



**OXFORD INTERNATIONAL
MODEL UNITED NATIONS**

**XV ANNUAL
CONFERENCE**

3RD – 5TH NOVEMBER

RULES OF PROCEDURE

This document details the Rules of Procedure governing OxIMUN 2017. It has three parts: general rules for the whole of OxIMUN; detailed rules governing debate in Committees; and an appendix covering important information (like emergency contacts) and policies that we are required to make available to you. By applying for and attending OxIMUN you agree to follow these Rules, as well as the OxIMUN Terms which you agreed to on applying to OxIMUN and are available to read on our website.

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I. GENERAL RULES

1. DEFINITIONS

<i>OxIMUN venue</i>	Any venue that is used as part of the OxIMUN conference, excluding those venues that provide accommodation.
<i>Delegate</i>	A member of one of the committees of OxIMUN.
<i>Faculty Advisor</i>	Members of delegations which may attend OxIMUN events but not speak in Committee.
<i>Director</i>	A Chairperson of one of the committees of OxIMUN.
<i>Participant</i>	A Delegate, Faculty Advisor or Director.
<i>Secretariat</i>	The organising committee and staff of OxIMUN.
<i>Designates</i>	Members of the Secretariat with the authority to decide on interpretation of the Rules of Procedure
<i>Director-General</i>	The joint-most senior member of the Secretariat, responsible for internal organisation.
<i>Secretary-General</i>	The joint-most senior member of the Secretariat, responsible for proceedings.
<i>OUUNA</i>	The University Society that owns and operates OxIMUN.

2. SCOPE

These Rules apply to anyone attending OxIMUN events, whether as a participant or member of the Secretariat. Our full policies on some key issues can be found in the Appendix.

3. INTERPRETATION

Questions of interpretation of these Rules by Directors may be referred to the Secretary-General or designated members of the Secretariat. The decision of the Secretary-General or designated member is final.

4. CONDUCT

Participants shall be courteous and respectful at all times when dealing with anyone directly involved with OxIMUN (including Delegates/chairs of any Committee) and indirectly involved through any of its partners (including but not limited to Oxford colleges, sponsors, accommodation providers, and other university students). We will not tolerate any abuse against Directors, Secretariat or any other member of staff.

5. FREEDOM OF SPEECH AND HARASSMENT

The purpose of any Model United Nations conference is to allow many different and often opposing views to be discussed and debated, without fear of harassment. All participants and members of the Secretariat are expected to show respect and not violate another person's dignity.

OxIMUN observes the Codes of Conduct on Freedom of Speech and Harassment of the University of Oxford, which may be found in the Appendix. All participants and Secretariat members are obliged to follow this Code. For the full OUUNA policy on Freedom of Speech and Harassment, see Appendix I.

REPORTING

Any person who feels harassed is encouraged to report it to a member of the Secretariat. If they do not feel comfortable speaking to members of the Secretariat they are encouraged to speak to a member of the OUUNA Committee, especially if they have felt harassed by a member of the Secretariat.

HATE SPEECH

Hate speech is the use of threatening or abusive words with the intent to cause a person harassment, alarm or distress, or to stir up hatred on the grounds of colour, race, disability, nationality (including citizenship), ethnic or national origin, religion, or sexual orientation.

Hate speech and incitement to violence is proscribed under the laws of England and Wales, and anyone found to be inciting hatred or violence will be expelled from the conference, and may be reported to the Police.

6. ALCOHOL

Alcohol may only be consumed at the designated social events. You must not bring alcohol to any event; anyone found to be bringing alcohol into events will be sanctioned. This is to comply with the licensing laws of each venue.

Entry to the Ashmolean ball requires that you show your photo ID to the Secretariat on Friday. They will check your age on your photo ID and place a wristband on your wrist that will give you access to the Ashmolean ball. You will not be permitted to enter the Ashmolean if you fail to undergo this age-verification measure. There may be additional age checks carried out at the entrance to the Ashmolean, so please ensure you still bring photo ID with you.

OxIMUN reserves the right to refuse to serve anyone who appears to be intoxicated, and if the Secretariat or venue Staff feel that you are disrupting the experience of the other attendees you will be asked to leave the event and may face other sanctions.

7. SMOKING

Smoking is illegal inside public buildings inside England and Wales and many OxIMUN venues operate a complete smoking ban on their grounds. Participants and Secretariat must abide by these Rules at all times.

8. VENUES

A variety of venues are being used for OxIMUN 2017. Many of these are old and historically significant, and so you are not permitted to bring any food into them. If you do break anything, you are liable to pay for repairs or replacements.

9. PHOTOGRAPHY

Photographs and video footage are collected at OxIMUN. By attending you agree to having your photograph taken and license OxIMUN to use your image in any of these photographs or video footage for publicity and promotion. A full photography policy can be found in the Appendix.

10. SECURITY

For your safety, some of our venues have Security personnel on site. All personnel are registered with the relevant professional bodies. Random bag searches may be carried out as part of security procedures. If you fail to comply with a request from Security personnel to search your bag you may be denied entry.

11. COMPLAINTS

Anyone may submit a complaint about violations of these rules by participants to the Secretary-General or designates. Where the complaint is about a member of the Secretariat they may submit the complaint to a different designate or the Secretary-General. If this is not possible, or the complaint is about the Secretary-General they are encouraged to submit their complaint to the President or Treasurer of OUUNA.

If you are not satisfied with the resolution of your complaint please contact the Secretary-General, or where that is inappropriate the President or Treasurer of OUUNA.

12. SANCTIONS

Failure to abide by these Rules may result in sanctions. Participants who are sanctioned are not entitled to any refund, in part or full, from their registration or accommodation fees. These sanctions are listed in no particular order, and may be used together or separately.

LOSS OF AWARDS

The Secretary-General or designates may disqualify a Delegate from consideration from awards

SUSPENSION

The Secretary-General or designates may suspend a participant for a period of time not greater than one hour.

EXCLUSION

The Secretary-General, designates or venue Staff may exclude a participant from any event, either from an event in progress or in the future. This may involve removal from the venue by venue Staff.

EXPULSION

A participant may be expelled from the conference by the Secretary-General, in consultation with the Director-General and the President, Secretary and Treasurer of OUUNA. The names of an expelled participant will be recorded by OUUNA and this information will be used when determining whether to accept the participant at future conferences.

APPEAL

Appeal from a decision made by a designate is to the Secretary-General. Decisions of the Secretary-General may not be appealed.

II. COMMITTEE RULES

13. APPOINTMENT OF DIRECTORS AND DELEGATES

The Secretary-General shall be responsible for the appointment of all Committee Directors and Delegates prior to the conference, with the recommendation of the Secretariat; and may remove, replace or reassign them at any stage if they fail to fulfil their obligations under the Rules.

14. LANGUAGE

English will be the official and working language of the conference, except where it has been previously stipulated that another language will be the official and working language of a committee, or that two languages may be used.

TRANSLATION

Any participant wishing to address any OxIMUN body or submit a document in a language other than English must provide translation into English. Where translation is used, the speech and any necessary translation must fall within the speakers' time limit set by Directors.

15. ETIQUETTE

Delegates should use diplomatic language when talking, and should refrain from using insulting or crude remarks to express themselves. In line with Parliamentary rules, Delegates and Chairs should use the third-person or first-person plural to refer to themselves or others. The second-person is also in order.

DRESS CODE

Participants are expected to wear business formal attire.

ELECTRONIC DEVICES

It is at the discretion of the Director of each Committee to decide whether laptops are permitted in the Committee room. This decision of the Director is not open to appeal.

16. AWARDS

Awards will be presented to delegates which demonstrate a sound knowledge of the topic and are able to apply it in debate and negotiation with other delegates. Submission of a position paper is not required to receive an award.

The order of awards at OxIMUN in descending order:

1. Diplomacy Award (certificate)

2. Commendation (certificate)
3. Honourable Mention (verbal)

17. PROCEDURAL OR SUBSTANTIVE?

Two types of subject matter are debated by each committee, the procedural and substantive elements. These require different rules but clearly delineating when which of the two is appropriate can be difficult. Where the Rules are unclear Directors may use their discretion, or request an opinion from the Secretary-General or designates.

PROCEDURAL

Debate on the process that the Committee goes through to produce a resolution procedural. This includes all the Motions and the debate associated with them. Debate on procedural issues isn't arguing for or against the topic of the debate, it is considering how the issues should be debated and in what order.

For Example:

Debate on what order to debate the resolutions

SUBSTANTIVE

Debate about the text of a resolution, or any of its associated amendments, is substantive.

For Example:

Debate on whether what is written in an operative clause of a draft resolution is the best way to address the topic at hand.

18. PARTICIPATION OF OBSERVERS AND NON-MEMBERS

Representatives of accredited Observers will have the same rights as those of full members, except that they may not sign or vote on substantive matters, i.e. the final vote on a resolution. All observers are allowed to vote on any procedural matter.

A representative of an organisation that is neither a member of the United Nations, nor an accredited observer, may address a Committee only with the prior approval of the Director.

19. GENERAL POWERS OF DIRECTORS

Directors shall declare the opening and closing of each meeting of the Committee, direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions.

Directors, subject to these Rules, shall have complete control of the proceedings of their Committee and over the maintenance of order at its meetings. The Director shall rule on points of order, and may propose to the Committee or decide to: close the list of speakers; place limitations on speaking time; adjourn or close the debate; and suspend or adjourn a meeting. The Director may temporarily transfer their duties to a member of the Secretariat. Directors may also advise Delegates on the possible course of debate, and are encouraged to use their discretion to advise and rule on motions in such a way that advances debate.

In the exercise of these powers, the Directors will at all times be subject to these Rules and responsible to the Secretary-General.

20. MOTION TO APPEAL DIRECTOR'S DECISION

A Delegate may raise a *Motion to Appeal* the Director's Decision. A Delegate wishing to raise such a Motion shall orally state their Motion immediately after the Director has announced their decision. The Director may speak briefly in defence of their decision after which the Motion will be put to a vote. The Director's decision will stand unless two-thirds of the Committee vote 'Yes' on the Motion to appeal the Director's decision. If such a Motion to appeal a decision

passes with a two-thirds majority, then the decision is reversed.

EXCEPTIONS

The following decisions of a Director may not be appealed:

- Decision not to approve a resolution or amendment
- The order in which Motions are entertained
- To hold an Unmoderated or Moderated Caucus.
- Closure or adjournment of Debate
- Closure or adjournment of the meeting
- Right of Reply
- To stop entertaining Motions
- To move to vote on Motions
- The number or nature of Points of Information entertained
- To allow follow-up questions

The vote of appeal described in this Rule is a procedural vote so all Delegates are required to cast a vote - abstentions are out of order.

The decisions of the Secretary-General or members of the Secretariat are not open to such a Motion to appeal.

Delegates should note that this Motion should only be used sparingly and in the last resort only after a Point of Order has already been raised.

21. STATEMENTS BY THE SECRETARIAT

The Secretary-General or a member of the Secretariat designated by him or her may, at any time, make either written or oral statements to the Committee.

22. QUORUM

In the first session of each day, the Director may declare a Committee open and permit debate to proceed when at least one-third of the total

number of members of the Committee are present in the room.

In the sessions of the remainder of that day, quorum for procedural matters shall be one-third of the members of the Committee present on that day. The quorum for substantive matters shall be one-half of the members of the Committee present on that day.

Roll Call must be taken at the start of every Committee session. Quorum may be assumed unless specifically challenged and shown to be absent by a Roll Call.

23. COMMITTEE SPECIFIC PROCEDURES

Certain Committees represented at OxIMUN may follow Rules of Procedure which diverge from those listed in this document in order to better model the real life working of those Committees. This may include, but is not limited to, requiring supermajorities on substantive or procedural points, and using different Motions. If such is the case, the Director must agree such derogations with the Secretariat and make Delegates aware of them at least fourteen days before the opening of the Conference, by both circulating the updated Rules amongst the individual Delegates and by updating the relevant sections of the website. Derogations can be found in part IX, and unless specified in this section the normal Rules of procedure apply.

III. RULES GOVERNING THE AGENDA

24. PROVISIONAL AGENDA

The provisional Agenda of each Committee shall be drawn up by the Secretariat and communicated to participants at least thirty days before the opening of the Conference.

25. ROLL CALL

At the beginning of each Committee Session Committee Directors will call on Member States in English alphabetical order to state their status of attendance. Member States may reply *present* or *present and voting*, where *present and voting* means the Member State cannot abstain on substantive votes. Observers are required to reply *present* in accordance with Rule 18.

26. SETTING THE AGENDA

The first order of business for the Committee shall be the consideration of the order in which Agenda items shall be discussed. A *Motion to Put an Agenda item First* should be made and will require a second. If no Delegate wishes to oppose the Motion, it shall automatically be considered as adopted by the Committee. If there are any objections to this Motion, a speakers' list will be established for and against the Motion, both of which will have two speakers each.

A *Motion to Close Debate* will only be in order after the Committee has heard the requisite two speakers for and two speakers against the Motion to Put an Agenda Item First.

When a speaker proposes to close debate on the setting of the Agenda, there will be two speeches against the Motion to Close Debate; unless only one Delegate wishes to oppose the Motion to Close Debate. Speakers speaking in favour of a Motion to Close Debate are not required. Only after the speeches against closing debate have been heard, shall the Motion to Close Debate be voted on (see Rule 0).

When debate is closed, the Committee will move to an immediate vote on the Motion to Put an Agenda Item First, wherein a simple majority is required to pass the Motion. If the Motion fails, the other Agenda item will automatically be placed first on the Agenda.

In the event of an international crisis or emergency, members of the Secretariat may call

upon a Committee to table debate on the current Agenda item in order to address the urgent matter. After a resolution has been passed on the crisis topic, the Committee will return to debate on the tabled Agenda item.

The votes to put an Agenda item first, and to close debate, as described in this Rule, are both procedural votes, following procedural voting procedure. (see Rule)

In the case that the provisional Agenda of the Committee consists of only one topic; that topic shall be adopted with neither discussion nor vote.

IV. RULES GOVERNING DEBATE

27. SPEAKERS' LIST

After the Agenda has been determined, a continuously open speakers list will be established for general debate, the *General Speakers' List*.

The Director shall ask the Committee for those who wish to be added to the General Speakers' List when it is first open, and ask again from time to time; and shall keep a written copy of the order of the speakers. Any Delegate wishing to be added to the General Speakers' List can do so by sending a written note to the Director or by raising their placard when the Director asks if there are any Delegates wishing to be added to the General Speakers' List. No Delegate may be on the General Speakers' List twice simultaneously.

This General Speakers' List will be followed for all debate on the Agenda item, except when superseded by procedural Motions such as those for unmoderated or moderated caucuses. Speakers may speak generally on the Agenda item being considered and may address any draft resolution currently on the Floor. Should the General Speakers' List elapse, debate on the

Agenda item shall be considered finished and the Committee shall move into closing procedures (See Rule

28. PROPOSING MOTIONS

The Director can ask for Motions at any point when the Floor is open. The Director will ask for Motions one by one; only asking for Motions that are equal to or supersede the Motions already raised. The Director may decide to stop entertaining Motions at any time and move to vote on those already raised. This decision is not open to a Motion to Appeal.

The Director will then entertain the raised Motions one by one, starting from highest in the order of priority, i.e. the most superseding. In the case of several Motions having equal priority, the Director shall decide the order. When a Motion is entertained, the Director shall ask the Committee if there are any Seconds or Objections. Delegates may pre-empt this, by calling out their objections provided that doing so does not disturb the Committee or prevent a Speaker from being heard. If there are Seconds and no Objections the Motion is accepted without a vote.

If there are both Seconds and Objections, any speeches in favour or against the Motion shall be heard (in accordance with the rules for that Motion) and it shall then be put to a vote in accordance with the rules for that Motion. If there are no Seconds or the vote fails; the Motion is discarded and the Director shall move to the next most superseding Motion. This continues until a Motion is passed or the Floor returns to the General Speakers' List. If a Motion passes, all other Motions previously raised are removed from the Floor and must be raised anew when the Director next calls for Motions.

All procedural Motions require a simple majority of the Members present to pass, unless otherwise specified.

29. WITHDRAWING A PROPOSAL

The proposer of a Motion may withdraw that Motion at any time before voting has commenced. Once voting begins the Motion may not be withdrawn. Any Delegate may reintroduce a Motion thus withdrawn.

30. ORDER OF PRIORITY OF MOTIONS

The order of priority of Motions which may be raised while the Floor is open, from most to least superseding, is:

- Adjourning the Meeting (Rule 31)
- Suspending the Meeting (Rule 32)
- Closing Debate (Rule 0)
- Adjourning Debate (Rule 34)
- Resuming Debate (Rule 35)
- Questioning Competence (Rule 54)
- *P5 Caucus, Security Council* (Rule 62)
- Introducing Draft Resolutions (Rule 49)
- *Type of Resolution, African Union* (Rule 63)
- Introducing Amendments (Rule 52)
- Introducing a Friendly Amendment (Rule 53)
- Introducing Working Papers (Rule 47)
- Unmoderated Caucus (Rule 0)
- Moderated Caucus (Rule 37)

Ordering of Motions of equal priority is at the discretion of the Director.

31. ADJOURNMENT OF THE MEETING

The Adjournment of the Meeting means the end of the Committee's work in the XV Session of OxIMUN. After adjournment, the Committee shall reconvene at OxIMUN 2018.

As this Motion, if successful, would end the session until the Committee's next regularly scheduled meeting, the Director will not entertain it until the end of the last session of the Committee. The Director's decision on whether to entertain this Motion is not open to appeal.

A simple majority of the members present is required to adopt the Motion.

32. SUSPENSION OF THE MEETING

A *Motion to Suspend the Meeting* requests the temporary stopping of the meeting. It is usually used at the end of a Committee session. While the Floor is open, a Delegate may move for the Suspension of the Meeting, specifying a time for reconvening. A simple majority of members present is required to adopt the Motion.

Short breaks in the Session should be proposed using this Motion. The Director may rule this Motion out of order if they feel that Motion is not constructive to debate at that point in time. This decision of the Director is not open to appeal.

33. CLOSURE OF DEBATE

A *Motion to Close Debate* requests ending all discussion on the Agenda item and moving into voting procedures on all substantive proposals introduced under debate, i.e. all Draft Resolutions. Once this Motion has been successfully passed, debate has been closed, and voting procedures completed, the Committee shall immediately adopt the second Agenda item, or an alternative Agenda item as directed by the Secretariat.

A Motion for Closure of Debate is in order at any time when the Floor is open prior to closure of debate, and the Director has asked for Motions. The Director may rule this Motion out of order if they feel that Motion is not constructive to debate at that point in time. This decision of the Director is not open to appeal.

Before voting on this Motion (but after Seconds and Objections have been heard), permission to speak on the Motion shall be accorded only to two Delegates favouring and two opposing the adjournment, or in case only one Delegate wishes to oppose the Motion, one speaker for and one

speaker against the Motion shall be considered. The Motion shall then be put to a vote immediately, requiring a two-thirds majority of the members present to be adopted

34. ADJOURNMENT OF DEBATE

A *Motion for Adjournment of Debate* requests adjourning the Agenda item under discussion. If a Motion for Adjournment passes, the Agenda item is considered dismissed, all documents on it tabled, and no further action will be taken on it. A successful Motion for Adjournment means that the Committee proceeds to the second Agenda item under discussion, or an alternative Agenda item as directed by the Secretariat.

A Motion for Adjournment is in order at any time when the Floor is open prior to closure of debate, and the Director has asked for Motions.

Before voting on this Motion (but after Seconds and Objections have been heard), permission to speak on the Motion shall be accorded only to two Delegates favouring and two opposing the adjournment, or in case only one Delegate wishes to oppose the Motion, one speaker for and one speaker against the Motion shall be considered. The Motion shall then be put to a vote immediately, requiring a simple majority of the members present to be adopted. The Director may rule this Motion out of order if they feel that Motion is not constructive to debate at that point in time. This decision of the Director is not open to appeal.

35. RESUMPTION OF DEBATE

A *Motion to Resume Debate* requests reopening debate on an Agenda item previously adjourned. A Motion to Resume Debate is in order at any time when the Floor is open prior to closure of debate, and the Director has asked for Motions: if there is a previously adjourned Agenda item.

Before voting on this Motion (but after Seconds and Objections have been heard), permission to

speak on the Motion shall be accorded only to two Delegates favouring and two opposing the adjournment, or in case only one Delegate wishes to oppose the Motion, one speaker for and one speaker against the Motion shall be considered. The Motion shall then be put to a vote immediately, requiring a simple majority of the members present to be adopted. The Director may rule this Motion out of order if they feel that Motion is not constructive to debate at that point in time. This decision of the Director is not open to appeal.

36. UNMODERATED CAUCUS

A *Motion for an Unmoderated Caucus* is in order at any time when the Floor is open prior to closure of debate, and the Director has asked for Motions. The Delegate raising the Motion must briefly explain its purpose and specify an overall time limit for the caucus, not to exceed thirty minutes (including any Motions to extend the caucus). A simple majority of the members present is required to adopt the Motion. The Director may rule this Motion out of order if they feel that Motion is not constructive to debate at that point in time. This decision of the Director is not open to appeal.

37. MODERATED CAUCUS

A *Motion for a Moderated Caucus* is in order at any time when the Floor is open prior to closure of debate, and the Director has asked for Motions. In a moderated caucus, the Director will temporarily depart from the General Speakers' List and call on Delegates to speak at the Director's discretion. The Delegate making the Motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes (including any Motions to extend the caucus), and a time limit for the individual speeches. A simple majority is required to adopt the Motion. The Director may rule this Motion out of order if they feel that Motion is not

constructive to debate at that point in time. This decision of the Director is not open to appeal.

V. RULES GOVERNING SPEECH

38. RIGHT TO SPEAK

No Delegate may address a Committee without having previously obtained the permission of the Director (except during an unmoderated caucus). The Director may at their discretion call a Delegate to order if his or her speech is not relevant to the subject under discussion; is considered personally offensive to any party; infringes upon the sovereignty of a Member State; or otherwise goes against the Rules and spirit of OxIMUN.

A representative of an organisation that is neither a member of the United Nations, a United Nations Organisation, nor an accredited observer, may address a Committee only with the prior approval of the Director.

39. TIME LIMIT ON SPEECHES

The Director shall limit the time allotted to each speaker. The minimum time limit will be thirty seconds and the maximum time limit two minutes. When a Delegate exceeds the allotted time, the Director may call the speaker to order.

Should the Director not explicitly state a different speaking time for the General Speakers' List, the time limit shall be 90 seconds.

Delegates may raise a Motion to Change the Speaking Time on the General Speakers' List should they feel that amending the time limit would be beneficial to debate. After Seconds and Objections for the Motion have been heard, it shall be put to a procedural vote.

40. YIELDS

If a Delegate granted the right to speak on a substantive issue – not during a caucus – has time remaining at the end of his or her speech, the Delegate may yield in one of three ways. It is at the discretion of the Director to permit these yields.

YIELD TO ANOTHER DELEGATE

Their remaining time will be given to that Delegate, who may not further yield the Floor.

YIELD TO POINTS OF INFORMATION

The Director will select Delegates wishing to ask a question of the current speaker, and these Delegates will then be limited to one short question. The Director will have the right to call to order any Delegate whose question is rhetorical, leading, or not designed to elicit information. Only the time taken for the speaker's answers to questions will be deducted from the speaker's remaining time. Follow-up questions to the speaker are at the Director's discretion and should be permitted in cases where the speaker's initial question has, in the opinion of the Director, not been adequately addressed.

Should a Delegate who has finished their speaking time wish to entertain Points of Information, the Director may grant thirty additional seconds in which to do so. Delegates must ask to use this right, it will not be presumed by the Director.

YIELD TO THE CHAIR

Such a yield should be made if the Delegate does not wish to yield to questions or another Delegate.

The Director will then move to the next speaker.

41. RIGHT OF REPLY

A Delegate may request a Right of Reply only in cases where the Delegate feels another Delegate

has impugned their country's national integrity. A remark that impugns a Delegate's 'national integrity' is one directed at the governing authority of that Member State, the people of that Member State and/or one that puts into question that Member State's sovereignty.

Requests for a Right of Reply must be submitted to the Director in writing, with a brief explanation of the reason for the request. If the Director deems that such a request is in order, the Delegate may – in the time limit determined by the Director – reply and state why the Delegate feels that the remark being replied to is incorrect or unjustified. The Director's decision whether to grant the Right of Reply is not open to appeal.

A Right of Reply to a Right of Reply is out of order.

If the Director feels that a Right of Reply is in order, they may ask the Delegate affected if they wish to make use of a Right of Reply, without waiting for the Delegate to request it.

VI. POINTS

42. RAISING POINTS

Any of the points below may be raised by any Delegate at any point providing that it does not interrupt any speaker (except for a Point of Personal Privilege in extreme circumstances). A Delegate wishing to raise a point shall, at the appropriate time, raise their placard and state the point they wish to raise and then wait for the Director to recognise them to fully state their point. The Director shall then take any action required as per the Rules below. Points shall be recognised before any Motion or Speakers.

43. POINT OF PERSONAL PRIVILEGE

If there is a circumstance preventing a Delegate from participating in the proceedings to their fullest ability, or if the Delegate is in personal

discomfort, he or she may rise to a Point of Personal Privilege. For instance, Points of Personal Privilege may be raised when the Delegate cannot hear what has been said, if the Delegate cannot see something being projected on a screen, or if the Delegate is not comfortable with the temperature in the room.

A Point of Personal Privilege may only interrupt a speaker if the Delegate raising the point cannot hear the speaker. If appropriate, the Director will request that the speaker raise their volume and/or speak more clearly or take any other appropriate action. Points of Personal Privilege for any other reason may not interrupt a speaker.

44. POINT OF ORDER

During the discussion of any matter, a Delegate may raise a Point of Order to indicate an instance of improper use of these Rules, either by the Director, or by a Delegate that has escaped the Director's attention.

A Delegate may not, in raising a Point of Order, speak on the substance of the matter under discussion, and a Point of Order may under no circumstances interrupt the speech of a Delegate. Any questions that may raise a Point of Order during a speech should be raised after the speech.

The Director will immediately rule on a Point of Order in accordance with these Rules. This decision of the Director is open to appeal.

45. POINT OF PARLIAMENTARY INQUIRY

When the Floor is open, a Delegate may raise a Point of Parliamentary Inquiry to raise a query to the Director regarding these Rules. A Point of Parliamentary Inquiry may never interrupt a speaker. Directors are encouraged to request the opinion of the Secretary-General or designate where the query is pertinent to debate.

Delegates with any questions not regarding the Rules of procedure, i.e. with substantive questions related to the *content* of the debate, should not raise this Point, but should instead approach the Directors with the question during caucus or send them a written note.

46. POINT OF INFORMATION

Points of Information may only be raised after a Delegate has opened themselves up to Points of Information, usually at the end of a Speech. They shall consist of a brief question that is relevant to the matters at hand. (See Rule 40)

VII. RULES GOVERNING WRITTEN PROPOSALS

47. WORKING PAPERS

Working Papers are intended to aid the Committee in its discussion and formulation of Resolutions and need not be written in Resolution format.

Delegates may propose Working Papers for consideration by raising a *Motion to Introduce a Working Paper*. Working Papers are not official documents, but do require the approval of the Directors before a Motion to introduce them is raised. For the rules on raising this motion, see Rule 28.

Working Papers do not require the signatures of any Committee members. They will be displayed on projectors where possible, but will not be printed by the Secretariat.

Delegates should note that the Working Paper is not a necessary precursor to the Draft Resolution; Delegates wishing to introduce entire Draft Resolutions may do so directly without trying to first introduce the Draft Resolution as a Working Paper.

48. DRAFT RESOLUTIONS

A Draft Resolution may be introduced through the procedure outlined in Rule 49, once it has been signed by one-fifth of the number of members (including Observers) present at the beginning of the Committee session and has received prior approval of the Directors.

This list of one-fifth of Committee members should include both Sponsors and Signatories, each to be listed in alphabetical order. A Delegate counts as a Sponsor only if the Delegate has authored, or helped to write, the Draft Resolution. The role of a Sponsor indicates support of the Draft Resolution and no more than four Delegates (including the Proposer of the Motion) may sponsor any Draft Resolution.

A Delegate counts as a Signatory if the Delegate has agreed to sign the Draft Resolution. Signing a Draft Resolution need not indicate support of the Draft Resolution, merely that they wish to see it debated, and the Signatory has no further obligations.

Observers may both sign and sponsor Draft Resolutions.

Draft Resolutions shall be written in the same style with regards to form, grammar and punctuation as those resolutions of the Committee being modelled.

49. INTRODUCING A DRAFT RESOLUTION

Once a Resolution has been approved as stipulated above and has been made available to the Committee, a Delegate may propose a Motion to Introduce the Draft Resolution. Before Seconds and Objections are heard but after the Motion is entertained by the Director, the operative clauses of the Draft Resolution shall be read out. The Motion to introduce a Draft Resolution is procedural in nature, and therefore can pass with a simple majority. Once a Draft Resolution has been introduced onto the

Floor, the Director must ask for and accept a Motion for a Moderated Caucus of at least ten minutes to discuss the Draft Resolution. The first speaker must be a sponsor of the Draft Resolution. More than one Draft Resolution may be on the Floor at any one time, but only one final Resolution may be passed per Agenda item.

Once the Committee has adopted a Draft Resolution, or all the Draft Resolutions have been put to a vote, the Committee will move to discuss the next Agenda item.

50. PANEL OF AUTHORS

After a Draft Resolution has been introduced, any of its Sponsors may call for a Panel of Authors to be convened to answer questions raised by the Committee relating to the Draft Resolution. The Director will decide whether to entertain this Motion, if granted the Panel of authors will be convened without a vote. This decision of the Director cannot be appealed.

If granted, the Director shall set a time limit of no more than twenty minutes during which members of the Floor may ask short questions of the Sponsors for the sole purpose of clarifying the content or meaning of the Resolution. Both the time taken for questions and for answers count towards the time limit.

Delegates should note that the Panel of Authors is not meant for the debate of principles, but is instead a forum for strict clarification of the details of a Draft Resolution.

51. AMENDMENTS

An Amendment is a proposal that simply adds to, deletes from, or revises the operative clauses of a Draft Resolution. Delegates may amend any Draft Resolution that is on the Floor. Amendments do not require signatories, but may be signed by other Delegates as a signal of their support for its debate. To be considered for

debate, Delegates must submit their Amendment to the Director for approval.

Amendments to an Amendment currently under debate i.e. Amendments to the Second Degree are permitted. The same rules regarding Amendments to the First Degree apply to Amendments to the Second Degree. Once an Amendment to the Second Degree has been voted on debate returns to the Amendment to the First Degree.

Amendments to the Third Degree are out of order; although part of a Draft Resolution that has previously been successfully amended may be further amended through a separate amendment. Amendments may not affect pre-ambulatory clauses.

Being the Sponsor or Signatory of a Draft Resolution does not preclude or oblige Delegates to sponsor or sign amendments.

52. INTRODUCING AN AMENDMENT

Once an Amendment has been approved, one of its Signatories may raise a *Motion to Introduce an Amendment* (see Rule 28). Before Seconds and Objections are heard, but after the Motion is entertained by the Director, the Delegate shall read out the Amendment. If there are no Seconds, the Amendment shall not be introduced. If there are no Objections, then the Amendment is automatically introduced. If there are both Seconds and Objections, the Motion to introduce the amendment is to be put to vote. The Motion to Introduce an Amendment requires a simple majority to pass.

Delegates should note that the vote on the Motion to Introduce the Amendment is separate from the vote on whether to incorporate the Amendment to the Draft Resolution; merely voting in favour of *introducing* the Amendment does not mean support for the Amendment itself.

The Director shall then establish a Speakers' list, with Speakers both for and against the Amendment such that the number of speakers in each category is equal. The Sponsor of the Amendment should begin debate. The Director shall determine the maximum time limit for these speeches.

Once all the speeches on an amendment are over, the Committee shall vote on making the Amendment part of the Draft Resolution. This is a substantive vote and a simple majority of the members present is required to pass.

If an Amendment fails, it cannot be re-introduced. Determining what is too similar to a failed Amendment is at the discretion of the Director.

53. FRIENDLY AMENDMENTS

If an Amendment is signed by all the sponsors of a Draft Resolution and has been approved by the Director, one of its signatories may raise a *Motion to Introduce a Friendly Amendment* (see Rule 28). There can be no Objections to introducing a Friendly Amendment. Friendly Amendments do not require a vote to be introduced. However, Friendly Amendments do require a vote to be included in the Draft Resolution.

There shall be no Speakers' list to discuss the Friendly Amendment. Once the Friendly Amendment has been read out, the Committee shall move straight to a vote on incorporating the Friendly Amendment in the Draft Resolution. This is a procedural vote and requires a simple majority to pass.

An Amendment should be declared as friendly when it is submitted for approval to the Director, who may request that it be introduced as a standard Amendment.

If the Friendly Amendment fails, it can be re-introduced as a standard Amendment.

54. COMPETENCE

A Motion to question the competence of the Committee to discuss a Draft Resolution or an Amendment is in order only before the Draft Resolution or Amendment has been formally introduced. A Delegate can raise a *Motion Questioning Competence* by raising his or her placard and stating it orally after the operative clauses of the Draft Resolution or Amendment in question have been read out and before voting on the Resolution or Amendment's introduction.

Before voting on this Motion (but after Seconds and Objections have been heard), permission to speak on the Motion shall be accorded only to one Delegate favouring and one opposing the Motion. The Motion shall then be put to a vote immediately, requiring a simple majority of the members present to be adopted. Should the Motion pass, the Resolution or Amendment shall not be introduced.

The Director may rule this Motion out of order if they feel that Motion is not constructive to debate at that point in time. This decision of the Director is not open to appeal.

VIII. RULES GOVERNING VOTING

55. PROCEDURAL VOTING

Each member of the Committee, including Observers, shall have one vote on a procedural Motion. Delegates will express their vote by raising their placards, and a simple majority of those present is required unless explicitly stated elsewhere in these Rules. (For definitions of a majority see Rule 59). Delegates must vote for or against in procedural votes; abstentions are not in order. Decisions on when to use procedural voting, if not explicitly stated in these Rules, are at the discretion of the Director. (See Rule 16)

56. SUBSTANTIVE VOTING

A substantive vote is taken on adopting Amendments into Draft Resolutions, and adopting Draft Resolutions as a whole. In a substantive vote, Members may vote *Yes*, *No* or *Abstain*; Members which declared themselves *present and voting* cannot abstain (Rule 25). Observers may not vote (Rule 18).

Each member of the Committee, excluding the Observers, shall have one vote. Delegates will express their vote by raising their placards, except in the case of a Roll Call vote.

In the case of a Roll Call vote, Delegates may also *pass*, however if they elect to pass on the first call, they are not permitted to abstain on the second call. (Rule 60). Delegates may also vote *with rights* (Rule 61).

After the Director has announced the beginning of voting, no Delegate can interrupt the voting except on a Point of Personal Privilege or a Point of Order relating to the conduct of voting. Delegates may not leave the Committee room while voting is taking place.

57. MOTION TO REORDER A DRAFT RESOLUTION OR AMENDMENT

If two or more Draft Resolutions or Amendments are on the Floor (if the debate was closed by Motion), they will be voted on in the order in which they were submitted, unless the Committee decides otherwise. A *Motion to Reorder* the Proposal will be in order immediately after closure of debate, but prior to entering voting procedure.

The Motion to consider reordering substantive proposals requires a simple majority to pass.

If this Motion to reorder substantive proposals passes, then the Director will then recognise all subsequent Motions that specify *how* the substantive proposals are to be reordered.

Once this is done, the Committee will then vote on each of these Motions that specifies the manner of reordering in the order in which they were introduced. Voting will continue until either a Motion passes, receiving a simple majority, or all the Motions fail, in which case the Committee will move into voting procedure, voting on the proposals in their original order.

58. DIVISION OF THE QUESTION

After debate on any Resolution or Amendment has been closed, a Delegate may *Motion to Divide the Question*, *i.e.* for the operative clauses of the proposal to be voted on separately. This should be raised after debate has closed but before substantive voting has started. A Motion to Reorder supersedes division of the question. Division of the question may not separate preambulatory clauses and sub-operative clauses.

If there are multiple Motions for different divisions, those shall be voted upon in an order determined by the Director where the most disruptive division is voted upon first. The most radical division is considered that which separates the Draft Resolution into the greatest number of divisions, unless the Director expressly states that another proposal would be substantially more disruptive.

A Motion to Divide the Question is procedural, and requires a Second. If there are Objections, the Motion shall be voted upon, requiring the support of a simple majority of Members present to pass. If the Motion passes, the Draft Resolution or Amendment will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is included in the final draft.

Parts of the Draft Resolution or Amendment that are subsequently passed will be recombined into a final document, which is then carried into the final vote on the proposal. This final vote is substantive. If all the operative parts of

Amendment or Draft Resolution are rejected, it will be considered that the proposal has been rejected.

59. DEFINITION OF MAJORITY

Unless specified otherwise in these Rules, substantive decisions of the Committee shall be made by a simple majority of those present during the session. In a substantive vote, abstentions are not counted as votes for or against, so a simple majority of 'Yes' over 'No' votes is required, unless specified otherwise by the Committee Specific Procedures.

A simple majority is defined as more votes in favour than against. A tie maintains the status quo. A two-thirds majority requires at least twice as many votes for as against.

DIVIDING THE HOUSE

If abstentions are recorded and the proposal fails, a Delegate may *Motion to Divide the House*. This Motion is procedural and is adopted by simple majority vote. If adopted the substantive vote will be reheld, but this time Delegates may not abstain. Delegates may change their votes in the second vote, compared to the first. The method of voting will be the same as the previous vote.

60. METHOD OF VOTING

The Committee shall ordinarily vote by a show of placards.

ROLL CALL

During voting procedure on a substantive matter, a Delegate may *Motion to Vote by Roll Call*. A Motion to Divide the Question supersedes a Motion for a Roll Call vote. The Director will select by lot where to begin, and proceed to call on Member States in alphabetical order thereafter. One Delegate per Member State shall reply *Yes*, *No*, *No with Rights*, *Abstention*, or *Pass*. Only those Member States, who designated themselves as *present* or *present and voting* during the

beginning of that session or have communicated in some other manner their attendance to the Director, are permitted to vote. As such, no others will be called during a Roll Call vote. Any representatives replying *Pass*, must, during the second and final round of voting, respond with either *Yes* or *No* and may not *Pass* again or *Abstain* from voting.

61. RIGHT TO EXPLAIN VOTE

Delegates may choose to vote *No with Rights* and make a brief statement consisting solely of the explanation of their vote after voting has been completed. Any requests for their explanation to be heard must be submitted to the Director in writing before debate on the Agenda Item is closed, in which case the Director may use their discretion to grant the Delegate the right to briefly address the Committee immediately after voting on the Agenda Item has come to an end. It is at the discretion of the Director to hear the explanations of Delegates which elect to vote *No with Rights*.

Voting with rights is only to be used in extraordinary circumstances such as a Delegate voting against a Resolution they have sponsored, or voting against their Government's stated public policy but in favour of their national interest.

IX. DEROGATIONS

62. SECURITY COUNCIL

PRESIDENTIAL STATEMENT

The Security Council may adopt Presidential Statements while it is in session. These are introduced in the same way as draft resolutions and require the concurring votes of all members in order to be adopted.

VOTING

Decisions of the Security Council on procedural matters shall be made by an affirmative vote of nine members, except for a *Motion for a P5 Caucus*.

Decisions of the Security Council on substantive matters shall be made by an affirmative vote of nine members including the concurring votes of the permanent members; provided that, in decisions under Chapter VI, and under paragraph 3 of Article 52 of the United Nations Charter, a party to a dispute shall abstain from voting.

P5 CAUCUS

If one of the permanent members intends on voting against a substantive matter, any member of the Security Council may *Motion for a P5 Caucus*, specifying the duration which shall not exceed 10 minutes. Only a permanent member may object to a P5 Caucus, and if such an objection is raised the motion fails. If no permanent member objects the Motion, the permanent members will separate from the rest of the Security Council to create a proposal to amend the substantive matter under debate. This proposal must then be presented to the Security Council as an amendment, and accepted by the affirmative vote of nine members. Acceptance of amendments suggested by a P5 Caucus is at the discretion of the Security Council, and their incorporation into a draft resolution does not preclude a permanent member from voting against the matters under debate.

63. AFRICAN UNION

VOTING

Decisions of the African Union on procedural matters shall be made by a simple majority affirmative votes.

Decisions of the African Union on substantial matters shall be made by consensus, or failing that, a two-thirds majority of affirmative votes.

TYPES OF RESOLUTION

- Regulations, which are binding on all Member States.
- Directives, which are addressed to any or all Member States, to undertakings or to individuals. They bind Member States to the objectives to be achieved while leaving national authorities with power to determine the form and the means to be used for their implementation.
- Declarations, non-binding statements on the issue under debate.

Draft resolutions must specify the type of resolution being proposed. Members of the Assembly may *Motion to Alter the Type of Resolution*. This is a procedural motion.

64. EUROPEAN COUNCIL

VOTING

Decisions of the European Council on procedural matters shall be made by a simple majority affirmative votes.

Decisions of the European Council on substantial matters shall be made by consensus

Resolutions adopted by the European Council are non-binding on Member States, except where the matter under debate is common foreign and security policy where decisions are politically binding on Member States.

65. MERCOSUR (SOUTHERN COMMON MARKET)

VOTING

Decisions of Mercosur on procedural matters shall be made by a simple majority affirmative votes.

Decisions of Mercosur on substantial matters shall be made by consensus, or failing that a two-thirds majority.

66. NORTH ATLANTIC TREATY ORGANIZATION

VOTING

Decisions of the North Atlantic Treaty Organization on procedural matters shall be made by a simple majority affirmative votes.

Decisions of the North Atlantic Treaty Organization on substantial matters shall be made by consensus. In order to prevent the adoption of a draft resolution a Member State must raise their objection to the Director.

67. WORLD TRADE ORGANISATION

VOTING

Decisions of the World Trade Organization on procedural matters shall be made by a simple majority affirmative votes.

Decisions of the World Trade Organization on substantial matters shall be made by consensus, or failing that, a two-thirds majority.

68. WORLD BANK

VOTING

Decisions of the World Bank on procedural matters shall be made by a simple majority affirmative votes.

Decisions of the World Bank on substantive matters are made by a simple majority of voting shares present. Voting shares are assigned by constituency as follows:

Nationality	Voting share
Appointed members	
United States	16.28
Japan	7.02
China	4.53
Germany	4.11
France	3.85
United Kingdom	3.85

Elected members	
Belgium	4.93
Spain	4.86
Netherlands	4.20
Australia	4.08
Canada	3.60
India	3.59
Italy	3.36
Brazil	3.32
Denmark	3.15
Algeria	3.14
Switzerland	3.11
Indonesia	3.00
Russian Federation	2.97
Saudi Arabia	2.84
Kuwait	2.73
Peru	2.10
Burkina Faso	1.93
Zimbabwe	1.80
South Africa	1.66

APPENDIX

I. POLICY ON FREEDOM OF SPEECH AND HARASSMENT

The purpose of Model United Nations is to allow many different and often opposing views to be discussed and debated, without fear of harassment. We believe that this can be achieved only if all concerned avoid needlessly offensive or provocative action and language, which is why we require you to use diplomatic language (even if this isn't used by real-world diplomats). While we encourage you to best represent the interests of the country or organisation you are representing, you must remember that OxIMUN is very diverse, and you should show respect and not violate another person's dignity. Hate speech and incitement to violence is proscribed under the laws of England and Wales, and anyone found to be inciting hatred or violence will be expelled from the conference, and we may be required to report them to the Police.

As a society registered with the University of Oxford, we have a duty to defend freedom of speech at our events (which is a good thing). We follow the University's Codes of Practice on Freedom of Speech, available [here](#), and Harassment, available [here](#). By applying attend OxIMUN, you agree to follow these Codes of Practice. Anyone who feels harassed while at OxIMUN should address their concerns to their Chairs or the Secretary-General, who have a duty to implement this Code of Practice.

II. PRIVACY POLICY

We collect the information that you give us using the application form (Name, University, Email, Visa Status etc.) to organise OxIMUN 2017. It is stored securely on Google Drive and is only accessible to the Secretariat. It will not be passed on to any 3rd party without your permission, except as required by law. The information will be held for no longer than 2 years after it is collected, after which time it will be deleted. (It is held for this period so that the Secretariat of OxIMUN 2018 can see how the current Secretariat ran the applications). If you have any questions related to this policy, please email admin@oximun.org.

Where the Secretary-General excludes a participant for breach of the Code of Conduct, the name of the participant will be recorded and available to future Secretariats. The name of the excluded participant may also be made available to our partner conferences, although it is at their discretion how to use this information.

III. ALCOHOL AND TOBACCO

Alcohol will be served at some of our events as part of the conference. Entry to events where alcohol is served will require you to provide photo ID showing that you are over the age of 18, in accordance with UK licensing laws. Entry to the Ashmolean ball requires that you show your photo ID to the Secretariat on Friday. They will check your ID and place a wristband on you that will give you access to the Ashmolean ball. You will not be permitted to enter the Ashmolean if you fail to undergo this age-verification measure. There may be additional age checks carried out at the entrance to the Ashmolean, so please ensure you still bring photo ID with you.

We, and our partners, reserve the right to refuse to serve anyone who appears to be intoxicated, and if we feel that you are disrupting the experience of the other attendees you will be asked to leave the event and possibly be expelled from the conference.

You may not bring alcohol into any of our events. If discovered it will be removed by Staff or Security personnel, and you may be removed from the event and face additional sanctions. This is to comply with alcohol licensing laws.

Decisions on removal from an event can be made by any member of Staff, while any decision to expel an individual from OxIMUN is made by the Secretary-General and is final.

Smoking is illegal inside public buildings inside England and Wales and many of the colleges and other venues we use operate a complete smoking ban. Attendees are expected to abide by these rules at all times.

IV. LIMITATION OF LIABILITY

While we will do our utmost to ensure that OxIMUN 2017 runs smoothly, this cannot be guaranteed. By applying to OxIMUN 2017 you accept that we are not liable for any injury, or loss or damage to property incurred at or connected to OxIMUN 2017.

By applying to OxIMUN 2017 you accept that you are personally liable for any damage that you cause, and agree to compensate us for any costs and/or penalties we incur as a result of the damage caused. (So please don't break anything.)

Nothing in these conditions limits or excludes our responsibility for fraudulent representations made by us or for death or personal injury caused by our negligence or wilful misconduct.

V. INTELLECTUAL PROPERTY

All the information and resources available through any of our websites, social media accounts or at the conference in electronic or hard copy is the intellectual property of OUUNA and may not be reproduced or used without the written permission of OUUNA. We may also use copyrighted material under license from the copyright holder, and this material must not be reproduced in any way without the permission of the copyright holder.

However, if you would like any help or to use our resources, please email admin@oximun.org and we would be happy to help.

VI. SAFEGUARDING

1. AIM

Oxford University United Nations Association (OUUNA) is committed to providing a safe environment for all children. OUUNA may encounter children through the annual Oxford International Model United Nations Conference (OxIMUN) or other activities. This policy applies to all staff, including the OUUNA Committee, OxIMUN Secretariat, all associated volunteers and Chairing personnel and anyone else working on behalf of OUUNA.

2. THE PURPOSE OF THIS POLICY:

- To protect children who receive OUUNA's services or interact with OUUNA.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

OUUNA believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and to keep them safe. We are committed to practise in a way that protects them, however OUUNA cannot act 'in loco parentis' and ultimate responsibility rests with those that have parental responsibility.

3. LEGAL FRAMEWORK

This policy has been drawn up on the basis of law and guidance that seeks to protect children, including:

- Children Act 1989
- United Nations Convention on the Rights of the Child
- Data Protection Act 1998
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- National Society for the Prevention of Cruelty to Children guidelines for safeguarding policies
- University of Oxford Safeguarding Code of Practice

This policy should be read alongside:

- The OUUNA Terms of Service
- (For OxIMUN, the OxIMUN Rules of Procedure)

The Safeguarding Code of Practice of the University of Oxford is also applicable to all of OUUNA's work, and works alongside OUUNA's own policy to ensure proper safeguarding of children.

4. DEFINITIONS

A 'child' is any person under the age of 18; 'children' are to be construed accordingly. Particular care shall be afforded to a child under the age of 16.

5. WE WILL SEEK TO KEEP CHILDREN SAFE BY:

- Valuing, listening to and respecting them.
- Designing activities such that:
 - o appropriate training and supervision s available to all those working with children;
 - o minimise occasions on which our staff and Chairs will need to work alone in an unsupervised way with children.

- Creating a risk assessment for activities that may bring us in contact with children. The assessment should consider how the risks identified can be minimised and should also outline how to report concerns, as well as taking account of Health and Safety considerations.
- Training to an adequate extent any staff members that OUUNA believes would benefit from training on safeguarding children.
- Requiring all participants who are children to provide OUUNA with written parental permission to attend, acknowledging that they understand the risks and accept our Terms.
- Ensuring that Staff or Chairs do not share accommodation offered by OUUNA with children. Where children, with parental permission, elect to use alternative accommodation we will do our due diligence to ensure that they are not sharing accommodation with our Staff or Chairs.
- Nominate a Designated Safeguarding Lead for OUUNA who will be responsible for:
 - o undertaking a risk assessment which considers how risks can be minimised;
 - o identifying whether there is a requirement for pre-activity checks (such as those administered by the Disclosure and Barring Service);
 - o making completed risk assessments available to all staff or Chairs involved in the activity;
 - o ensuring that those working with children are appropriately trained and supervised; and
 - o recording training;
 - o acting as, or designating a colleague as, the key contact within the risk assessment to whom any concerns should be addressed;
 - o ensuring that the staff and Chairs, and the children who are participating in the activity are advised on how to report a concern;
 - o appointing deputies to aid them in carrying out these duties.
- Clearly displaying details of how to report a concern and the safeguarding procedures in place, including how and to whom participants may report a concern. At least two points of contact, as well as details of the University's Safeguarding Officers and the details of the Designated Safeguarding Lead for OUNNA.
- Reporting any allegations made against staff, Chairs or other participants, or where a child discloses alleged abuse, or a member of staff suspects abuse, referring to the relevant University Safeguarding Officer without delay. Any such allegations may need onward referral to external agencies within one working day. The Designated Safeguarding Lead must not investigate the matter, and they or their appointed deputy must refer as promptly as possible.
- Following the University of Oxford Safeguarding Code of Practice.

6. POINTS OF CONTACT

OUUNA DESIGNATED SAFEGUARDING LEAD (AND POINT OF CONTACT):

Treasurer of OUUNA
 Tom Rowland
treasurer@ouuna.co.uk

ALTERNATIVE POINT OF CONTACT:

President of OUUNA
 Shunta Takino
president@ouuna.co.uk

UNIVERSITY SAFEGUARDING OFFICER

Director of HR (for allegations against a member of University Staff and individuals who are not students at the University of Oxford)

Julian Duxfield

+441865 270152

director.hr@admin.ox.ac.uk

UNIVERSITY SAFEGUARDING OFFICER

Director of Student Welfare and Support Services (for allegations against individuals who are students at the University of Oxford)

Gillian Hamnett

+441865 280444

director.swss@admin.ox.ac.uk

VII. EMERGENCY CONTACTS

1. EMERGENCY SERVICES

IN AN EMERGENCY CALL 999 OR 112

All UK Emergency Services can be reached by calling 999 or 112. You can call this number for free from any payphone, and if you need to make a call most strangers are willing to call for you.

All emergency medical treatment is FREE at the point of use. However, if you are an EU/EEA citizen you should carry your EHIC card with you. If you are not a UK/EU/EEA citizen you should arrange health insurance before you travel in case you require non-emergency treatment.

OTHER CONTACTS

Police (non-emergency):	101
National Health Service (for free emergency medical advice):	111
John Radcliffe Accident and Emergency Department	+44 1865 220208
Dental Emergency	+44 1865 337267
University Security Services (urgent):	+44 1865 289999
University Security Services (general enquiries):	+44 1865 272944
Nightline	+44 1865 270 270
Samaritans	116 123
Taxi service	+44 1865 240 000
OxIMUN Urgent Contact	+44 7481 435410

2. HOSPITALS

Healthcare in the UK is provided free at the point of use by the National Health Service (NHS). The Emergency Department (ER) of UK hospitals is called Accident and Emergency (A&E). They are open

24 hours. If you can call 999 or 112 if you require an ambulance. If you do not require an ambulance you can take a bus (towards John Radcliffe Hospital) from the High Street or hire a taxi. Tell the taxi driver you need to go to A&E and they will take you to the nearest one.

If you have a minor illness you can go to a pharmacy and the pharmacist there will be able to give you free advice on what you require. You can also visit www.nhs.uk for health advice.

A&E HOSPITAL

John Radcliffe Hospital,
Headley Way,
Headington,
Oxford
OX3 9DU
+44 0300 304 7777

On arrival please go to reception and tell them:

- your name and address
- your date of birth
- why you are there
- the name of your GP (if you have one)
- that you are a foreign student

DENTAL EMERGENCY

A&E does not treat dental emergencies. Call +44 1865 337267 for locations of the nearest Dentist if you require dental services.

3. UNIVERSITY SECURITY SERVICES

The University of Oxford has private security officers which regularly patrol central Oxford, especially at night. Their services can be accessed by anyone in Oxford, you do not have to be a student at the University. You can also visit their website for advice on staying safe in Oxford.

They advise the following:

- Don't wander away from the group or go out on your own.
- Don't carry large amounts of money, and don't count it in public view.
- Take care of small electrical items like headphones, iPads, and phones
- Make sure that shoulder bags/rucksacks are kept closed at all times and that you can see your bag.

Old Observatory,
South Parks Road,
Oxford,
OX1 3RH
+44 1865 289999 (urgent)

+44 1865 272944 (general enquiries)

www.admin.ox.ac.uk/ouss

4. HELPLINES

NIGHTLINE

Nightline is a confidential and anonymous overnight listening, emotional support, information, and supplies services, run by trained University of Oxford students for students.

You can call them or visit them in person from 8pm to 8am:

16 Wellington Square,
Oxford
OX1 2HY
+44 1865 270 270
oxfordnightline.org/talk

SAMARITANS

Samaritans is a charity providing confidential and anonymous emotional support to anyone in emotional distress, struggling to cope, or at risk of suicide.

You can call them or visit their website for free anytime:

116 123
www.samaritans.org/how-we-can-help-you/contact-us

5. OXIMUN URGENT CONTACT

From 16:00 2 November – 20:00 5 November we will operate an urgent contact and enquiries phone line staffed by a member of the Secretariat.

You can call this 9am-6pm with any general enquiries that you may have, and anytime if you have an urgent request. If you require immediate assistance you should still call 999 or 112 first. If you call us first we will advise you to call 999 or 112.

If you have an emergency, and have already sought help, please do contact us to let us know what happened and we will try to support you any way that we can. However, we are not infallible and if you can't get through to us do leave a message and we will get back to you as soon as we can.

+44 7481 435410
urgent@oximun.org

6. OTHER USEFUL CONTACTS

OXIMUN ACCOMMODATION

Oxford Wheatley,
Harvester A40,

London Road,
Wheatley,

Oxford
OX33 1JH
+44 8719 846207

Abingdon Road,
Oxford,
Oxfordshire
OX1 4XG
+44 8715 591877

Moto Service Area,
Peartree Roundabout,
Woodstock Road,
Oxford

OX2 8JZ
+44 8719 846206

YHA Oxford
2a Botley Road,
Oxford,
Oxfordshire,
OX2 0AB
+44 345 371 9131

Oxford Backpackers
9A Hythe Bridge Street
Oxford,
OX1 2EW