



ITUMUN '18

HANDBOOK OF AD-HOC

AD-HOC

The Rules of Procedure of Istanbul Technical University Model United Nations Conference 2018 (ITUMUN 2018) will be the basis of all committee proceedings of the Ad-Hoc committee; however, due to the committee's nature, this committee will use special rulings specified in the articles below.

**A. COMMITTEE RULES / GENERAL RULES ON THE COMMITTEE:
COMPOSITION AND SESSIONS****Article 1: Scope**

1. This Rules of Procedure shall only apply to the Ad-Hoc Committee of ITUMUN 2018 (hereinafter the Committee).
2. All of the rules stated in this document shall be considered as adopted at the beginning of the first session.

Article 2: Participants

1. The committee consists of 13 participants, specifically, eleven delegates, one committee director, and one rapporteur.
2. 11 delegates will be the heads of state of their respective countries. List of the participants is end of this document.

Article 3: Communication within the Committee

1. The Secretariat shall provide an e-mail address to all delegates. Specific e-mail addresses and their passwords will be given to the participants in the first session of the Committee. The list of emails is listed in the end of this document.
2. Message paper and e- provided by the Secretariat will be the only mediums of communication within the Committee.
3. The Secretariat and the Administrative Staff have the right to monitor the e-mail and message paper traffic. If the language or manner is not appropriate within the

Committee's setting, the Secretariat has the right to suspend any delegate's communication.

4. During roll-call and voting procedures, e-mailing is not allowed.
5. The Secretariat reserves its full right to control, limit, and suspend the e-mail traffic.
6. Delegates may use the pronouns of "I, Me, My, You, Your, Yours" that are used to identify themselves or other members personally.

Article 6: Advisors

1. Advisors are in the position to give recommendations to delegates. Each delegate has an Advisor who is responsible for the state-level communication between delegates and the branches of their respective government, army, and other governments whom leaders are not present in the Committee.
2. Advisors can communicate with their delegates via message paper or email.
3. Delegates can communicate with their advisors via message paper or email.
4. All advisors have the same e-mail address which is advisor@itumun.org. Delegates need to specify their name and country while sending a message to their respective advisor.
5. Advisors are selected from the Crisis Team and the Secretariat.

Article 7: Electronic Devices

1. The use of electronic devices is allowed as they are used within the context of the Committee.
2. The Administrative Staff and the Secretariat are responsible for monitoring the usage of the electronic devices within the boundaries of the Committee room during sessions. Any breach will enable the Committee Board and the Administrative Staff to suspend the communication of the delegate breaching this rule.
3. The Secretariat has full rights to control, limit, and suspend the use of electronic devices and communication which is also stated in the Article 2.

B. RULES GOVERNING DISCUSSIONS

Article 8: Flow of Debate

1. In the Committee, there will not be a specific agenda scheduled by the Secretariat. Countries are expected to respond to the multitude of issues raised throughout the Committee as corollaries of their actions, the opposing world's actions, and other simulated events. The specification of a topic is only possible when raising a motion for a caucus.
2. Delegates may sit or stand up while giving a speech.

Article 9: Roll-Call

1. The Committee Board shall conduct the Roll-Call procedure by calling the title of the delegates or surname of the delegates with a style of office. This procedure shall be conducted in alphabetical order with the country names of the members of the Committee.

Article 10: Motions for Caucuses

- a) **Semi-moderated Debate:** A motion for a semi-moderated debate may be given any time by any member of the Committee. The maximum duration for a semi-moderated debate is 15 minutes, and there is no individual speaking time. Delegates are free to talk as long as they want in this type of debate; however, it is initial that delegates be considerate in their use of time to enable every delegate with an equal chance to speak. If a speech is deemed as very long by the Committee Board, the chair may ask the respective delegate to conclude his/her speech.
- b) **Open debate:** A motion for an open debate may be given any time to discuss any issue or to work on specific directives, battle plans, operations, or negotiations. The maximum duration for open debate is 20 minutes. During this debate, cabinet members are free to walk around, talk with each other, discuss strategic moves or write directives.

C. RULES GOVERNING THE COMMITTEE DOCUMENT

Article 11: Types of Directives

1. Delegates do not obligate to indicate the type of Directive they are submitting.

Types of Directives include:

- a. Political Directives:** In this kind of directive, a delegate may communicate with its respective governmental bodies, institutions, and army.
Furthermore, delegates also have the right to give orders to their respective governmental bodies, institutions, and army according to their constitutions.
 - b. External Communication:** In this kind of directive, a delegate may communicate with a governments/state whose leader is not present in the Committee.
 - c. Military Directives:** In this kind of directive, delegates have rights to give the order to their armed forces to conduct operations depending on their constitutions.
 - d. Collective Directives:** A collective directive is a motion, action plan or strategy adopted by the Committee as a legal document. Since it is considered the declarative will of the Committee (signed by all members), it is adopted by the consensus of the members present.
2. Directives can vary in length from one sentence to paragraphs. There is no specific format for directives; however, unlike resolutions, these documents need to be very specific in their action to enable its best implementation.

Article 12: Submitting of the Directives

1. Delegates may submit their directives (excluding *Collective Directives*) to their Advisor via a message paper or an e-mail (advisor@itumun.org).
 - a. **Via a Message Paper:** Delegates must start with writing “Advisor” in the “To” section of message paper. Then, delegates must add a comma and must write the name of the governmental body or name of the person that the directive is about. For example:
 - i. *TO: Advisor, Ministry of Interior*
 - ii. *TO: Advisor, President of Bangladesh*
 - b. **Via an e-mail:** Delegates may add attachments to their e-mails. E-mail must be sent to advisor@itumun.org. Delegates must write the name of the governmental body/name of the person that they wish to give an order in the e-mail’s subject section. For example:
 - i. *To: advisor@itumun.org*
Subject: Ministry of Interior
 - ii. *To: advisor@itumun.org*
Subject: Chief of Staff of the Army, General Mark A. Milley
2. All directives excluding *Collective Directives* are individual directives; all individual directives are not required to be voted either are not required to be presented to Committee Board.
3. *Collective Directives* must send to the Committee Board by using message paper or via email (chair@itumun.org). Then, *Collective Directives* must be introduced to the Committee. Furthermore, *they* must be voted with Substantive Voting and must be passed with consensus.

Article 13: Press Releases

1. A press release is a document written to inform the international community about the Committee’s actions. Types of the press release can be divided into three categories;
 - a. A written Press Release submitted by an individual delegate:
 - An individual delegate may write a press release. There is no special rule for this type. After drafting the individual press release, the delegate must submit the document to the Advisor by sending a message paper to

“Advisor” or sending an e-mail to advisor@itumun.org. If the delegate desire, the delegate may add images, charts, videos, and sound to the press release. Delegates must be careful about their language in this type of press release not to infringe the rights of another member of the Committee.

- b. A written Press Release sponsored by a joint of delegates:
 - A group of delegates may release a joint press release. Unlike the individual press release, this type of press release must be only given with message paper. After finishing the joint press release, delegates must indicate their title and name as signatories; then delegates must sign the press release with a pen. After this procedure, the press release may be submitted to the Committee Board. After the document is approved, the Committee Board must submit the press release to the Secretariat. The press release must not include a language which may represent the whole committee.
- c. A Press Release sponsored by the full members of the Committee:
 - The whole committee may release a joint press release. The procedure is same with “a written press release sponsored by a group of delegates.” Unlike the group press release, delegates can use pronunciations that represent the committee since all delegates are required to be in the signature list. A press release sponsored by the whole Committee is required to be presented to Committee and is required to be voted with Substantive Voting. These type of press releases must be passed with consensus.
- d. A live TV press release sponsored by the Committee:
 - This is a live TV event that can be broadcasted from the press room. Delegates will be in front of live TV cameras and delivering the Committee’s press release. After the end of their speech, they can allow some questions from the press member coming from all over the world. There is no any specific rule that governs the live TV press release.
 - In order to complete the procedure of the live TV press release, two specific motions are required:
 1. *Motion to Prepare the live TV press release:* This motion must be voted as a procedural matter and require a simple majority to pass.

This motion shall be passed to start with the preparation of the live TV press release. Once this motion passes, the committee may continue with a regular debate to prepare the content of the press release.

2. *Motion to initialize the broadcasting of the press release:* Once the Committee is ready to present their press release live, they need to raise the Motion to initialize the broadcasting of the press release. This motion must be voted as a procedural matter and require a two-thirds majority to pass. After this motion passes, delegates that they wish to participate the live TV event will transfer to the press room, and they will be expected to deliver their press release in front of live TV cameras. This motion cannot be given more than one time in a single session.
 3. The Committee Board has the full right to overrule these motions, and this decision of the Committee Board is not appealable.
- ii. The Secretariat has full rights to cancel the broadcasting of a press release during or before the event.

COUNTRY MATRIX

United States of America	President Donald Trump
Russian Federation	President Vladimir Putin
People's Republic of China	President Xi Jinping
United Kingdom	Prime Minister Theresa May
Germany	Federal Chancellor Angela Merkel
France	President Emmanuel Macron
Japan	Prime Minister Shinzō Abe
India	President Ram Nath Kovind
Brazil	President Michel Temer
DPR Korea	Supreme Leader Kim Jong-U
Turkey	President Recep Tayyip Erdoğan
Sweden	Prime Minister Stefan Löfven
Islamic Republic of Iran	Supreme Leader Sayyid Ali Hosseini Khamenei

EMAIL ADDRESSES

United States of America	USA	usa@itumun.org;
Germany	DEU	deu@itumun.org;
United Kingdom	GBR	gbr@itumun.org;
France	FRA	fra@itumun.org;
China	CHN	chn@itumun.org;
India	IND	ind@itumun.org;
Iran	IRN	irn@itumun.org;
Turkey	TUR	tur@itumun.org;
DPR Korea	PRK	prk@itumun.org;
Brazil	BRA	bra@itumun.org
Russian Federation	RUS	rus@itumun.org
Sweden	SWE	swe@itumun.org
Chair	CHR	chair@itumun.org;
Admin	ADM	admin@itumun.org;
Advisor	ADV	advisor@itumun.org;