



RULES OF PROCEDURE

RULE 1 – AUTHORITY OF THE SECRETARIAT

The Secretary-General, or any person not on the Secretariat Sub-Committee, acting on their behalf, may make written or oral statements to the committees and interpret the rules in accordance with direction from the same.

RULE 2 – AUTHORITY OF COMMITTEE PRESIDENTS & HEAD CHAIRS

- RULE 2a: COMMITTEE PRESIDENTS

The Committee President of their respective committee shall have powers to act as adjudicator on disputes of the Rules of Procedure if such arises within their relevant committee in accordance with Rules 4 and 19 and determine key votes under Rule 23a. The Committee President will also be vested with the other powers detailed in these Rules which are not granted to the Head Chair in discharge of their respective duty. The Committee President of their respective committee shall sit as a chair at their discretion. If they do sit as a chair they will adopt the role of the Head Chair with their powers of adjudication and other subsidiary powers being vested in the Secretary-General.

- RULE 2b: HEAD CHAIRS

The Head Chairs of each committee shall have general powers to conduct, open and adjourn sessions and ensure that discussion moves towards consensus. Head Chairs can, at their discretion, transfer duties concerning the committee to their Vice-Chairs or any member of the Secretariat, except the Secretary-General or those who are Deputy Conference Secretaries or members of the Secretariat Sub-Committee. All chairs are answerable to the President of the respective Committee Chamber.

RULE 3 – OFFICIAL LANGUAGE

English is the official language of the conference and no delegate may address another during the committee sessions or submit a document in any other language than English.

RULE 4 – POWER OF APPEAL & ARBITRATION

- RULE 4a: POWER OF APPEAL

A delegate may appeal any decision of the Committee President or Head Chair unless otherwise stated in the Rules in the form of a motion to appeal the decision of the

Committee President or Head Chair. This motion requires a second. The committee will move directly to vote on the motion and a two-thirds majority of committee members is required for a successful appeal. The Chair's ruling will stand unless overruled by a two-thirds majority of 'No' votes.

- RULE 4b: METHOD OF ARBITRATION

A decision of a Head Chair is appealed to the respective Committee President. A decision of a Committee President is appealed to the Secretariat. Any decision of the Secretary General or members of the Secretariat acting with their authority cannot be appealed.

RULE 5 – CONFERENCE ETIQUETTE

Delegates shall show courtesy to other delegates, the Secretariat, Committee Presidents, all other Chairs and the professional staff of the venue and shall at all times present themselves in formal business attire. The Committee President or Head Chair will immediately call to order any delegate who fails to comply with this rule. The Secretary-General may expel any delegate for failing to adhere to this rule.

RULE 6 – PARTICIPATION OF NON-MEMBERS

Representatives of accredited observers will have the same rights as those of full members, except that they may not sign or vote on resolutions (see Rule 23b). They may distribute working papers.

RULE 7 – ATTENDANCE AND QUORUM

- RULE 7a: ATTENDANCE

At the beginning of the opening session, and other sessions at the discretion of the Committee President or Head Chair, the Committee President or Head Chair will call on Member States and Non-Members in English alphabetical order to state their attendance. Members will reply 'present' or 'present and voting', where 'present and voting' means the Member State cannot abstain on the substantive vote.

- RULE 7b: QUORUM

The Committee President or Head Chair may declare a session open and permit debate when at least one third of the committee is present. The presence of a majority of those Member States in attendance at the opening session shall be required for any decision on the substantive question to be taken. A quorum will be assumed to be present unless specifically challenged and shown to be absent by a roll call.

RULE 8 – SETTING THE AGENDA

A motion to set the agenda is in order as the first motion during the opening session or once debate on other items is complete. The delegate making the motion to set the agenda will state the item to be debated first. This motion requires a second. A speakers' list will be established to discuss the motion. On closure of debate, the committee will move directly to vote. A simple majority is required for passage. If the motion fails, the committee will automatically adopt the alternate agenda item for debate.

A motion to proceed to the alternate Topic Area is in order only after the passage of a motion to close debate (Rule 12). A motion to proceed to the second agenda item after a resolution has failed requires a second and is debatable to the extent of one speaker in favour and one against. This motion requires a two-thirds majority of members present and voting to pass.

All motions for caucuses shall be ruled dilatory during the consideration of the Agenda. Also, delegates will not be allowed to yield their time except to the Chair.

RULE 9 – SPEAKERS' LIST

After the agenda has been determined, one continuously open speakers' list will be established for the purpose of general debate of the agenda item under consideration. The speakers' list will be followed for all debate on the agenda item, except when superseded by procedural motions or debate on amendments. Speakers may speak generally on the agenda item being considered and may discuss any resolution or working paper currently on the floor. Separate speakers' lists will be established as needed for procedural motions and debate on amendments. Any Member State or Non-Member may add its name to the speakers' list by submitting a request in writing to the Committee President or Head Chair or, at their discretion, by raising their placards when asked. Once the end of a speakers' list has been reached, debate is considered automatically closed.

RULE 10 – UNMODERATED CAUCUS

A motion to enter an unmoderated caucus is in order at any time when the floor is open. The delegate proposing the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes. A simple majority of members present and present and voting is required for passage. Once the time limit for the caucus has elapsed, a motion to extend the caucus may be considered in order at the discretion of the Committee President or Head Chair and the decision is not subject to appeal.

RULE 11 – MODERATED CAUCUS

A motion to enter a moderated caucus is in order at any time when the floor is open. The delegate proposing the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes. A time limit for individual speeches must be mentioned during the proposal of the caucus. A simple majority of members present and present and voting is required for passage. Once the time limit for the caucus has

elapsed, a motion to extend the caucus may be considered in order at the discretion of the Committee President or Head Chair and the decision is not subject to appeal.

RULE 12 – CLOSURE OF DEBATE

A delegate may propose a motion to close debate on the item currently under discussion at any time when the floor is open and it is in order to do so. If closed, debate ends and the committee moves immediately to a vote on the matter currently under consideration. A second is required. Permission to speak may only be granted to two delegates opposing the closure, after which the motion shall be put to a vote. Closure of debate shall require a two-thirds majority of delegates.

RULE 13 – POSTPONEMENT OF DEBATE

RULE 13a: POSTPONEMENT

Whenever the floor is open, a delegate may motion to postpone debate on a resolution or amendment currently on the floor. This is a ‘tabling motion’. It requires a second, a two-thirds vote to pass and will be debatable to the extent of one speaker in favour and one opposed. No debate or further votes will be allowed on any resolution or amendment on which debate has been postponed.

RULE 13b: RESUMPTION OF DEBATE AFTER POSTPONEMENT

A motion to resume debate on a resolution or amendment which has been postponed will require a simple majority to pass and will be debatable to the extent of one speaker in favour and one opposed.

RULE 14 – SPEECHES

No delegate may address a session without having previously obtained the permission of the Committee President or Head Chair. The Committee President or Head Chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion, do not follow correct parliamentary convention or are otherwise discourteous. The Committee President or Head Chair may limit the time allotted to each speaker. The minimum time limit will be thirty seconds. When a delegate exceeds the time limit, the Committee President or Head Chair may call the speaker to order.

RULE 15 – YIELDS

A delegate granted the right to speak in general debate may yield, at the conclusion of their speech, in one of three ways.

- *RULE 15a:* Yield the remaining time available to them to another delegate who cannot

subsequently yield to another delegate.

- *RULE 15b*: Yield to points of information. The Committee President or Head Chair, who may call to order any delegate whose question is rhetorical, leading and/or not designed to elicit information, may select questioners. Follow-up questions will not be permitted. Only answers to questions will be deducted from the speaker's remaining time.

- *RULE 15c*: Yield to the Committee President or Head Chair if the delegate does not wish to yield to questions or another delegate. The delegate must yield to the Committee President or Head Chair if their time has run out. After a yield to the Committee President or Head Chair they will then move to the next speaker on the speakers' list.

RULE 16 – RIGHT OF REPLY

A delegate whose national honour or integrity has been insulted by another delegate may request a right to reply but may not do so to correct a perceived inaccuracy in a speech. The Committee President or Head Chair's decision whether to grant the right to reply is not open to appeal. The Committee President or Head Chair shall determine an appropriate time limit for the reply. A right of reply to a right of reply is out of order.

RULE 17 – POINT OF PERSONAL PRIVILEGE

Whenever a delegate experiences personal discomfort, which impairs his or her ability to participate, he or she may rise to a point of personal privilege. A delegate may only interrupt the speaker with a point of personal privilege in reference to audibility or in exceptional circumstances.

RULE 18 – POINT OF ORDER

A delegate may rise to a point of order to indicate an instance of improper parliamentary procedure. A delegate may not, in rising to a point of order, speak on the substance of the matter under discussion. The Committee President or Head Chair, in accordance with the Rules of Procedure, will immediately rule upon the point of order. Points can be ruled dilatory or improper and this decision is not subject to appeal. Points of order may not interrupt the speaker. The Committee President or Head Chair may raise questions of order only at the conclusion of speech or during speech at his or her discretion.

RULE 19 – POINT OF PARLIAMENTARY INQUIRY

A delegate may rise to a point of parliamentary inquiry to ask for clarification regarding the rules. A point of parliamentary inquiry shall not relate to a substantial issue under discussion, and a point of parliamentary inquiry may never interrupt a speaker. The

Committee President is the ultimate authority on points of parliamentary inquiry.

RULE 20 – WORKING PAPERS

Delegates may propose working papers for consideration which are intended to aid the committee in its discussion and need not be written in resolution format. Working papers are not official documents, but require the approval of the Committee President or Head Chair to be copied and distributed. Working papers do not require additional sponsors.

RULE 21 – DRAFT RESOLUTIONS

A draft resolution may be introduced when it receives the approval of the Committee President or Head Chair and is sponsored by twenty percent of Member States present. Sponsoring a resolution need not indicate support of the resolution and the sponsor has no further obligations or ownership of the resolution.

Once a resolution has been approved, copied and distributed, and the agenda has been set, a delegate may propose a motion to introduce a draft resolution. An immediate vote is taken, with a simple majority required for introduction. Following agreement to introduce the resolution, the operative clauses are read out loud. More than one resolution may be on the floor at any one time, but only one resolution may be passed per agenda item.

RULE 22 – AMENDMENTS

An amendment is a proposal that adds to, deletes from or revises part of a draft resolution. Delegates may amend any draft resolution that has been introduced. Amendments must be submitted in writing and are subject to the approval of the Committee President or Head Chair and require sponsorship of no less than one-eighth of Member States. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. Preambulatory phrases may not be amended. A delegate may motion to introduce an amendment when the floor is open. A vote will be immediately taken, requiring a simple majority to pass. Upon successful introduction of an amendment, the general speakers' list will be temporarily suspended and a new speakers' list established for and against the amendment.

A motion to close debate (Rule 12) will be in order once the committee has heard at least two speakers for and two speakers against. Once debate is closed on the amendment, the committee will move to an immediate vote. A passed amendment shall be treated as an integral part of the draft resolution under debate. Drafting ('friendly') amendments that do not alter the substance of a draft resolution can be included without a vote at the discretion of the Committee President or Head Chair.

RULE 23 – VOTING AND VOTING RIGHTS

- RULE 23a: GENERAL VOTING PROCEDURE

A simple majority requires a greater number of ‘yes’ votes than ‘no’ votes. A tie will fail. A two-thirds majority requires at least twice as many ‘yes’ votes as ‘no’ votes.

Unless specified otherwise in the Rules, decisions of the Committee shall be made by a majority of the members. In special circumstances, a vote may be considered by the Committee President, if not sitting as a chair, on the recommendation of the Head Chair as a ‘key question’. A vote may be considered by the Secretary General on the recommendation of the Committee President, if sitting as a chair, an ‘important question’ under Article 18 of the Charter. Votes identified as such require a two-thirds majority for passage.

Voting shall normally be by a show of placards, except where the Committee President or Head Chair has authorised or a motion calling for a roll call vote has been passed by a simple majority of the committee. A roll call vote shall be taken in English alphabetical order of the names of the Members. Members will respond ‘yes’, ‘no’, ‘abstain’ or ‘pass’, where Member States who respond ‘pass’ must respond either ‘yes’ or ‘no’ when asked a second time by the Committee President or Head Chair once the roll call has finished. If two or more proposals relate to the same question, they shall, unless the committee decides otherwise through a motion to postpone debate, be voted on in the order in which they were submitted.

- RULE 23b: SECURITY COUNCIL VOTING RULES

All procedural motions require at least 9 ‘yes’ votes, and all substantive motions require at least 9 ‘yes’ votes and that no Permanent Member of the Council votes ‘no’.

- RULE 23c: HISTORIC GENERAL ASSEMBLY VOTING RULES

A unanimous vote by committee members, excluding observers, is required for the adoption of the final resolution (treaty).

- RULE 23d: VOTING RIGHTS

All committee members, including observers, shall have one vote on procedural motions including votes on amendments. There can be no abstentions on procedural matters. The only substantive question concerns the adoption of resolutions, where only full Member States may vote. Each vote may be a ‘yes’, ‘no’ or ‘abstain’. Members present and voting will be defined as members casting an affirmative or negative vote only. Only a point of order or a point of personal privilege may interrupt voting procedures and must be made in connection with the actual voting.

RULE 24 – DIVISION OF THE QUESTION

After debate on any resolution has been closed, a delegate may move that the operative clauses be voted on separately. Preambulatory clauses and sub-operative clauses may not be separated in a division of the question. If there are calls for multiple divisions, those shall be voted upon in an order to be set by the Committee President or Head Chair where the most radical division will be voted upon first.

A motion to divide the question requires a second and shall be voted upon, requiring a

simple majority to pass. Permission to speak on the motion for division shall be given only to two speakers in favour and two against. If the motion receives the simple majority required to pass, the resolution will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is included in the final draft. Parts of the resolution that are subsequently passed will be recombined into a final document and then put to a substantive vote.

RULE 25 – COMMITTEE COMPETENCE

A motion to question the competence of the committee to discuss a resolution or an amendment is in order only immediately after the resolution or amendment has been introduced. The motion requires a two-thirds majority to pass and is debatable to the extent of one speaker for and one against.

RULE 26 – ORDER OF PRECEDENCE FOR POINTS AND MOTIONS

The order of precedence shall run as follows and shall not be open to challenge by any committee or Secretariat member:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Motion to Set the Agenda
5. Motion to Appeal the Decision of the Chair
6. Motion of No Competence
7. Motion to Close Debate
8. Motion to Enter an Unmoderated Caucus
9. Motion to Enter a Moderated Caucus
10. Motion to Postpone Debate (Motion to Table Resolutions)
11. Motion to Divide the Question
12. Motion for a Roll Call Vote

A Right of Reply is only appropriate in the circumstances outlined in Rule 16.

A Point of Information is only appropriate when welcomed by a delegate when yielding their remaining time to Points of Information and in accordance with Rule 15b.