



SINCE 2002

# Rules of Procedures

BIMUN/SINUB 2018

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# PART 1 – GENERAL PROVISIONS

## § 1 Rules of Procedure

1. The BIMUN/SINUB Rules of Procedure (hereinafter referred to as “the Rules of Procedure” or “the RoP”) are not subject to change and shall be considered adopted prior to the beginning of the Conference.
2. The Rules of Procedure include the General RoP, pertaining to all the committees and participants of BIMUN/SINUB 2018 and the Special RoP, pertaining to each of the committees they refer to.
3. In case of conflict between a general rule of the Rules of Procedure and the Special Rules pertaining to a given committee, the latter shall prevail.
4. If a situation arises, which has not been addressed in the Rules of Procedure, the Secretary General and the Deputy Secretary General shall have the final authority over which rule is to be applied, and which course of action is to be pursued.

## § 2 Languages

English shall be the sole official working language of the Conference, used during the formal sessions as well as the social events and networking notwithstanding anything to the contrary established in the Special RoP.

## § 3 Terminology

For the purpose of the present Rules of Procedure, the following terminology applies:

1. the term “Committee Meeting” shall hereinafter refer to one day of sessions;
2. the term “Participant” shall hereinafter refer to all persons registered to take part in the conference;
3. the term “Delegate” shall be understood as a generic term, referring hereinafter to every participant in a committee with the exception of the Secretariat, Executive Board and allocated Journalists;
4. the term “Outcome Document” shall be understood as a generic term, referring hereinafter to every final document towards which is adopted by the Committee;

## § 4 Dress Code

1. The Dress Code for the committee sessions shall be formal business attire.
2. An exception shall be granted concerning any formal dress considered as appropriate in the culture of participant's country of origin, or the country represented in the Conference.

## § 5 Attendance

1. Attendance to the committee sessions is mandatory for all participants of the conference.
2. If a delegate is, for specific reasons, unable to attend a Committee Meeting, this must be communicated to the Chairpersons as soon as possible.
3. If a participant attends less than 70% of committee sessions, no certificate of participation will be handed out.

## § 6 Personal Conduct

1. All Participants shall maintain a diplomatic, respectful and courteous behavior throughout the entire conference.
2. Any Delegate who fails to follow diplomatic conduct during committee sessions shall be called to order by the committee's Chairpersons.
3. The Secretary-General, the Deputy Secretary General or the Chairpersons may suspend any Delegate who repeatedly disregards the outlined code of conduct.
4. The Secretary General and the Deputy Secretary General may, after consultations with the President and the Vice-President of the Executive Board and the Chairpersons, expel any Delegate who has been suspended before and continues to disregard the outlined code of conduct or violates the code of conduct in an extreme severe manner from the conference or parts of it.

# PART 2 – PERSONNEL

## § 7 Credentials

The BIMUN Secretariat has accepted the credentials of all Delegates and other participants prior to the opening of the Conference. Actions relating to the alteration of the credentials may be initiated exclusively by the Secretary General or the Deputy Secretary General.

## § 8 Delegates

1. Each Member State and Observer to a committee shall be represented by one (1) Delegate, unless the Special Rules, the Secretary General or the Deputy Secretary General state otherwise.
2. The Delegates representing accredited Member States of the respective committee shall have speaking and voting rights on procedural and substantial matters, unless otherwise provided for in the Rules of Procedure.
3. Specially accredited non-Member States, organizations and other entities as selected by the BIMUN/SINUB Secretariat shall be represented by Observers.
4. Observers shall be granted the same speaking rights as Delegates and may vote on procedural matters. They are not allowed to vote on substantial matters

## § 9 Journalists

The journalists work under the authority of the Editors-in-Chief. They may visit any Committee they may be covering, and interview delegates at any time, as well as receive statements from them regarding the discussions taking place in the Committee Sessions as long as it is not disruptive of the normal development of the debate.

## § 10 Chairpersons

1. The Chairpersons shall preside over the committee. They shall declare the opening and closure of each committee session, suspend the session for a limited amount of time if they deem it necessary, compose the Speaker's List, set the initial speaking time, grant the right to speak, propose limitations on the speaking time and announce decisions.
2. The Chairpersons may advise the Delegates on substantive and procedural matters in order to enable a good functioning of the committee.
3. The Chairpersons shall act in an equitable and objective manner, respect the present RoP, maintain the order during the sessions and have complete control over the proceedings in the committees. Chairpersons shall be guided by considerations of equity, appropriateness and the good functioning of the committee in all their decisions.
4. During the entirety of the formal sessions the Chairpersons shall be guided by the considerations of general professional ethics, and act respectfully vis-à-vis the Delegates as well as their fellow Members

of the Secretariat and other persons taking part in the Conference.

5. The Chairpersons shall be considered as equal before the committee.
6. The Chairpersons' interpretation of the Rules of Procedure shall prevail; § 12, Section 2 and 3, is reserved.

## § 11 Editors-in-Chief

1. The Editors-in-Chief shall direct and supervise the work of Journalists.
2. They are responsible for the Journalists belonging to their Team as well as for the products of their work. They set the ethical framework for their respective outlets and edit the content.
3. The Editors-in-Chief act both as the public face and an advocate for their respective outlets.

## § 12 Secretary General & Deputy Secretary General

1. The Secretary General and the Deputy Secretary General shall have the rights prescribed hereinafter and may exercise them over each of the committees present at BIMUN/SINUB 2018. Should they consider it necessary, the Secretary General and the Deputy Secretary General are entitled to adopt measures not stated in the RoP.
2. The Secretary General's and the Deputy Secretary General's interpretation of the RoP shall prevail.
3. The Secretary General and the Deputy Secretary General may at any time make oral and written statements to a committee concerning any question under consideration.
4. The Secretary General and the Deputy Secretary General shall, in their interpretations and functions outlined in the RoP, take into consideration equality of treatment and the good functioning of the conference.
5. The Secretary General and the Deputy Secretary General shall also:
  - a. assist the Chairpersons;
  - b. receive, correct and circulate documents;
  - c. have custody of the documents in the archives;
6. The Deputy Secretary General shall be considered as a direct extension of the Secretary General and shall have the same rights as the Secretary General. The decisions of the Deputy Secretary General shall be open to review by the Secretary General only.

## § 13 Secretariat

1. The Chairpersons, the Editors-in-Chief, the Secretary General and the Deputy Secretary General form together what will hereinafter be

referred to as the “Secretariat”.

2. In the unlikely event of a conflict between the Members of the Secretariat or between a Member of the Secretariat and a Delegate, the persons concerned shall refer to the Secretary General and the Deputy Secretary General for mediation.

## § 14 Executive Board

1. The Executive Board is in charge of the logistical, organizational and other provisions necessary for the good functioning of the Conference.
2. The Executive Board has custody of the documents in the archives and, if applicable, prints and circulates official documents.
3. In the unlikely event of a conflict between a Member of the Executive Board and a Delegate or between a Member of the Executive board and a Member of the Secretariat, the persons concerned shall refer to the Secretary General, Deputy Secretary General and the President and Vice President of the Executive Board for mediation.

# PART 3 – CONDUCT OF BUSINESS

## Chapter I: General Rules

### § 15 Chairpersons’ Discretion

1. The Chairpersons may use their discretion to make decisions without the Delegates voting on it, in order to facilitate the debate appropriately.
2. The following elements may be decided upon, proposed or overruled at the Chairperson’s discretion:
  - a. Deadlines regarding measures or decisions established or documents submitted by the committee;
  - b. All elements of time within the motions;
  - c. The topics proposed within the motions, or specific elements thereof.
3. The Chairpersons have the right to suspend the committee session for a limited amount of time. This decision is not subject to appeal.
4. 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.

## § 16 Quorum

1. A committee meeting can be opened if at least the simple majority (more than half of the total number of Delegates in the Committee) of the Delegates is present.
2. The total of a committee's Delegates shall be counted from the number of Delegates present at the conference's first session.
3. The Secretary General and the Deputy Secretary General shall have the discretion to open a meeting regardless of the presence requirements.

## § 17 Roll Call

1. In order to establish presence, the Chairpersons shall proceed with a Roll Call prior to the committee meeting. In the course of the Roll Call, the Chairpersons shall call upon Delegates by their country in English alphabetical order. Delegates may state their status as "Present" or "Present and Voting".
2. Delegates declaring themselves "Present and Voting" must not abstain from voting on substantive matters. Both the Delegates declaring their status as being "Present" and the Delegates declaring their status as being "Present and Voting" shall be hereinafter referred to as "Delegates present".
3. The status of "Present and Voting" does not apply to the Observers, as they are not allowed to vote on substantive matters.
4. Delegates not attending the initial Roll Call may request to have their presence acknowledged by passing a note to the Chairpersons.
5. Delegates whose presence was not formally acknowledged by the Chairpersons shall not partake in the formal debate, a moderated caucus or when voting on substantial or procedural matters.

## § 18 Appropriate Conduct of a Delegate and Speaking in the Committee

1. No Delegate may address a committee without having previously obtained permission by the Chairpersons during Formal Debate, a Moderated Caucus or when voting on substantial or procedural matters. Delegates may request the right to speak by raising their placard when the Floor is open and stating their request after being acknowledged by a Chairperson.
2. If a Delegate addresses a committee without permission, exceeds the allowed time for their speech, makes irrelevant or offensive statements, or in any other way violates the present Rules of Procedure, the Chairpersons may call the Delegate to order and thereby revoke the

right to speak.

3. During Formal Debate and Moderated Caucuses Delegates may not cross-talk.
4. No Delegate is allowed to leave their designated seat and/or the official committee room while in formal session without previously obtaining permission by the Chairpersons or without it being specifically provided for by the Rules of Procedure.

## § 19 Notes

The silent passing of notes related to matters on the Agenda is in order unless otherwise provided for in the Rules of Procedure. The right of the Chairpersons to read all notes passed to ensure their relevance to the Agenda is reserved, and the Chairpersons may take appropriate measures to prevent continuous passing of irrelevant notes.

## § 20 Session Times

1. The times and breaks are determined by the Executive Board prior to the Conference and are binding for the Delegates and the Secretariat. For logistic and organisational reasons, the exact schedule may be subject to changes. Any change will be communicated to the Delegates and the Chairpersons in the due time.
2. A suspension of the meeting for breaks not included in the official schedule is upon the discretion of the Chairpersons. The suspensions shall not be arbitrary and disrespectful towards the work of other committees.
3. Should any Member of the Committee fail to attend a Committee Meeting on time, appropriate measures to remedy the misdemeanour are upon the discretion of the Chairpersons. The Chairpersons may informally consult the committee before deciding on an appropriate measure regarding such misdemeanour.

## § 21 Invitation of Observers

1. Delegates may at any time during the debates request the participation of an organisation, institution, State or other entities not represented in the committee as an observer.
2. This request shall be made in writing 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, for which purpose and why this would be beneficial for the subject at hand.

3. The Secretary General shall inform the committee in due time on whether the invitation has been accepted.

## **Chapter II: Agenda and Forms of Debate**

### **§ 22 Provisional Agenda**

A Provisional agenda for each of the committees will be set by the Secretariat and communicated to the Delegates prior to the conference with the respective Study Guide.

### **§ 23 Adoption of the Agenda**

1. After the roll call of the first committee session, the Chairpersons shall present the provisional agenda to their committee.
2. The Chairpersons shall then proceed to ask for any objections to the provisional agenda.
3. In the event of any objections, the Chairpersons shall ask for up to two (2) speakers in favour of the provisional agenda and up to two (2) speakers against. They will be given the floor by the Chairpersons in alteration for one (1) minute each.
4. The number of speakers in defense and against the provisional agenda shall be equal. Should there be no Delegates wishing to speak in favor of altering the agenda, the provisional agenda is adopted automatically. Should there be no Delegates wishing to speak against the provisional agenda, the provisional agenda is adopted automatically.
5. The provisional agenda shall after the debate be put to a procedural vote, requiring a simple majority to pass.
6. In the event that the provisional agenda does not receive the required majority, the reversed agenda order is automatically adopted.

### **§ 24 Formal Debate**

For the purpose of the Rules of Procedure, all debate taking place shall be referred to as Formal Debate unless the committee is in a Caucus or in Voting Procedure. Provisions §§ 26 to 29 refer to Rules applicable only in a Formal Debate.

### **§ 25 Informal Debate**

For the purpose of the Rules of Procedure, all debate taking place within the framework of a Moderated Caucus, an Unmoderated Caucus or a Voting Procedure shall be referred to as Informal Debate.

## § 26 Opening Statements

At the beginning of the debate on each Agenda Item, there shall be time allotted to each present Delegate to hold an Opening Statement. The timespan allotted and the order of speakers is upon the discretion of the Chairpersons and shall be communicated to the delegates prior to the first committee session.

## § 27 Speaker's List

1. At the beginning of the sessions, the Chairpersons shall set a Speaker's Time.
2. The Chairpersons shall keep a Speaker's List to determine the order of speeches in a Formal Debate.
3. Delegates may request to be added on the Speaker's List by raising their placard, by setting their placard vertically on the table or by passing a note to the Chairpersons. Delegates shall be generally added to the Speaker's List in chronological order. Final determination of the order is upon the discretion of the Chairpersons with regard to the equity and the good functioning of the committee. Their decision is not subject to appeal.
4. A Delegate whose delegation's name is already on the Speaker's List may not be added again until they complete their speech. When no delegation is left on the Speaker's List, the debate is considered to be concluded and therefore is closed so that the committee automatically moves into substantive voting procedure. In case no Draft Resolutions are on the floor yet, the committee automatically moves on to the next agenda item.
5. A Delegate may withdraw their name from the Speaker's List by sending a note to the Chairpersons.

## § 28 Yields

1. A Delegate who was granted the right to speak in a Formal Debate and did not exhaust their allotted Speaking Time shall yield her remaining time in one of the three ways outlined in the Sections 2 and 4 below.
2. A Delegate may yield their remaining Speaking Time to another Delegate who then may either accept the yield and hold a speech for the remaining time or reject the yield. In this case the time is automatically yielded back to the Chairpersons and the Formal Debate continues.
3. A Delegate may yield their remaining Speaking Time to questions. In this case, the Chairpersons designate Delegates whose questions may consequently be answered by the yielding Delegate.

Statements and comments, which go beyond a mere question, are not in order. Follow-up questions shall only be allowed at the discretion of the Chairpersons. The yielding Delegate may refuse to answer a question. The remaining time shall only be counted down during the yielding Delegate's answer.

4. A Delegate may, if they so wish, yield her time back to the Chairpersons, in which case the Formal Debate may continue.
5. Time can only be yielded once.

## § 29 Right of Reply

1. A Delegate whose personal or national integrity has been infringed by another Delegate may, at the end of the latter's speech, request a Right of Reply.
2. A Right of Reply may only be granted during Formal Debate.
3. The request shall be granted upon the Chairpersons discretion, and if so, the wronged Delegate may immediately speak for one (1) minute. The decision of the Chairpersons on this matter is not subject to appeal.
4. A Right of Reply to a Right of Reply is not in order.

## Chapter III: Motions and Points

### A. General Rules Pertaining to Motions and Points

#### § 30 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.

#### § 31 Raising a Point or a Motion

1. All Motions shall be raised only when the Floor is open, Points may be introduced at any time during formal debate, without interrupting a speaker, unless otherwise specified in these Rules of Procedure.
  2. In order to raise a Point or a Motion, Delegates shall raise their placard. After receiving recognition, they shall state the name of their Point or Motion.
  3. If there are multiple Motions or Points raised at the same time, the Chairpersons shall address them in the following order:
    - 1) Motion to appeal the decision of the Chairs
    - 2) Motion to Extend the Previous Caucus
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- 3) Motion for the Closure of the Debate
- 4) Motion for the Adjournment of the Meeting
- 5) Motion for the Suspension of the Meeting
- 6) Motion for an Unmoderated Caucus
- 5) Motion for a Moderated Caucus
- 6) Motion to Close/ Reopen the General Speakers List
- 7) Motion to table the debate
- 8) Motion to reconsider an agenda item
- 9) Motion to Change the Speaker's Time
4. To "address" the Point or Motion shall hereinafter refer to an act of a Chairperson consisting of granting, ruling out, gathering Objections to, or organising the vote upon the Point or Motion, and to any other task provided for by the Rules of Procedure.
5. All Motions and Points are to be considered non-debatable unless explicitly stated otherwise in the Rules of Procedure.
6. The Chairpersons shall be responsible for collecting motions. It is up to their discretion to decide when and how many motions to collect. Once there Chairpersons stop collecting Motions, the Delegates shall vote upon them one by one with regard to their disruptiveness in a downward manner as outlined in 3.
7. Motions require a simple majority to pass, unless explicitly stated otherwise in the individual rules pertaining to the specific Motion.

## § 32 Debatable Motions

1. 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.
2. If a Motion is said to be debatable, the Chairpersons shall decide upon up to two Delegates speaking in favor and up to two Delegates speaking against the Motion.
3. Delegates may request to speak in favor or against the Motion by raising their placards. The Delegate that proposed the motion may speak in favor of it if they request it.
4. The number of Delegates in favor and against shall be equal. Should there be no Delegates wishing to speak in favor, the Motion automatically fails. Should there be no Delegates wishing to speak against, the Motion automatically passes.
5. Each Delegate shall be given the Floor for one minute.

## B. Points

### § 33 Point of Personal Privilege

1. The purpose of a Point of Personal Privilege is to remove a personal discomfort, which impairs the Delegate's ability to fully participate in the proceedings. The personal discomfort is subject to interpretation by the Chairpersons and, if considered valid, the Chairpersons shall grant the Point. The necessary actions may be taken in order to ensure the restoration of the Delegate's full participation.
2. A Delegate may at any time, except during speeches or when another Point of Personal Privilege is being addressed, raise a Point of Personal Privilege. Exceptionally, a Point of Personal Privilege may interrupt a speaker if the Delegate raising the Point cannot hear the speaker.

### § 34 Point of Order

1. A Delegate may, at any time, except when a Point of Personal Privilege or another Point of Order is being processed, raise a Point of Order.
2. The purpose of a Point of Order is to complain about improper parliamentary procedure according to the Rules of Procedure.
3. A Delegate may not, in raising the Point of Order, speak on the substance of the matter under discussion.
4. The Chairpersons may rule the Point of Order out of order, if they consider that no breach of the Rules of Procedure has taken place. Their decision is subject to appeal.

### § 35 Point of Parliamentary Inquiry

1. A Delegate may at any time, except during speeches or when another Point or Motion is being processed, raise a Point of Parliamentary Inquiry.
2. The purpose of a Point of Parliamentary Inquiry is to clarify a question regarding the Rules of Procedure. Unless being clearly trivial or raised for the sole purpose of the disruption of the committee, the Chairpersons shall grant the Point and respond to the Delegate's concern in an attempt to clarify the misunderstanding matter at hand.

### § 36 Point of Information to the Chairs

1. A Delegate may at any time, except during speeches or when another Point or Motion is being processed, raise a Point of Information to the Chairs
16. The purpose of a Point of Information to the Chairs is to clarify a question

regarding the topic or clarification of the Study Guide. When responding to Points of Information, the Chairpersons should provide impartial information to respond to the question posed.

## C. Motions

### § 37 Motion for a Moderated Caucus

1. A Delegate has the right to raise a Motion for a Moderated Caucus. The Delegate shall briefly state the topic of the Moderated Caucus; propose a total time of the Caucus and an individual Speaking Time per Delegate.
2. The Chairpersons may rule a Motion for a Moderated Caucus out of order. Their decision is not subject to appeal.
3. If multiple Motions for a Moderated Caucus are on the Floor at the same time, they shall be voted upon in order of their disruptiveness in relation to Formal Debate, namely the total time and (subsidiarily) the Speaker's time, beginning with the most disruptive. If several Motions for a Moderated Caucuses are equally disruptive, they will be addressed in order of arrival at the Floor.
4. The Moderated Caucus interrupts Formal Debate. No Speaker's List shall be established. Delegates may indicate their desire to speak by raising their placards after each speech. The chairs shall choose the next Speaker then If no Delegate signals their desire to speak within a reasonable timeframe, the Moderated Caucus shall elapse and the committee shall return to Formal Debate.

### § 38 Motion for an Unmoderated Caucus

1. A Delegate shall have the right to raise a Motion for an Unmoderated Caucus. The Delegate shall briefly state the topic of the Unmoderated Caucus and propose a total time of the Caucus.
2. The Chairpersons may rule a Motion for an Unmoderated Caucus out of order. Their decision is not subject to appeal.
3. If multiple Motions for an Unmoderated Caucus are on the Floor at the same time, they shall be voted upon in order of disruptiveness in relation to Formal Debate, beginning with the most disruptive, namely the total duration. If several motions for a Unmoderated Caucuss are equally disruptive, they will be addressed in order of arrival to the Floor.
4. The Unmoderated Caucus interrupts Formal Debate. While in an Unmoderated Caucus, Delegates are free to move around the room and discuss.

### § 39 Motion to Extend the Previous Caucus

1. A Delegate may move for an extension of the previous Moderated or Unmoderated Caucus right after it has come to an end.
2. This Motion is procedural in nature and needs a simple majority to pass.
3. The total duration of the extension may not exceed the total duration of the Caucus that wishes to be extended.
4. When an extension of a Moderated Caucus is proposed, the topic and individual speaker's time of the Moderated Caucus wishing to be extended is automatically adopted.
5. The chairpersons may, at their discretion, rule this Motion out of order. Their decision is not subject to appeal.

### § 40 Motion to appeal the decisions of the Chair

1. Chairpersons shall have the right to make procedural decisions in accordance with the good functioning of the committee.
2. Their decision is appealable by the Delegates unless explicitly stated otherwise in the Rules of Procedure.
3. An appeal must be made immediately after the Chairpersons' ruling. The Delegate will be then given forty-five (45) seconds to explain the reasoning behind their appeal. The Chairpersons may speak in defense of the ruling. The appeal shall then be put to a vote. The ruling of the Chairpersons shall stand unless two-thirds ( $\frac{2}{3}$ ) of the Delegates present vote in favour of the appeal.

### § 41 Motion for the Suspension of the Meeting

1. A Delegate may introduce a Motion for the Suspension of the Meeting to interrupt the debate. This Motion is only in order if an interruption of the meeting is called for in the schedule.
2. This Motion is procedural in nature and needs a simple majority to pass.
3. The Delegate that introduces a Motion for the Suspension of the Meeting shall specify when the Meeting will be resumed.
4. The chairpersons may, at their discretion, rule this Motion out of order. Their decision is not subject to appeal.

### § 42 Motion for the Adjournment of the Meeting

1. A Delegate may introduce a Motion for the Adjournment of the Meeting on the last day to conclude the Conference until the following year.
18. This Motion is procedural in nature and needs a simple majority to pass.

3. The Chairpersons will rule this Motion out of order if proposed before the last day of the Conference. Their decision is not subject to appeal.

### § 43 Motion for the Closure of the Debate

1. A Delegate may introduce the Motion for the Closure of the Debate, in order to end discussions on the Agenda or an Agenda Item. If the Motion passes, the committee will move into Voting Procedure.
2. This Motion is debatable, procedural in nature and requires a qualified majority ( $\frac{2}{3}$ ) to pass.
3. The Chairpersons may rule this Motion out of order. Their decision is subject to appeal.

### § 44 Motion to Table the Debate

1. A Delegate may introduce the Motion to Table the Debate, in order to suspend debate on an Agenda Item being discussed and proceed with the next Item.
2. All the documents and the Speaker's List will be guarded by the Chairpersons until the item is reconsidered.
3. This motion is debatable, procedural in nature and requires a qualified majority ( $\frac{2}{3}$ ) to pass
4. The Chairpersons may rule this Motion out of order. Their decision is subject to appeal.

### § 45 Motion to Reconsider an Agenda Item

1. A Delegate may introduce a Motion to Reconsider an Agenda Item, if a Motion to Table the Debate has been previously passed, in order to resume debating the previous topic.
2. This motion is debatable, procedural in nature and requires a qualified majority ( $\frac{2}{3}$ ) to pass
3. The Chairpersons may rule this Motion out of order. Their decision is subject to appeal.

### § 46 Motion to Close/Reopen the General Speakers' List

1. A Delegate may raise a Motion to Close the General Speakers' List. If the motion passes, no further speakers shall be added to the list.
2. After the successful passing of a Motion for closure of the speakers' list, a Delegate may raise a Motion to Reopen the General Speakers' List. If the motion passes, the list will be reopened, and further speakers can be added.

3. The Chairpersons may rule these motions out of order at their discretion. These decisions are not subject to appeal.

### § 47 Motion to Change the Speakers' Time

1. A Delegate may raise a Motion to Change the Speakers' Time on the General Speakers' List, specifying to what length they wish to change it.
2. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

## PART 4 – DOCUMENTS

### § 48 General Rule Pertaining to the Introduction of Documents

1. The Introduction of a document to the Floor is upon the discretion of the Chairpersons and does not require a Motion. A document shall be introduced as soon as it fulfils all the necessary criteria.
2. The Chairpersons shall inform the committee of all changes to the Signatories or Sponsors of a document.
3. Should a document cease to meet the criteria necessary for it to be on the Floor, it will be automatically withdrawn by the Chairpersons.
4. Any Draft Resolution and Working Paper can only be referred to as such after it has been introduced on the floor by the Chairpersons.

## Chapter I: Working Papers and Draft Resolutions

### § 49 Working Papers

1. A Delegate may have any document distributed to the committee as a Working Paper. No particular criteria regarding formatting need to be met, Working Papers require no Sponsors or Signatories.
2. 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.X, where the first number refers to the Agenda Item and the second refers to the position, which the Working Paper takes chronologically in the number of Working Papers distributed on the Agenda Item.

### § 50 Draft Resolutions

1. A document may be introduced to the Floor and distributed as a Draft Resolution if it satisfies requirements of the form and the content of a

Draft Resolution and includes the required number of Sponsors and Signatories.

2. The satisfaction of said requirements shall be controlled and confirmed by the Chairpersons, as well as by the Secretary General and Deputy Secretary General in unison.
3. Once the satisfaction of the requirements is confirmed, the Draft Resolution will be assigned a number in the format X.X, where the first number refers to the Agenda Item and the second refers to the position, which the Draft Resolution takes chronologically in the number of Draft Resolutions distributed on the Agenda Item.
4. After the introduction of the Draft Resolution 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.
5. Subsequently, there shall be a Question & Answer session not exceeding five (5) minutes, where the Sponsors answer questions regarding the Draft Resolution. 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 Sponsors and Signatories

1. Sponsors are recognised as the writers and the supporters of the Draft Resolution. Unless explicitly stated otherwise in the Special Rules pertaining to the individual committees, a minimum of three (3) Sponsors is required for the Draft Resolution to be introduced.
2. Unless an Unfriendly Amendment that significantly alters the content of the document has been passed, a Sponsor is required to vote in favor of the Draft Resolution. In case of disagreement regarding the significance of the change, the Chairpersons shall, after communicating the matter to the Secretary General and the Deputy Secretary General, decide upon it.
3. Signatories are recognised as Delegates wishing to discuss the Draft Resolution; 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 (3) Signatories is required for the Draft Resolution 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.
4. The number of required Sponsors and Signatories can be subject

to change under the discretion of the Chairpersons. Their decision is not subject to appeal.

## § 52 Withdrawal from a Draft Resolution

1. 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 passing a written note to the Chairpersons.
2. If this results in the number of the Signatories falling below the number required for a Draft Resolution 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 Resolution shall be withdrawn from the Floor.
3. The Withdrawal from a Draft Resolution after entering the Voting procedure as set out in § 62 is not in order.

## § 53 Resolutions

1. Resolutions 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.
2. If a Draft Resolution goes through the Voting Procedure and passes, it shall be considered a Resolution. A Draft Resolution needs a simple majority to be adopted, unless explicitly stated otherwise in the Special Rules pertaining to the individual committees.

# Chapter II: Amendments

## § 54 Submission of an Amendment

1. Approved Draft Resolutions can be modified through Amendments. An Amendment is a written modification of the Draft Resolution, aiming to add, remove or revise one or more Operative Clauses of the Draft Resolution.
2. Amendments require two (2) Sponsors as well as two (2) Signatories in order to be introduced. Amendments shall be numbered chronologically, according to the order in which they were submitted to the Chairpersons.
3. 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.

4. Amendments to Amendments are not in order.

## § 55 Friendly and Unfriendly Amendments

1. 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.
2. 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.
3. If the Sponsors do not consider the Amendment as friendly, it shall be considered as “Unfriendly”.
4. Voting on Unfriendly Amendments shall be considered as substantive voting.

## § 56 Withdrawal from an Amendment

1. 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 passing a written note to the Chairpersons.
2. 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.
3. The Withdrawal from a Draft Resolution shall only happen directly after the Amendment has been introduced by the Chairpersons.

# Chapter III: Voting

## A. General Rules Pertaining to Voting

### § 57 Number of Votes per Delegate

1. Every Delegate shall have one (1) vote for all matters in which they are allowed to vote according to the Rules of Procedure.
2. The Motions and Request that are allowed during Voting Procedure shall have the following order of precedence:
  - a. Motion to Appeal the Decision of the Chairpersons

- b. Motion to Vote Clause by Clause
- c. Motion to Divide the Question
- d. Request for a Roll Call vote.

## § 58 Required Majorities

1. 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.
2. If the subject of the voting gather an equal number of votes in favour and against, it fails.
3. 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. 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.

## § 59 Procedural and Substantive Voting

1. The term “Substantive Vote” refers to the voting on substantive matters, namely Draft Resolutions and Amendments.
2. 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.
3. The term “Procedural Vote” refers to the voting on procedural matters, i.e. any matters other than on Draft Resolutions and Amendments.
4. Delegates present and voting may not abstain in substantive voting.
5. 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.
6. In case of a miscount during the Voting Procedure, or any other event that may impede the effective development of the vote, the vote shall be repeated.

## § 60 Modes of Voting: Vote by placards and Vote by Objections

1. If not provided for differently in the Rules of Procedure, Delegates  
24 vote by raising their placards after being formally asked to do so by the

Chairpersons.

2. 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.

## B. Voting Procedure

### § 61 Voting Procedure

1. The term “Voting Procedure” shall hereinafter refer only to the process allowing for a Substantial Vote.
2. In case of exhaustion of the Speaker’s List or when a Motion for the Closure of the Debate passes, all Draft Resolutions and Unfriendly Amendments on the Floor are to be voted upon. The Committee therefore moves on to the Voting Procedure.
3. The documents mentioned shall be voted upon in the following order:
  - a. Unfriendly Amendments, in order of their deviation from the substance of the corresponding Draft Resolution. The order may be altered upon the discretion of the Chairpersons. Their decision is not subject to appeal.
  - b. Draft Resolutions in order of their introduction to the Floor.
4. If there are no documents on the Floor, the committee shall move on to the next Agenda Item or, if applicable, end all sessions of BIMUN/SINUB 2018 through a motion to Adjourn the Meeting.
5. The only Points, Motions and Requests that are in order during the Voting Procedure are the Point of Personal Privilege, the Point of Order, the Point of Parliamentary Inquiry, the Request for a Roll Call Vote, the Motion to vote Clause by Clause and the Motion to Devide the Question.

### § 62 Communication

1. During the Voting Procedure the committee room shall be sealed and all electronic devices allowing communication such as laptops, tablets and mobile phones shall be closed or put away from sight.
2. No person may exit or enter the room and the Delegates must strictly abstain from communication in any form, including non-verbal communication.
3. Passing notes is not in order.

4. Only the Secretary-General, the Deputy Secretary-General, the Chairpersons and the delegates are allowed to be present during the Voting Procedure

## § 63 Request for a Roll Call Vote

1. A Delegate may rise to Request for a Roll Call Vote. This Request is not subject to a vote, and shall be up to the discretion of the Chairpersons. Their decision is not subject to appeal.
2. If the Request is granted, the chairpersons shall call upon the Delegates to vote in English alphabetical order in order to cast their vote.
3. Delegates may vote in favour, against, in favour with rights, against with rights, abstain or pass.
4. If a Delegate passes, they will be called upon again after the first round of vote-casting has finished. They cannot pass for a second time, and can only vote in favour, against, in favour with rights or against with rights.
5. If a Delegate votes with rights, they shall be granted the Floor for thirty (30) seconds, after completion of the vote, in order to explain their decision regarding their vote.

## § 64 Motion to Vote Clause by Clause

1. A Delegate may rise to a Motion to Vote Clause by Clause, once all Unfriendly Amendments have been voted upon.
2. This Motion is procedural in nature and requires a simple majority.
3. If the Motion passes, the committee shall proceed with a substantive vote on each operative clause separately. Clauses receiving the required majority of affirmative votes shall remain part of the Draft Outcome Document, the ones that do not shall be deleted. The Draft Resolution shall be put to a vote once more, once the Vote Clause by Clause has been resolved.
4. A Motion to Vote Sub-clause by Sub-clause is not in order.
5. The entertainment of a Request for a Roll Call Vote and a Vote Clause by Clause is out of order.

## § 65 Motion to Divide the Question

1. A Delegate may rise to a Motion to Vote Clause by Clause, once all Unfriendly Amendments have been voted upon. The Delegate is required to clarify which clauses shall be voted upon separately.
2. This Motion is procedural in nature and requires a simple majority.
3. If the Motion passes, the designated clauses shall be annexed to the Draft Resolution. 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 Resolution. If they fail to do so, they shall be deleted. The Draft Resolution shall be put to a vote once more, once the Vote Clause by Clause has been resolved.

## PART 5 – SPECIAL RULES PERTAINING TO THE SECURITY COUNCIL

### § 66 No Yield

1. When in Formal Debate, a Delegate may, at the end of their speech, declare a No Yield.
2. If a No Yield is declared, the Chairpersons may recognize up to two (2) speakers, who will be granted thirty (30) seconds each, in order to discuss the speech that had been delivered.
3. A No Yield is out of order, if the Floor has already been yielded to questions or has been received from another delegate, or if there are less than twenty (20) seconds remaining at the disposal of the Speaker.

### § 67 Majority in the Security Council

1. Decisions on substantive matters in the Security Council require the affirmative vote of nine (9) Members as well as the affirmative vote or abstention of all five Permanent Members in order to pass. Should at least one (1) Permanent Member vote against the decision on substantive matter, the decision cannot be adopted.
2. Should less than fifteen (15) Members vote in favour, then the required affirmative votes shall be amended as such:
  - a) Eight (8) affirmative votes, if only the delegates of thirteen (13) or fourteen (14) Member States, excluding observers, are present; or
  - b) Seven (7) affirmative votes, if only the delegates of eleven (11) or twelve (12) Member States, excluding observers, are present.
3. A simple majority is required on procedural matters.

In order for a Draft Resolution to be introduced in the Security Council, it requires a minimum of two (2) Sponsors and three (3) Signatories.

## § 69 Presidential Statement

1. On Items that do not warrant a Resolution, the Security Council may choose to issue a Presidential Statement instead. Formally, the Statement comes from the Chairpersons of the Security Council, but is fully drafted by the Delegates. Unless explicitly stated otherwise, §§ 47 to 53 relating to the introduction of Draft Resolutions, Amendments and the Adoption of Resolutions apply.
2. Presidential statements are issued following consultations. They must be passed unanimously. During voting procedure, the Chairperson will ask whether there are any objections to the Draft Presidential Statement. If there are no objections, the Presidential Statement will be automatically adopted without a vote.
3. Amendments to Draft Presidential Statements will be decided upon in the same fashion.

## PART 6 – SPECIAL RULES PERTAINING TO THE GROUP OF 20 (G20)

### § 70 Majority in the G20

For a Draft Resolution to be passed by the G20, it requires consensus, meaning that none of its 20 members vote against the subject of the voting procedure.

### § 71 Outcome Documents

The Group of 20 shall adopt Leaders Declarations as their Outcome Documents.

### § 72 Language Arrangements

1. During the Conference, English, Spanish and French shall be the official languages of the proceedings of the G20. Any participant to the Committee, including the Chairpersons and the Journalists, may choose any official language to discuss or manage the matters within the Agenda.
2. Official Documents have to be written in English.
3. The team of interpreters will provide with the simultaneous translation of the statements done by the Delegates during Committee Sessions.
4. In accordance with the diplomatic practice, Delegates shall refrain

from using the first person or any personal and/or informal pronouns during the sessions as well as in all documents that are to be circulated to the committee regardless of the language they are using.

## § 73 Request for Translation

1. The G20 shall entertain a “Request for Translation”. The purpose of the Request is to allow any Delegate, who does not have a full command of the written official language of a certain document, to submit it to the Chairpersons for a “Quick Translation”.
2. The translation shall be provided by the Chairpersons. A Delegate wishing to obtain translation of a relevant document must submit a written Request for Translation, with the relevant document attached or properly identified within the request.
3. Should only parts of the document be relevant or should the relevance of the document be unclear, the Delegates may alternatively request the following:
  - a. translation of specified section of the document, or
  - b. scan for and translation of specified keywords and phrases.
4. The Chairpersons will suspend the meeting in order to explain or translate the points raised by the delegate. The interpretation of the Chairpersons of the document shall stand as is. In the event that the author or sponsors of the document to which the Request for translation does not agree with the interpretation provided by the Chairpersons, they may have the floor for one (1) minute and explain the content of the document. If the Chairperson agrees, that shall be the official interpretation of the document.
5. The approved Requests for Translation shall be attended to on a First-come, First-served basis.

# PART 7 – SPECIAL RULES PERTAINING TO THE EUROPEAN COMMITTEE

## § 74 Voting between 2003 and 2014

1. For votes taking place after the 1<sup>st</sup> of February 2003 and before the 1<sup>st</sup> of November 2014, the following conditions apply to taking decisions:
  - a. Majority of countries: 50% + one, if proposal made by the Commission; or else at least two-thirds (66.67%),[13] and
  - b. Majority of voting weights: 74%, and
  - c. Majority of population: 62%.
2. The last condition will only be checked upon request by a member state.
3. The population sizes and voting weights of each country are projected at Annex I to this document.

## § 75 Voting between 2014 and 2018

1. For votes taking place after the 1<sup>st</sup> of November 2014, the following conditions apply to taking decisions:
  - a. Necessary majority of countries: 55% (comprising at least 16 of them), or 72% if acting on a proposal from neither the Commission nor from the High Representative, and
  - b. Necessary majority of population: 65%.
2. Decisions on matters of the common foreign and security policy, and the common security and defence policy, with the exception of the establishment of permanent structured cooperation, must be taken unanimously.

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# Appendix I: Sample Phrases for Resolutions

## Sample Preambulatory Phrases:

Affirming	Alarmed by	Approving
Bearing in mind	Believing	Confident
Contemplating	Convinced	Declaring
Deeply concerned	Deeply conscious	Deeply convinced
Deeply disturbed	Deeply regretting	Desiring
Emphasizing	Expecting	Expressing its appreciation
Expressing its concern	Expressing its hope	Expressing its satisfaction
Fulfilling	Fully aware	Further deploring
Further recalling	Guided by	Having adopted
Having considered	Having examined	Having received
Keeping in mind	Noting (further)	Noting with deep concern
Noting with satisfaction	Observing	Reaffirming
Realizing	Recalling	Recognizing
Referring to	Seeking	Taking into consideration
Taking note	Viewing with appreciation	Welcoming

## Sample Operative Phrases:

Accepts	Affirms	Approves
Authorizes	Calls (for/upon)	Condemns
Confirms	Congratulates	Considers
Declares	Deplores	Designates
Draws attention	Emphasizes	Encourages
Endorses	Expressing its appreciation	Expresses its hope
Further invites	Further proclaims	Further reminds
Further recommends	Further requests	Further resolves
Has resolved	Notes	Proclaims
Reaffirms	Recommends	Regrets
Reminds	Requests	Solemnly affirms
Strongly condemns	Supports	Takes note of
Transmits	Trusts	Urges