

# TAIMUN XIV

## RULES OF PROCEDURES



# TAIMUN XIV

Student Officer Handbook  
14<sup>th</sup> Annual Taiwan Model United Nations Conference

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**You may NOT publish this document in any way.  
Please save trees (paper) by NOT printing this manual!**

**TAIMUN procedures follow THIMUN procedures.**

Adapted from THIMUN 2006 Chairing Guide & THIMUN Procedures

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# OBJECTIVES OF TAIMUN

TAIMUN's objectives are listed into four main points: to advance the interests of international education across national boundaries through the promotion of interaction and dialogue between young people from a variety of countries and school systems; to develop in students communication skills which will help to foster the international education and global perspective mentioned above; to instill a global perspective in young people through the educational aims of Model United Nations, focusing on the formulation of peaceful resolutions to world problems; and to promote interest in and support for the work of the United Nations and to increase public awareness of issues of international concern. TAIMUN also tries to provide a unique Model United Nations conference. It varies itself from other conferences with special councils and committees like Sustainable Development, World Health Organization, the Environmental Committee (UNEP), and the International Atomic Energy Agency. Along with specialized committees, TAIMUN also tries to find less debated and unique topics for discussion, linking different topics together to form an issue, such as relating sustainable energy to health issues, this provides the participants with a new perspective to the issues of the world.

# OPENING SPEECHES GUIDELINES

## GUIDELINES

- Everyone is expected to prepare their own open speeches and be given in their own committee rooms.
- After every series of opening speeches, no more than three Rights of Replies should be entertained in small committee, while only one Rights of Reply should be entertained in big committees. Delegates can request the Right of Reply by raising their placards when the Chair asks if there are any such in the House.
- A right of Reply must be a short, concise statement pertaining to an item presented in one or more of the preceding speeches. It cannot be a question addressed to any speaker.

## PROCEDURES

- An opening speech is a one-minute speech in which a delegate expresses their policies of his/her nation on the issues at hand.
- Delegates will be called up in alphabetical order in groups of 5 (big committees) or 3 (small committees).
- Delegates should line up in order right next to the podium. When it is their turn to speak, they should approach the podium. Once finished, they should **return to the side of the podium not their seats**. Once all speeches are completed, then Rights of replies will be entertained. Once all Rights of Replies have been entertained, the speakers may return to their seats.
- At 50 seconds, the Chair will hit his gavel once. At 60 seconds, the Chair will hit his gavel twice. If a speech exceeds 70 seconds, the delegate will be verbally asked to come to his closing remarks.
- Clapping or other displays of appreciation are not in order during opening speeches.

# QUORUM

Resolutions need a **Quorum** to be voted upon. The president may declare a meeting open and permit the debate to proceed when at least one third of the members of the committee are present. The presence of a majority of the members shall be required for any decision to be taken: for votes on amendments or resolutions.

# ROLL CALL

Roll call must be taken every time delegates collectively return to committee, such as after lunch or the first thing in the morning. All delegates must reply, "Present and voting" when called upon.

# DUTIES OF EACH DELEGATE

- Speakers need to address each other in the Third Person at all times. Always “honorable speaker” or “fellow delegates”, never “You” or “I” (but don’t correct every slip of the tongue).
- Delegates should stand when speaking or being spoken to and should not sit down until after the speaker has finished answering the delegate’s POI.
- Delegates must wait till the Chair has finished speaking to raise their placards.
- When raising their placards, delegates must do so properly (Elbow high) in order to aid the admin and the Chair’s work.
- Men must wear a jacket when they are speaking – ladies do not.
- Delegates must not insult any member of the house, guest, and member of the Administrative Staff or Student Officer, physically or verbally.
- Delegates must not converse directly with each other at any time (no direct dialogue) during debate.
- Additionally, delegates must not pass notes between themselves unless they have been screened by a Chair or Admin (with authority to screen notes).
- Delegates must yield the floor when required to do so by the Chair.
- Delegates may yield the floor to another delegate but only with the Chair’s consent.
- Delegates should address the Chair and the house before presenting their speech.  
Example: “Good afternoon fellow delegates, honored Chairs, and distinguished guests.”

# NOTE PASSING

- Note passing between delegates is allowed, as long as the message pertains to the question at hand.
- Notes can only be written in English.
- The Chair may suspend note passing if it gets too noisy in the house. However, notes to and from the Chair are always in order.
- Delegates may NOT pass notes to other commissions.
- Note passing is a **privilege** – emphasize that the admin staff are there to help smoothen the flow of debate, and inappropriate notes are an impediment to that.

# DEBATE TIME AND DEBATE MODE

- Open Debate is TAIMUN’s main debate mode when debating resolutions. Closed debate is required during the discussion on amendments.
- Debate time on the resolution is to be announced after reading out the resolution.
- After the main-submitter of a resolution has read out the operative clauses, you must set a total open debate time on the resolution in minutes.
- Take care to allocate time within resolutions as evenly as possible, to allow a balance of open debate and closed debate.

# POINTS

- Points during debate may not interrupt a speaker except for a Point of Personal Privilege, which refers to audibility. All other points will be dealt with only when there is a debating pause, such as when the speaker having the floor yields to points of information, to another delegation, or to the Chair.
- Delegates cannot immediately state their Point, they must wait until the Chair recognizes them and repeat their Point to the house. Delegates must be standing during the raising of a Point. For example, during a Point of Information, a delegate must be standing until the speaker has answered the delegate's point of information. The following are recognized Points at TAIMUN.

## POINTS OF PERSONAL PRIVILEGE

- Refers to the comfort and well-being of the delegate, such as if the speaker.
- May only interrupt a speaker if it refers to audibility, but should not be rude or disruptive.
- May not refer to the content of a speech.
- Is not debatable.
- Does not require a second.
- Example: "Could the windows please be opened? It is very hot in here."

## POINTS OF ORDER

- Refers to procedural matters only, such as if the Chair makes an error in the order of debate or in the setting/observing of debate time.
- May not interrupt a speaker.
- Is not debatable.
- Does not require a second.
- Can only refer to something that just happened (direct referral), if otherwise, it is out of order.
- Example: "Is it in order for the delegate to yield the floor to another delegation since the floor was previously yielded to him by Saudi Arabia?"

## POINTS OF INFORMATION TO THE SPEAKER

- A question directed to the delegate having the floor, and who has indicated that he/she is willing to yield to points of information.
- Should be in the form of an understandable speaker to save time repeating and rephrasing the point.
- Any delegates wanting to ask a Point of Information may only speak if recognized by the Chair
- Must be formulated in the form of a question, though a short and concise introductory statement may follow.
- Only one question can be asked during a Point of Information to the Speaker.
- There will be no direct dialogue between the speaker and questioner on the floor after a Point of Information has been answered.
- Follow-ups, which are clarifying questions to the original question, are allowed at TAIMUN.
- Example: "Could the honorable delegate, as she is the main submitter of this resolution, please explain to the house what she intends with clause 3?"

## POINTS OF INFORMATION TO THE CHAIR

- A question to the Chair.
- May not interrupt a speaker.
- Question referring to anything that does not fall under the category of Point of Parliamentary Enquiry (Procedural matters), the Point of Order (If a Chair makes a mistake) or the Point of Personal Privilege (Audibility or General Comfort).
- Delegates are to always remain standing when the Chair is replying to their Point of Information.
- Remember **Motion to Extend...** aren't official points, so remind the house from time to time to use Point of Information to the Chair to request for a time extension. However, do not focus a whole lot of effort on correcting these mistakes, they are too time consuming.
- **Point of Information to the Expert Chair** is also allowed, this point refers to a question specifically to the chair who wrote the Chair report for the issue at hand.
- Example: "At what time do we adjourn for lunch?"
- Example: "Could we please have a 5 minute un-moderated caucus so delegates can write amendments?"
- Example: "Could the Chair please explain to the house, whether the Darfur Liberation Army has signed the Darfur Peace Agreement?"

## POINTS OF PARLIAMENTARY ENQUIRY

- Point of information to the Chair concerning Rules of Procedures.
- May not interrupt a speaker.
- Delegates are to always remain standing when the Chair is replying to their Point of Parliamentary Enquiry.
- Example: "Could the Chair please explain to the house what is meant by closed debate?"



# MOTIONS

Motions are used to help facilitate the flow of debate. When motions are moved, the motion (if in order) will be recited by the Chair (to the house), since delegates may not understand all the motions, especially when spoken through the microphone.

## MOTION TO MOVE TO THE PREVIOUS QUESTION

- Calls for the house to proceed to the next course of debate (not necessarily to a vote on the resolution or amendment pending).
- When discussing an amendment (in time in favor) this motion means to move to time against the amendment.
- When in time against or in open debate, this means to take a vote on the amendment/ resolution.
- May be moved by the Chair or a delegate, but may not interrupt a speaker.
- Requires a “second” by the house, and is quickly voted upon if multiple objections are voice.
- If only one objection is voiced the Chair should ask the delegate to state his objection from his seat and then judge if to give 30 seconds for a speech or if to dismiss the objection.
- May be overruled by Chair if time needs to be filled.
- Although delegates like to say “Motion to move directly into voting procedure” the correct expression is “Motion to move to the previous question.” Remind the delegates of this wording.

## MOTION TO DIVIDE THE HOUSE

- Made after a vote where there were a large number of abstentions, or when the for and against votes are too close.
- Officially, this motion calls for a roll call vote.
- Is not debatable.
- Delegates can vote for, against and abstain when this motion is moved.
- Objections are not recognized; the decision is at the discretion of the Chair.

## MOTION TO EXTEND TIME

- Although, these are not officially recognize as a motion but based on Chair’s discretion, it can be allowed, please review Point of Information to the Chair for more information.

The “Motion to adopt without a vote,” (also known as the “Friendly Amendment”) is not democratic and therefore, is out of order. If marginal grammatical corrections are needed, it is at the Chair’s discretion to put these forward, these are the only Chair motioned amendments, just ask if there is an objection to correcting the grammar mistakes (review the Amendments sections).

Just because a delegate shouts “Objection,” it does not mean the motion is out of order. Always listen to every motion.

# YIELDING

- The floor may be yielded by one delegation to another only once consecutively.
- The floor cannot be yielded twice or more.
- Points of Information are in order, even after yielding the floor to another delegation.

# AMENDMENTS

## AMENDMENTS TO THE FIRST DEGREE

- A speaker who has the floor can only raise amendments, but amendments must be submitted beforehand to the Chairs.
- An amendment is only in order if it is submitted to the Chair on the official Amendment Sheet before the delegate takes the floor, and must be legible.
- Amendments will only be entertained if the speaker having the floor moves the amendment.
- **Short speeches before the delegate moves the amendment are perfectly in order.**
- Delegate moves the amendment, but the Chair reads it out slowly and clearly for all delegates to note down, and projects the changes proposed on the walls.
- An amendment will be debated, and must always be put to a vote. Even a change of a word that changes the meaning of the resolution, must be debated.
- If the Chair feels that there is an obvious mistake of a word, the Chair may propose to vote on grammatical changes to the amendment directly without debate. This can be done simply by asking if there are any objections (Are there any objections to changing “continuous” to “continual?”).
- Closed debate will be the mode of debate for amendments.
- Only one amendment (Maximum: Replacing one entire clause) per amendment sheet will be in order, the only exception would be if the amendment affects multiple clauses.
- Example: If a clause calls for the creation of a UN organization named, “UN Council for Waste Disposal,” is amended to be called, “UN Commission for Responsible Waste Disposal,” and multiple clauses state this organization, it is in order to change the organization name to the amended state in multiple clauses.
- On an amendment, delegations can vote for, against, or abstain from voting.
- Amendments to previously amended clauses should only be sustained if the amendment refers to an element in the clause that has not previously been discussed, or if it is necessary to make the clause compatible with later changes to the resolution.

## AMENDMENTS TO THE SECOND DEGREE

- A speaker who has the floor can only raise amendments, but amendments must be submitted beforehand to the Chairs.
- An amendment is only in order if it is submitted to the Chair on the official Amendment Sheet before the delegate takes the floor, and must be legible.
- Amendments will only be entertained if the speaker having the floor moves the amendment. No Chair should ever move an amendment, but always wait until the speaker moves the amendment.
- **Short speeches before the delegate moves the amendment are perfectly in order.**
- Can only be submitted in time against the Amendment of the First Degree, and debate on this amendment does not count as time against the Amendment of the First Degree.
- Debate on the Amendment of the First Degree will always be continued, whether the Amendment of the Second Degree passes or fails.
- **Abstentions are not in order.**
- An Amendment to the Third and further Degree is out of order (also in Security Council).

## VOTING

- All member states of the UN and non-member delegations may vote on amendments and resolutions.
- Delegations voting on a resolution or an amendment may vote in favor, against or abstain.
- During voting procedures, all points are out of order, except for points of order connected with the actual conduct of voting; there needs to be silence.
- A resolution will pass if the number for exceeds the number against regardless of the number of abstentions; abstentions do not count either for or against the adoption of a resolution.
- A resolution or an amendment with a tied vote fails. Close votes should be followed, upon request through a motion, by a re-count (they have to vote the same way) or a roll-call vote (Through the Motion to Divide the House, where abstentions are still allowed.)
- There are no informal votes at TAIMUN; all votes are real and count!

## FUNDING

- Funding may be discussed and included in TAIMUN resolutions, but bear in mind: No resolution shall include either financial amounts or names of specific financial resources.
- Example: "Asks the IMF to fund above mentioned proposal," is in order.
- Example: "Asks the UN to pay \$ 50 million out of their Rapid Reaction Fund, and the IMF to sponsor the remaining \$ 359,545,623 million out of their developing nations fund," is not in order.
- At TAIMUN, you can assume that the UN or other well-funded organizations will find the money to fund the proposal.
- However, in committees such as ECOSOC, discussion on the effects of funding is highly encourages, because it is an economic council (Example: "It is really a great idea to increase taxes and government involvement on this issue?")

# MISCELLANEOUS

- Mobile phones must be switched off at all times.
- Laptops may not be used during debate.
- Do not wear a delegation's advertising propaganda.
- Smoking in American School in Taichung is strictly prohibited; smokers must leave the campus entirely. At TAIMUN, this behavior is not in order.
- Refer to Less Economically Developed countries as LEDCs, not "Third World".
- Men should always wear jackets and tie, only in exceptional circumstances can jackets be taken off (hot room: 26-28°C); male delegates must wear jackets when speaking.
- Sunglasses and other props, Examples: Mao's Red Book, toy guns, hats, and military badges are not permitted.
- Delegates are not allowed to make up facts and national policy on the spot, Example: The Delegate of China has just received intelligence that we must go to war with the USA.
- Ladies' attire must be appropriate as well, when holding their arms at their sides straight down they must not be able to reach the end of their skirt. Inappropriate dress should never be checked by you, ask a member of the Secretariat-General to talk to the respective delegate.
- Placards are property of TAIMUN, and damage or writing on them will be fined.
- Singing, informal jokes, stripping, and clowning, among other things are out of order and any such incident will be marked and described on the role call sheet.
- Eating and drinking during debate is not in order. Water is an exception.
- Delegates should not raise their placards before the Chair has asked them to do so.

# AMENDMENT PROCEDURE OVERVIEW

Delegate obtains the floor and may hold a speech or statement and then move his/her amendment

Chair reads out the amendment so the entire house understands the proposed amendment

Chair sets debate time in favor and against (closed debate)

Submitter of amendment proceeds with speech on amendment

Points of information if the delegate is open to them and if there are any in the house

Delegate yields floor to Chair or different delegation

New speaker holds speech, has points of information. Continue until time has elapsed.

When time in favor has elapsed Chair announces so

Chair recognizes speaker against

Delegation holds speech, followed by points of information

Yields floor to Chair or new delegation

New delegation can have a speech and then suggest amendment to second degree (this must be in time against)

Amendment to second degree is read out

Chair sets debate time on amendment to the second degree

Submitter of amendment to second degree holds speech and points of information

Another speaker in favor if time allows

Chair states we are going in time against

As many against speakers and points of information as time allows

Voting procedures on amendment to second degree

Return to debate on original amendment regardless to the outcome of the vote

When time against has elapsed move into voting procedures  
(time spent on the amendment to the second degree does not count as time against the amendment as a whole!)

# GENERAL DEBATE OVERVIEW

Call the house to order.



Reminders and further comments.



State the issue of the debate.



Call upon the Main Submitter to read out the operative clauses.



Set the debate time and state that there will be an open debate.



The Main Submitter has the floor. He/she will make a speech.



Once the Main Submitter has finished ask him/her whether she is open to any points and questions.



Should he/she open himself/herself to an undefined number of points, you will determine it. Should he/she specify a number, then you should only recognize amount of points.



Once the floor is yielded back to the Chair, or to another delegate the process starts again (speaker holds a speech and has points entertained).



Once the set time for the resolution elapses, you will move into voting procedures.

# SECURITY COUNCIL GUIDELINES

## PREPARATIONS

- All student officers should have conducted in-depth research on one (or two for the President) topic.
- Make sure to read this section carefully, and identify the differences in Security Council Procedure from procedures in other committees.
- Also make sure to read the Security Council procedure on the THIMUN website.
- Prepare introductory comments and presentations to delegates to explain the procedure of Security Council and entertain any and all questions to form a common understanding in the forum of the procedures.
- P5 member states should be aware of the responsibilities of veto-power (it is critical that they do not misrepresent their country's policies), but stress that using veto power should be conservative, even relatively non-existent.

## RESOLUTIONS

- Assign an appropriate amount of time for lobbying and merging draft resolutions (all delegates in Security Council will be expected to bring their own draft resolution).
- If alternative draft resolution(s) are presented, follow the rules of procedure to select one resolution.
- Clauses from draft resolutions that are not selected for debate can be used for submitting amendments.
- During lobbying, expert chair must be actively involved as an advisor to the lobbying group so that common errors or potential veto threats can be alleviated beforehand
- When it is appropriate, ask one delegate per country to start lobbying while the one delegate remains in the forum to continue the current debate so that a merged draft resolution on the next topic is ready immediately after the debate.
- When the draft resolution is ready, it will be presented to the forum for debate and be presented to the Approval Panel in parallel.
  - If there are any content issues found by the Approval Panel, the President/Deputy President has the responsibility of choice of action (potential solutions: communicate to delegates through notes, meet informally with relevant delegates while forum debates other clauses)
- Once the Approval Panel has completed editing, Student Officers amend grammatical and spelling errors while Expert Chair leads debate on first clauses.

## Lobby

- Although most of the Security Council will be following THIMUN procedures, the lobbying process will **NOT** be held in an ad-hoc or staggered manner.
- Lobby on both issues will happen before debate on the first day of conference like all other committees.
- Clauses will be submitted to the chairs, clause by clause.
- Chairs should be involved in this lobbying process to ensure the realism of the conference and debate on the issue.
- Please make sure to explain the lobbying process and the rest of the committee's procedures clearly to the Security Council.

## DEBATE

- Draft resolutions are debated clause by clause in the order of the resolution's operative clauses.
- Chairs should accept non-debated oral amendments to remedy issues with grammar. If the grammatical amendment later leads to disagreements, reverse the decision and ask that the oral amendment be submitted as a full amendment.
- Added clauses are of equal value of a draft resolution's original clauses.
- After the list of operative clauses have been debated, new additional clauses can be proposed by delegates.
- After operative clauses have been debated, begin debate on pre-ambulatory clauses (not clause-by-clause).

## VOTING

- Vote on operative clauses clause by clause after debate on each clause.
- Vote on pre-ambulatory clauses en-bloc (not clause by clause).
- Vote on resolution after pre-ambulatory clauses as a whole.
- Simple majority vote (minimum: 8-7) on amendments and amendments to the second degree and member states can vote yes, no or abstain.
- Minimum 9-6 (2/3) majority on clauses and resolution for pass.
- Remember to warn P5 delegates on the responsibility of understanding veto powers. Vetos should be rarely/not used.
- If a P5 delegate is planning to use a veto for amendment, clause or resolution, they should notify the student officer verbally or through a note to the chair.
- If any P5 votes against a clause or resolution, this will constitute a veto.
- Veto power should only be used in the case where the state they represent would consider veto. If there is abuse of veto power, issue a warning to the student. If the issue is not remedied, report to the delegate's MUN Director.
- Remind delegates that non-permanent members should support alliance/allegiance towards main powers. Issue warnings to any anti-P5 movements. If this issue is not remedied, report to the delegates' MUN directors.

## REALISM

- Keep delegates accountable to realistic clauses, amendments and voting patterns.
- Ensure realistic debate by encouraging unanimous votes and highly discouraging veto (respond to veto threats quickly and efficiently – see preparation).
- Monitor the quality of the written resolution (remember that verbal amendments are in order for grammatical mistakes).



# RESOLUTION FORMATTING

The following is an example of a correctly formatted resolution:

FORUM: World Health Organisation

SUBMITTER: Delegate of Marvel

ISSUE OF: Measures to combat malaria throughout Africa

*Alarmed* by the fact that malaria causes three to seven hundred thousand African youth deaths annually,

Commas separate each preambulatory clause.

*Concerned* with malaria being as much a threat as the plague used to be, although treatments exist,

*Deeply concerned* with the fact that malaria originated from Africa 30 millions years ago, but still poses a greater threat to Africa than any other continent on this globe, in fact 90% of malaria caused deaths is located in Africa,

*Recognising* the hardship of solving malaria due to economic, political, social, and governmental states in the majority of African nations,

Italicized

Addressing the house

THE WORLD HEALTH ORGANISATION,

Colons separate operative clauses from sub clauses and sub clauses from sub-sub clauses

1. Recommends the reviewing and revising of MPAC by the WHO, specifically addressing areas such as:

a. renaming the organisation to the Strategic Health International Execution and Logistics Department (SHIELD),

b. adapt the Malaria Policy Action Plan (MPAP) and merge with the Roll Back Malaria collaboration organisation,

Abbreviations (abbrev.) are spelled out the first time with abbrev. in parentheses, then the abbrev. are used

c. form a strong organization to:

Indent spaces by using tab

i. supplying consultants to address issues of the current health issue and provide suggestions to improve the infrastructure,

ii. creating Kickstarter accounts for the nation to fight against malaria,

iii. providing educational opportunities for doctors and physicians on the specific areas of malaria,

d. adapt the phrase, "Unus pro omnibus, omnes pro uno," as the motto of the organisation,

First letters of sub-clauses and sub-sub-clauses are not capitalized

2. Considers supporting Bruce Banner and Steve Rogers as a great cause, with means to duplicate the Abraham Erskine Serum to serve as an universal cure for a list of diseases, one of such may be malaria.

Period comes only at the end of the resolution

Semi-colons separate each operative clause

## RESOLUTIONS

- Times New Roman size 12 is used throughout the entire resolution.
- The heading is at the top of the resolution, with three components, bolded, in the following order: FORUM:, QUESTION OF: and SUBMITTED BY:
- After the title of the resolution, a single line spacing is placed, followed by the full name of the forum written in capital letters with a comma at the end.
- Acronyms and abbreviations are spelled out the first time they are mentioned, in the following manner: United Nations Educational, Scientific and Cultural Organization (UNESCO).
- Single line spacing between all preambulatory/operative clauses.
- The entire resolution is one sentence; thus a period comes only at the end of the resolution.

## PREAMBULATORY CLAUSES

- The introductory word/phrase of each preambulatory clause is italicized.
- Only a selected set of phrases can be used as the introductory word/phrase.
- The first letter of the introductory word/phrase is capitalized.
- No introductory word/phrase can be repeated in a resolution.
- Commas separate the preambulatory clauses from each other.

## OPERATIVE CLAUSES

- Each operative clause is numbered: 1., 2., 3., 4., ...
- The introductory word/phrase of each operative clause is underlined.
- Only a selected set of phrases could be used as introductory word/phrase.
- The first letter of the introductory word/phrase is capitalized.
- No introductory word/phrase can be repeated in a resolution.
- Semi-colons separate operative clauses from each other.
- Sub-clauses are lettered: a), b), c), d), ...
- Sub-sub-clauses are numbered with Roman numerals: i., ii., iii., iv., ...
- Sub-clauses and sub-sub-clauses are indented by using tabs, NOT by using individual spaces (sub-clauses are tabbed once and sub-sub-clauses are tabbed twice).
- First letters of sub-clauses and sub-sub-clauses are not capitalized.

# SATELLITE LAB/APPROVAL PANEL

1. Be nice, friendly and co-operative to Staff at all times!
2. Make sure the delegates register know their Resolution Number.
3. Make sure to upload all passed resolutions after each debate.
4. Please remind delegates to not linger in the Satellite Lab.

## PLAGIARISM

### DEFINITION

“To copy another person’s ideas, words or work and pretend that they are your own” (Oxford Dictionary).

At TAIMUN we expect delegates to create and develop their own new ideas and actions. Thus, plagiarized clauses from previous resolutions are not accepted at TAIMUN. Exceptions are only ‘common’ clauses, often used as introduction or last clause.

Even if someone rephrases information and ideas he found in a book or on the Internet, this is plagiarism. Correct quotations are not a problem.

Self-plagiarism, referring to the usage of one’s published material in an unpublished report, is in order as long as one acknowledges the source of material citing it, and introduces new material that is original. This, while usually unobserved, should be dealt with in this way if observed or pointed out.

### ACCEPTABLE AND UNACCEPTABLE PARAPHRASES

**Original:** Calls upon all parties concerned to ensure that the protection, rights and well-being of children affected by armed conflict are specifically integrated into all peace processes, peace agreements and post-conflict recovery and reconstruction planning and programs;

**Unacceptable phrase of plagiarism:** Urges all member nations to ensure that the rights, protection, and well being of children affected by armed conflict are particularly integrated into post-conflict recovery and reconstruction planning, as well as all peace programs, peace processes, and agreements;

**Why is this plagiarism?** The writer has only changed around a few words and phrases, or changed the order of the original’s sentence. If any delegate does this, they are copying the ideas and work of another, which is plagiarism.

**Acceptable phrasing:** Stresses that all children affected by violent engagements must be protected by all member states, and that they are particular integrated into post-conflict recovery, reconstruction planning and special rehabilitation programs should be developed to further improve their reintegration into social life;

**Why is this acceptable?** Although it has some components of the original clause, which we do not encourage, it also states new ideas that the delegate has created. This would not count as plagiarism because the phrasing and ideas are similar (possibly coincidentally), but essentially different.

## PLAGIARISM POLICY AT TAIMUN

**During the lobbying process:** If you encounter plagiarised clauses or entire resolutions, you should demand the main submitter to develop own ideas and completely rephrase their clauses. Otherwise that resolution will not be debated. It is often helpful to use websites, such as: <http://www.plagiarismdetect.com/> to check resolutions and any other material for plagiarism during lobbying time. However, this should not be your only way of checking resolutions for plagiarism.

**During the debate:** If a delegate can prove that clauses have been plagiarized from another UN document, call for a 5 minute indoor recess and ask the both the main submitter and the accuser to approach the Chair.

Depending on the gravity plagiarized clauses there are two possibilities:

**One clause plagiarized:** Main submitter and accuser approach the Chair, who calls for a five-minute indoor recess. If the accusations are correct, it is up to the Chair's decision what to do. Either by not accepting a plagiarized resolution and withdrawing it, or giving the main submitter the chance to rephrase the clause through an amendment (only in case of minor fixable plagiarism);

**More than one plagiarized clause:** The Chair will decide that the main submitter withdraws the resolution.

If a clause has been plagiarized from another delegate, this will cause some trouble, since it is a statement against a statement. Check all the resolutions you gathered during the Ad Hoc meeting. It is quite possible that a delegate left a merging group to join another, leaving the same clause with both groups. Again, it is up to the Chair's discretion what to do and to explain your decision to the house.

**Note:** Clauses from a resolution that was already debated but failed are now being put into another resolution on the same topic as amendments. Those are not seen as plagiarism – hence this is in order.

# RULES OF CONDUCT

## GENERAL BEHAVIOR

Although TAIMUN is an educational exercise intended for young people, delegates are simulating the Councils, Committees, and Court of the United Nations. Thus, for the period of the conference, they must be regarded as diplomats and ambassadors for the country they are representing, as well as representatives of their schools. This demands a high standard of personal conduct and behavior from all delegates, both during the conference sessions and outside the conference venue.

It is extremely important that delegates behave appropriately at all times. Therefore, schools are expected to select their students carefully and not to bring any student who is likely to create a disciplinary problem. This is important not only for the good name of TAIMUN but also for the good name of the school concerned. School Administrators and MUN-Directors should be aware that attendance at TAIMUN may be withheld from schools unable to ensure that their students conform to accepted standards of adult behavior.

## RESPONSIBILITIES OF A MUN DIRECTOR

All students must be accompanied by, and are the responsibility of the designated MUN-Director(s). An MUN-Director must be a teacher at the school, or at one of the schools from which the delegation comes. At least two responsible adults (MUN-Directors or chaperones) should accompany each group of 10 or more students. This does not apply to delegations from local schools that may be accompanied by one MUN-Director. MUN-Directors are expected to be present at the conference.

## CONDUCT IN CONFERENCE VENUE

Formal dress, i.e. the kind of clothes that real UN diplomats might be expected to wear when attending UN sessions, is required at all meetings. In order not to cause offense to other delegates, national dress, military uniforms and armbands are forbidden. It is required that boys wear suits, ties, and proper dress shoes. Girls are encouraged to wear business-like pant-suits for comfort during outdoor events. Also for girls, appropriate length of skirts is encouraged as well as clothing that covers the shoulders for the professional activity. Delegates and teachers must be courteous at all times to the Conference Staff and to the Administrative Staff, most of whom are volunteers giving up many hours of their own time to serve the delegates.

## CONDUCT IN HOTELS

Students must remember that TAIMUN is dependent on the goodwill of hotel managements in being able to provide accommodations at a reasonable cost for delegates. A bad experience by just one hotel may mean the loss of many potential beds for future delegates. Therefore, students must be polite and considerate at all times to hotel staff and fellow residents.

## TOBACCO AND ALCOHOL

The use of any form of tobacco and alcohol at any time is expressly prohibited.