

OFBAL



OFBALJMUN'26

RULES OF PROCEDURE

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## A) GENERAL RULES

1) Scope: These rules will apply to all committee sessions of OFBALJ MUN conference.

1.1: Delegates will accordingly to those rules written in the rules of procedure.

2) Language: The official language of the conference is going to be English. Representing a country, or speaking about it in another language than english may be a reason for a delegate to be warned.

3) Representation: Member states are delegates (participants) who join to discussions.

3.1: Each member state (country) will be represented by a single delegate in each committee.

4) Diplomatic courtesy: Delegates should act accordingly to diplomatic standarts in the conference.

5) Dress Code: Dress code of the conference is going to be western business attire.

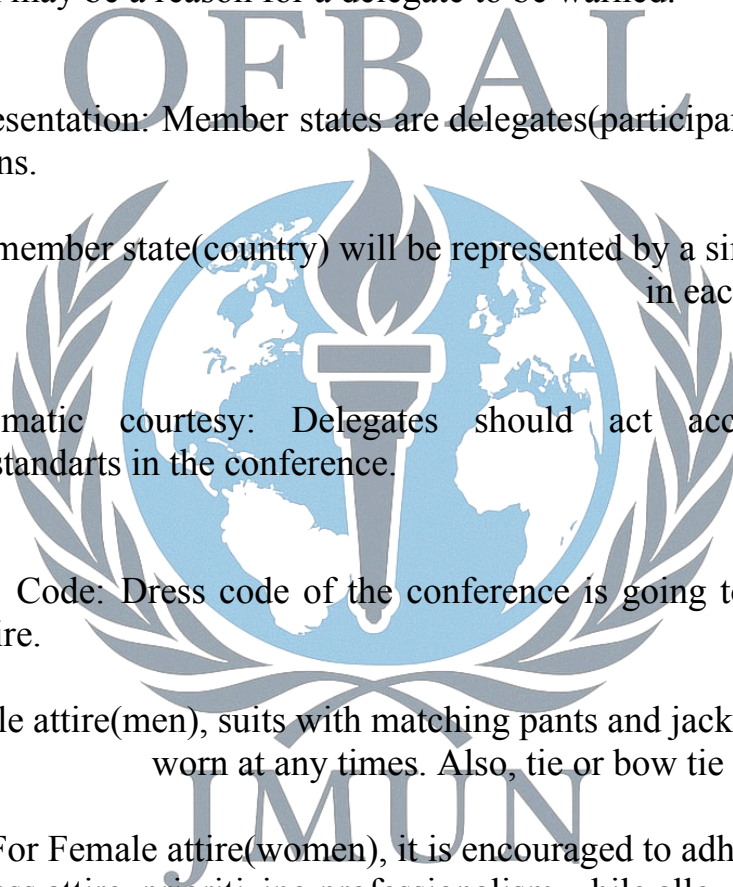
5.1: For male attire (men), suits with matching pants and jackets should be worn at any times. Also, tie or bow tie is obligatory.

5.2: For Female attire (women), it is encouraged to adhere to formal business attire, prioritizing professionalism while allowing room for individual style.

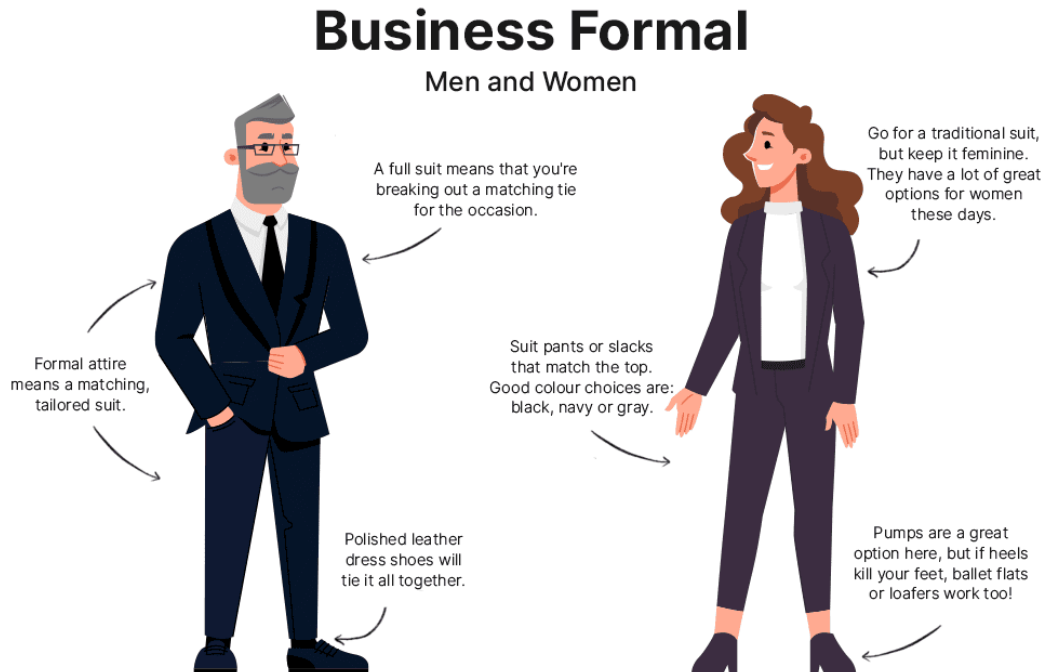
5.3: a picture that may help to understand the way delegates should dress can be found below this text.

5.4: During official sessions, dress codes may be cheked by the secretariat.

5.5: Jeans, mini skirts or colorul sneakers are strictly prohibited.



5.6 formal footwear is encouraged, though, minimalistic white or black sneakers can also be worn.



## B) RULES ON THE COMMITTEE

1) **Quorum:** An official session can only be started if 2/3 of the delegates are present in a committee.

2) **Chair Board Members:** The chairs will declare the opening and closing of each meeting.

2.1: Chairs will be in control of the proceedings in the committees.

3) **Communication:** Written notes and message papers are official means of communication for the conference.

3.1: During official session, cross-talking (talking with another delegates) is strictly out of order.

3.2: Chairs have the right to give an official warning for delegates who keep cross-talking after unofficial warnings.

4) Warnings: When a delegate does not act according to the rules of procedure, Chairs or Secretariat may have the right to raise an official Warning if an unofficial warning is given before.

4.1: If a delegate gets an official warning, they will not have the right to get a certificate of participation.

5) Usage of Electronic Devices: No laptops, tablets, mobile phones or other electronic devices may be used in the committee room during the official sessions. It is only allowed during unmoderated caucus in order to write the resolution papers. Rules can be altered at the discretion of the Committee Board.

### C) COURSE OF PROCEDURAL EVENTS

1) Official Opening: The Secretary-General is responsible for officially declaring the conference open.

2) Roll Call: At the beginning of each session, the Chair Board Members will take a roll call, and the delegates will state their presence as “present” or “present and voting”

2.1: If a delegate is present and voting in the voting session, it means that they can not abstain in the voting procedure.

3) Opening Speech: It is a speech given by all the delegates at the beginning of the first session to welcome the committee and to express their stance on the topic shortly. The given time for an opening speech is one minute.

4) General Speaker’s List (GSL): It is a speech that allows the delegates to speak generally about the topic.

4.1: There should be at least a single delegate registered on the GSL.

4.2: The time given for a GSL speech is one minute and thirty seconds.

4.3: After a gsl speech is given, the delegates should yield their remaining time. There are three types of yields:

4.3.1: Yield to the chairboard

4.3.2: Yield to another delegate

4.3.3: Yield to the questions:

4.3.3.1 General questions / Yes or no questions:

Delegates should ask the questions directly to the chairboard, not the delegate.

5) Points: Points are used for delegates to deliver their requests or ask related questions inside the committee

5.1: Point of Information: Whenever a delegate is curious about the current motion, topic, time or any related matters, point of information is being used

5.2: Point of Personal Privilege: If a delegate requests a personal statement such as opening or closing the windows, this point is being used

5.2.1: Point of Personal Privilege Due To Inaudiobility: It is the only point that a delegate is able to distract the speaker. It is used to warn the current speaker to speak in a high volume

5.3: Point of Order: This point is used to correct the chair's mistakes such as proceeding with the wrong order, mistakes with the wrong timing.

5.4: Point of Parliamentary Inquiry: Delegates uses this point to get information about the Rules of Procedure.

6) Working Paper: This is an unofficial document where delegates list their ideas and solutions without any formatting. This paper is basically used to clarify the topics that will be mentioned in the resolution paper.

7) Resolution Paper: A resolution paper should be introduced at the end of the conference. This document should detail the current matter in the preambulatory clauses and detail all the spoken solutions with the resolution format in operative clauses. The clauses should be coordinated with the others and make sense while reading only the main parts. The total document should be only one sentence.

8) Introducing The Resolution Paper: Once the resolution paper is done by a committee, a delegate should raise a motion to close the debate. After the motion passes, a delegate raises a motion to introduce the resolution paper and reads the main clauses only.

9) Voting the Resolution: After the introduction of the resolution, a delegate raises a motion to conduct with the voting procedure. When the motion passes, the Chairboard reads the delegation names out and the mentioned delegate should say one of these below:

“Yes” “No” “Abstain” “Yes with rights” “No with rights”

Abstain means no vote. A delegate who said present and voting during the last roll call, may not stay abstain in the resolution paper. If a delegate votes “Yes with rights” or “No with rights” they have to deliver a 1 minute speech.

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