

# BILDERBERG HANDBOOK



SAMUN

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## **Mandate**

### **Structure of Bilderberg**

Rules of procedure

Language

Code of conduct

Dress code

### **Conference Preparation**

Research

Positional preparation

Opening speech

### **Conference Procedure**

Functions of the Chair

Parliamentary Language

### **Stages of the Committee**

Roll call

Minute of Silence

Agenda

Session

Opening speeches

Informal debate

Lobby time

### **Parliamentary Points and Motions**

Points

Motions

Right of Reply

### **Resolution**

Press release



## **Mandate**

The Bilderberg conference whilst its discussion does not follow any mandate as such due to its private and informal nature. The Bilderberg conference at SAMUN will be following certain rules of procedure in order to have an organized and fruitful debate.

## **Structure of Bilderberg.**

### **Rules of procedure**

#### **Committee chair**

They represent the main authority inside the committee. It is their duty to guide the committee's work and assure compliance with the rules within the committee.

#### **Quorum:**

Quorum denotes the minimum number of Attendants who need to be present in order to open debate. Quorum is met, and the Chair declares committees open to proceed with debate, when at least two-thirds of the members of the committee are present. A Quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a Quorum. In order to vote on any substantive motion, the committee must establish the presence of a simple majority of members.



## Representation

Attendants are assigned a member of the Bilderberg group which they must represent during the committee session. They participate in debates in order to solve or address the situation given by the chair.

## Presentation (Opening Speech)

The conference shall not maintain a common Opening speech, rather may ask for all members to share their decision towards deciding the two topics that would be discussed during the days of debate. In this speech, members should include two topics they would like to discuss, the importance of this topic in current society, and a brief introduction to both. The time limit will be decided preferably between 1-2 minutes.

Projects will be made available in case any member wants to use them for the presentation. Members are allowed and encouraged to make presentations.

## Session

After reading the Opening Speeches, the Chair will entertain a “Motion to open session with the topics that are going to be discussed”. After this, the chair will entertain a motion to start voting on topic A; topic B; Topic C; Topic D; Topic E.

“Motion to Open Session with Topic A or B, saying the complete name of the topic.” The Session is suspended a “Motion to Suspend the Session” each time the Attendants leave the committee to take a recess. The Session is closed through a “Motion to Close the Session” only when the chosen topic has been debated and the working papers have been voted on.



## Voting

The conference shall not vote on any documents or policy statements. The board should vote on procedural matters which would require  $\frac{1}{2}$  of the board majority. Nevertheless the Bilderberg Conference should vote on deciding which topics are going to be debated.

## Agenda

The Chair shall communicate the agenda to the members before the conference.

The Agenda should be opened on the first day of committee work with the motion: “Motion to Open the Agenda”. At the end of each day the Agenda should be suspended with the motion, “Motion to Suspend the Agenda,” and on the last day of the conference, the Agenda is finally closed through a “Motion to Close the Agenda.”

## **Language**

English will be the official language of the Conference.



## Code of Conduct

The following discipline code applies to all members of the Bilderberg Group at all times:

1. Attendants must obey the chair when inside the committee, and shall not leave the room without permission.
2. Verbal or physical aggression towards any member of the conference will not be tolerated.
3. Punctuality is crucial. If an Attendant is late, he/she will receive a warning.
4. The ingestion of drugs and/or alcohol within the conference is forbidden and so is arriving under the influence of alcohol or hungover.
5. Electronic devices shall be used only for educational purposes that enrich the debate. The inappropriate use of these devices will lead to the confiscation of the object until the end of the session.
6. The smoking of cigarettes, including electronic cigarettes and “vapes”, and/  
7. or tobacco is prohibited within the conference site.
8. All participants must be dressed within the parameters established in the dress code. If not, they shall be asked to change their clothes and will receive a warning.
9. Plagiarism is strictly prohibited in opening speeches, press releases, and position papers.
10. The possessions of every participant of SAMUN are to be inspected by any member of the Security body if considered necessary.
11. The possession of any type of weaponry leads to immediate expulsion.
12. The ingestion of any type of food or drink is improper inside the committee and shall be sanctioned with a warning.
13. Robbery leads to expulsion.
14. Every member of the conference is responsible for his/her possessions.



**Notes:**

The consequences to these faults shall be determined by the Chair or the Secretaries-General.

Any other wrongful actions to the eyes of The Chair or the Secretaries-General shall be punished as well.

**Dress code:**

The presentation of all participants at Bilderberg is extremely vital. Attention to proper dress code demonstrates respect to fellow members, Chair and Secretariat members, and other guests attending the conference. Members of the conference will have a warning and be asked to change their clothes if they do not respect the established dress code. Both logistic members and Chair members within the conference will supervise the following of the dress code.

| Ladies   | Gentlemen   |
|--|---|
| Skirts with a length of no more than 5 cm above the knee are permitted.                                | A suit a long-sleeved shirt and a tie is the business attire                |
| Sleeveless or low cleavage shirts are not allowed. Informal t-shirts aren't allowed either.            | Polo shirts, t-shirts, and any other sort of informal shirt are prohibited. |
| Sheer shirts, pants, or skirts are forbidden.  | Ties must be worn at all times.   |
| Shoes must be closed and professional. Flip flops, tennis shoes, or open-toe sandals are out of order. |   |
| Jeans are not allowed  |   |
| Shirts or blouses must not have any type of disrespectful message.                                     |   |



## **Conference preparation**

### **Research**

In order to help the members attending the conference to understand the focus and direction of the topics addressed in each committee, the chair develops a brief topic guide on each of the topics. Members gain access to the topic guides as soon as they are registered. The Secretariat and the Chair strongly advise Attendants to research individually on their topics, as the guide is merely a starting point.

### **Positional preparation**

During the committee sessions, Attendants adopt the position of a member of the Bilderberg group. Therefore, they should be ready to intervene in the discussion by knowing the stance of their representation in the matter as well as their interest and the proposals that could possibly block those interests.

The main goal of this committee is for Attendants to be able to address the topic efficiently, thus Attendants are required to negotiate and formulate solutions to the problem and build effective resolutions based on what is discussed during the session.

### **Opening Speech**

The opening speech is the first statement an Attendant makes during a committee session. Attendants in Bilderberg are required to bring one opening speech with a maximum reading length of one minute and a half. The speech must include their opinion regarding their decision towards deciding the two topics that would be discussed during the days of debate.

On the first day of Committee Work, opening speeches are to be read after roll call and establishing the agenda. If there is some extra time left, the Attendant may use it to answer points of information, yield it to another Attendant or yield it to the chair.



## **Conference Procedure**

### **Functions of the chair**

The chair shall open and close each committee session, enforce the rules present in this handbook, recognize speakers, and announce decisions.

The Chair has the total right to act at its own discretion to ensure the appropriate development of the committee. To this end, it has the ultimate authority over the committee's proceeding and the maintenance of order.

The Chair should work as a mentor to all Attendants it pressed, to answer any questions that may arise and to seek for the proper development of its committee.

The chair has the power to entertain, deny, or question the property of any motion.



## Parliamentary Language

In order to maintain formality and respect during the discussions inside committees, the correct use of parliamentary language is essential. Academic Attendants of the conference must use it at all times during committee work, including interventions and press releases. The Chair and Secretariat expect all Attendants to make use of the proper language.

| <b>Improper and Prohibited Expressions</b> | <b>Correct Expressions</b>                        |
|--|---|
| Poor                                       | Developing / of limited resources                 |
| Money                                      | Economic Resources                                |
| Rich/Powerful                              | Developed Country / With major economic resources |
| Kill                                       | Execute, End of the life                          |
| Terrorism or terrorist                     | Belligerent groups                                |



## **Stages of the Committee**

### **1. Roll Call**

The first order of business at the committee session would be a roll call. The Chair shall call the name of each member. If the member is present, it shall answer, "present". If a member is not present when the Chair calls it but arrives later, it will receive a warning and a note must be sent to the Chair stating an excuse and confirming the Attendant's presence. The roll call is essential to start or resume the session to confirm the quorum, which in SAMUN is  $\frac{2}{3}$  of the Attendants.

### **2. Minute of Silence**

The minute of silence shall be established by the chair before starting the session.

### **3. Agenda**

The first session shall begin with a call to order followed by a roll call. The Agenda is then opened as the first motion entertained by the Chair. When the session on a specific topic is opened, the order in which issues are to be discussed shall be decided. This order is determined by a motion to set the agenda. Attendants may add, suppress, or modify topics from the agenda. If an Attendant does this they have one minute to explain the reason to do so. If an Attendant is opposed to this modification they also have one minute to explain why. The motion to add, suppress, or modify a topic passes with  $\frac{2}{3}$  of the committee. If the new agenda is not approved, the previous agenda will be in order by default. Once the agenda of the topic has been ordered, the Committee shall consider a press release for all the topics discussed. Just if needed there will be two press releases.



### ***Open Agenda:***

Attendants may decide, as a quorum and endorsed by the chair, the topics to be discussed during the sessions.

#### **4. Session on deciding which topics to discuss throughout the committee**

The Chair would open a session in which all members of the committee would start voting towards deciding which two topics would be discussed during the committee.

#### **5. A session with the topics decided in order of priority**

The Chair shall declare a session open and allow a debate when the majority (one half of the total plus one) of the expected members vote on it. Any Attendant may formally request quorum verification by way of a motion. The Chair, subject to his or her discretion, shall then initiate such motion. The session must be opened on a specific topic after the Agenda has been opened.



## **Speaker's List**

*At the beginning of the committee, after opening the agenda and reading opening speeches Attendants may motion to open a primary speakers list. After a speakers 'list has been created, Member-state may add its name to the list if it is not already on the list. Such a request must be submitted in writing or by raising its placard. Aspeakers'listmayneverclose, it may be postponed, unless the list is empty. A motion may be done to Suspend the Speakers List after at least one Member-state has used his/her turn. If at a certain point of a session a Member considers the speaker's list must be retaken, a motion may be made to "Renew Speaker's list".*

*Points of information to the speaker are in order during the Speaker's List.*

## **Informal Debate**

*The Informal Debate is used in order to promote a more open and dynamic discussion of the topic. The Chair will specify the time limit and after the ending of such, the committee may present a motion to extend the time limit or to continue with any other motion the Chair is open to. Attendants must remain respectful and use the parliamentary language correctly. This is a fundamental moment for negotiation and solution making.*

## **Lobby Time**

*This time is used for the negotiation between parties. It should be used to promote solution making and for the Attendants to find common ground.*

*When the debate is over, Attendants must use this time to make an efficient solution that takes into account the benefit of the international community.*



## Parliamentary Points and Motions

### **1. Right of reply:**

A member who feels that his or her personal integrity has been impugned by another member may request a Right of Reply. Disagreement with a speaker's remarks does not justify a Right of Reply. To ask for a Right of Reply, the member must send a written note to the Chair explaining in what way his/her integrity was offended. The Chair may limit the time accorded to a Right of Reply. A Right of Reply to a right of reply is out of order. This point may not interrupt a speaker.

### **2. POINT OF ORDER:**

During discussion of any matter, a member may rise on a Point of Order to complain of improper parliamentary procedure. The Chair in accordance with these rules shall immediately decide a Point of Order. The Chair may, without subject to appeal, rule out of order those points which, in his or her judgment, are dilatory or improper. This point may interrupt a speaker, however the use of this point should not be driven by the desire to boycott an Attendant's intervention.

### **3. POINT OF PERSONAL PRIVILEGE:**

A member may rise on a Point of Personal Privilege to address a concern over the environment of the committee. Acceptable concerns include the ability to hear the speaker, the temperature of the room, etc. The Chair may, without subject to appeal, rule out of order those points which, in his or her judgment, are dilatory or improper. This point may interrupt a speaker.



#### **4.POINT OF PARLIAMENTARY INQUIRY:**

During an intervention, if the current speaker is obstructed by a parliamentary query concerning parliamentary language, he or she may rise on this special point to consult such doubt through the Chair without altering the flow of her intervention and hence the development of the committee.

#### **5.POINT OF INFORMATION:**

A member may use a point of Information if they have any question concerning a broad amount of matters in the committee. A Point of Information can be employed in order to resolve a doubt or obtain a clarification on either the issue being debated, or on the agenda, procedure, and protocol. It may also be used to approach the Chair. This point may not interrupt a speaker.

#### **6.POINT OF RELEVANCE:**

A member could make use of a Point of Relevance when they feel that another member's intervention is veering off topic and touching matters that are irrelevant for the development of the committee, therefore misusing time needed for discussing the topic of the Session. This point may interrupt a speaker.



## **7. POINT TO ADD TO REGISTRY:**

With a Point to Add to Registry, an Attendant may ask the Chair to write a statement, in the registry of the committee, that was just made by the Attendant speaking. This point may interrupt a speaker and the Attendant performing it must state the exact complete phrase he or she wants to have written down. After this, the chair asks the Attendant speaking if this was what he or she said and if it is, the Chair proceeds to write it down.

## **8. POINT OF PARLIAMENTARY PROCEDURE:**

a. There is no Point of Order over a Point of Order, so when a Point of Order isn't in order, an Attendant uses a Point of Parliamentary Procedure.

b. **YIELDS:** After an Attendant has finished speaking during a Speakers' List, the Attendant must yield in one of the following ways:

1. Yield to the Chair: This ends an attendant's speech and has the effect of proceeding to the next speaker on the Speakers' List.

2. Yield to Another Attendant: The Attendant may yield any remaining speaking time to the representative of another country. The yielded-to Attendant may speak for the time remaining, but may not yield to another Attendant.

3. Open to Points of Information: The speaker may open to relevant, substantive questions from other Attendants. Attendants wishing to ask questions shall raise their placards and be recognized by the Chair.



## **Resolution**

Press release example:

November 4, 2021

12:20 p.m.

To The Foundation Bilderberg Meetings:

The United Arab Emirates, as a pivotal party to the Saudi-led coalition, has decided to take the following actions, keeping in mind they align more directly with its agenda:

- Proceed with its support to the Saudi-led Coalition, but only concentrating its efforts in washing out the Houthis from the country. This will be done in the same nature the country has been doing so in the past, by funding and training armed groups in the south. However, it is no longer the UAE's priority to reestablish Abed Rabbo Mansour Hadi's government.

- The United Arab Emirates will definitely endorse the separatist movement championed by the Southern Transitional Council (STC) led by Aidarous al-Zubaidi, believing that granting more autonomy to Yemen's South will bring more stability to the region by dissipating feelings of neglect amongst this portion of the population.



- The UAE no longer has complete trust that the Hadi government is the best option for Yemen moving forward. This line of reasoning comes from the fact that there have been reports of corruption and abandonment of certain factions of the population, such as the south, on behalf of this government. Keeping in mind that the UAE, as stated previously through interventions, no longer backs the Hadi government, it will seek other alternatives which are specified below.

- The United Arab Emirates sympathizes and agrees with several proposals presented throughout the debate, such as those from:

a. Switzerland and the Human Rights Watch, to engage in negotiations between the different parties involved in the conflict (if possible), in order to then restructure the government in a way that satisfies all portions of the population by incorporating members of opposing factions into the government.

b. United States and United Kingdom, to call upon the Houthis to retreat and cease their operations, and giving them an ultimatum if they fail to comply.

In order to contribute to these proposals, the UAE will engage in dialogue with the relevant nations as a way of providing any help possible