



# 75 Years of Uniting Nations: Overcoming Conflict to Achieve Common Goals

20 to 22 November 2020

## Rules of Procedure

Glynn Cooreman & Joel Koutangni

With special thanks to the authors of the BIMUN/SINUB 2018 & 2019 Rules of Procedure, the KULMUN 2020 Rules of Procedure and the Salient 2020 Rules of Procedure.

# Content

Part I. General Provisions .....	5
1. Scope .....	5
2. Interpretation .....	5
3. Terminology .....	5
4. Official Working Language.....	5
5. Code of conduct.....	6
6. Dress Code.....	6
7. Attendance .....	6
Part II. Personnel.....	6
8. Credentials .....	6
9. Secretary-General .....	6
10. Deputy Secretary-General .....	7
11. Delegates .....	7
12. Observers .....	7
13. Journalists .....	7
14. Chairpersons .....	8
15. Editor-in-Chief.....	8
16. Crisis Director & Backroom.....	8
Part III. Conduct of Business .....	9
General.....	9
17. Scope .....	9
18. Chairperson’s Discretion .....	9
19. Diplomatic Warnings.....	9
20. Conduct in Committee.....	9
21. Private chat messages (notes).....	10
22. Quorum.....	10
23. Roll Call.....	10
24. Invitation of observers .....	11
Agenda .....	11
25. Information .....	11
26. Adoption .....	11

Forms of debate.....	11
27. Formal Debate .....	11
28. Opening Statements.....	11
29. General Speaker’s List.....	12
30. Yields.....	12
31. Right of Reply .....	13
Points.....	13
32. The Floor .....	13
33. Raising a Point.....	13
34. Point of Personal Privilege .....	14
35. Point of Order .....	14
36. Point of Parliamentary Inquiry .....	14
Motions .....	14
37. Raising a Motion .....	14
38. Debatable Motions.....	14
39. Motion for a Moderated Caucus.....	15
40. Motion for an Unmoderated Caucus .....	15
41. Motion for an Extension of the Previous Caucus .....	15
42. Motion for a Question & Answer Period.....	15
43. Motion for Suspension of the Meeting.....	16
44. Motion for Adjournment of the Meeting .....	16
45. Motion to Close the Debate.....	16
46. Motion for a Mock Vote.....	16
47. Motion to Appeal the Decision of the Chair.....	17
Part IV. Documents.....	17
Overview & Requirements .....	17
48. Introduction of Documents.....	17
49. Working Paper .....	17
50. Draft Outcome Document .....	18
51. Withdrawal from a Draft Outcome Document .....	18
52. Outcome Document.....	18

51. Sponsors & Signatories .....	19
Amendments .....	19
52. Submission.....	19
53. Friendly Amendment.....	19
54. Unfriendly Amendment.....	20
55. Withdrawal from an Amendment.....	20
Part V. Voting .....	20
General.....	20
56. Conduct.....	20
57. Required Majorities .....	21
58. Procedural Voting.....	21
59. Substantive Voting .....	21
60. Vote by “raise hand” function and by Objections .....	21
Voting Procedure .....	21
61. Default Procedure .....	21
62. Communication .....	22
63. Request for a Roll Call Vote.....	22
64. Request to Divide the Question .....	22
Part VI. Committee-specific Provisions .....	23
1. United Nations Commission on the Status of Women (UNCSW) .....	23
2. North-Atlantic Treaty Organization (NATO).....	23
3. United Nations Convention to Combat Desertification (UNCCD) .....	23
4. Historical Cabinet Crisis Committee (HCC) .....	24
5. Media Team .....	24
Annex I. Order of precedence of Points & Motions .....	25

# Part I. General Provisions

## 1. Scope

These Rules of Procedure shall apply to the Bonn International Model United Nations/Simulation Internationale Nations Unies de Bonn 2020 conference (hereinafter referred to as “the conference”). The Rules shall regulate the proceedings of the conference. They are considered adopted in advance of the conference and are not subject to change, unless decided otherwise by the Secretary-General.

The Rules of Procedure include General Provisions (Parts 1-5), pertaining to all committees and participants of the conference, and Committee-Specific Provisions (Part 6), pertaining to each of the committees they refer to.

## 2. Interpretation

The final interpretation of the Rules of Procedure shall be reserved to Secretary-General.

In case of conflict between a rule of Parts 1-5 and the Committee-Specific Provisions, the latter shall prevail.

If a situation arises which has not been addressed in the Rules of Procedure, the Secretary-General shall have the final authority over which rule is to be applied and which course of action should be taken.

## 3. Terminology

The following terminology shall apply:

The term “Committee meeting” shall hereinafter refer to 1 session of debate.

The term “Participant” shall hereinafter refer to all persons registered to take part in the conference. The term “Delegate” shall be understood as a generic term, referring to every participant in a committee with the exception of the Secretariat, Executive Board, Chairpersons and allocated Journalists.

The term “Outcome Document” shall be understood as a generic term, referring to every final document towards which is adopted by the Committee.

## 4. Official Working Language

The official and working language in a committee and during the entire conference shall be English.

## 5. Code of conduct

Participants shall at all time behave in a professional, diplomatic and respectful manner. Any delegate who fails to follow diplomatic conduct during Committee sessions shall be called to order by the Chairpersons. The Secretary-General may suspend any participant who repeatedly disregards the outlined code of conduct.

The delegates shall follow the instructions provided by the Bonn International Model United Nations/Simulation Internationale Nations Unies de Bonn (from herein referred to as BIMUN/SINUB) Secretariat and Staff, and the Rules of Procedure for the whole duration of the conference. Failure to comply may lead to the delegates' dismissal and ban from the conference.

## 6. Dress Code

The dress code for the Committee sessions shall be formal business attire. An exception shall be granted concerning any formal dress code considered as appropriate in the culture of a participant's country of origin, or country as represented.

## 7. Attendance

Attendance to the Committee sessions is mandatory for all participants of the conference. If a participant is, for specific reasons, unable to attend Committee sessions, this must be communicated in advance to the respective Chairpersons.

# Part II. Personnel

## 8. Credentials

Participants who have been registered and received a role prior to the beginning of the conference shall be considered to have received their credentials. The participation of a person not registered as a regular participant shall be subject to approval of the Secretary-General.

## 9. Secretary-General

The Secretary-General's interpretation of the Rules of Procedure shall prevail. They shall be responsible for the proper application of the rules during the entire day program of the conference.

The Secretary-General may at any time address a committee by means of oral or written statements and may be invited by the chairpersons in order to answer questions.

The Secretary-General shall also:

- a. assist the chairpersons;

- b. receive, correct and circulate documents;
- c. perform any other action necessary for the good functioning of the conference.

They shall have the right to: overrule any procedural decision by the chairpersons;

- a. overrule any content in an official document;
- b. approve or decline any of the committees' documents' official status.

The Secretary-General or any officially recognized representative of the Secretariat or the Executive Committee is authorized to intervene in the proceedings of any committee. During said intervention, they are authorized to, among others, but not limited to, present an oral or a written statement for the committee, whether it be substantive, procedural or logistical in nature. These statements are binding, final and not subject to appeal.

#### 10. Deputy Secretary-General

The Deputy Secretary-General shall be considered a direct extension of the Secretary-General and shall have all rights and responsibilities the Secretary-General has. The decisions of the Deputy Secretary-General shall be open for review from the Secretary-General only.

#### 11. Delegates

Each Member State to a committee shall be represented by one delegate. Delegates shall have speaking and voting rights on all matters discussed in their respective committee.

#### 12. Observers

Specially accredited non-Member States, organizations and other entities as selected by the Secretariat shall be represented by observers in selected committees. An observer shall have the same rights as a delegate, with the exceptions of the right to vote on substantive matters and the right to sponsor outcome documents.

#### 13. Journalists

Members of the Media Team shall be referred to as journalists. Journalists shall work under the authority of the Editor-in-Chief.

Unless otherwise stated, journalists shall have the right to join any Committee session they are covering, interview delegates and receive statements concerning the work of the committee. Journalists may not behave in a way that is disruptive to the proceedings in a committee.

#### 14. Chairpersons

Chairpersons have been assigned to preside over each committee prior to the conference. They shall ensure the observance of the Rules of Procedure and regulate the proceedings of their committee. All chairpersons shall be considered as equal before the committee.

In case a procedural matter is not covered by these Rules, the Chairpersons may take a decision that they consider in compliance with the spirit of these Rules and the BIMUN/SINUB e.V. 2020 Conference.

The chairpersons shall act objectively, assume complete control of the proceedings in the committee, and shall be responsible for the maintenance of order during Committee sessions. They shall remain neutral at all times during official sessions, and shall therefore refrain from all voting and from delivering speeches regarding the substance of the debate.

Competences of the Chairpersons may not be questioned by delegates.

The Chairpersons shall have the right to dismiss Points or Motions put forward by delegates, should they be found to be contradictory to the Rules or if they are deemed dilatory. The Chairpersons may advise the delegates on substantive and procedural matters in order to ensure that the committee functions productively.

#### 15. Editor-in-Chief

The Editor-in-Chief shall be responsible for directing and supervising the work of the journalists for the Media Team

The Editor-in-Chief shall set ethical guidelines for their journalists' work and edit the content. They shall have responsibility over the final work that is published and be the public face of the media outlets.

#### 16. Crisis Director & Backroom

The Crisis Team is led by the Crisis Director. The Crisis Director, and Members of the Backroom are members of the Secretariat, and therefore exempt from the rules governing the conduct of delegates. They are at all times responsible to the Secretary-General.

The Crisis Director and members of the Backroom may switch freely between Crisis Committee meeting rooms in order to distribute communication to the delegates, and they may make announcements in the respective committee chat without permission of the Chairpersons.

The Crisis Director and members of the Backroom may, at any time, make oral and written statements to the committee concerning any topic. The Chairpersons shall grant them the floor immediately upon request.

The interpretation of events of the Crisis by the Crisis Director and/or the Backroom shall prevail.



## Part III. Conduct of Business

### General

#### 17. Scope

The Rules as laid out in Part III of these Rules of Procedure shall apply to all committees at BIMUN/SINUB e.V. 2020 with the exception of the Media Team.

#### 18. Chairperson's Discretion

The Chairpersons may use their discretion to make decisions without the delegates voting on it.

The following elements may be decided upon, proposed or overruled at the Chairperson's discretion:

- a. All motions as outlined below;
- b. All elements of time within the motions;
- c. The topics proposed within the motions, or specific elements thereof.

The Chairpersons have the right to suspend the committee session for a limited amount of time. This decision is not subject to appeal.

The Chairpersons shall only use their discretion if it is in the interest of the smooth functioning of the proceedings and in full accordance with the present Rules of Procedure.

#### 19. Diplomatic Warnings

The Chairpersons have the right to issue Diplomatic warnings to delegates who deliberately disregard the Rules of Procedure and the rules of diplomatic conduct in the committee. The Chairpersons can issue up to two Diplomatic warnings to a delegate. At their suggestion the third Diplomatic warning is issued by the Secretary-General. A delegate who receives a Diplomatic warning is no longer eligible for an award. A delegate who receives three diplomatic warnings must leave the committee immediately and is no longer welcome at the sessions.

#### 20. Conduct in Committee

Delegates may not address a committee without having previously obtained permission by the chairpersons. Delegates can request the right to speak by raising their "blue hand" when the floor is declared open by the Chairpersons. Once they are acknowledged by the Chairpersons, the delegate shall state their request.

During formal sessions, delegates may not cross-talk, nor use the committee chat.

Delegates shall at all times leave their camera on and may not leave their seat in front of the camera while in formal session without previously having obtained permission by the Chairpersons. They shall mute their microphone during Committee sessions unless they have the floor or during an unmoderated caucus.

21. Private chat messages (notes)

The sending of private chat messages from one delegate to another in Gatherly related to matters on the agenda shall be in order unless otherwise provided for in the Rules of Procedure. The Chairpersons may take appropriate measures to prevent continuous irrelevant chatting.

22. Quorum

A Committee session may be declared opened by the Chairpersons provided that at least  $\frac{2}{3}$  of the committee's delegates are present. The total of a committee's delegates shall be counted from the number of delegates present at the first Committee session.

The Secretary-General shall have the right to change the required minimum of delegates present in a committee for an opening session.

At the beginning of each Committee session and/or upon the Motion to Verify the Quorum, Chairpersons shall call in alphabetical order on all accredited representations in order to state their status of attendance.

Member States may reply "present" or "present and voting". Member States declaring themselves as "present and voting" shall have no right to abstain from any substantive vote.

Accredited Observers can only declare themselves as "present".

A Motion to Verify the Quorum may be presented by any delegate or entertained at the discretion of the Chairpersons at the beginning of each Committee session, after the end of each Suspension of a Committee session, or before each substantive voting procedure.

23. Roll Call

In order to establish the presence and calculate the majorities, the Chairpersons shall begin each day of sessions and the session following lunch break with a roll call.

To conduct the roll call, the Chairpersons shall call upon the committee members in English alphabetical order. After being called upon, present participants shall state their status as either "present" or "present and voting", observers shall declare themselves "present". Delegates who have stated their status as "present and voting" may not abstain from substantive votes.

Alteration of one's status is permitted and can be done by sending a private chat message to the Chairpersons, who shall then announce the changed status to the committee.

A delegate not attending the roll call may be recognised as present if he/she sends a private chat message stating his/her presence to the Chairpersons during formal session. A changed number of delegates present and any change in majorities shall be announced to the committee by the Chairpersons immediately.

Delegates who did not attend the roll call, and who have not yet been announced as present by the Chairpersons, may not take part in formal debate, including any voting.

#### 24. Invitation of observers

Delegates may, at any time during the debates, request the participation of an organization/institution/state not represented in the committee as an observer. This request shall be made through a private chat message to the Chairpersons, who will convey the request, if deemed relevant to the work of the committee, to the Secretary-General. The request should specify exactly who should be invited, to what end, and why this would be beneficial for the subject at hand. The Secretary-General shall inform the committee in due time on whether the invitation has been accepted.

## Agenda

#### 25. Information

The Delegates are expected to be informed on the Agenda of Committee, which will be communicated by the Secretary-General, possibly including but not limited to, through the Chairpersons, the Study Guide document provided and the media publication channels (e-mail, Facebook group, Instagram, etc.). The Secretary-General is authorized to add any and all Agenda items at any and all points in time prior to and during the conference.

#### 26. Adoption

The Agenda shall be considered adopted prior to the conference.

## Forms of debate

#### 27. Formal Debate

Formal Debate shall be considered as all debate not in the form of a moderated caucus, unmoderated caucus, question and answer period or voting procedure.

#### 28. Opening Statements

At the beginning of the debate upon the Agenda Item, each delegate shall be allotted time to deliver an opening statement on the Agenda Item at hand. The order of the speakers shall be alphabetical and the time allotted to each participant shall be 90 seconds. This is not subject to appeal. Any time remaining after an opening statement is automatically yielded to the Chairpersons.

## 29. General Speaker's List

After entertaining opening statements on the agenda item, a delegate shall raise a motion to open the General Speaker's List. The General Speaker's List is the default format of the committee, to which the committee returns if there is no point or motion raised on the floor and shall determine the order of speakers in formal debate. The General Speaker's list shall remain open and participants shall be able to be added to the list until a Motion to Close the Debate has been passed by the committee.

A country may only appear on the General Speaker's List once at any given time. Any delegate who wishes to be added to the General Speaker's List shall provide an indication of this upon being asked by the Chairperson or by making use of the "raise hand" function in Gatherly during formal debate.

The Chairperson shall have the authority to set the Default Speaker's Time of the General Speaker's List at the beginning of the first Committee session. It shall not exceed 2 minutes.

A delegate may alter the Default Speaker's Time by proposing a Motion to Change the Speaker's Time. This will then be decided upon through a procedural vote, whereupon a simple majority passes the motion. The Speaking Time within a Moderated Caucus is specified by the delegate upon raising the motion to open said Moderated Caucus.

If the Speaker's Time elapses, the Chairperson is authorized to directly interrupt a speaking delegate and call them to order. The Chairperson is authorized to call said delegate to order if the content of the speech is irrelevant to the subject of discussion.

If the General Speaker's List runs out of speakers, debate on the Agenda Item is closed and the committee shall automatically move into voting procedure.

## 30. Yields

If the delegate finishes their speech before the Speaker's Time elapses, the delegate must yield the remaining time. There are three ways in which they can yield their time:

- a. Yield to the Chairpersons: they shall continue with the proceedings;
- b. Yield to another delegate: The remaining time is given to another delegate. The yielding delegate has to specify which delegate the time shall be given to. The delegate to whom the time is yielded may choose to accept or deny the yield. Should this delegate accept, they shall have the floor for the remaining Speaker's time. Should this delegate deny, the remaining Speaker's time is automatically yielded to the Chairpersons.
- c. Yield to questions: The speaker opens the remainder of the Speaker's time for questions from other delegates. Delegates wishing to ask a question may indicate this to the

Chairperson upon being asked by making use of the “raise hand” function. A delegate can only ask one question. The speaker is allowed to accept or refuse a question. The question itself does not count into the remaining time; however, the answer(s) count into the remaining time of the speech. The Chairperson may call a question out of order when in the opinion that the question is posed for a purpose other than to elicit information. Should there be no (further) questions, the remaining Speaker’s time is automatically yielded to the Chairpersons.

Yields are not entertained in Moderated Caucus. Yielded time may not be yielded again.

### 31. Right of Reply

If a statement given by a delegate impugns the national or personal integrity of another delegate, the latter may ask for a Right of Reply after the controversial speech has been concluded.

The delegate requesting a right of reply shall briefly repeat the content of the part of the speech they consider controversial. Whether a right of reply shall be given shall be decided upon by the Chairpersons, as well as the time allotted to the reply. Their decision on this matter is not subject to appeal.

A right of reply to a right of reply shall not be in order. A right of reply shall only be in order during formal debate.

## Points

### 32. The Floor

The floor is considered to be open when the committee is in a Formal Debate, while there is no Point or Motion being processed by the Chairpersons, voted upon or appealed, and there is no Delegate exercising their right to speak. Points and/or Motions shall be addressed in order of precedence, as established in Annex I.

### 33. Raising a Point

Points may be introduced at any time during formal debate and a moderated caucus, without interrupting a speaker, unless otherwise specified in these Rules of Procedure.

Points are used to communicate a problem to the Chairpersons and as such shall be recognised before any speakers or motions. They shall be raised by making use of the “raisie hand” function in Gatherly.

#### 34. Point of Personal Privilege

A delegate may raise a Point of Personal Privilege at any time, except during speeches, to remove a personal discomfort, which impairs the ability to participate fully in the debate and working of the committee. The delegate shall rise when called by the Chairpersons and explain the grievance. A Point of Personal Privilege may interrupt a speech only if the delegate raising the point cannot hear the speaker.

#### 35. Point of Order

A delegate may raise a Point of Order, if he/she believes that a mistake has been made in adhering to the Rules of Procedure. This point may under no circumstances interrupt a speaker. The Point of Order shall immediately be considered by the Chairpersons and ruled upon in adherence with the Rules of Procedure. Should a delegate disagree with the decision of the Chairpersons, he/she may appeal the decision of the chair.

#### 36. Point of Parliamentary Inquiry

A delegate may raise a Point of Parliamentary Inquiry in order to ask the Chairpersons a question about any technical aspect of the Rules of Procedure. This point may under no circumstances interrupt a speaker. The Chairpersons shall respond to the inquiry immediately and clarify the matter to the best of their ability.

## Motions

#### 37. Raising a Motion

Motions are only to be raised upon being asked for by the Chairperson. Before proceeding with voting on procedural matters or debating a debatable Motion, Chairpersons shall ask for Objections. If no Delegates object the proposed matter, it passes automatically.

#### 38. Debatable Motions

The purpose of debating a Motion is to assess the advantages and disadvantages of its prospective passing. Speaking on any other matter during the debate on a Motion is out of order. If a Motion is set to be debatable, the Chairpersons shall decide upon up to 2 delegates speaking in favour and up to 2 delegates speaking against the Motion. delegates may request to speak in favour or against the motion by making use of the “raise hand” function in Gatherly. The delegate that proposed the motion may speak in favour of it, if they request it.

The number of delegates speaking in favour and against shall be equal. Should there be no delegates wishing to speak against, the Motion automatically passes. Each delegate speaking in favour or against shall be given the floor for 1 minute.

#### 39. Motion for a Moderated Caucus

The moderated caucus is aimed to facilitate and accelerate the discussion on the issues deemed as essential and critical for the topic on agenda. A Moderated Caucus signifies a temporary change from formal debate to moderated informal debate.

A delegate may signal their desire to speak by making use of the “raise hand” function in Gatherly. The Chairpersons shall recognise the speakers by taking into consideration equity, and the good functioning of the committee. The decision of the Chairpersons to recognise a specific speaker is not subject to appeal.

A delegate may raise a Motion for a Moderated Caucus, specifying the topic to be addressed in the caucus, a total duration and an individual speaker’s time. In case such a motion passes, delegates must strictly adhere to the topic of the caucus. The Chairpersons may call to order any delegate who gives a speech with content not related to the topic.

The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

#### 40. Motion for an Unmoderated Caucus

An Unmoderated Caucus suspends formal debate. It shall be used by delegates for informal debates and negotiations, lobbying for their interests, resolving difficult questions about the topic on the agenda, and writing working papers, outcome documents, and amendments.

Delegates may move freely on the committee floor and form separate groups. Delegates can move into a different conversation hub by virtually moving towards the hub they would like to join.

A delegate may raise a Motion for an Unmoderated Caucus, specifying the purpose of the caucus and the total duration of the caucus. The proposed duration may not exceed 20 minutes. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

#### 41. Motion for an Extension of the Previous Caucus

A delegate may propose a Motion for an Extension of the Previous Caucus right after it has ended. The total duration of the extension may not exceed the total duration of the previous caucus.

The topic/purpose and the individual speaker’s time is not subject to change.

A caucus may only be extended once. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

#### 42. Motion for a Question & Answer Period

Any delegate may, once the floor has been opened for Motions, raise a Motion for a Question and Answer Period for the purposes of questioning any delegate on an issue relevant to the debate.

Any other delegates may pose questions to the delegate under questioning. Questions shall have no introduction. It is at the discretion of the delegate under questioning how many questions they

are prepared to accept, but no more than 5 shall be allowed for a single Question and Answer Period.

The delegate under questioning may refuse to answer any of the questions. The time allotted to answering each question shall not exceed 1 minute.

#### 43. Motion for Suspension of the Meeting

Any delegate may raise a Motion to Suspend the debate on the Agenda, which, if passed, automatically leads to a temporary suspension of the debate. The delegate is required to specify the duration of the suspension and when the Debate will be resumed. A Motion for a Suspension of the Meeting is only in order if a break is indicated in the BIMUN/SINUB e.V. 2020 schedule, including the end of sessions for a day of the conference excluding the last.

A two-thirds majority is required for this motion to pass. If the motion passes, the Chairperson is to declare the debate suspended for the aforementioned duration.

#### 44. Motion for Adjournment of the Meeting

Any delegate may raise a Motion to Adjourn the Meeting, which leads directly to procedural voting on the Motion without any prior debate. If passed, the Meeting of the Committee is officially adjourned for the Conference. The Chairpersons shall rule this motion out of order if it is proposed before the last day of the conference. This decision is not subject to appeal.

#### 45. Motion to Close the Debate

A Delegate may raise a Motion to Close the Debate on a topic. If the motion passes, all debate on the current topic is concluded and the committee shall move into voting procedure.

This motion is debatable and requires a maximum of 2 speakers in favour and a maximum of 2 speakers against. There shall be the same number of speakers in favour and against. They shall be given the floor in alternation and with a speaker's time of 1 minute maximum each.

This motion requires a two-thirds (2/3) majority to pass. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

#### 46. Motion for a Mock Vote

A delegate may raise a Motion for a Mock Vote on a document or on a part of a document that has been formally introduced by the Chairpersons. If the motion passes, the Chairpersons shall proceed to carry out the mock vote by a standard placard voting procedure. A mock vote is not binding, and participation is not obligatory. Observers shall not be allowed to participate in the vote, as it is meant to simulate a substantive vote. A motion for a roll call vote, division of the question or a clause-by-clause vote shall not be permitted during a mock vote. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.



#### 47. Motion to Appeal the Decision of the Chair

A delegate may appeal any procedural decision of the Chairpersons, unless otherwise explicitly stated within these Rules of Procedure.

This motion requires the delegate to raise the Motion and provide the reason he/she deems it appropriate at this moment. The Motion has to be entertained immediately. The Chairperson whose decision has been appealed will have to defend his/her decision, therefore the proceeding of this Motion is led by the other Chairperson.

This motion requires the delegate raising the motion to speak in defence of the appeal, and the Chairperson to speak in defence of the decision he/she made. The time given to each speaker shall be 1 minute. The vote on the Motion is entertained immediately after the speeches.

The Chairperson's decision shall stand, unless a majority of at least two-thirds (2/3) of the delegates in the committee votes in favour of the appeal.

## Part IV. Documents

### Overview & Requirements

#### 48. Introduction of Documents

Working papers, draft resolutions, and amendments shall be submitted to the Chairperson only with the proper number of Sponsors and Signatories. Draft resolutions and amendments shall only be recognized as such in formal debate upon approval by the Chairs.

The Chairpersons shall inform the committee of all changes to the Signatories or Sponsors of a Document.

Should a document cease or fail to meet the criteria necessary for it to be on the Floor, it shall automatically be withdrawn from it by the Chairpersons.

Any Draft Outcome Document or Working Paper can only be referred to as such after it has been officially introduced by the Chairpersons.

#### 49. Working Paper

A Delegate may have any document distributed to the committee as a Working Paper. No criteria regarding formatting need to be met: Working Papers require no Sponsors or Signatories.

A Working Paper must be approved by the Chairpersons to be relevant to the Item under the discussion. Once approved by the Chairpersons, the Working Paper will be assigned a number in the format X, where the number refers to the position, which the Working Paper takes

chronologically in the number of Working Papers distributed on the Agenda Item.

#### 50. Draft Outcome Document

A document may be introduced to the Floor and distributed as a Draft Outcome Document if it satisfies requirements of the form and the content of a Draft Outcome Document and includes the required number of Sponsors and Signatories.

The satisfaction of said requirements shall be controlled and confirmed by the Chairpersons, as well as by the Secretary-General

Once the satisfaction of the requirements is confirmed, the Draft Outcome Document will be assigned a number in the format X, where the number refers to the position, which the Draft Resolution takes chronologically in the number of Draft Outcome Documents distributed on the Agenda Item.

After the introduction of the Draft Outcome Document by the Chairpersons, the document will be distributed in electronic form to the Committee and one of the Sponsors shall read out its Operative Clauses. If no Sponsor requests to speak, it is upon the discretion of the Chairpersons to select one.

Subsequently, there shall be a Question & Answer session not exceeding 5 minutes, where the Sponsors answer questions regarding the Draft Outcome Document. Delegates may ask their questions after raising their placards and being given the Floor to do so by the Chairpersons. Only the time during which the Sponsors respond shall be subtracted from the time allotted to the session.

#### 51. Withdrawal from a Draft Outcome Document

Delegates and Observers may have the names of their respective delegations added or removed from the list of Signatories and Sponsors at any time by sending a private chat message to the Chairpersons.

If this results in the number of the Sponsors and/or Signatories falling below the number required for a Draft Outcome Document to be on the Floor, Delegates shall be granted an appropriate amount of time to find a new Sponsor or Signatory. If they fail to do so, the Draft Outcome Document shall be withdrawn from the Floor.

The Withdrawal from a Draft Resolution after entering the Voting procedure is not in order.

#### 52. Outcome Document

Outcome Documents are the final documents towards which each of the committees direct its work, unless the Special Rules pertaining to the individual committees explicitly state otherwise. If a Draft Outcome Document goes through the Voting Procedure and passes, it shall be considered an Outcome Document. A Draft Outcome Document needs a simple majority to be

adopted, unless explicitly stated otherwise in the Special Rules pertaining to the individual committees.

#### 51. Sponsors & Signatories

Sponsors are recognised as the writers and the supporters of the Draft Outcome Document. Unless explicitly stated otherwise in the Special Rules pertaining to the individual committees, a minimum of three Sponsors is required for the Draft Outcome Document to be introduced.

Unless an Unfriendly Amendment that significantly alters the content of the document has been passed, a Sponsor is required to vote in favour of the Draft Outcome Document. In case of disagreement regarding the significance of the change, the Chairpersons shall, after communicating the matter to the Secretary General, decide upon it.

Signatories are recognised as Delegates wishing to discuss the Draft Outcome Document; they are not bound by any further obligations. Unless explicitly stated otherwise in the Special Rules pertaining to the individual committees, a minimum of three Signatories is required for the Draft Outcome Document to be introduced. Observers may figure as Signatories; however they shall not count towards reaching the established threshold required for the introduction of a document. The number of required Sponsors and Signatories can be subject to change under the discretion of the Chairpersons, after having consulted the Secretary-General. Their decision is not subject to appeal.

## Amendments

#### 52. Submission

Approved Draft Outcome Documents can be modified through Amendments. An Amendment is a written modification of the Draft Outcome Document, aiming to add, remove or revise one or more Operative Clauses of the Draft Outcome Document.

Amendments require two Sponsors as well as two Signatories in order to be introduced. Amendments shall be numbered chronologically, according to the order in which they were submitted to the Chairpersons.

The satisfaction of the requirements for the Amendments shall be controlled and confirmed by the Chairpersons. As soon as said requirements are met, Amendments shall be introduced to the Floor by the Chairpersons; a Motion therefore is not required.

Amendments to Amendments are not in order.

#### 53. Friendly Amendment

Amendments to a Draft Resolution, which share the same Sponsors, or are explicitly accepted by the Sponsors to which the Amendment is referred to, shall be hereinafter referred to as Friendly

Amendments. Friendly Amendments shall be incorporated into the Draft Resolution without a vote.

As soon as the Amendment has been introduced, the Chairpersons shall ask the Sponsors of the Draft Resolution in alphabetical order to rise and state whether they formally consider the Amendment to be friendly or not.

#### 54. Unfriendly Amendment

If any of the Sponsors do not consider the Amendment as friendly, it shall be considered as Unfriendly.

Voting on Unfriendly Amendments shall be considered as substantive voting. Upon the confirmation by the Sponsors that the Amendment is Unfriendly, the Chairs shall entertain a maximum of 2 speakers in favour, and 2 speakers against the amendment. The amount of speakers in favour and against the Amendment shall be equal. Following these speeches, the Unfriendly Amendment shall be voted upon immediately.

#### 55. Withdrawal from an Amendment

Delegates and Observers may have the names of their respective delegations added or removed from the list of Signatories and Sponsors at any time by writing a private chat message to the Chairpersons.

If this results in the number of the Signatories falling below the number required for an Amendment, the Amendment shall be withdrawn from the Floor.

The Withdrawal from a Draft Outcome Document shall only happen directly after the Amendment has been introduced by the Chairpersons.

## Part V. Voting

### General

#### 56. Conduct

During Voting Procedure, no delegate may enter or leave the Committee Session. Only a Point of Personal Privilege, Point of Parliamentary Inquiry or a Point of Order are to be entertained. All other Points are ruled out of order. Communication between delegates is considered out of order, this includes communication via chat. All non-member states of said committee, including other officially recognized UN states, are required to leave the Committee Session. The Secretary-General or any officially recognized representative of the Executive Board and/or the Secretariat is required to be present during Voting Procedure.

#### 57. Required Majorities

The term simple majority refers to more Delegates being in favour of the subject of the vote rather than against. Abstentions do not count as votes in favour or against.

If the subject of the voting gathers an equal number of votes in favour and against, it fails.

Any vote requiring a qualified majority according to the Rules of Procedure shall be passed by a two-thirds ( $\frac{2}{3}$ ) majority of the Delegates present voting in favour, unless stated otherwise in the Rules of Procedure. If the votes in favour accumulate to exactly two-thirds ( $\frac{2}{3}$ ) of the Delegates present, the matter put to vote shall be regarded as accepted or passed.

#### 58. Procedural Voting

The term “Procedural Vote” refers to the voting on procedural matters, i.e. any matters other than on Draft Outcome Documents, Amendments and Closure of the Debate.

During the vote on procedural matters, Delegates present may only vote in favour or vote against, unless explicitly provided for otherwise in the Rules of Procedure. Observers are also expected to vote. Abstentions are not in order.

#### 59. Substantive Voting

The term “Substantive Vote” refers to the voting on substantive matters, namely Draft Outcome Documents, Amendments and Closure of the Debate.

During the vote on substantive matters, Delegates present may abstain, vote in favour or vote against, unless explicitly provided for otherwise in the Rules of Procedure. Observers do not have voting rights, unless explicitly allowed in the Rules of Procedure. Delegates present and voting may not abstain in substantive voting.

#### 60. Vote by “raise hand” function and by Objections

If not provided for differently in the Rules of Procedure, Delegates vote by making use of the “raise hand” function at the appropriate time after being formally asked to do so by the Chairpersons.

Before proceeding with voting on procedural matters or debating a debatable Motion, Chairpersons shall ask for Objections. If no Delegates object the proposed matter, it passes automatically.

## Voting Procedure

#### 61. Default Procedure

The default voting method shall be a virtual raise of hands (or an appropriate, agreed-upon substitute due to the online nature of the Conference).

If there are more than one Draft Outcome Document on the Floor, the Committee shall vote upon these Draft Outcome Documents in the order of time of submission.

#### 62. Communication

During the Voting Procedure the committee session shall be virtually sealed.

No person may exit or enter the session and the Delegates must strictly abstain from communication in any form, including non-verbal communication.

Chat messages of any kind are not in order.

Only members of the Secretariat, the Chairpersons and the Delegates are allowed in session during Voting Procedure.

#### 63. Request for a Roll Call Vote

A delegate has the right to request a roll call vote after debate on a draft resolution is closed or for any other substantive vote. A roll call vote is only in order for substantive votes.

A motion for a roll call vote may be made from the floor and passes at the Chairperson's Discretion.

In a roll call vote, the Chair will call members in English alphabetical order.

In the first sequence, delegates may vote "Yes," "Yes with Rights", "No," "No with Rights", "Abstain," or "Pass." Delegates who vote either "Yes with Rights" or "No with Rights" reserve the right to explain his/her vote only when the delegate is voting against the policy of his/her country. The delegate will only be allowed to explain an affirmative or negative vote, not an abstention from voting.

A delegate who voted "Pass" during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence. The same delegate may not request the right to explain his/her vote.

After the outcome of the vote has been announced, all delegates who voted "with rights" will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds.

#### 64. Request to Divide the Question

A Delegate may rise to a Motion to Divide the Question before voting on any Draft Outcome Document. The Delegate is required to clarify which clauses shall be voted upon separately.

This Motion is procedural in nature and requires a simple majority.

If the Motion passes, the designated clauses shall be annexed to the Draft Outcome Document. Afterwards, the committee shall proceed with a substantive vote the annexed clauses as a whole. If the clauses receive the required majority of affirmative votes, they shall remain part of the Draft Outcome Document. If they fail to do so, they shall be deleted. The Draft Outcome Document shall be put to a vote once more.

## Part VI. Committee-specific Provisions

### 1. United Nations Commission on the Status of Women (UNCSW)

1.1 The **Outcome Document** of the UNCSW shall be a **Resolution**. These Resolutions shall not be binding and shall be formatted according to the format of outcome documents by the United Nations Commission on the Status of Women.

1.2 The UNCSW shall have **Spanish as its sole working language**. All documents shall be written and drafted only in Spanish. The Chairpersons shall speak only Spanish. Speeches by delegates in English shall be entertained, but are not encouraged.

### 2. North-Atlantic Treaty Organization (NATO)

2.1 The **Outcome Document** of the NATO shall be a **Communiqué**. These Communiqués shall be binding and shall be formatted according to the format of outcome documents by the North-Atlantic Treaty Organization.

2.2 Representatives may propose a **motion for a closed-door session**, if the item under discussion requires secrecy. This is a procedural motion and observers are required to participate in the vote. This motion does not require debate and needs a simple majority (50%) to pass. The Chairpersons may rule this motion out of order. Their decision is not subject to appeal.

If the motion passes, journalists will be asked to leave the room and only members of NATO, accredited observers, Chairpersons and the Secretaries-General will be allowed to remain in the room. No statements or documents shall be published during a closed-door session.

2.3 The decisions on substantive matters are adopted by consensus. The **Principle of Consensus** requires that no delegate votes against the substantive matter at hand.

Abstentions do not count as votes against and are permissible for a consensus.

The Principle of Consensus does not apply to unfriendly amendments. In order for an unfriendly amendment to be adopted, an absolute majority (50%+1) of the votes in favour is required.

### 3. United Nations Convention to Combat Desertification (UNCCD)

The **Outcome Document** of the UNCCD shall be a **Resolution**. These Resolutions shall not be binding and shall be formatted according to the format of outcome documents by the United Nations Convention to Combat Desertification.

## 4. Historical Cabinet Crisis Committee (HCC)

These Rules of Procedure shall serve as default Rules of Procedure for the HCC. The Crisis Director shall provide **separate HCC Rules of Procedure**, which shall prevail over these Rules of Procedure. The HCC Rules of Procedure shall be an integral part of the HCC Study Guide, provided to the HCC delegates prior to the Conference.

## 5. Media Team

The Editor-In-Chief shall provide separate **Media Team Rules of Conduct**, which shall prevail over these Rules of Procedure. The Media Team Rules of Conduct shall be an integral part of the Media Team Study Guide, provided to the journalists prior to the Conference.



# Annex I. Order of precedence of Points & Motions

<b>Most disruptive</b> ↑ ↓ <b>Least disruptive</b>	Point of Personal Privilege
	Point of Order
	Point of Parliamentary Inquiry
	Motion to Appeal the Decision of the Chair
	Motion for an Extension of the Previous Caucus
	Motion to Close the Debate
	Motion to Adjourn the Meeting
	Motion to Suspend the Meeting
	Motion for a Question and Answer Period
	Motion for a Mock Vote
	Motion for an Unmoderated Caucus
	Motion for a Moderated Caucus