



SMUN

RULES OF PROCEDURE



CHURCHILL'S WAR CABINET



COMMITTEE:

WINSTON CHURCHILL'S WAR CABINET

AGENDUM:

**Emergency Meeting of Winston Churchill's War Cabinet:
To deliberate upon the military and strategic situation
following the fall of Paris on 14th June, 1940, and to
determine whether to continue the war effort or initiate
negotiations for an armistice.**

FREEZE DATE:

14th June, 1940



OPENING STATEMENTS

Each delegate will have to give a speech in the order as decided by the Executive Board. It will convene immediately after the roll call. One point of information will be entertained on each speech; further points of information may be recognized according to the nature of the speech.

The ideal structure is as follows:

Problem Statement	30%
Proposals	40%
Legal References	15%
Case studies	15%

Note: In case of a crisis, the ideal structure should be 50% based on the crisis and 50% on proposals.

The motion to move into opening statements will be:

Verbatim:

"Allotment would like to raise the motion to enter into the Opening Statements, per speaker time being [time in seconds]."

MODERATED CAUCUSES

Whether it be discussing an update or a more specific part of the agenda in greater detail, the Moderated Caucus is the most versatile and widely used kind of debate in committee. The topic for the Moderated Caucus is decided by the committee, with the one that most of the committee is "for" or in support of being the one that passes and is ultimately discussed. The delegate whose motion passes has the right to go first or reserve their right to speak.

Verbatim for opening a Moderated Caucus:

"[Allotment] would like to raise the motion to suspend formal debate and move into a moderated caucus, total time being [time], per speaker time being [time in seconds], discussing [topic]."



UNMODERATED CAUCUS

An Unmoderated Caucus is an informal type of debate that is generally used to decide upon topics or solutions in committee without any moderation. It helps the committee reach a consensus on a particular topic in cases where such is hard to achieve in a formal setting. Any dispute that prevents a committee-wide consensus is tackled using an Unmoderated Caucus. There is no per-speaker time.

Verbatim for opening an Unmoderated Caucus:

"[Allotment] would like to raise the motion to suspend formal debate and move into an unmoderated caucus, total time being [time in minutes]."

ROUND ROBIN

Round Robin involves the delegates giving speeches on the topic—usually a newly introduced crisis—in alphabetical order. All delegates who are part of the committee are included in it; however, a delegate has the right to refrain from speaking. A delegate cannot reserve their right to speak. The per-speaker time of the Round Robin is chosen by the delegate proposing it and cannot be longer than that of the General Speakers' List. It has no total speaker time.

Verbatim for introducing a Round Robin:

"[Allotment] would like to raise the motion to suspend formal debate and move into a Round Robin, per speaker time being [time in seconds], discussing [topic]."

OPEN FLOOR

An Open Floor is another variation of informal debate, somewhat similar to an Unmoderated Caucus, as it is used to facilitate the spontaneous flow of debate. There is no per-speaker time in an Open Floor.

Verbatim for introducing an Open Floor:

"[Allotment] would like to raise the motion to suspend formal debate and move into an Open Floor, total time being [time in minutes], discussing [topic]."



CLOSED-DOOR MEETINGS

Certain delegates will be selected by the Executive Board, who will have a private meeting, the result of which may be introduced in the committee as an update or by any other feasible means.

OFFLINE SESSION

Being members of the Cabinet and high-ranking officers, it is expected that each delegate excels in the criteria of research. In order to test that, there will be offline sessions that may be conducted at any point throughout the duration of the committee. During the offline sessions, depending upon the nature of the debate—i.e., if it is an open floor—the delegates will have to cease the use of all their electronic devices. The use of any electronic device will not be permitted during the offline sessions. If it is a moderated caucus or round robin, the delegate may use their device only to deliver their speech; further use will not be permitted





POINTS

POINT OF PERSONAL PRIVILEGE

A Delegate may rise to a Point of Personal Privilege if a matter impairs them from participating fully in Committee activities. It is the only point that can interrupt a speaker. Misuse of this point will result in serious penalisation

POINT OF PARLIAMENTARY INQUIRY

When the floor is open, a Delegate may rise to a Point of Parliamentary Inquiry to request an explanation on the Rules of Procedure by the Executive Board. This point may not interrupt a Speaker.

POINT OF ORDER

During the discussion of any matter, a representative may raise a 'point of order' if the delegate believes that the Chairperson(s) is not following the Rules of Procedure or not being sufficiently active in ensuring that other representatives do so. The point of order shall be immediately ruled on by the Chairperson(s) in accordance with the rules of procedure. A Point of Order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure. Point of Orders on factual inaccuracies may be sent via chit, however they will not be subject to marking.

RIGHT TO REPLY

A Delegate whose personal integrity has been impugned by another Delegate's comments may rise to a Right to Reply. The Chairperson will recognize the Right of Reply at their discretion. This point may not interrupt a speaker but should be addressed the moment they have finished their speech. No delegate may call for a Right to Reply on a Right to Reply.

POINT OF INFORMATION

Used to ask questions on a delegate's speech. Normally allowed only during the General or Special Speakers' List, unless otherwise permitted by the Chair. Questions must be brief and relevant.



PAPERWORK

ACTION ORDER

After the deliberations of both days, the committee can opt to continue military operations. In that case, the final document will be an action order rather than an armistice. The action order is subject to discussion within the committee. The action orders do not follow a particular format, but they should contain a detailed action plan covering all updates introduced in the committee. The action order in this committee will also be slightly different, it must include the key sectors given in updates, such as military, diplomatic, etc.

It needs $\frac{2}{3}$ of the signatories of the entire committee to be introduced. The action order has no special signatory, rather, it has two authors—one military official and one member of the cabinet. After discussion, if the Action Order is not scrapped, the outcome will be informed by the Executive Board, it will not be put up for vote.

ARMISTICE

After deliberations on day one and two, the delegates can choose to opt for an armistice, the format of which is to be followed as closely as possible as described in the Hague Convention (IV) 1907, Articles 36–41. Examples of armistices include the Armistice of Compiègne, the Ottoman Armistice, and the Austro-Hungarian Armistice. The minimum number of signatories needed for the discussion of the armistice will be $\frac{2}{3}$ s of the total committee strength. After discussion, it is put to vote, requiring a $\frac{2}{3}$ majority to pass.

The armistice should include points addressing each and every update or crisis introduced in the committee. The Executive shall inform the committee about its approval by the Germans. The armistice will need to have one author, one special signatory, and the rest as signatories. Note that the military officials cannot author an armistice.

WORKING PAPER

In the working paper, each delegate will have to summarise in 7–10 points everything in which their department, ministry, or portfolio will be tackling the situations faced on day one. It should not be longer than two pages and should be precise.

A Sample of the Policy Paper is Given Below:

[CWC SAMPLE POLICY PAPER](#)



DISCUSSION OF THE PAPERWORK

QUESTION-ANSWER SESSION

A question round with the authors, where delegates may ask a fixed number of questions (declared while introducing the motion). Any author may respond.

Verbatim:

"[Allotment] would like to raise the motion to move into a Question-Answer Session of [x] questions on [name of document]."

CLAUSE-BY-CLAUSE DISCUSSION

Each clause of the document is discussed individually. The authors read each clause, followed by questions from the committee. The number of questions per clause is decided by the Executive Board. Points of Order and Information are allowed.

Verbatim:

"[Allotment] would like to raise a motion to move into a clause-by-clause discussion on [name of document]."

MODERATED CAUCUS ON PAPERWORK

A moderated caucus with the paperwork itself as the topic. Operates as per standard moderated caucus procedure.

MOTION OF COMPETENCE

Immediately after an Armistice or Action Order has been introduced in the Committee, a delegate may raise a Motion of Competence to challenge the committee's authority to deliberate upon it. This motion may be raised if the delegate believes that the subject matter of the document lies outside the mandate or jurisdiction of the Cabinet, or exceeds its executive powers. The motion requires seconds and is subject to a substantive vote. The Executive Board may ask the delegate raising the motion to briefly justify the grounds for the challenge before it is put to vote. If the motion passes, the document is withdrawn from consideration. If it fails, the Armistice or Action Order remains on the floor and debate proceeds as usual.

Verbatim:

"[Allotment] would like to raise a motion of Competence on [name of document]."



AMMENDMENTS

It should be noted that neither the armistice nor the action order are subject to scrapping via Point of Orders on its Clauses, however the armistice is subject to scrapping when the preamble or $\frac{2}{3}$ of the clauses are amended. Since the Action Order does not have a preamble, if $\frac{1}{2}$ of the total content is amended, the document stands scrapped.

E-mendments:

E-mendments are introduced solely to correct grammatical or syntactical mistakes in a draft resolution. They may be proposed while the armistice is under discussion but strictly before it proceeds to voting.

Amendments:

Amendments are used to revise the substance of the armistice by adding, deleting, or altering clauses. Once permitted by the Executive Board, the amendment may be introduced.

Friendly Amendment:

Supported unanimously by all sponsors of the draft resolution. It must be submitted in writing to the Executive Board and signed by the author and special signatory. Once approved, it is automatically incorporated into the resolution without a vote.

Unfriendly Amendment:

Not supported by all sponsors. It must be endorsed by the same number of signatories required for armistice i.e $\frac{2}{3}$ of the total committee strength. Once cleared by the Executive Board, it is opened for debate and voted upon prior to the final vote on the armistice.



FORMAT

MODIFICATION AMENDMENT

Modification amendment is used to alter the wording of one the clauses in an existing resolution. For this, the delegate must write the original clause, then write the modified clause and highlight the modified part.

To: EB
FROM: Allotment
AMENDMENT
NAME OF DOCUMENT
TYPE: Modification Amendment

Requests all member states to enable safe unimpeded access to humanitarian aid and humanitarian aid personnel in conflicts zones;

Requests all member states to enable safe unimpeded access to humanitarian aid and humanitarian aid personnel in conflicts zones
pursuant to UNSC Resolution 2401;

ADDITION AMENDMENT

An addition amendment adds a new clause to an existing resolution. In order to do so, the delegate needs to send the new clause Board containing the new clause in proper format.

To: EB
FROM: Allotment
AMENDMENT
NAME OF DOCUMENT
TYPE: Addition Amendment

Requests all member states to enable safe unimpeded access to humanitarian aid and humanitarian aid personnel in conflicts zones ;



DELETION AMENDMENT

Deletion amendment is used to delete a clause from a resolution. One just needs to mention the clause number that needs to be deleted.

To: EB

FROM: Allotment

AMENDMENT

NAME OF DOCUMENT

TYPE: Deletion Amendment

Delete Article 4 Clause 5

Rationale: (reason)





CONTACTS

Please feel free to contact any executive board member via WhatsApp at your convenience. We will do our best to address any doubts or questions you may have regarding the committee procedure, content, regulations, timings, and other related matters.

Personal contact details –

Adrish Hossain: Co-Chairperson

Whatsapp - +91 90888 66276

Shadan Husham: Co-Chairperson

Whatsapp - +91 79809 76183

Sananya Chakraborty: Vice Chairperson

Whatsapp - +72052 64976

Rahil Hussain: Director

Whatsapp - +91 99037 83807

The Committee email ID, to which all paperwork shall be sent, is -

cwc.smun@gmail.com

Any and all paperwork must be sent to the committee email ID, NOT to any Executive Board Member(s).