

Genoa Model United Nations (GeMUN)

Official Rules of Procedure guide

Welcome to the GeMUN Rules of Procedure Guide. These regulations are the cornerstone of a fair, organised and smooth debate based on diplomacy within the committee.

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Roles inside GeMUN

Delegates

The delegate plays a vital role in every MUN conference. Their task is to represent the assigned country or organisation accurately (e.g., the delegation of Italy), while being aware of the views and interests of the delegation (remember to debate based on the nation's values, not personal ones).

The delegate's main goal is to **introduce policy suggestions** in a written document, called a **resolution** (GA committees) or a **clause** (non-GA committees), and try to get it passed with a majority of votes from their colleagues in the committee.

A delegate moves their policy ideas forward through speeches, lobbying, negotiation, and writing to influence the outcome of the committee session in their favour.

Delegates should also remember that **English is the only permitted language** during both formal and informal debate. In addition, you should refer to yourself and others as a delegation, **using personal pronouns such as "we" and refraining from "I"**.

Delegates need to adhere to the Rules of Procedure, respecting any other person attending the conference at all times.

Chairs

The chairs are members of the committee whose role is to facilitate the debate by administering it according to the Rules of Procedure. There are four per committee, and they are seated in the front of the room.

They declare the opening and closing of each meeting of the committee, do the roll call, schedule the time during the conference, ensure observance of these rules, accord the right to speak by recognising speakers, entertain points and motions, while maintaining the debate untroubled, diplomatic and fair.

The chair **may declare a meeting open** and permit the debate to proceed when **at least one quarter of the members** of the committee are present. Two-thirds of the members must be present **for any decision** to be taken.

The chair **may limit the time** allowed to **each speaker and the number of times** each representative may speak. When the debate is limited, and a delegate exceeds his time, **the chair shall call him to order and come to a conclusion without delay**.

At the end of the conference, the board reunites to give out the awards at the closing ceremony.

Admins

The admin holds a fundamental role in providing operational and procedural support within the committee. The admin is responsible for ensuring strict adherence to the Rules of Procedure and for assisting the Chair in the orderly management of the debate.

In particular, **the admin monitors all proceedings throughout the conference**, oversees voting procedures, and verifies the presence of a quorum.

The admin is also entrusted with the management of the committee's internal and external communications, serving as a liaison between Delegates, Chairs, and the Secretariat. During the preparatory phase of the MUN, the admin contributes to the preparation of conference materials and provides organisational support from both a logistical and informational standpoint.

Press

The Press Department at GeMUN (Genoa Model United Nations) is **responsible for documenting and communicating the conference**. Its role is to tell the story of GeMUN by sharing what happens inside the committees and showcasing the overall experience to participants and the wider public.

The department is composed of **reporters and photographers**, who work together throughout the conference.

Reporters interview delegates, chairs, and members of the Secretariat, and report on debates, resolutions, and key events. Their articles are published on the GeMUN website and in the official GeMUN newspaper.

Photographers capture committee sessions, events, and key moments of the conference. Their photos are used for social media, the website, promotional materials, and the GeMUN newspaper.

The Press Department also manages GeMUN's social media platforms—including Instagram, TikTok, and YouTube—and contributes to the official website, sharing highlights, interviews, and behind-the-scenes content.

Judges

The judges are members of the **International Court of Justice (ICJ)**, whose role is to analyse the cases brought in the Court by the advocates in the greatest detail, by asking questions, making interventions, and requesting clarification of any inconsistencies in the narrative of facts/evidence.

Although their role may initially seem similar to the delegates' one, there are several key differences: first of all, **judges can use personal pronouns like "I", as they do not represent a delegation but rather themselves** (e.g., Judge Rossi).

At the beginning of the Court debate, judges must remain impartial, but once they delve deeper into the case, **they can develop and express their own opinions**. If they wish to ask further questions about the case, they must request permission from the Presidency (the moderators of the ICJ).

Advocates

The advocates are the other members of the International Court of Justice (ICJ), and there are only four in total: **two represent the Applicant Party** (the accusing State), **and two represent the Respondent Party** (the defending State) (e.g., Advocate of the USA).

Both pairs of advocates present the same case in the Court, but each side prepares a separate document. These documents include a **narration of the facts, evidence, and the laws considered or allegedly violated, all from the perspective of the State they represent**.

The **goal** of the advocates (who follow less strict rules regarding the use of personal pronouns) is to **convince the judges that their argument is the correct one, while also dismantling the opposing Party's position**. To support their case, they must also bring witnesses to testify in their favour.

There are **two witnesses per side**, and their role is to support their advocates' arguments. They are actors in every respect: **they portray a real person involved in the case being discussed**, explaining a specific piece of evidence or situation. They must answer questions from the judges and the advocates.

ICJ Presidency

The Presidency of the International Court of Justice (ICJ) **acts as the moderator of the Court's debate (similar to chairs)**: it decides who may speak and who may not, grants questions and motions to follow up, prevents direct exchanges between members of the Court, and ensures that no one disrespects others. It is composed of the **President of the ICJ (main moderator)**, the **Vice-President of the ICJ (secondary moderator)**, and the **Registrar**, a special but vital role: the ICJ Registrar is responsible for transcribing, following an outline, everything that is said and done during the debates. At the end of the debate days, the judges (without the advocates) follow the instructions of the Presidency to draft a verdict on the case.

The Secretariat

The Secretariat is the executive body responsible for the overall organisation, coordination, and supervision of the conference. It ensures the correct application of the Rules of Procedure and oversees both the academic and logistical dimensions of the event, guaranteeing a professional and respectful environment for all participants.

The Secretariat is composed of the following roles:

- The **Secretary General** (SG) is the highest authority of the conference. The SG is responsible for defining the overall vision of the event, coordinating the work of the Secretariat, and ensuring that the Rules of Procedure are correctly interpreted and applied. The Secretary-General may intervene in any committee when deemed necessary and has final authority over organisational and procedural matters.
- The **Under-Secretary General(s)** (USG) assists the Secretary General in the management of the conference. They support the supervision of committees, coordinate specific areas of the organisation, and act on behalf of the Secretary General when delegated. USGs ensure consistency across committees and provide support to Chairs and delegates throughout the conference.
- The **President of the General Assembly** (PGA) presides over the sessions of the General Assembly. They are responsible for maintaining order, ensuring procedural correctness, and guiding debate in accordance with the Rules of Procedure. The President of the GA works in close coordination with the Secretariat to guarantee the smooth functioning of the General Assembly.
- The **Co-President of the General Assembly** (Co-PGA) assists the President of the GA in the conduct of General Assembly sessions. They may assume the duties of the President when required and support the management of debate, voting procedures, and formal proceedings.
- The **Mistress of Ceremony** is responsible for conducting and coordinating the official ceremonies of the conference: the Opening Ceremony and the Closing Ceremony. She introduces speakers, manages the flow of the ceremonies, and ensures that all proceedings are carried out in an orderly, respectful, and timely manner.

MUN Directors

In a Model United Nations conference, **MUN Directors** and **Junior MUN Directors** serve as the essential pillars of leadership, bridging the gap between academic rigour and logistical execution. The Senior Director, typically a faculty member or seasoned expert, oversees the strategic vision, institutional partnerships, and educational integrity of the program. Complementing this, Junior Directors provide hands-on mentorship, guiding delegates through the complexities of parliamentary procedure and diplomatic writing.

Together, they curate the study guides, manage committee flow, and ensure that the debate remains focused and productive. By balancing administrative oversight with active coaching, these directors cultivate an environment where students can effectively develop their public speaking, negotiation, and global citizenship skills.

Visitors

Visitors are allowed to attend committee sessions as observers, provided they hold an official Visitor Badge issued by the Secretariat.

Visitor badges do not display personal names and can be collected at the Registration Desk upon presentation of a valid identification document, which will be temporarily retained and returned upon badge restitution.

Visitors may enter and leave committee rooms at any time, at the discretion of the Chairboard, and must not interfere with the proceedings in any way.

For privacy and data protection reasons, visitors are strictly prohibited from taking photographs, videos, or audio recordings inside committee rooms.

Any violation of this rule may result in the immediate withdrawal of the Visitor Badge.

Access may be temporarily restricted in case of voting procedures, confidential discussions, or at the request of the Chairboard or the Secretariat.

Visitor badges are non-transferable and may be withdrawn at any time in case of misuse or violation of conference rules.

Committees

The Secretariat shall decide which committees to convene for each session.

The Security Council must be present at each session, but it is not and should not participate in plenary meetings of the General Assembly.

English shall be both the official and the working language of each Committee and of the General Assembly.

All GA Committees will have to work Resolution by Resolution, and all other committees will work Clause by Clause.

Delegate's work

Each resolution, clause or amendment shall have one **main submitter**.

No resolution or clause shall include either financial amounts or names of specific financial resources.

After a resolution or clause has received the minimum number of signatures to be presented, **the chairs will submit it to the Approval Panel.**

Plagiarism or the excessive use of Artificial Intelligence (AI) will not be tolerated at GeMUN. If plagiarism or the use of AI is detected by the chairs or the Approval Panel during lobbying time, the resolution or clause shall not be discussed. If plagiarism or the use of AI is detected during the debate by the chairs or if a delegate proves that the majority of the resolution or clause is plagiarised or AI-generated, the chair will announce this to the committee. Thus, depending on the gravity, **the resolution will either be tabled or amended.**

Flow of the Committee

This guide will refer to placards. If you have ever been to a MUN conference, you already know what this is. If not, the placard is a piece of paper that has your delegation's name on it. Raising your placard into the air at specific times indicates your vote on different issues or your willingness to entertain a point or motion.

Beginning of the conference

On the GeMUN website, delegates will find the "Agenda" detailing the location of their committee and the start time of the session. Upon entering the room, placards with the names of the delegations will be placed on the seats, and delegates must take their places when the main chair calls the house to order.

At this point, the chairs will introduce themselves and begin the roll call in alphabetical order.

When a delegate hears their country's name being called, they must raise their placard and say either "present" or "present and voting." By choosing the second option, they will not be able to abstain during the voting procedures. By the end of the roll call, the chairs will read the agenda and set a lobbying time.

Lobbying time

During lobbying time, delegates enter an informal debate and should interact with each other, as this is the time designated to submit their work to the chairs. **For a resolution or clause to be accepted, it needs to reach a minimum number of signatures** previously set by the chairs, which will also determine a **maximum number of signatures to be given out** by every delegation. These two limits can be increased or reduced by the chairs. **Signing** a resolution or clause **doesn't mean a representative has to vote in favour** of it later during voting procedures, but only that they want to see this work discussed.

On the chair's desk, delegates will find a form called "**clause covers**" where they have to take note of the signatures (when signing, they **must use their delegation's name** and not their

own). While filling in the clause cover, the representatives can add the name of a co-submitter delegation.

Once they have filled in the clause cover, delegates will approach the chairs, give them the paper, and, if they haven't previously done so, ask them how to submit their work.

Beginning of the debate

Once the lobbying time has expired, the chairs will call the house to order, and the debate session will begin. Previously notified by the chairs, the delegate whose resolution or clause will be discussed will have the floor and has to **read out the operative clauses only**.

When finished reading, the chair will set a debate time and allow the submitter to deliver a speech. The chair will then ask the speaker if they are open to points of information. The delegate **can either open themselves to “any and all points”, just a certain number, or remain closed**.

Answering and addressing points of information

If the delegation that has the floor opens itself to one or more points of information (POI), **those who want to deliver one shall raise their placard after the chair asks** if there are any in the house. If recognised, they **must stand up** while stating the point and **never address the other delegate directly**. (While speaking, always remember that you and the other delegates are representing a country, so always use the pronoun “we.”) The point of information must be stated in the **form of a single question**.

Points of information are part of formal debate and will be regulated by the chair.

The questioner or the answerer might not understand each other; in that case, they **should ask the chair for a rephrasing**. This request shall **not be made directly between the two delegates**.

If the delegate posing the question **isn't satisfied with the answer received**, they can **demand a motion to follow up**; if the chair accepts it, they can ask another question **on the same topic as the previous one**.

Debate time

After all the points of information recognised have been answered, the submitter has declared itself closed, or simply there aren't any in the house, the chairs will ask them to yield back the floor. **The delegate can then yield the floor back to the chairs or, if he had previously added a co-submitter in the clause cover during lobbying time, they can ask the chair if they can yield the floor to them**; the yielding has to be accepted. **No delegations can leave the podium without having yielded the floor to someone**.

At this moment, **the chair will announce that the floor is now open** for any speech.

The delegates who are willing to entertain a speech on the clause or resolution presented **must raise their placard**. When recognised, a delegate will make their speech and be allowed to answer points of information (the procedure is the same as the submitter's). **If no delegates are willing to speak, the chairs will call randomly.**

Submitting an amendment

At any time during open debate, delegations may submit an amendment to propose an addition, substitution or deletion on the discussed resolution or clause. To do so, **delegates must raise their hand and, when approached by a member of admin, demand the amendment sheet QR code**. The delegate will then fill out the form, and it will be received by the Chairboard.

The chair will examine all submitted amendments and **has the authority to rule them out of order** if not compliant with the Rules of Procedure or due to time restraints.

The chairs will notify when the amendment is ready by sending a note. When the note has been received, **the delegate shall ask for the floor when it's open for speeches**. If recognised, the delegate will read out loud their amendment. The chair will then set a close debate time and allow the submitter to deliver a speech. The same procedure for points of information will follow.

Amendments to the second degree shall not be in order in any committee except for the Security Council.

Closed debate

When the chairs announce a closed debate, they will **determine the specific number of speeches** that will be entertained, both in favour and against. The procedures are the same as in the open debate, with **speeches in favour being entertained first, followed by those against**. The chairs will not randomly call on delegates if no one is willing to speak.

Voting procedures

Once the debate time has elapsed or a motion to move into voting procedures has been accepted, **the chair will announce that the house is moving into voting procedures**.

Admin members will close the conference room doors, and the house will vote on the resolution, clause or amendment previously discussed.

During voting procedures, note passing between members shall be suspended.

Each delegate will express their one vote by **raising their placards** either in favour, against, or abstaining **when the chair says so** at a distinct time.

After the chair has announced the beginning of voting, **no representative shall interrupt the voting except** on a **point of order** or **point of information to the chairs** in connection with the actual conduct of the voting.

If a vote is **equally divided**, the result is considered as **not passing**.

The chair is allowed to pass a proposal for a **“clear majority”** only if the matter under discussion is an **amendment or a motion**; it is the duty of the chair to always announce the votes on a resolution or clause.

There are four occasions in which **abstaining isn’t allowed**: if the delegation has **stated itself as “present and voting”** during the roll call, or if a **motion to divide the house, a motion to table the resolution/clause or a motion to appeal the decision of the chair** has been entertained.

The motion to divide the house has to be proposed by a delegate **after the voting results** have been read out by the chair and **before the gavel is used**.

If the voting results aren’t coherent with the number of delegates or the quorum isn’t reached, **the chair can repeat the voting procedures**, even deciding to vote by roll call; in this case, the delegates shall state their vote after their delegation’s name has been called.

Any delegate can pose a **motion to explain the vote** to any specific delegate. If it is accepted by the chairs, the indicated delegation shall explain their vote; the delegation posing the motion **cannot comment or further question the delegate**.

All states and organisations have the right to vote, except for the two UN permanent observer states, the **Holy See** and **Palestine**.

Applause is customary and **allowed** if a resolution or clause **passes**, not for amendments.

The committee is free to pass as many resolutions as it wants, even if they are explicitly contradictory.