



# **CONVENTIONAL COMMITTEES MANUAL**

The following rules of procedure have been modified to fit the needs of the LOCALS Model United Nations conference. These rules are self-sufficient and the only rules of procedure applicable to committee sessions.

Adapted from: IASAS MUN 2024 Conventional Committees Manual

Additional Materials:

[!\[\]\(0f848bbd71cef6b345273b16f905912a\_img.jpg\) SECURITY COUNCIL MANUAL LOCALS 2025](#)

[!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1\_img.jpg\) HISTORICAL CRISIS MANUAL LOCALS 2025](#)

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## I. APPLICATION

This document applies to the proceedings of all LOCALS committees of LOCALS MUN 2025. The words “committee” are to be understood to include all LOCALS committees. At the same time, “the Chair” includes all LOCALS committee student officers, and “Secretariat” refers to the Secretaries General and Deputy Secretaries General of LOCALS MUN 2025.

## II. THE SECRETARIAT

The Secretariat comprises the Secretaries-General and the Deputy Secretaries-General and oversees all aspects of the conference. All modifications to this set of rules of procedure by Chairs must be taken in consultation with the Secretariat.

## III. GENERAL POWERS OF THE CHAIR

The Chair should declare the opening and closing of each session, the adjournment of the meeting, direct debate in every session, ensure observance of the rules of procedure, and accord speaking rights. For the conference, the Chair may decide the limitation of time allowed for speakers and caucuses. They may also propose suspending or adjourning the debate on the item in question. Nevertheless, Chairs remain under the authority of the LOCALS 2025 Secretariat.

## IV. PARLIAMENTARY PROCEDURE

Chairs are expected to know the proper procedure and the application of these rules. Delegates may ask for clarification or an explanation of the rules by raising to a point of order, a point of information to the Chair, or a point of parliamentary inquiry.

### a. Speeches

Each delegate must address the committee with recognition from the Chair. The Chair should call upon speakers in an order determined by the Chair. The Chair may call the speaker to order if their remarks are irrelevant to the subject under discussion.

All speakers, including those raising a point, must stand when speaking and address the Chair first.



**b. Statements by the Secretariat**

At any time of the conference, a Secretariat member may make either oral or written communications to the committee and Chairs.

**c. Points and Motions**

Some points and motions delegates may raise during the debate are as follows, with the Point of Personal Privilege regarding audibility the only point allowed to disrupt a speaker:

- Point of Order
- Point of Inquiry
- Point of Personal Privilege
- Point of Clarification
- Point of Information
- Motion for a moderated/ unmoderated caucus
- Motion to move on to the previous question, etc.

**d. Time Limits of Speeches**

The Chair may limit the time allocated to each speaker and control the number of times a delegate may speak on the question. It is at the Chair's discretion to extend or reduce debate or speaking times and limit the number of Points of Information.

When time limits are in place and a delegate exceeds their allotted time, the Chair shall call them to order immediately.

**V. COMMITTEE PROCEEDINGS**

**a. Lobbying (Bloc Meeting/Lobbying)**

Committees will begin with an informal dialogue between delegates, where draft resolutions are amended or merged. Delegates should also form alliances at this stage based on their national interests, though bloc meetings are open for discussion between all delegates and are not restrictive. Parliamentary procedure is not followed at this stage.

Delegates should decide on the main author and co-submitters of the draft resolution before submitting.



### b. Opening Speeches and Right of Reply

At LOCALS MUN, opening speeches given in all forums are restricted to 60 seconds.

**Chairs are allowed discretion** over entertaining requests for the Right to Reply under the circumstance of a proper cause. It will be dealt with in the following manner:

1. Any delegate whose personal or national integrity has been insulted should immediately stand as soon as the offensive statement has been made.
2. Upon completion of the speech, the Chair will recognize the delegate to speak at their discretion. The delegate will speak from their desk.
3. In LOCALS committees, the right to reply is limited to 30 seconds.

### c. Submission of Draft Resolutions

Before being accepted for debate, draft resolutions must be approved by the Student Officers and the Approval Panel. The Student Officer will check the content to ensure that it pertains to an issue on the agenda, and the approval panel will check its format, language, and logical consistency. A sample resolution will be included at the end of the guide.

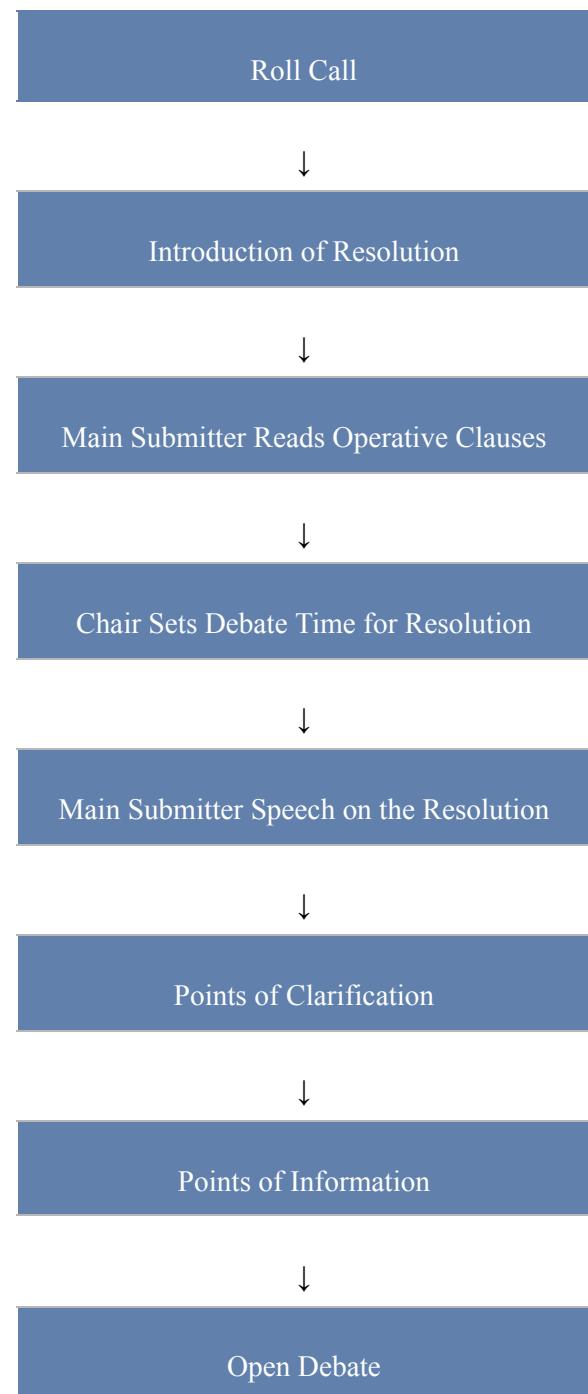
Guidelines for the formatting of resolutions:

1. Font: Font should be Times New Roman, 12pt
2. Do NOT number lines or pages
3. The resolution should be single-spaced, with a line space in between each clause.
4. Acronyms and abbreviations should be written out in full and then followed by a parenthesis with the acronym/abbreviation the first time they are used
5. Preambulatory clauses aren't numbered, each operative clause is numbered
6. Sub-Clauses should begin with a., b., c., etc, while Sub-Sub-Clauses begin with i., ii., iii., etc. Sub-Sub-Sub-Clauses are not permitted.
7. When submitting the resolution to the chair (before vetting), the title should be as follows: Committee Name-Topic Number-Resolution Number
  - a. For example: “GA1-2-1”, Meaning that the delegate submitting the resolution is in the General Assembly 1 Committee, with the resolution topic being on Topic 2 and the first resolution of the topic to be submitted (chairs can double-check on this).
  - b. Only when resolutions have been vetted will the title be “A-GA1-2-1”



## VI. ORDER OF DEBATE

The Order of Debate is as follows:



### a. Open Debate

Open Debate is limited to the previously set time. Any delegate may request the floor during Open Debate. The process of amendments and speeches may repeat until the total debate time elapses.

### b. Debating Amendments

Amendments should be submitted with the following format:

Submitter:

Amendment Type: Modify/ Add/ Strike

Clause:

Amendment Specifics:

and will be debated in the following order:

Amendment Submission



Chair Entertains and Reads  
Amendment



Chair Sets Closed Debate Time on  
Amendment



Time in Favor



Time Against



Vote on Amendment

### c. Modes of Address

All references to other speakers should be done in the third person.

### d. Rights and Privileges of the Chair During Formal Debate

The Chair will propose the limitation of debate time for each motion. After the debate time elapses, the Chair can propose an extension of debate time or the end of the debate and move on to the Previous Question, the subsequent vote on the question.

The Chair may call upon a particular delegation to speak, even if they have not requested the floor, in the interest of debate.

The Chair will announce the absolute maximum debate time for one resolution to the committee.

### e. Amendments to the Resolution

Amendments to the resolution should aim to improve the resolution by achieving a wider consensus.

An amendment will be entertained following a motion by the chair's discretion. If an amendment to the second degree is moved, it will be voted on before a vote is taken on the first amendment. Debate on amendments will occur in a closed debate, where the Chair will set a time for and against the proposed amendment.

In the case of non-constructive amendments, Chairs have the discretion to disregard these amendments.

### f. Yielding

One delegation may only yield the floor to another delegate once.

### g. Voting

All delegations may vote for both amendments and the resolution as a whole. Each member of the committee has one vote. The phrase "present and voting" means that delegates will cast an affirmative or negative vote, and those who abstain from voting are considered not voting.

The committee should normally vote by a show of placards, but in the event of a close result, the Chair may entertain a roll-call vote in which each member's delegation is called to vote.



## VII. RESOLUTION FORMAT

COMMITTEE/FORUM: The General Assembly

QUESTION OF: The role of the UN in Rebuilding Iraq.

MAIN SUBMITTERS: Iraq, Egypt

CO-SPONSORS: Ethiopia, Mozambique, Syria, Yemen, Saudi Arabia, Malaysia

THE GENERAL ASSEMBLY,

*Reminding* that the United Nations has a vital responsibility in the reconstruction and administration of Iraq,

*Believing* that the International Community and the neighboring Arab countries should participate in the reconstruction and administration of Iraq,

*Aware* of the need for rehabilitation of public services, Approving the work undertaken to establish a permanent Iraqi constitution,

1. Requesting direct support from the League of Arab States and the United Nations to help Iraq's sovereignty through the following means but not limited to:
  - a. Governing council be given to Arab observers designated by the delegates of the League of Arab States to protect the administration process, especially elections, the constitution, and the government body from becoming biased,
  - b. Aiding with funds raised by the League of Arab States to assist the formation of Iraqi government in terms of elections, especially the advertisement of education of elections;
2. Urges the coalition authority and Iraqi governing council to allow a greater role for the IN and the international community in the following areas but not limited to:
  - a. More multinational forces for reconstruction, designated by the UN, especially in the area of engineering,
  - b. To secure and to enhance the situation of Iraq's stagnant domestic economy
  - c. Control over all international funds by a special committee designated by the UN to insure the proper distribution of funds;
3. Suggests regular international conferences held under US auspices to recognize the international community's role by:



- a. Seeking investment opportunities in Iraq to expand foreign money reserves,
- b. Providing humanitarian aid by raising funds and distributing it to meet civilian needs;

4. Urges the United Nations Development Program (UNDP) to continue to do the following but not limited to:

- a. Improve **the** water and sanitation sector by supporting the rehabilitation of sewage treatment plants, repairing pumping stations, and assisting in the clearance of wastes and cleaning of the sewage system,
- b. Building and improving water distillation plants,
- c. Improve the electricity sector by rebuilding and maintaining power services in the major cities of Iraq
- d. Encourage hospital rehabilitation by improving hospital facilities and equipment, as well as improving public health and environmental conditions around hospital areas;

5. Reminds of the importance of rebuilding the Iraqi civilian police force by the donation of funds efficiently used for Iraqi police training;

6. Requests the United Nations Electoral Assistance Division (EAD) in Iraq to ensure the nationwide elections may take place by the January 31st, 2005 deadline by

- a. Ensuring all nominations are received by the new Iraqi election commission,
- b. Revising and updating the current electoral framework,
- c. Guaranteeing that all candidates are not to be intimidated and that the elections will remain free and fair
- d. Providing technical assistance to the Iraqis by:
  - i. Registering voters,
  - ii. Budgeting funds provided for the election,
  - iii. Reviewing the electoral framework,
  - iv. Training election officials,
  - v. Improving infrastructure, such as polling stations, to ensure that voting is fair, accurate, and effective
  - vi. Screening all candidates to avoid the selection of candidates who will invoke violence and turmoil in Iraq



7. Decides to remain actively seized of the matter.

