by saying, "Honourable Chairs and esteemed/distinguished delegates." Failure to do so will result in an interruption from the Chairs, who will remind the delegate to adhere to this protocol.

Article 14: Roll Call

All debates shall begin with a roll call of members present, carried out by the Chairs. The roll call shall be taken in the English alphabetical order of the names of the delegates.



Article 15: Opening Speeches

All committees are required to begin the conference with opening speeches once the roll call has been taken. All delegates are required to hold an opening speech of 90 seconds per speaker. This should be a completed speech which they have prepared prior to the conference.

Article 16: General Speakers List

1. The general speakers' list serves as the default procedure for the committee when no other points or motions are in effect. During this time, delegates may address any issues related to the topic under discussion once recognised by the Chair. The general speakers' list will remain open for the duration of the debate, and each delegate's speaking time will be limited to 90 seconds.
2. To be added to the general speakers list, delegates must raise their placards when the floor is open for points or motions and formally request to be included.

Article 17: Open and Closed Debate

The Orbital MUN recognises two types of debate: Open and Closed Debate.

1. In Open Debate, a delegate may rise at any time, provided the floor is open, to deliver a speech either in support of or opposition to the resolution, or to submit an amendment.
2. In Closed Debate, the Chair will divide the debate into two parts: the first half will be dedicated to speaking in favour of the resolution, and the second half will focus on speaking against it.
3. At the beginning of each debate, the Chair will announce the time allotted for the session. Each delegate speaking for or against an amendment or resolution, excluding the primary submitter, will be granted 2 minutes to deliver their speech.

Article 18: Yielding

After a delegate has completed their speech but still has remaining time, they must yield (or pass on) the remainder of their time in one of three ways:

1. Yield time back to the Chairs: This means the delegate wishes to conclude their speech and allow the Chairs to use the remaining time to continue the debate.
2. Yield to another delegate: A delegate may choose to yield their remaining time to another delegate, perhaps one with whom they share similar views, enabling that delegate to take the floor and continue speaking for the remainder of their allotted time.



3. Yield to Points of Information: As outlined in the 'Points and Motions' section (Article 20), the remaining time can be allocated to questions directed towards the delegate regarding their speech. The speaking delegate must specify how many Points of Information (POIs) they will accept.

If time is yielded to POIs, the timer will be paused, and the delegate may answer the questions as they see fit, in accordance with the Chairs' discretion.



POINTS AND MOTIONS

During sessions, delegates may interact with each other and with the Chair solely through the use of points and motions.

A point is used to request clarification regarding the rules or procedure. Points do not require a vote and can be raised at any time, even when the floor is not open. A Motion is a formal proposal to initiate a specific procedural action, and it requires a vote by the entire committee. The Chair will open the floor for motions when deemed appropriate, and delegates may introduce motions when recognised by the Chair. Motions are decided by a simple majority vote.

Article 19: Request for Formal Apology

If a delegation harms the national sovereignty and dignity of another country during their speech, that country will be entitled to a right of reply. The affected delegation might exercise this right by sending a note to the Chairs stating the harmful comment.

Once the Chairs receive it, they will have discretionary power to accept this request or not. In case the Chairs recognise the right of reply, the offended delegation will be granted 90 seconds of speaking time to reaffirm their honour, after which the harmful delegate must apologise publicly and professionally.

Article 20: Point of Information

After a speaker has finished their speech, and they yield their time to any Point(s) of Information, the Chair shall ask the delegates if they have any Points of Information. The delegates shall raise their Placards if they would like to ask from the speaker, and if the Chair calls upon them, they can deliver their Points of Information to the speaker at the podium. During this time, the timer shall be stopped. This Point shall be one.

question regarding the speech. No discussion is allowed on the floor, and the Chair shall immediately call on delegates to come to order if they intend to do so.

Article 21: Motion for a Follow-Up

If a delegate whose Point of Information has been answered but does not feel that the speaker's reply met the purpose of the question, the delegate is permitted to ask the Chair for a motion to follow up, meaning they may ask a second question from the speaker. This motion may only be done once during the discussion.



Article 22: Point of Personal Privilege

A Point of Personal Privilege may be raised when a delegate experiences personal discomfort caused by an external factor that affects their ability to participate in the debate. This could include issues such as difficulty hearing the current speaker, needing to use the restroom, or feeling excessively hot or cold. To raise this point, the delegate must raise their placard and request the Chair to address the issue or grant permission for the delegate to take the necessary action.

Article 23: Point of Parliamentary Enquiry

When the floor is open, a delegate may raise a Point of Parliamentary Inquiry to ask the Chair a question about Parliamentary Procedure. This Point may not interrupt a speaker. The Chair will respond to the delegate to the best of their knowledge.

Article 24: Point of Order

If a delegate believes the Chair has made an error in accordance with the Rules of Procedure, they may raise a Point of Order. This allows the delegate to question the legitimacy of the perceived mistake and request its correction.

Article 25: Point of Information to the Chair(s)

When the floor is open, a delegate may raise a Point of Information to the Chair. This point allows the delegate to ask the Chair a question on a wide range of topics, from procedural matters to personal priorities. It can be considered a combination of both a Point of Parliamentary Enquiry and a Point of Personal Privilege.

Article 26: Motion for a Moderated Caucus

1. Moderated caucuses serve as the primary format for structured debate on key issues related to the committee's topic during a session. This motion initiates a focused sub- debate on a specific aspect of the main topic that delegates wish to address.
2. A motion for a moderated caucus may be raised when the Chair opens the floor for motions and before the closure of the debate. The delegate proposing the motion must specify the following details (which may be adjusted by the Chair):
 - a. The duration of the caucus, which must be between 10 and 20 minutes.
 - b. The speaking time per delegate, which must be between 1 and 2 minutes.
 - c. The specific topic to be discussed.



3. The delegate who introduces the motion will be granted the first opportunity to speak on the specified topic.
4. During the moderated caucus, delegates will speak in turn on the topic, with the order of speakers determined by the Chair, who will call on delegates to raise their placards if they wish to be recognised.

Article 27: Motion for an Unmoderated Caucus

1. Unmoderated caucuses enable delegates to collaborate in groups, allowing them to draft Working Papers and Draft Resolutions that put ideas into action.
 - a. All Working Papers should be submitted to the respective committee Chairs for feedback, but will not be debated. The format is outlined in the final section, 'Resolutions, Working Papers, and Voting.'
 - b. All Draft Resolutions should also be submitted to the committee Chairs, as these will be reviewed and debated. The format is outlined in the final section, 'Resolutions, Working Papers, and Voting.'
 - c. A Motion for an Unmoderated Caucus may be introduced when the Chair opens the floor to motions and prior to debate closure. The proposing delegate must specify the caucus duration (modifiable by the chair).
 - d. The duration must not be more than:
 - **15 minutes for the advanced, beginner and lower-intermediate groups**
 - **20 minutes for the upper-intermediate group**
 - e. During an Unmoderated Caucus, delegates may move freely around the room for informal discussions on debate topics, using the official committee language.

Article 28: Motion to Adjourn the Debate

During the discussion of any issue, a delegate may propose a Motion to Adjourn the Debate, which means the session will be suspended and resumed at a later date, typically the following day, as determined by the Chairs. This motion does not require a second but must be ruled on by the Chairs. If the Chairs deem the motion in order, a Procedural Vote will be held immediately to decide whether the motion is accepted.

Article 29: Motion to Suspend the Debate

During the discussion of any Issue, a Delegate may propose a Motion to suspend the Debate, meaning that the session will continue after a break of a duration set by the Chairs or by the Schedule. This Motion does not require a second but a ruling from the Chair. If the Chair decides that the Motion is in order, there shall be a Procedural Vote on the Motion.



Article 30: Motion for a Consultation of the Whole

1. A Motion for a Consultation of the Whole may be raised when the Chair opens the floor for motions, and prior to the closure of the debate.

a. The delegate proposing the motion must specify the proposed duration of the consultation (which may be adjusted by the Chair) and the specific topic to be discussed.

2. During the consultation, delegates will engage in a discussion on the designated topic, taking turns to speak.

a. The delegate who proposes the motion will be the first to speak. After delivering their speech, they will select the next delegate to speak. The process will continue in the same manner, with each delegate choosing the next speaker, until the allocated time for the motion expires.

Article 31: Motion to Introduce a Draft Resolution

A motion to introduce a draft resolution may be raised when the Chair opens the floor for motions, before the closure of the debate, and after the Chair has reviewed the content of the draft resolution. This motion will require approval by an absolute majority. Once approved, the main submitter will read aloud the operative clauses of the draft resolution to the committee.

Article 32: Motion to Introduce an Amendment

An amendment refers to any modification made to a draft resolution. It can involve adding, changing, or removing sections of the draft resolution. All amendments must be approved by the Chairs before being introduced to the committee.

Debate on amendments will include time allocated for both supporting and opposing views, as determined by the Chair.

Article 33: Motion to Set the Agenda

At the beginning of the debate, any delegate must raise a motion to set the agenda, which initiates the order of activities for the session.

1. If delegates fail to raise this motion, the Chairs will remind them of the necessity to do so.

2. For example: "Delegate X raises a motion to set the agenda for an Unmoderated Caucus."

Article 34: Any other Motions which may be in Order

1. Motion to be added to the General Speakers List

If the floor is open, a delegate may raise a motion to be added to the General Speakers List (GSL) and take the floor to deliver a speech on the



overall topic under discussion. The GSL may also be used by the Chairs as a tool to encourage delegates who have not yet spoken to contribute to the debate.

2. Motion to extend the caucus. Delegates may propose a motion to extend the time allocated for either a Moderated or Unmoderated Caucus, allowing for additional time to continue discussions or work on resolutions.



WORKING PAPERS AND RESOLUTIONS

The resolution is a key document in any MUN. It serves as the centre of debate and conversation, as well as showing the complexities of international cooperation and the realities which delegates will have to face. The UN involves a great deal of compromise, and so having a focus placed on resolutions is a way to highlight this need.

Article 35: Working Papers

Working papers are documents produced in an unmoderated caucus. They are not official and therefore do not need to be revealed to other delegations. However, the Chairs should be informed of any working papers so they can adjust the MUN around the ideas contained within them. The Chairs will state how they want working papers to be shared with them, should the need be relevant.

Working papers can be note-like with bullet points and ideas on a page. Formatting is not a focus of this type of document.

Article 36: Main Submitter

The Main Submitter must support their resolution. They may only vote against it if it has been amended to the extent that it no longer aligns with the delegation's objectives. In this eventuality, Chairs will require an explanation from the Main Submitter as to why they will not vote for this resolution. This similarly applies to delegations which have submitted amendments.

Article 37: Co-submitters

1. Co-submitters are individuals who have played a significant role in drafting the resolution, contributing to the creation of some of its clauses or being deeply involved in the writing and discussion process.

2. Similar to the Main Submitter, Co-submitters are expected to support the resolution and vote in favour of it, unless significant amendments have been made that diverge from the original intent of the Main Submitter.

The Chairs will notify Co-submitters if such changes occur.

3. Co-submitters are encouraged to deliver speeches in favour of the resolution during the time allotted by the Chair for such remarks.

Article 38: Draft Resolutions and Resolutions

The draft resolution is a formal document which discusses and proposes solutions for the issue of each committee. It must be shared electronically with the chairs and delegates working on it.



1. The Draft Resolution is split into two parts: the pre-ambulatory clauses and the operative clauses.
2. The Draft Resolution is put forward by one Main Submitter and any other Co- Submitters.
3. The pre-ambulatory clauses discuss the information of the issue and the historical context and should contain facts and detailed evidence. For a resolution, there should be approximately three pre-ambulatory clauses.
4. Operative clauses suggest solutions which the submitters seek to enact. Resolutions should have multiple operative clauses, with an ideal minimum being five.
5. It is essential that the content in the draft resolution matches the desires of the country each delegate represents, not their personal views.
6. Delegates should research the process of writing a resolution beforehand, so they are best prepared for the conference. This includes researching both pre-ambulatory and operative clauses.
7. Draft Resolutions will only be shared with the other delegates in the committee after receiving approval from the Chairs.
8. If the Chairs approve the Draft Resolution, the Main Submitter will be required to read the operative clauses and give a speech in favour of the resolution. There will not be a time limit on this speech.
9. A draft resolution can only be considered a resolution if it has been passed by the committee debating it.

Article 39: Signatories

1. Signatories are delegates who may not fully agree with all or any of the clauses in a Draft Resolution but wish to see it debated. This may be due to their desire to contribute to the discussion or because they support certain aspects of the Resolution and wish to propose amendments to the rest.
2. A Resolution can have any number of signatories, and a delegate may be a signatory on multiple resolutions, provided they are the Main Submitter or Co-submitter of only one Resolution.

Article 40: Proportions of Submitters to a Draft Resolution

For a resolution to be passed and added to the agenda, the total number of submitters, including the main and co submitter has be equivalent to, or more than one third of the committee.

If not all members are present, the numbers will be taken from those who are present.

Article 41: Voting on Motions



For a motion to be passed, a voting majority is needed.

Article 42: Voting on Resolutions

1. In voting, delegates have three options. They can vote **In Favour** or **Against** the topic. They may also abstain from voting to stay neutral. However, delegates may only abstain if, during roll call, they were recorded as 'present' rather than 'present and voting'.
2. Resolutions may only be voted on after there are no more amendments from delegates, or the Chair has decided that they wish to deny requests to amend.
3. Draft Resolutions will be voted on in alphabetical order.
4. In voting on Resolutions, Substantial Voting Procedure will occur. This means that for a Resolution to be passed, it requires over 50% of votes to be In Favour.
5. During the voting period, all interruptions are prohibited. Interruptions could include talking beyond declaring a vote, eating, note passing, and drinking. The Chairs have the ability to decide what is considered an interruption.
6. Clapping is appropriate following the passing of a Resolution.

Article 43: Amendments on the Draft Resolution

1. An amendment refers to any modification made to a draft resolution.
2. Amendments fall into two main categories: friendly amendments and unfriendly amendments. Friendly amendments are ones which change the structure, phrasing, or grammar of the amendment. They do not alter its content. These amendments are approved by the Chairs but are not voted on. Unfriendly amendments alter the content of the Draft Resolution.
3. There are three actions of unfriendly amendments: striking, adding, and amending clauses.
4. Striking a clause is when an entire clause is removed.
5. Adding a clause adds a new clause to the Draft Resolution.



AWARDS

Awards are an important part of the conference. They encourage delegates to perform well and recognise exceptional achievement in a committee.

Article 44: Award principles

In order to celebrate individual delegates' performance during the conference, awards will be given by the Secretariat. These awards will be based on merit. There will also be honourable mentions for those who were considered for awards. Both the honourable mentions and the awards will be announced in the closing ceremony.

Article 45: Awards for country delegations

1. In each committee, three different delegates will receive an award based on the observations of the Chairs. There will be an award for best position paper, best diplomat, and best delegate.
2. The winner of the best position paper should have written an interesting, succinct, and relevant position paper. Chairs will also consider writing style. Delegates must submit their position paper before the deadline to be considered for this award. The use of AI in position papers is strictly prohibited. All position papers will be checked for AI.
3. In order to qualify for best diplomat, delegates should be able to communicate with other delegations effectively and be able to come to favourable compromises. They should also be passionate when arguing their points and help lead conversations.
4. The award for best delegate will go to the delegate who has performed the best overall in their committee. This may mean that they have shown strong communication, debate, writing, speaking, and compromise skills. It does not necessarily mean that they have gained the most favourable result for their country; it will be based more on the skills that they have demonstrated throughout the conference.

Article 46: Awards for the Press Team

The press team can also receive awards for their work. This will be decided by the Editor-in-Chief of the Press Corp and approved by the Secretariat.