



# Rules of Procedures

**G20 Kyunghee Summit 2017**

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## 1. Organization & Structure

### **A. Organization of the Delegation**

Participants should form a delegation, consisting of 2 participants each taking the role of Leader and Coadjutor. Each delegation will be given certain positions regarding the agendas to represent in the discussions of G20 Kyunghee Summit.

### **B. Structure of the Conference**

The conference will be held in Kyunghee University, Global Campus and the sessions would be basically divided into four parts: Briefing Session, Voting Session, Lobbying Session and Decision Session.

#### *i. Briefing Session*

Participants, regardless of their assigned positions, shall discuss the issues of the two agendas and how each of the agendas influence economic growth. In this session, participants may also contribute to the conference by summarizing the major existing policy actions and their impacts on economic growth.

#### *ii. Voting Session*

After the Briefing Session, the committee will move on to the voting procedure. During this session, participants will be casting a vote on the agenda he/she would like to discuss throughout the conference in depth.

#### *iii. Lobbying Session*

Participants shall lobby on which action plans to be added to the Final Report. It is recommended to write one Final Report as a collective mind. If not agreed to merge the document, the Moderator would merge the Final into one and leave it for discussion on the decision session.

#### *iv. Decision Session*

The Moderator would read the Final Report clause by clause and check for consensus. If consensus is not made, the Moderator shall open the floor to discuss the clauses for a limited amount of time. The discussion time, in this case shall be no more than 20 minutes. Amendments shall be made to the controversial clauses if needed. When finished discussing on the Final Reports, the Committee would move into voting procedure to make final decisions on the Report.

## **2. General Rules**

### **I. Scope**

The rules of procedure introduced in this document are applicable to G20 Kyunghee Summit. Rules of Procedure, hereinafter called ROP is applied in running the conference.

### **II. Language**

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

### **III. Decorum**

Participants of G20 Kyunghee Summit should follow the rules of the conference and show their respect towards their fellow Participants, the Secretariat, Moderator, and Conference Staff. The Secretariat has the right to order any inappropriate behavior of participants. Participants shall present themselves in formal attire during the whole conference, and the use of electronic devices will not be allowed during the conference. The Secretariat is not responsible for lost or stolen property. Participants must be present more than 2/3 of the sessions (4 Sessions) in order to receive Certificate of Participation as well as Letter of Excuse.

### **IV. Quorum**

A quorum is the minimum number of participants required to be present for the committee to proceed with the formal debate which is more than 10 teams present during the committee session.

### **V. Statements by the Secretariat**

Secretary-General or any member of the Secretariat may at any time make either written or oral statements to the committee during the conference.

### **VI. Delegation of Authority**

Participants must follow instructions from any faculty member or conference staff member, both inside and outside of committee sessions. Secretary-General of the conference may expel any participant not abiding by the rules in this document.

## **3. Rules Governing the Conference**

During the conference, all participants are required to follow the rules of procedure and maintain decorum. Conference meeting procedures can be divided into the following segments:

## **Rule I. Roll Call**

Before proceeding every session, the Moderator will conduct the roll call. The Moderator will call out the names of the Leaders in alphabetical order. The Moderator will call out the names of the coadjutors after the names of the corresponding leaders have been announced. Upon announcement, the participants should raise his/her placard and say "Present".

## **Rule II. Session Rules**

### **Rule II-I. Briefing Session**

#### **i. Obtaining the Floor**

In order to obtain the floor, participants shall raise his/her placard until the Moderator has called him/her out. If there are multiple participants wishing to speak, participants will be able to speak in the order the Moderator announces. There are no time restraints when a participant has the floor. However, the Moderator may ask participants to finish up his/her speech if needed.

### **Rule II-II. Voting Session**

#### **i. Establishing the Official Agenda**

Participants shall be required to vote for the agenda he/she would prefer discussing throughout the whole conference. In order to cast a vote, the participants simply have to raise his/her placard when the Moderator announces the agenda he/she prefers. This act requires a procedural vote, meaning that participants should not abstain.

### **Rule II-III. Lobbying Session**

#### **i. Lobbying Process**

Participants may freely move around to form caucus groups to write a final report. Participants are only allowed to use their electronic devices during the lobbying sessions.

#### **ii. Formatting**

##### **a. Topic & Committee & Numbering Report**

Final Report will be designated a number. Following is the format of numbering:

G20/Annual Session Number/Conference Session Number/Order of Submission.

### **b. Commas, Colons and Period**

Clauses can have commas, colons and a period. Clauses, Sub-clauses and Sub-Sub-clauses are separated by commas. Colons are used to open a new list of Sub-clauses or Sub-Sub-clauses. Period is used for only once at the end of the document.

### **c. Merging Process**

If the committee does not come to a consensus, the Moderators will merge the submitted Final Reports.

## **Rule II-IV. Decision Session**

### **i. Process of Introduction**

Once a Final Report has met the requirements aforementioned and got approved by the Moderators, it can be copied and distributed to the committee. Then, the Moderators would read the Final Report clause by clause to check for any objections or amendments. The clauses objected or need amendments can be discussed via the process of obtaining the floor.

### **ii. Objections**

Final Report's clauses needs unanimity in order to remain as a clause. The Moderator will ask for any objections when reading through the Final Report clause by clause. If a delegation makes an objection, the clause will be debatable on the floor.

### **iii. Amendment**

Amendment can be made directly to the Final Report during the lobbying session granted by the Moderator. However, if additional explanation seems necessary, during the voting process, the delegation that raised the amendment may request for "final appeal" to explain the clause to the committee for 90 seconds.

### **iv. Voting**

When all amendments and objections seem to have been settled, the

committee would move into voting procedure. The Moderator would read only the clauses of the draft communiqué that had either objections or request for amendments. According to Rule II-IV-ii, the clauses also need unanimity to remain as a clause.

### Annex 1. Final Report Example

1. We, the Leaders of the G20, convened in Kyung Hee University on 3-4 November 2016,
2. We are united in our resolve to promote infrastructure development,
3. Since we last met, the status of infrastructure development has faced several challenges:
  - a. the issue of financial contribution acquisition and continuance still remains as a major obstacle to promoting infrastructure growth in developing countries in mainly post-colonial, sub-Saharan African countries,
  - b. the issue of food security maintenance hinders efforts to establish sufficient infrastructure,
  - c. independent projects for aiding development in developing countries make resources that could be better managed dispersed, lowering efficiency in development projects,
4. We will unite to solve this problem of infrastructure development, which is one of the major foundations for ultimately eradicating poverty and promoting development,
5. We recognize the importance for the establishment of basic infrastructure in the sectors of energy, transport, communication and water,
6. We will implement a political framework which better allows for the member states of the G20 to better implement the promises made in the G20 conferences.