

RULES OF PROCEDURE

Welcome To Your Future



BAUMUN
JUNIOR

Chapter I — General Provisions

Article 1 — Scope

The present Rules of Procedure shall apply to all committees of the BAUMUN Junior Conference unless otherwise decided by the Secretariat.

In situations not explicitly addressed by these rules, the decision of the Committee Chair, subject to the authority of the Secretariat, shall be considered final.

The Secretariat reserves the right to amend or temporarily suspend procedural rules in order to facilitate the effective functioning of the conference.

Article 2 — Language

English shall be the official and working language of the conference.

All formal speeches, draft documents, and negotiations conducted during official committee sessions must be carried out in English unless otherwise permitted by the Chair.

Article 3 — Representation

Each Member State or assigned delegation shall be represented by one delegate unless specified otherwise by the Secretariat.

Each delegation shall have one vote on procedural and substantive matters.

Article 4 — Diplomatic Conduct

Delegates shall maintain the highest standards of diplomacy, respect, and professionalism.

Any form of discrimination, harassment, or disruptive conduct shall result in disciplinary action by the Committee Staff or Secretariat.

Chapter II — Committee Structure and Authority

Article 5 — Powers of the Committee Staff

The Committee Chair shall direct the flow of debate, recognize speakers, rule on procedural matters, and ensure adherence to these Rules of Procedure.

The Chair's rulings may only be appealed in accordance with the relevant procedural rules.

Article 6 — Quorum

Quorum shall be met when at least one-quarter of the registered delegations are present.

A simple majority shall be required for substantive voting procedures.

Chapter III — Agenda and Debate

Article 7 — Setting the Agenda

The first order of business for committees with multiple topics shall be the setting of the agenda.

A motion to set the agenda shall require a simple majority to pass.

Article 8 — General Speakers' List

The General Speakers' List (GSL) shall serve as the primary and default format of formal debate within the committee. All substantive discussion regarding the agenda item shall be conducted through speeches delivered on the Speakers' List unless the committee decides otherwise through the adoption of a procedural motion.

The Speakers' List shall remain open throughout the duration of debate on the agenda item. When the committee is not engaged in a moderated caucus, unmoderated caucus, voting procedure, or any other recognized procedural process, debate shall automatically revert to the General Speakers' List.

Delegates wishing to be added to the Speakers' List may do so by raising their placards when recognized by the Chair or by submitting a written request to the Committee Dais. A delegation may not be added to the Speakers' List if it is already listed.

Speeches delivered on the General Speakers' List shall focus on the agenda item under consideration and may include general policy statements, proposed solutions, responses to previous speakers, or comments on working papers and draft resolutions currently on the floor.

Upon the conclusion of a speech, a delegate may choose to yield their remaining time in accordance with the rules governing yields. After speaking, a delegation may request to be re-added to the bottom of the Speakers' List.

The Chair shall have the authority to determine the speaking time, recognize speakers, and call a delegate to order if their remarks are deemed irrelevant, repetitive, or disruptive to the flow of debate.

If the Speakers' List is exhausted and no motions are raised, the Chair may entertain motions to reopen the Speakers' List or may proceed with alternative debate formats at their discretion.

Article 9 — Time Limits

The Chair may set or entertain motions to set speaking time limits. Delegates exceeding their allotted time may be called to order.

Article 10 — Yields

A delegate may yield their remaining time to another delegation. Upon acceptance of the yield, the Chair shall immediately recognize the receiving delegate to utilize the remaining speaking time. The receiving delegate may not subsequently yield the time to a third delegation. Yields to co-delegates representing the same Member State shall not be considered a formal yield.

a) Yield to Points of Information (Questions)

A delegate may yield their remaining time to Points of Information. In such a case, the Chair shall recognize delegates wishing to ask brief and relevant questions. The Chair shall have full discretion to determine the number of questions permitted and may rule any question out of order if it is rhetorical, leading, or unrelated to the substance of the speech. Only the speaker's responses shall count toward the remaining speaking time.

b) Yield to the Chair

A delegate may yield their remaining time to the Chair. In this case, the Chair shall immediately proceed to recognize the next speaker on the Speakers' List or continue debate in accordance with the established flow of procedure.

If a delegate does not explicitly state a yield at the conclusion of their speech, the remaining time shall automatically be considered yielded to the Chair.

Yields shall not be permitted during procedural speeches, including but not limited to speeches made in favor of or against procedural motions, nor during moderated caucuses unless otherwise specified by the Chair. This restriction is intended to preserve the efficiency and structured nature of procedural debate.

The Chair reserves the authority to limit or deny yields if such actions are deemed disruptive to the flow of debate.

Chapter IV — Caucusing

Article 11 — Moderated Caucus

A moderated caucus shall serve as a structured form of debate intended to facilitate focused discussion on a specific sub-topic within the agenda item. During a moderated caucus, the committee shall temporarily depart from the General Speakers' List, and the Chair shall recognize delegates to speak at their discretion.

A motion for a moderated caucus shall be in order when the floor is open. The delegate proposing the motion must clearly specify the total duration of the caucus, the individual speaking time, and the topic to be discussed. The Chair may rule such a motion dilatory if it is deemed repetitive, irrelevant, or disruptive to the flow of debate.

The motion shall be put to an immediate procedural vote and shall require a simple majority of the members present and voting to pass. Delegates recognized during a moderated caucus are expected to address the specified topic. The Chair shall have the authority to call a speaker to order if their remarks are deemed irrelevant to the subject under discussion. Yields shall not be permitted during a moderated caucus unless otherwise decided by the Chair in exceptional circumstances.

A moderated caucus may be extended through an additional motion, subject to the approval of the committee by simple majority. The Chair reserves the right to prematurely end the caucus if debate becomes unproductive or if procedural time constraints require a return to formal debate.

Article 12 — Unmoderated Caucus

An unmoderated caucus shall serve as an informal period of negotiation during which formal debate procedures are temporarily suspended. During this time, delegates may move freely within the committee room in order to engage in direct discussion, build consensus, and draft working papers or draft resolutions.

A motion for an unmoderated caucus shall be in order when the floor is open. The delegate proposing the motion must specify the total duration of the caucus. The motion shall be immediately put to a procedural vote and shall require a simple majority to pass.

A motion for an unmoderated caucus shall be in order when the floor is open. The delegate proposing the motion must specify the total duration of the caucus. The motion shall be immediately put to a procedural vote and shall require a simple majority to pass.

An unmoderated caucus may be extended through a subsequent motion, which shall also require a simple majority for adoption. The Chair may rule motions for excessively long or repetitive unmoderated caucuses dilatory in order to preserve the balance between formal debate and informal negotiations.

Delegates are expected to maintain appropriate diplomatic decorum during the unmoderated caucus. Behaviour that disrupts committee proceedings or is unrelated to conference work may result in warnings or further disciplinary action at the discretion of the Committee Staff or Secretariat.

Chapter V — Points and Motions

Article 13 — Point of Personal Privilege

A Point of Personal Privilege may be raised by a delegate when personal discomfort or impediment interferes with their ability to fully participate in committee proceedings. Such discomfort may include, but is not limited to, issues related to audibility, room conditions, or physical well-being.

A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible. In all other circumstances, the point shall be raised only when the floor is open. The Chair shall take appropriate measures to address the concern at their discretion.

Article 14 — Point of Order

A Point of Order may be raised by a delegate when they believe that the Rules of Procedure are not being properly observed or applied. The point shall be immediately decided upon by the Chair in accordance with the established rules.

A delegate raising a Point of Order may not speak on the substantive matter under discussion. A Point of Order may not interrupt a speaker unless the procedural error directly affects the delegate's rights or the proper conduct of debate.

Article 15 — Point of Parliamentary Inquiry

A Point of Parliamentary Inquiry may be raised when the floor is open in order to seek clarification from the Chair regarding the Rules of Procedure or the current procedural status of the committee.

This point may not be used to address substantive issues related to the agenda. Delegates are encouraged to use this point to ensure a clear understanding of procedural matters and the flow of debate.

Article 16 — Point of Information

A Point of Information is a question directed to a delegate who has the floor during a speech on the General Speakers' List or other substantive debate formats where the Chair permits questions.

A delegate wishing to ask a Point of Information shall raise their placard and may only proceed upon recognition by the Chair. Questions must be brief, relevant, and phrased in an interrogative manner. The Chair shall have full authority to rule any question out of order if it is deemed rhetorical, leading, argumentative, or unrelated to the speech.

The speaker shall retain the right to accept or decline Points of Information unless the rules of procedure specify that yielding to questions has already been granted. Follow-up questions shall only be permitted at the discretion of the Chair.

Points of Information may not interrupt a speaker and shall only be in order when the speaker has indicated a willingness to entertain questions or has yielded time to questions.

Chapter VI — Working Papers and Draft Resolutions

Article 17— Working Papers

Delegates may submit working papers for the consideration of the committee. Working papers are informal documents intended to facilitate discussion, present preliminary ideas, and assist in the formulation of draft resolutions.

Working papers do not need to follow the formal structure of draft resolutions and do not require a minimum number of signatories. However, they must receive the approval of the Chair prior to being distributed or discussed within the committee.

The format and method of presentation of working papers shall be subject to the discretion of the Chair. Working papers shall not be voted upon by the committee and shall serve solely as tools for negotiation and debate.

Article 18 — Draft Resolutions

A draft resolution may be introduced once it has received the required number of signatories as determined by the Secretariat or the Committee Staff. Signatories to a draft resolution do not necessarily indicate support for the content of the document but merely express a desire to see it debated by the committee.

Draft resolutions must be written in the proper resolution format and must be approved by the Chair prior to their introduction. Upon approval, a motion to introduce the draft resolution shall be in order when the floor is open and shall require a simple majority to pass.

Once introduced, a draft resolution shall remain on the floor and be subject to debate until it is adopted, rejected, or debate on the document is postponed. Delegates may refer to and discuss a draft resolution only after it has been formally introduced. Signing does not imply support.

Chapter VII — Resolution Papers

Article 19 — Definition of a Resolution

A resolution paper represents the formal outcome of committee debate and serves as the official document through which the committee proposes solutions, recommendations, or decisions regarding the agenda item under discussion. Resolution papers shall reflect the collective efforts of delegates to address the topic in a constructive and diplomatic manner.

Each committee may adopt only one resolution per agenda item unless otherwise specified by the Secretariat.

Article 20 — Structure of a Resolution

Resolution papers shall follow the standard United Nations format, consisting of a heading, preambulatory clauses, and operative clauses.

Preambulatory clauses are intended to provide background information, reference past actions, acknowledge relevant international frameworks, and justify the necessity of proposed measures. Operative clauses shall contain the concrete actions, recommendations, or decisions proposed by the committee.

Operative clauses shall be numbered sequentially and written in clear and concise diplomatic language. Sub-clauses may be used where further clarification or detail is required.

Article 21 — Sponsors and Signatories

Delegates who are primarily responsible for drafting a resolution may be recognized as sponsors where such a distinction is permitted by the Secretariat. Sponsors are expected to support the resolution and assist in its presentation and defense during debate.

Signatories are delegates who express a willingness to see the resolution debated in committee. Becoming a signatory does not imply agreement with the content of the resolution.

The minimum number of sponsors and signatories required for the introduction of a resolution shall be determined by the Secretariat or the Committee Staff.

Article 22 — Submission and Approval

Resolution papers must be submitted to the Committee Staff for review prior to their circulation. The Chair shall ensure that submitted documents comply with the required format, language standards, and relevance to the agenda item.

The Chair and Secretariat reserve the right to request revisions to resolution papers before granting approval for introduction.

Article 23 — Introduction of a Resolution

Once a resolution paper has received the necessary approval and signatures, a motion to introduce the resolution shall be in order when the floor is open. The motion shall require a simple majority to pass.

Following its introduction, the resolution shall be considered formally on the floor and open to debate, amendment, and eventual voting in accordance with the established Rules of Procedure.

Article 24 — Debate on Resolution Papers

Debate on resolution papers shall proceed according to the General Speakers' List or through other recognized debate formats such as moderated caucuses. Delegates may speak in favor of or against the resolution and may propose amendments to modify its operative clauses.

A resolution paper shall remain under consideration until debate is closed, the document is adopted, rejected, or debate is postponed by a procedural motion.

Chapter VIII — Voting Procedure

Article 25 — Procedural Voting

Procedural voting shall apply to all motions and matters relating to the conduct of committee proceedings, including but not limited to motions for caucusing, closure of debate, suspension of the meeting, or the introduction of draft documents.

During procedural voting, all delegations present in the committee shall be required to cast a vote. Abstentions shall not be permitted. Delegations shall vote either in favour or against the motion under consideration.

Unless otherwise specified in these Rules of Procedure, procedural matters shall be decided by a simple majority of the members present and voting. The Chair shall clearly announce the voting method and the result of each procedural vote.

Article 26 — Substantive Voting

Substantive voting shall apply to all matters directly related to the content of committee decisions, including draft resolutions and amendments. During substantive voting procedures, delegations may vote in favour, against, or abstain.

A draft resolution shall be adopted upon receiving a simple majority of the members present and voting, unless a different voting threshold or special procedure has been established by the Secretariat for a particular committee.

Once the committee has entered substantive voting procedure, the doors of the committee room may be sealed at the discretion of the Chair, and no interruptions shall be permitted except for points directly related to the voting process. The Chair shall announce the final outcome of each vote and declare whether the proposal has been adopted or rejected.

Article 27 — Closure of Debate

A motion to close debate may be raised when the floor is open in order to bring discussion on the agenda item, draft resolution, or amendment to an immediate end and move the committee into voting procedure.

The Chair may, at their discretion, recognize a limited number of speakers against the motion prior to the vote. The motion shall require a two-thirds majority of the members present and voting to pass. If the motion for closure of debate is adopted, the committee shall immediately proceed to the relevant voting procedures in accordance with these Rules of Procedure.

Chapter VIII — Secretariat Authority

Article 28 — Authority of the Secretariat

The Secretary-General and designated members of the Secretariat shall have the authority to address any committee at any time in order to provide guidance, make announcements, or ensure the proper functioning of conference proceedings.

The Secretariat shall retain ultimate responsibility for the academic standards, fairness, and overall organization of the conference. In order to maintain the quality and efficiency of debate, the Secretariat may modify, interpret, or temporarily suspend procedural rules when deemed necessary.

Such decisions shall take precedence over committee-level procedural rulings and shall be respected by all participants and members of the Committee Staff.

Conclusion

These Rules of Procedure are intended to provide a structured yet dynamic framework for diplomatic debate, negotiation, and cooperation within BAUMUN Junior committees. While the rules establish clear mechanisms to ensure fairness, order, and academic integrity, delegates are encouraged to engage creatively and constructively in the pursuit of effective solutions to the issues under discussion.

Successful committee work depends not only on procedural knowledge but also on mutual respect, open dialogue, and a genuine commitment to diplomacy. All participants are therefore expected to uphold the values of professionalism, inclusivity, and collaboration throughout the conference.

By participating in BAUMUN Junior, delegates contribute to an environment that promotes critical thinking, global awareness, and leadership development. These Rules of Procedure serve as a guiding framework to support that mission and to ensure a meaningful and rewarding conference experience for all.