



Malaysian Youth
Association for
Diplomacy and Policy



CONSTITUTION
OF THE
MALAYSIAN MODEL UNITED
NATIONS CONGRESS

ORGANISED BY THE
MALAYSIAN YOUTH ASSOCIATION
FOR DIPLOMACY AND POLICY



ARTICLE 1: THE CONGRESS

1. NAME

- 1.1. The name of the congress shall be the “Malaysian Model United Nations Congress”;
- 1.2. The trading name(s) of the congress shall include:
 - 1.2.1. The Congress;
 - 1.2.2. MUN Congress;
 - 1.2.3. MUNCON;
 - 1.2.4. And any other names that Members of the Congress shall deem fit and use colloquially;

2. AIMS AND OBJECTIVES

- 2.1. The aims and objectives of the congress shall be to:
 - 2.1.1. Be the primary platform for discussion between MUN Institutions;
 - 2.1.2. Facilitate the collection of data and information for the purposes of improving the experience of MUNs nationally;
 - 2.1.3. Allow members to network amongst each other;
 - 2.1.4. Facilitate a Platform for organising intercampus agreements and initiatives;
 - 2.1.5. Promote MYADP and UN initiatives;
 - 2.1.6. Provide technical or logistical assistance for MUN Institutions in MUN related matters;



ARTICLE 2: COMPOSITION

3. ADMITTANCE INTO THE CONGRESS

- 3.1. Any interested parties that meet the membership criteria may be admitted as members of the Congress;
 - 3.1.1. Interested parties are encouraged to approach MYADP and enquire about participation;
- 3.2. Interested parties may register on an online platform to apply to be admitted to the Congress, subject to the discretion of MYADP;
 - 3.2.1. As part of the verification process, MYADP may request for relevant documentation to prove that the applicant party qualifies under our membership criteria;
- 3.3. The members party to the Malaysian Model UN Congress are obligated to send delegations to attend Assemblies of the Congress;
 - 3.3.1. Participating institutions are to maintain certain documents from the institution they represent and make them accessible to MYADP such that the identities of delegates at the Congress may be verified, such as:
 - 3.3.1.1. A letter from the school itself;
 - 3.3.1.2. A copy of an updated club registration form;

4. MEMBERSHIP CRITERIA

- 4.1. There shall be 3 types of membership for members of the Congress, these are:
 - 4.1.1. Institutional Chapters, who shall have substantive voting power;
 - 4.1.2. Independent Representatives, who shall have no substantive voting power;
 - 4.1.3. Observers, who shall have no speaking rights nor any substantive or procedural voting power;
- 4.2. Institutional Chapters are members of the Congress who will be granted voting rights over substantive matters, and may include:
 - 4.2.1. Model UN Clubs and Societies are considered institutions that fulfill the criteria in the non-exhaustive list as follows:
 - 4.2.1.1. Model UN Clubs and societies that are registered with a Malaysian educational institution or school;



- 4.2.1.2. Clubs should be conducting recurring training sessions or workshops relevant to Model UN;
- 4.2.1.3. Institutions that intend to conduct a MUN Conference;
- 4.2.1.4. A letter from the institution verifying the legitimate status of the club and verifying its affiliation to the institution aforementioned;
- 4.2.2. Institutions with no standing MUN society may be admitted into the Congress, if they are:
 - 4.2.2.1. Clubs that *de facto* represent the students of an institution interested in participating in Model UN related activities regardless of official status with the institution;
 - 4.2.2.2. Groups of students who are willing to establish a Model UN club in their school;
 - 4.2.2.3. Individuals who intend to create a MUN club for their institution in the future;
- 4.2.3. Independent Model UN Conference Secretariats may be admitted into the congress, if they are:
 - 4.2.3.1. Individuals representing the organising committee of a Model UN conference that may not be affiliated with an institution, where the conference has:
 - 4.2.3.1.1. Held at least 2 MUN Conferences within the last 2 years of registration, which were open to the public and had 50 delegates in attendance excluding the secretariat, chairs and admins;
- 4.3. Independent Representatives are not be eligible for voting power over substantive matters, but may have voting power over procedural matters;
 - 4.3.1. The types of institutions or groups of individuals that may be included in the Congress may be admitted on a case-by-case basis, and may include:
 - 4.3.1.1. Special interest groups that intend to discuss a particular issue or set of issues;
 - 4.3.1.2. Foreign MUN clubs and organisations;
 - 4.3.1.3. Other relevant institutions or groups of individuals that have a stake in the Malaysian Model UN Community;
- 4.4. Observers are not granted speaking rights nor any voting rights whatsoever;
 - 4.4.1. The types of institutions, individuals, or groups of individuals that may be included as visitors are:
 - 4.4.1.1. Visitors who would like to observe the discourse of the MUN Congress;
 - 4.4.1.2. Teacher advisors to school-based Model UN organisations and other relevant stakeholders;



5. ATTENDANCE REQUIREMENTS

- 5.1. Members party to the MUN Congress will be required to attend sessions of the MUN Congress;
 - 5.1.1. Penalties will be levied against members who have missed consecutive sessions of the MUN Congress without valid reasons;
 - 5.1.1.1. No penalty to the members' voting rights will be levied if the member has been absent for one session of the MUN Congress, however a written warning may be delivered;
 - 5.1.1.2. Beginning from the second session where the member is absent, the member will be suspended from the quorum list;
 - 5.1.1.3. If the member is absent for two consecutive sessions, they will be suspended from the quorum list for one additional session when if they are in attendance;
 - 5.1.1.4. If the member is absent for three consecutive sessions, they will be suspended from the quorum list for two additional session when if they are in attendance;
 - 5.1.1.5. If the member is absent for four consecutive sessions, they will be suspended from the quorum list for three additional session when if they are in attendance;
 - 5.1.1.6. If the member is absent for five consecutive sessions, their membership will be revoked;
- 5.2. Special sessions of the MUN Congress do not affect the above attendance criteria;
- 5.3. Members are considered not to be in attendance if:
 - 5.3.1. Delegations from the member's institution are not at the venue in person and are not present in the online platform without valid reason;
- 5.4. The following actions will be taken for members at risk of failing to meet the attendance requirements:
 - 5.4.1. The planning committee will inform the members on the quorum list who are not in attendance of a MUN Congress session for the first time that they have missed one session of the attendance requirement, and will be reminded of the conditions of failing to meet the attendance requirement in an email;
 - 5.4.1.1. Relevant data will still be collected via online means;
 - 5.4.2. If the member misses their second MUN Congress, the planning committee shall be in contact with members on the quorum list who have received the



correspondence from their first absence to find out if they will be attending the next session of the MUN Congress;

5.4.2.1. Relevant data will still be collected via online means;

5.4.3. Members who have had their membership revoked will have to reapply for membership;

6. DELEGATIONS

6.1. Parties to the Congress shall send Delegations to attend assemblies of the Congress;

6.1.1. Delegations may be physically present or present through an online call;

6.1.2. Delegations are to represent the interests of their institutions;

6.2. The minimum number of persons required to attend in a delegation is one;

6.3. During a Congress, a delegation must have the following persons in attendance:

6.3.1. The head of the MUN club, secretary general of the conference or a person holding a portfolio of an equivalent position;

6.3.1.1. In the event the aforementioned individual is unable to attend physically or virtually, the planning committee must be notified at least a week prior to the MUN Congress;

6.3.1.2. The head delegate may be replaced with a member of the executive committee or equivalent of their organisation if they are unable to attend the MUN Congress;

6.3.2. This individual shall be the leader of the delegation, otherwise known as the head delegate;

6.4. A delegation may invite the following persons to attend:

6.4.1. Members of their respective institution or club;

6.4.2. Members of their secretariat, executive committee or equivalent;

6.4.3. Teacher advisors or other individuals of equivalent status who are not participants in the member's institution but are involved in decision making to a significant extent may be invited to attend sessions of the MUN Congress as observers;

7. PRESENCE OF THE Malaysian Youth Association for Diplomacy and Policy

7.1. MYADP shall be represented in the Congress by a delegation of our own;

7.1.1. There are no special powers or privileges granted to delegation from MYADP;



ARTICLE 3: MEETINGS OF THE CONGRESS

8. CONVENING DATES

- 8.1. The Congress shall convene biannually at minimum, and these meetings shall be referred to henceforth as 'regular meetings';
- 8.2. Special sessions are additional meetings of the Congress, and may be convened by the Institutional Chapters if they deem it necessary;
 - 8.2.1. Extraordinary meetings may be convened in response to unexpected events;
- 8.3. The procedure to convene a special session of the MUN Congress is as follows:
 - 8.3.1. If the special session is to convene at a date later than an upcoming session of the MUN Congress, a vote shall be taken as the first agenda item to be discussed;
 - 8.3.1.1. A simple majority will be required for a special session to be convened;
 - 8.3.1.2. Members are to decide on the agenda and objectives of the special session and any additional activities before a vote is taken;
 - 8.3.2. If the special session is to be convened before an upcoming session of the MUN Congress, a letter should be sent to the planning committee containing the signatures, with a number of signatories no less than a third of the quorum list rounded up;
 - 8.3.2.1. The letter must contain the intended agenda and objectives for the special session, and details of any other activities that may take place;

9. PROCEDURE FOR SCHEDULING CONGRESSES

- 9.1. The planning committee shall inform the members on the quorum list the dates of the congress in advance;
 - 9.1.1. An email will be sent to all members on the quorum list, containing the details of the congress at least 2 weeks in advance for special sessions and for normal assemblies of the MUN Congress;
 - 9.1.2. An online form to indicate if members plan to attend will be made available and should be filled up by all members who wish to attend;
 - 9.1.3. For special sessions, the planning committee will act in accordance with the aforementioned procedure with amendments if necessary;



- 9.2. In instances where we may have to cancel or postpone a congress, the planning committee will send an email to inform members accordingly;

10. DELEGATIONS WHO ARE NOT PHYSICALLY PRESENT

- 10.1. Delegations who choose to attend assemblies of the MUN Congress online should prepare the following:
 - 10.1.1. A discord account;
 - 10.1.2. An internet connection and necessary electronic devices;
- 10.2. The planning committee will facilitate the participation of online delegates by doing the following:
 - 10.2.1. A live recording of the MUN Congress and any of its presentations and speeches will be prepared and broadcasted to all delegates present online;
 - 10.2.2. The chairs of the sessions of the MUN Congress will moderate delegates present online to give speeches or ask questions;

11. VOTING POWER

- 11.1. Voting may be conducted for procedural matters, or for substantive matters;
 - 11.1.1. Procedural matters refer to questions on the parliamentary proceedings of the MUN Congress;
 - 11.1.2. Substantive matters pertain to outcome documents and other important decisions;
- 11.2. Delegations present at the Congress may be granted one vote each, regardless of the number of people within that delegation;
- 11.3. A simple majority will be defined as the number of delegates required to surpass 50% of the quorum list;
 - 11.3.1. If the number of delegates is even, then a simple majority is 50% plus 1;
 - 11.3.2. Otherwise it will be the number of delegates to reach 50% of the quorum list rounded up;
- 11.4. A supermajority will be defined as the number of delegates needed to surpass two thirds of the quorum list;
 - 11.4.1. If the number of delegates to do so is not a whole number, the number of votes required for a supermajority will be that number rounded up;

12. QUORUM



- 12.1. The Quorum List is a register of the delegations that have voting power in the Congress;
 - 12.1.1. The Planning Committee shall compile a list of all Institutional Chapters that have been admitted into the Congress;
 - 12.1.2. A delegation must be on the Quorum List in order for them to be able to vote on substantive matters;
 - 12.2. A delegation may be taken off the Quorum List if the delegation has missed its attendance requirement;
 - 12.3. The vote counts for a simple majority and supermajority for substantive matters will be calculated based on the quorum list and not based on the delegations in attendance;
 - 12.3.1. Delegations who are not in attendance at the Congress when a vote is taken who are also in the Quorum List shall be considered to abstain in a vote on substantive matters;
13. OUTCOME DOCUMENTS
- 13.1. The Congress is allowed to produce outcome documents that are non-binding, these may include Statements/Press Releases, Internal Resolutions, External Resolutions, and Memorandums of Understanding;
 - 13.1.1. Statements may be produced when the Congress deems it necessary to publish its views on a certain issue to the public;
 - 13.1.1.1. Statements/Press Releases that are adopted without a vote i.e. a unanimous decision may be dedicated from the Congress as a whole;
 - 13.1.1.2. Statements that fail a vote can be made by the individual institutions from their respective outlets, or jointly through a Memorandum of Understanding;
 - 13.1.2. Internal Resolutions that pertain to the internal operation of the Congress itself are binding towards its members;
 - 13.1.2.1. Internal resolutions will be passed by a simple majority in a substantive vote;
 - 13.1.2.2. If the issue is deemed to be an 'important question', a supermajority will be required for the resolution to take effect;
 - 13.1.2.3. Internal resolutions may include the establishment of select committee to focus on certain issues, the launching of projects and events conducted under the banner of the MUN Congress, or pertaining to the individual conduct of members within the MUN Congress;



- 13.1.3. External Resolutions that establish additional initiatives, standards and recommendations that apply to institutions, groups and organisations that are not directly under MYADP or Congress will generally be non-binding;
 - 13.1.3.1. However, members of the Congress are strongly encouraged to ratify the provisions agreed upon in the resolution within their own institutions and respective organisations, especially if they are signatory to or have sponsored the resolution itself;
 - 13.1.3.2. External resolutions are non binding, but a vote will still be taken and the resolution will be considered to be adopted if it has reached a simple majority in a substantive vote;
 - 13.1.3.3. External resolutions that are deemed to be regarding 'important questions' shall be adopted with a supermajority in a substantive vote;
 - 13.1.3.4. The External Resolution shall be published online for public record;
- 13.1.4. Delegations are free to sign Memorandums of Understanding amongst each other if they come to agreements during the Congress;
 - 13.1.4.1. If the stipulations of a resolution are not amenable to all members of the Congress, signatories are encouraged to sign a Memorandum of Understanding between members who agree with a certain issue;
 - 13.1.4.2. The Memorandum of Understanding will reflect a series of promises and commitments the signatories make to each other within the document, and the goals that are to be achieved may be enforced via a mechanism of their own design;
 - 13.1.4.3. The planning committee will publish the Memorandums of Understanding made by the members at the MUN Congress to the Congress and to the public;
- 13.2. Certain issues can be regarded as important questions;
 - 13.2.1. This is determined through a substantive vote with a simple majority establishing it as an important issue;

14. ATTIRE

- 14.1. The attire for delegates attending the Congress may include:
 - 14.1.1. Smart casual;
 - 14.1.2. Semi-formal;
 - 14.1.3. School Uniform;
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ARTICLE 4: SCHEDULE OF POTENTIAL ACTIVITIES

15. REGISTRATION

- 15.1. Upon arrival at the venue, delegates should register their attendance with the Planning Committee;

16. DATA COLLECTION

- 16.1. There will be two rounds of data collection, a questionnaire and an interview;
- 16.2. The Questionnaire will be distributed before the Congress and will be collected at registration;
- 16.3. Interviews may be conducted by the planning committee throughout the Congress;
 - 16.3.1. Members from MYADP will approach delegations throughout the Congress, and ask them to leave the room for a simple interview;
 - 16.3.1.1. Not everyone in the delegation must leave the room for the interview;

17. OPENING BRIEFING

- 17.1. An opening briefing will be carried out at the beginning of the Congress;
 - 17.1.1. New members will be welcomed;
 - 17.1.2. The schedule for the day will be introduced;
 - 17.1.3. The agenda for the MUN Congress session will be shown;

18. SESSIONS OF THE MUN CONGRESS

- 18.1. The sessions of the MUN Congress will be where agenda items that have been raised prior are discussed, this will be the main activity of the MUN Congress;
 - 18.1.1. The procedure in which the agenda is set is found in [article/clause];
 - 18.1.2. Discussion will proceed following the time limits and order of topics set forth in the agenda;
- 18.2. Moderation will be handled by the Dais, who will use MUN software to facilitate discussion on the agenda;
 - 18.2.1. The Dais will consist of individuals nominated by MYADP, which may include individuals from institutional chapters;



- 18.2.1.1. The Dais is composed of a head chairperson and one or several vice chairpersons.
 - 18.2.1.2. In the interests of debate, the Dais reserves the right to suspend or modify the Rules of Procedure at their discretion.
 - 18.2.1.3. Members of the Dais art to act in a fair and impartial manner when making decisions;
- 18.2.2. The Dais will be responsible for the following:
- 18.2.2.1. Moderating debate and granting delegates the right to speak during sessions of the MUN Congress;
 - 18.2.2.2. Presenting and projecting documents for delegates;
 - 18.2.2.3. Vetting any outcome documents that are submitted;
 - 18.2.2.4. Facilitating and ensuring the inclusion of online participants;
 - 18.2.2.5. Mediate and adjudicate any conflicts between delegates;
 - 18.2.2.6. Enforce parliamentary procedure, address any and all points directed at the dais, and to encourage decorum;

19. RULES OF PROCEDURE FOR SESSIONS OF THE MUN CONGRESS

- 19.1. Before the first agenda item is discussed, the dais, will conduct a roll call via the following procedure:
- 19.1.1. Delegations present are to raise their placards and state whether they are 'Present', or if they are 'Present and Voting';
 - 19.1.1.1. Independent delegations and otherwise that have no substantive voting power, can only state that they are 'Present';
 - 19.1.1.2. Institutional chapters and otherwise who do have substantive voting rights may choose to indicate if they are 'Present' or 'Present and Voting' for the session;
 - 19.1.1.3. Delegations who have indicated that they are 'Present' may not participate in a substantive vote, if there comes to be one;
- 19.2. The procedure for the discussion of an agenda item is as follows:
- 19.2.1. The delegations who have raised the topics in the online form submitted before the MUN congress are invited to speak first on the topic;
 - 19.2.2. The Congress will then move into a General Speakers' List on the issue;
 - 19.2.2.1. The default time for speeches on the GSL is one and a half minutes;
 - 19.2.2.2. Delegates who have not utilised their maximum speaking time may yield their remaining time in the following ways:
 - 19.2.2.2.1. To the Dais, after which the delegates' speaking time will elapse;



- 19.2.2.2.2. To Points of Information, after which other delegates present may ask questions. This is only in order if there is sufficient time remaining in the delegate's speech;
- 19.2.2.2.3. To another delegate, after which the Dais will ask the delegate that has been offered the remaining time if they would like to speak, and may come up if they consent to doing so;
- 19.2.2.3. Delegates who have yielded once and have remaining time may yield again until their speaking time expires;
- 19.2.2.4. The floor will be open to any points and motions at this point;
 - 19.2.2.4.1. The list of points and motions is found in clause 20;
- 19.2.3. The time for the topic will lapse as per the agenda determined by the planning committee and published before the convening of the Congress;
 - 19.2.3.1. The time for a particular topic may be extended through a procedural vote;
 - 19.2.3.2. The additional time to discuss a topic may only be extended for up to half the original duration;
- 19.2.4. The Congress will move on to the next agenda item if time for the previous one elapses;

20. POINTS AND MOTIONS;

- 20.1. The list of points that are in order are as follows:
 - 20.1.1. A right to reply may be raised if the delegate in question feels that the integrity of their institution or person has been compromised;
 - 20.1.1.1. This point is granted at the Dais' discretion and may only be raised after the speech in question has ended;
 - 20.1.2. A point of personal privilege may be raised when there are environmental or concerns of comfort that may disrupt the ability of delegates' ability to participate meaningfully in the discussion at hand;
 - 20.1.3. A point of audibility may be raised if the delegate is unable to hear the current speaker, and may be raised by raising their placard and saying 'Point, Audibility';
 - 20.1.4. A point of order may be made if the delegate feels as though the chair has made an error that has conflicted with the rules of procedure;
 - 20.1.5. A point of parliamentary inquiry may be made if the delegate wishes to seek clarification from the Dais about the rules of procedure and its implementation;
 - 20.1.6. A point of information may be given towards delegates who have yielded to points of information after a speech;



- 20.2. At any point of time in which the floor is open, subject to the discretion of the Dais, and requiring a simple majority in a procedural vote to come into effect, the congress may move into caucuses via certain motions as detailed below:
 - 20.2.1. A motion to move into a moderated caucus may be conducted by any delegate present in the Congress;
 - 20.2.1.1. Delegates who wish to motion for a moderated caucus must propose a topic, time limit for the caucus, and the individual speaking time for speakers in the caucus;
 - 20.2.1.2. They may do so by saying “Motion to move into a moderated caucus on the topic of [topic], for [total duration] minutes with an individual speaking time of [individual speaking time]”;
 - 20.2.1.3. There shall be no yielding during a moderated caucus;
 - 20.2.2. A motion to move into an unmoderated caucus may be requested by any delegate present in the Congress;
 - 20.2.2.1. Delegates who wish to motion for an unmoderated caucus may propose a purpose, and a time limit for the unmoderated caucus;
 - 20.2.2.2. They may do so by saying “Motion to move into an unmoderated caucus for the purpose of [purpose] , for [total duration] minutes”;
 - 20.2.3. A motion to move into a focused discussion, which limits the GSL to a certain topic for a number of speeches, may be motioned for by any delegate present in the Congress;
 - 20.2.3.1. Delegates who wish to motion for a focused discussion should propose a topic and the number of speeches that should be about that topic;
 - 20.2.3.2. The Dais shall create a secondary speakers’ list for the focused discussion;
 - 20.2.3.3. They may do so by saying “Motion for a focused discussion on the topic of [topic], for [number of speeches] speeches”;
 - 20.2.4. A motion to move into a consultation of the whole, which allows the raiser of the motion to speak at their seat until they yield their time onto the next delegate, and so on until the total time has elapsed, can be initiated by any delegate present in the Congress;
 - 20.2.4.1. Delegates who wish to motion for a consultation of the whole may propose the total time and purpose of their consultation of the whole;
 - 20.2.4.2. They may do so by saying “Motion for a consultation of the whole for the purposes of [purpose], for [total duration] minutes”;
 - 20.2.5. A motion for a single speaker caucus, which allows an individual delegate to speak for a set duration of time with any visual aids if available, can be made by any delegate present in the Congress;



- 20.2.5.1. Delegates who wish to speak in a single speaker presentation may motion for one or be nominated by another delegate to do so, and in raising the motion should indicate the maximum speaking time and purpose;
- 20.2.5.2. They may do so by saying “Motion for a single speaker caucus for the delegate of [delegate speaking], for the purposes of [purpose], for [total duration] minutes.”
- 20.2.6. A motion to close discussion on a resolution, which grants a time slot for the final opportunities to discuss a resolution, vote on it and either pass or fail the resolution;
 - 20.2.6.1. Delegates who wish to motion to close discussion on a resolution may propose the resolution to be discussed, the time for the closing speeches and the number of closing speeches;
 - 20.2.6.2. The total time for this motion will be set by default at 20 minutes, with:
 - 20.2.6.2.1. 10 minutes allocated to a focused discussion on the resolution;
 - 20.2.6.2.2. The remaining time is allocated to an unmoderated caucus before the closing speeches;
 - 20.2.6.2.3. Time determined by the delegate proposing the motion to be allocated to the closing speeches, which must have an equal number of speakers for and against the resolution;
 - 20.2.6.3. The time for closing discussion on a resolution shall not count towards the time limit for the discussion of an agenda item;
 - 20.2.6.4. At the end of the closing speeches, the congress will automatically move into Direct Voting Procedure;
 - 20.2.6.5. If the resolution fails to reach its specified vote threshold, the resolution will be considered to have failed;
 - 20.2.6.5.1. Clauses may be resubmitted in other outcome documents, but if the failed resolution is amended and resubmitted the submitters must be able to justify to the Dais why this amended resolution why this resolution is likely not to fail;
- 20.3. Other motions that may be raised at any point of time in which the floor is open, subject to the discretion of the Dais and may only come into effect from a simple majority of a procedural vote, are listed as follows:
 - 20.3.1. A motion to extend the time for an agenda item may be raised to extend the time for discussion on a particular topic on the agenda;
 - 20.3.1.1. Delegates who wish to motion to extend the time for an agenda item may indicate the agenda item and the duration it is to be extended for;



- 20.3.2. A motion to elapse discussion on an agenda item may be raised to elapse discussion on the agenda item in question;
 - 20.3.2.1. Delegates who wish to motion to elapse the time for an agenda item may do so;
 - 20.3.2.2. However, before the motion is voted upon two speakers for and two speakers against will be called forward to speak on their thoughts on elapsing time for the agenda item;
- 20.3.3. A motion to table an agenda item may be raised at any point of time during the Congress, and once more at the end of the Congress if there are remaining topics that have not yet been discussed;
 - 20.3.3.1. Delegates who wish to table a topic may do so at any point before discussion on said topic has begun;
 - 20.3.3.2. Topics that are tabled will be discussed in the next MUN Congress;
 - 20.3.3.3. However, before the motion is voted upon two speakers for and two speakers against will be called forward to speak on their thoughts on elapsing time for the agenda item;
- 20.3.4. A motion to reshuffle the agenda of debate may be raised at any point of time during the Congress;
 - 20.3.4.1. Delegates who wish to raise this motion must already have prepared a draft agenda and have had the Dais vet proposed agenda;
 - 20.3.4.2. The proposed agenda may not contain any topics that have already elapsed in the discussion;
- 20.3.5. A motion to modify the speaking time of the general speakers' list may be raised by any delegate while the general speakers' list is populated and is in use;
 - 20.3.5.1. Delegates who raise this motion should provide an alternative proposed time;
 - 20.3.5.2. The General Speakers List will remain at the new speakers' time if the motion passes until another such motion to amend the speaking time has been raised and passed;
- 20.3.6. A motion to introduce a resolution may be raised raised at any point of time during the Congress;
 - 20.3.6.1. Delegates who wish to raise this motion must have already prepared the draft resolution and have had the Dais vet the draft resolution;
 - 20.3.6.2. Resolutions must either be categorised as internal or external resolutions;
 - 20.3.6.3. Clauses that explicitly conflict with either definition should be removed and placed in a separate resolution;
 - 20.3.6.4. Resolutions should include a list of names of delegations, sorted into 2 categories: Authors and Signatories;



- 20.3.6.4.1. Authors are the delegates that have contributed to the writing of the resolution to a significant extent;
- 20.3.6.4.2. Signatories are delegates who agree to the provisions of the resolution;
- 20.3.6.5. The use of separate resolutions for separate topics is highly encouraged;
- 20.3.6.6. Upon the introduction of a resolution, the main writers will be asked to read out the main clauses, and then take any and all points of information that are fielded by the other delegates;
 - 20.3.6.6.1. This time will not count towards the time limit of an agenda item;
 - 20.3.6.6.2. The resolution will be shared to the Congress;
- 20.3.7. A motion to amend a resolution may be raised at any point of time during the Congress after a motion to introduce a resolution has passed;
 - 20.3.7.1. Delegates who wish to raise such a motion must have already prepared the draft amendment and have had the Dais vet the draft amendment, and specify which resolution the amendment intends to amend;
 - 20.3.7.2. Upon the introduction of an amendment, the amendment will be shared with the Congress;
 - 20.3.7.3. Amendments should include a list of names of delegations, sorted into 2 categories: Authors and Signatories
 - 20.3.7.3.1. Authors are the delegates that have contributed to the writing of the amendment to a significant extent;
 - 20.3.7.3.2. Signatories are delegates who agree to the provisions of the amendment;
 - 20.3.7.4. Amendments that have the consent of all Authors of a particular resolution will automatically pass;
 - 20.3.7.4.1. Consent may be determined if the Authors of the resolution that is to be amended have included their names in the amendment as either Authors or Signatories;
 - 20.3.7.5. Whereas Amendments that do not receive the consent of the Authors of the resolution that is to be amended, it will be subject to a vote requiring a supermajority to take effect;
 - 20.3.7.6. This vote may be called for by proposing a motion to vote on the amendment;

21. BREAKOUT SESSIONS



- 21.1. The Planning Committee may organise certain breakout sessions to be held on the day of the Congress;
 - 21.1.1. Breakout sessions may be scheduled before, or in between sessions of the MUN Congress;
 - 21.1.2. Members are expected to participate in breakout sessions;
 - 21.2. Sessions and time allocated for certain activities through an Internal Resolution also will be scheduled by the planning committee;
22. SHARING OF BEST PRACTICES
- 22.1. The Planning Committee may organise panel sessions or presentations to share best practices and give advice to members of the Congress to share skills on how to improve their organisations and events;
 - 22.1.1. Speakers may be invited from the [placeholder name's] foreign liaisons and from the Malaysian MUN Community;
 - 22.1.2. These sessions will have a focus on the sharing of best practices for the benefit of members of the MUN Congress;
 - 22.2. Delegations who are willing to volunteer to give a presentation about their experience in running in or participating in a Model UN related initiative, event, policy or conference may approach the Planning Committee to indicate an interest in sharing the best practices employed, how this advice is applicable to other members of the MUN community, and what challenges, mistakes or problems were encountered;
 - 22.2.1. The Planning Committee shall aid any members of the Congress in the preparation of materials for their panels or presentations;
23. ADVOCACY AND NETWORKING
- 23.1. Members are encouraged to network with each other and share contacts amongst each other;
 - 23.2. Members and the planning committee are encouraged to share their experiences in advocacy and related work within the Congress;
 - 23.2.1. The planning committee is encouraged to close the gap between advocacy and the MUN community by conducting presentations and inviting external speakers;
24. MAINTENANCE OF THE MUN CALENDAR



- 24.1. Members of the Congress are invited to contribute to a shared calendar of events, meetings, training sessions, conferences, and other related activities to be published online;
 - 24.1.1. There shall be a session arranged during the Congress to update the calendar regularly;
 - 24.1.2. Discussions may occur between members at the Congress on the proposed dates for future events;

25. PLANNING FOR CONGRESS INITIATIVES

- 25.1. Members are encouraged to work with each other and MYADP on initiatives to develop MUN across Malaysia and to achieve other goals set forth within discussions of the Congress;
- 25.2. Activities that are important but do not occur at Assemblies of the MUN Congress may include delegate training, content lectures on MUN and current affairs, and et cetera;
 - 25.2.1. Members are encouraged to use the MUN Congress as an opportunity to formulate plans with each other, and recruit volunteers to help carry out additional events that will contribute to the prevalence and quality of MUN across Malaysia;
 - 25.2.2. The establishment of committees, events and initiatives in resolutions of the Congress may include the allotment of time into such planning sessions during future sessions of the Congress;

26. PROMOTION OF MUN CONFERENCES AND EVENTS

- 26.1. All members of the Congress who apply are invited to share upcoming MUN-related events, including MUN Conferences, open training sessions and related events;
 - 26.1.1. Members will be allotted time to present and promote their events to the Congress;
 - 26.1.2. Members are also invited to share other events and opportunities relevant to Model UN to the Congress;
 - 26.1.3. Foreign liaisons will be asked to collate opportunities to attend or volunteer for MUN events overseas;
 - 26.1.4. Members who wish to do so should send details to the planning committee in advance;

27. DEBRIEF



- 27.1. Before a motion to adjourn to the next session is in order, the Congress should decide on a date or a range of dates to hold the Congress;
 - 27.1.1. The Dais should encourage delegates to complete this process before dinnertime;

- 27.2. The Dais will be required to hold a closing debrief after a motion to adjourn has been passed;
 - 27.2.1. The Dais will provide a summary of the day's events;
 - 27.2.2. Per agenda item, the Dais will summarise the key points of debate and points of agreement that have been reached in the day's debate;
 - 27.2.3. The Dais will provide a list of the initiatives, and other events that have been raised or promoted in the day;
 - 27.2.4. The Dais will remind delegations that have not fulfilled their obligations in data collection to complete it soon;



ARTICLE 5: ADMINISTRATIVE MATTERS AND COMMUNICATIONS

28. AGENDA SETTING

- 28.1. The agenda for sessions of the MUN Congress shall be determined by the Planning Committee before the MUN Congress;
- 28.2. The procedure for setting an agenda is as follows:
 - 28.2.1. A minimum of one month before the Congress, an online form will be prepared by the Planning Committee to be sent out to the various delegations to ask what topics the delegates wish to bring up during the session of the MUN Congress to be held;
 - 28.2.2. The Planning Committee shall then collate the various topics and organise them into a list;
 - 28.2.3. This list will be sent out to delegates, and an approval vote shall be carried out on which topics the delegates would want to prioritise;
 - 28.2.4. After the results are collected, the Planning Committee shall create an agenda, specifying the order in which the agenda items will be discussed upon and the duration of time allocated to each agenda item;
- 28.3. The Planning Committee may reserve the right to arrange the agenda in a way that is more conducive to discussion if it sees fit;
- 28.4. Ad hoc agenda items may be added during sessions of Congress;
 - 28.4.1. A supermajority in a substantive vote is needed in order for the ad hoc agenda item to be added;
- 28.5. The final agenda will be distributed to all delegates attending 2 weeks before and during the opening briefing;

29. REGISTER OF CONTACT INFORMATION

- 29.1. The Congress shall curate a register of contact information for all delegations who are party to the Congress;
 - 29.1.1. This is for the purposes of facilitating communications between the planning committee and the members;



- 29.1.2. Delegates should be willing to disclose their emails, discord IDs and contact numbers to be added into a message group;

30. COMMUNICATIONS AND ANNOUNCEMENTS

- 30.1. The planning committee will conduct communications primarily via email, however promotional material may be distributed via social media and any other relevant medium accessible by the general public;

31. MINUTES TAKING

- 31.1. Minutes will be taken by a member of the dais during the course of debate;
 - 31.1.1. This record will be made available to the public.