

ISARMUN 2019



Rules of Procedure

RoPs

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1. General Rules

1.1 Scope

- a) The rules included in this guide apply to all Committees. Each rule is self-reliant unless modified by the Secretariat, in which case, the modification will be deemed adopted from before the session begins.
- b) No other rules of procedure apply. If a situation arises which has not been addressed by the Rules of Procedure, the Committee Chair will be the authority on which rule to apply.
- c) In case of conflict between a general rule of the Rules of Procedure and the Special Rules (Annex II - Annex V) pertaining to a given Committee, the latter shall prevail.

1.2 Language

- a) English is the official and working language of IsarMUN.
- b) If a delegate wishes to present a document written in a language other than English, the delegate will have to provide a translation to the Committee staff that will then distribute the translated version to the rest of the Committee.
- c) If a delegate wishes to use a phrase, quote or saying in the language of their respective country while giving a speech; they will be required to provide the direct translation to the rest of the Committee.

1.3 Credentials

The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary-General. Any representative whose admission raises an objection by another member will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

1.4 Dress Code

- a) All participants shall wear Western business attire. The latter is defined as a formal suit, tie, and business shirt, a business shirt, and formal shoes, or skirt suits, or pantsuits with formal business blouses or tops, stockings, formal shoes.
- b) IsarMUN does not tolerate the display of national or political symbols from the delegate's home country. This does not include United Nations-related symbols or symbols from the delegate's assigned country, which will be tolerated.
- c) Rules 1.4 (a) and 1.4 (b) apply to all time spent on the conference site; socials and otherwise free time are excluded from the application of these rules.

1.5 Chairpersons

- a) The Chairpersons of a selected Committee shall preside over their Committee's formal sessions. The Chairpersons shall declare the opening and closure of each Committee session, suspend the session for a limited amount of time in case of need, compose the

Speaker's List, set the initial speaking time, grant the right to speak, propose limitations on the speaking time and announce decisions.

- b) The body of Chairs shall conduct the debate in a fair and balanced manner and have discretion over most matters arising in the Committee. They shall strive to further the goals and principles of IsarMUN.
- c) They may rule on the interpretation of the present Rules, subject to appeal by the Committee or overriding decision by the Secretariat.

1.6 Delegates

- a) The term "Delegate" shall be understood as a generic term, referring hereinafter to every participant in a Committee with the exception of the Chairpersons.
- b) Each Member State to a Committee shall be represented by one (1) Delegate, unless the Special Rules, or the Secretary-General state otherwise.
- c) The Delegates who represent full member states of the said Committee shall have speaking and voting rights on all matters discussed in their respective Committee.
- d) Delegates are required to remain in character by consistently advocating the interests and representing the policies of the country assigned. To act in character also entails displaying respect for the opinions and ideas of fellow delegates, even if these opinions and ideas conflict with a given delegate's own country's priorities or personal views.
- e) Delegates are asked to collaborate with fellow delegates diplomatically whenever possible.

1.7. Editor in Chief

- a) The Editors in Chief are responsible for the overall supervision of the activities and the final output of the Press Team.
- b) The Editors in Chief shall have the right to set guidelines covering the activities and the output of the Members of the Press Team. These guidelines shall not conflict with other provisions of the Rules of Procedure.
- c) The Editors in Chief shall have the right to edit the output of the work of the Members of the Press Team, within reason.

1.8 Press Team

- a) The Press Team shall perform their functions in the conference under the authority of the Editors in Chief
- b) The Press Team shall be referred to as Members of the Press Team, or other similar terminology as appropriate
- c) Unless provided for otherwise in the Rules of Procedure, or at the discretion of the Chairs, Members of the Press Team shall have the right to visit and leave the Committees they are assigned to, the right to ask a member of the Committee for an interview, or a statement for the purposes of journalistic coverage of the conference
- d) Members of the Press Team shall not act in a manner that is disruptive of the activities of the Committees they are assigned to.

1.9 Secretariat

- a) The Secretariat acts as the governing body of IsarMUN. All matters pertaining to the general conduct of the debate shall be referred to them.
- b) The Secretary-General and Deputy Secretary-General shall issue the final rulings over the interpretation of this document. All decisions made by the Secretary-General shall be considered final and without appeal.
- c) The Under-Secretary Generals have responsibility for the specific conduct of the Committees. They may rule over or refer matters arising in any Committee to the Secretary-General, including but not limited to:
 - i. Decisions made by the Chairs over the conduct of the Committee;
 - ii. Decisions made by the Chairs over the interpretation of the Rules of Procedure, irrespective of whether they have been challenged or not;
 - iii. Behavior of delegates.
- d) The Secretary-General or a member of the Secretariat designated by him/her may at any time reserve the right to make either written or oral statements to the Committee.

1.10 Executive Board

- a) The Conference Managers are in charge of the Executive Board.
- b) The Executive Board is in charge of the organizational, logistical and other provisions necessary for the proper functioning of the Conference.
- c) The Executive Board has custody of the documents in the archives and, if applicable, prints and circulates official documents. In the unlikely event of a conflict between a Member of the Organising 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 Conference Managers for mediation.

1.11 Faculty Advisors

- a) Faculty advisors are instructors responsible for student preparation and overseeing their performance during a Model UN Conference. They are required to:
 - i. Make efforts to ensure that students maintain a positive and professional approach to the conference and help them understand the skills of diplomacy as practiced at IsarMUN.
 - ii. Serve as information resources when appropriate, but do not participate in the actual writing of resolutions or caucusing activities; participation in the committee process must be left to the student delegates and the conference volunteer staff.
 - iii. Quietly observe their students from the back of committee rooms and try to avoid any disruption of the ongoing debate.
 - iv. Refrain from using academic credit and grading policies that force participation beyond a country's normal position in the UN; awards should not be a delegation's main emphasis.
- b) Faculty Advisors are required to attend and participate in any faculty advisor meeting.

1.11 Attendance

- a) Presence of the Delegates during the committee meetings is mandatory. Reason for any absence must be communicated to the Chairpersons concerned.
- b) Only Delegates who attended 90% of the Committee meetings are eligible for any Awards or certificate of participation.
- c) An exclusion or a partial exclusion from the Committee meeting necessarily entails the exclusion from all social events and may result in the Executive Board not providing the Delegate with a certificate of participation.

1.12 Personal Conduct

- a) Delegates, Chairs and all other participants shall show common courtesy and respect towards each other at all times.
- b) Respect academic integrity; plagiarism will not be tolerated.
- c) Abuse of language or otherwise uncivil behaviour shall not be tolerated and the Secretariat reserves the right to sanction such deviations from diplomatic conduct.
- d) More detailed rules of personal conduct and safety mechanisms can be found in the official IsarMUN Code of Conduct (CoC).

1.13 Participation of Non-Members/Observers

- a) Representatives of Accredited Observers will have the same rights as those of full members, except that they may not sign or vote on draft resolutions or amendments. These representatives reserve the right to vote only on procedural matters but not substantive matters.
- b) A representative of an organization that is neither a member of the United Nations nor an Accredited Observer may address a Committee only with the prior approval of the Chair.

1.14 Participation of Non-Governmental Organizations

- a) Representatives of Non-Governmental Organizations (NGOs) reserve the same rights as a full member of the Committee, with the exception of the right to vote on substantive matters, or the right to sponsor (or sign) draft resolutions.
- b) At the discretion of the Committee Chair, delegates of Non-Governmental Organizations hold certain unique procedural rights stated below:
 - i. Introductory Statements to Committee: If desired, an NGO holds the right to submit a written introduction of the Committee Chair that elaborates on the position and powers of the NGO. The Chair reserves the right to postpone the introduction of the NGO if necessary.
 - ii. Written or oral announcements: An NGO is allowed to address the Committee in oral or written form, stating its stance on the topic being discussed and the possible contributions it can make. This announcement will also be made at the discretion of the Committee Chair.

2. Rules Governing the Opening of Debate

2.1 Roll Call

- a) The first session of debate each day shall start with a roll call. The chair board shall name each delegation supposed to be present in alphabetical order. The Delegate representing the country being named may give one of the two following answers:
 - i. Present, meaning that the Delegate will partake in the debate;
 - ii. Present and voting, meaning that the Delegate will partake in the debate and will be prohibited from abstaining in any substantive vote until the next roll call.
- b) Delegates who fail to answer will automatically be considered absent. They may change this status to either present or present and voting by sending a note to the chairpersons specifying their desired status. The chairpersons shall publicly acknowledge their new status.

2.2 Quorum

- a) Quorum denotes the minimum number of delegates who need to be present in order to open debate.
- b) Quorum is met, and the Chair declares a Committee open to proceed debate, when at least one-third (33%) of the members of the Committee (as declared at the beginning of the first session) are present.
- c) A quorum will be assumed to be present unless specifically challenged and shown to be absent.
- d) In order to vote on any substantive motion, the Committee must establish the presence of a two-thirds majority of members.

2.3 Agenda

- a) The Agenda determines the topic that will be discussed in Committee.
- b) As there is only one Topic Area in each committee, the Agenda will be considered automatically set.
- c) The Chairpersons hold the right to modify the Topic Area at their discretion.
- d) In the event of a simulated international crisis or emergency, the Secretary-General, members of the Secretariat or the members of the chair board may call upon the delegates of a certain Committee to set aside or table debate on the current Topic Area so that the more pressing issue may be attended to immediately.
 - i. After a draft resolution has been passed on the crisis topic, the Committee will return to debate on the tabled topic.
 - ii. If a draft resolution on the crisis topic fails, the Committee may return to debate on the tabled Topic Area only at the discretion of the Committee Staff.

2.4 General Powers of the Chairpersons

- a) The chair board consists of two or three committee Chairs.
- b) Each Committee session will be announced open and closed by the acting Chair, who may also propose the adoption of any procedural motion to which there is no significant objection.

- c) The Chairpersons, subject to these rules, will have complete control of the proceedings at any meeting.
 - i. The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and ensure and enforce the adherence to these rules.
 - ii. If necessary and given no objections, the chairpersons may choose to suspend the rules in order to clarify a certain substantive or procedural issue.
 - iii. The Chair also has the right to interrupt the flow of debate in order to show a presentation, or to bring in a guest speaker or an expert witness.

2.5 Chairperson's Discretion

- a) If a situation arises, which has not been addressed in the Rules of Procedure, the Chairpersons of the Committee hold precedent setting discretion over the decisions in these circumstances, hereby called "Chair's Discretion".
- b) Chair's Discretion decisions must be arrived at through consensus within the chair board and are subject to the review of the Secretary-General, who shall have the final authority over which rule is to be applied, and which course of action is to be pursued.

2.6 Notes

- a) The silent passing of notes related to matters on the Agenda is in order unless otherwise provided for in the Rules of Procedure.
- b) Chairpersons have the right to read all notes passed to ensure their relevance to the Agenda is reserved, and the Chairpersons may take appropriate measures to prevent the continuous passing of irrelevant notes.
- c) All private communication between delegates during moderated debate must take place in a written form.

2.7 Motion to Open or Re-Open Debate

- a) Once the Quorum has been met either at the start of committee or after an suspended or adjourned session and delegates are ready to begin, a motion to Open debate is in order
- b) This motion requires a simple majority to pass

2.8 Opening Statements

- a) Opening statements are delivered for each agenda item by each state's delegate according to alphabetical order. The time limit is ninety (90) seconds per speech.
- b) During each country's address, no other country may interrupt, and motions cannot be made until all statements are read. It is considered good manners to open by recognizing the Chair and other delegates before reading your statement.
- c) Opening speeches are taken after the first session is open.

3. Rules Governing Debate

3.1 General Speaker's List

- a) The Committee shall at all times have an open Speaker's List for the Topic Area being discussed.
- b) Delegates may move to set the Speakers' time. The latter shall, by default, be 90 seconds. This motion requires seconds; it triggers a procedural vote.
- c) Separate Speaker's Lists will be established as needed for procedural motions and debate on amendments.
- d) A member may add its name to the Speaker's List by submitting a request in writing to the Chair, provided that member is not already on the Speaker's List, and may remove its name from the Speaker's List by submitting a request in writing to the Chair.
- e) At any time the Chair may call for members that wish to be added to the Speaker's List. The names of the next several members to speak will always be posted for the convenience of the Committee.
- f) The Speaker's List is the default activity of the Committee. If no motions are on the floor, debate automatically returns to the Speaker's List.
- g) The debate shall close as soon the General Speaker's List runs out.

3.2 Speeches

- a) No Delegate may address a Committee without having previously obtained permission by the Chairpersons. Essentially, 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.
- b) If a Delegate addresses a Committee without permission, exceeds the allowed time for his speech, makes offensive statements, or in any other way violates the present Rules of Procedure, the Chairpersons may call the Delegate to order and thereby revoke her speaking permission. In case of a repeated contempt for the Rules of Procedure, the Chairpersons may call upon the Secretary-General to take appropriate measure to prevent further violations.
- c) The Chair has the discretion to be flexible (within reason) about the time limit to allow a delegate to finish his or her thought in order to account for the varying fluency of English among conference attendees.
- d) Delegates are required to make all speeches from the 3rd person perspective.
- e) There can be no speeches made from the 1st person unless the approval of the Chair is received.
- f) There can be no props (utensils of any kind) used unless the approval of the Chair is received.

3.3 Yields

- a) A delegate granted the right to speak on a substantive issue (such as in the General Speakers List) may yield in one of three ways at the conclusion of his/her speech:
 - i. **Yield to another delegate:** His or her remaining time will be offered to that delegate. If the delegate accepts the yield, the Chair shall recognize the delegate for the remaining time. To turn the floor over to a co-delegate of the same member

state is not considered a yield. The second delegate speaking may not yield further to a delegate or to questions.

- ii. **Yield to questions:** Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical, leading and/or not designed to elicit information. Only the speaker's answers to questions will be counted towards the time limit.
 - iii. **Yield to the chair:** Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker.
 - iv. Minimum time to yield to another delegate or to questions is 10 seconds.
- b) Only one yield is allowed per speech (i.e. no yields on yielded time).
 - c) There are no yields allowed if the delegate is speaking on a procedural matter.
 - d) A delegate must declare any yield by the conclusion of his/her speech.
 - e) Yields only need to be made when in a Speakers' List.

3.4 Right of Reply

- a) A delegate whose personal or national integrity has been impugned by another delegate may ask for a Right of Reply.
- b) The Chair will grant the Right of Reply at his/her discretion; this decision is not appealable. A delegate granted a Right of Reply shall be given 30 seconds to reply.
- c) A Right of Reply to a Right of Reply is out of order.
- d) Diplomatic language shall be used at all times.

4. Rules Governing Points

4.1 General Rules on Points

- a) All Points shall be raised only when the Floor is open, unless the present Rules of Procedure explicitly state otherwise.
- b) In order to raise a Point, Delegates shall state the name of their Point in order to enable the Chairpersons to establish the precedence. After being acknowledged, Delegates shall rise and make their Point.
- c) To "address" the Point shall hereinafter refer to an act of a Chairperson consisting of granting, ruling out, gathering Seconds for and Objections to, or organising the vote upon the Point, and to any other task provided for by the Rules of Procedure.
- d) All Points are to be considered non-debatable unless explicitly stated otherwise in the Rules of Procedure.

4.2 Point of Personal Privilege

- a) Whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the proceedings, he/she may rise to a Point of Personal Privilege to request that the discomfort be corrected.

- b) A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible. Otherwise, the delegate rising on the Point of Personal Privilege must always wait till the end of the speech to raise the Point.

4.3 Point of Order

- a) During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure.
- b) The Point of Order will be immediately decided by the Chair in accordance with the rules of procedure.
- c) A representative rising to a Point of Order may not speak on the substance of the matter under discussion.
- d) A Point of Order may not interrupt a speaker during the speech.

4.4 Point of Parliamentary Inquiry

- a) A delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure at any time during the debate.
- b) A Point of Parliamentary Inquiry may never interrupt a speaker.
- c) Delegates with substantive questions should not rise to this Point, but should rather approach the Committee staff during caucus or send a note to the dais.
- d) Points of Information do not exist.

5. Rules Governing Motions

5.1 General Rules on Motions

- a) All Motions shall be raised only when the Floor is open, unless the present Rules of Procedure explicitly state otherwise.
- b) In order to raise a Motion, Delegates shall state the name of their Motion in order to enable the Chairpersons to establish the precedence. After being acknowledged, Delegates shall rise and make their Point or Motion.
- c) To “address” the Motion shall hereinafter refer to an act of a Chairperson consisting of granting, ruling out, gathering Seconds for and Objections to, or organising the vote upon the Motion, and to any other task provided for by the Rules of Procedure.
- d) All Motions are to be considered non-debatable unless explicitly stated otherwise in the Rules of Procedure.
- e) Motions require the support of a Second Delegate (hereinafter referred to as “Second”), unless explicitly stated otherwise in the Rules of Procedure. The Chairpersons shall ask for such a Second immediately after the Motion is made. If the Motion does not manage to gather at least one Second, it automatically fails. If the Motion receives Seconds, the Chairpersons shall immediately ask for Objections. If there are no Objections to the Motion, it automatically passes.
- f) Once there are no more Motions on the Floor, the Delegates shall vote upon them one by one with regard to their disruptiveness in a downward manner (i.e. from the most disruptive to the least disruptive one).
- g) Motions require a simple majority (50% + 1) to pass, unless explicitly stated otherwise in the individual rules pertaining to the specific Motion.

- h) If there are multiple Motions or Points raised at the same time, the Chairpersons shall address them in the order of disruptiveness (see Annex I).

5.2 Motion for a Minute of Silence or Prayer

- a) Immediately after the opening of the first session and immediately preceding the closing of the final session, a delegate may move to observe one minute of silence dedicated to prayer or meditation.
- b) The motion passes at the decision of the chair board.
- c) The chair's decision on the motion is not subject to appeal.

5.3 Motion to Set the Agenda

- a) There shall be no motion to Set the Agenda as there is only one Topic Area per committee
- b) Instead, delegates are to motion to Open the Speakers list after Opening debate
- c) The chair board does not have discretion over this Rule.

5.4 Motion to Set the Speaker's Time

- a) Per default the Speakers' time is ninety (90) seconds. To change the Speakers time a Motion to set the Speaker's Time is in order. This Motion requires one speaker in favour and one speaker against.
- b) If there are multiple motions to set speaking time on the Floor, the proposal with the longest amount of time takes precedence. If objections are raised to the motion a balanced speakers' list is established of one for and one against with a speaking time of 30 seconds each. After the debate closes a procedural vote is held.

5.5 Motion to Appeal the Decision of the Chair

- a) An appeal can only be made to procedural matters, not substantive ones.
- b) A delegate may appeal any procedural decision of the Chair unless it is one that cannot be appealed as stated by the Rules of Procedure.
- c) The delegate can only appeal a ruling immediately after it has been pronounced. The delegate will be given thirty seconds in order to explain the reasoning behind the appeal. The Chair may speak briefly in defense of the ruling.
- d) The appeal shall then be put to a vote, and requires a two-thirds majority to pass.
- e) If it passes, then the Chair's motion is overturned and procedure follows as before the Chair's decision was made.

5.6 Motion for an Unmoderated Caucus

- a) A Delegate shall have the right to raise a Motion for an Unmoderated Caucus. The Delegate may briefly state the purpose of the Unmoderated Caucus and propose a total time of the Caucus.
- b) 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 the Formal Debate, beginning with the most disruptive. Final interpretation on which Unmoderated Caucus is to be considered more or less disruptive is upon the discretion of the Chairpersons.

- c) The Unmoderated Caucus interrupts Formal Debate. While in an Unmoderated Caucus, Delegates are free to move around the room and speak. It is used for informal debates and negotiations.
- d) The decision of the Chairpersons to rule out a Motion for an Unmoderated Caucus is not subject to appeal.

5.7 Motion for a Moderated Caucus

- a) A Delegate shall have the right to raise a Motion for a Moderated Caucus. The Delegate shall briefly state the purpose of the Moderated Caucus; propose a total time of the Caucus and an individual Speaking Time per Delegate.
- b) 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 the General Speakers List, beginning with the most disruptive. Final interpretation of which Moderated Caucus is to be considered more or less disruptive is upon the discretion of the Chairpersons.
- c) The Moderated Caucus interrupts the General Speakers List. No Speaker's List shall be established. Delegates may indicate their desire to speak by raising their placards, given that there is no other Delegate exercising her right to speak. The Chairpersons shall designate the speakers taking into consideration equity and good functioning of the Committee. If no Delegate signals her desire to speak within a reasonable timeframe, the Moderated Caucus shall elapse and the Committee shall return to the General Speakers List.
- d) There is no yielding of time in moderated caucuses.
- e) The decision of the Chairpersons to rule out a Motion for a Moderated Caucus is not subject to appeal.

5.8 Motion for an Extension of a Previous Caucus

- a) An Moderated or Unmoderated Caucus may be extended twice.
- b) The motion to extend the Caucus can only be brought forward after the caucus has lapsed, and is subject to chairs discretion and a procedural vote..
- c) The extensions shall not be longer than the original total time of the Moderated Caucus.
- d) The decision of the Chairpersons to rule out an extension is not subject to appeal.

5.9 Motion to Invite a Representative

- a) Delegates, may move to invite a Representative to speak before the committee. The Motion shall include the Representative that is requested as well as a Topic for the issue that should be discussed.
- b) The decision not to entertain this motion is not subject to appeal.

5.10 Motion for the Introduction of a Draft Resolution

- a) Once a draft resolution has been approved by the Chairs, a Motion can be brought forward to introduce the Draft Resolution.
- b) This Motion does not require seconds and is not subject to a vote, and thereby passes automatically.

- c) After the introduction of the Draft Resolution by the Chairpersons, 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.
- d) Subsequently, there shall be a Question & Answer session not exceeding five (5) minutes, where the Sponsors answer technical questions. Delegates may ask their questions after raising their placards and being given the Floor to do so by the Chairpersons. Questions on the substance of the Draft Resolution are not in order. There is no extension possible.
- e) No delegate may refer to a draft resolution until it is formally introduced.

5.11 Motion for the Introduction of an Amendment

- a) Once an amendment has been approved by the Chairs, a Motion can be brought forward to introduce the Amendment.
- b) This Motion does not require seconds and is not subject to a vote, and thereby passes automatically.
- c) After an amendment has been introduced, the chairperson shall ask the sponsors of the Draft Resolution concerned whether they deem the amendment as friendly or unfriendly.
- d) Where the amendment is deemed friendly by all sponsors, it shall be included in the Draft Resolution immediately.
- e) Where the amendment is deemed unfriendly by at least one sponsor, a speakers list is created to debate the amendment which shall not exceed a total of 15 minutes. After this Speakers list lapses or at the discretion of the Chair, a substantial vote on the amendment should be held.
- f) Should any unfriendly amendment pass, the sponsors shall no longer be required to vote in favour of their Draft Resolution.

5.12 Motion to Withdraw an Amendment / Resolution

Amendments and Resolution can be withdrawn at any point before entering voting procedure by a consensus of all sponsors.

5.13 Motion for the Suspension of the Meeting

- a) If passed, the Motion for Suspension suspends the meeting for a short time. The Motion requires a qualified majority (2/3) to pass. The Chairs may rule out this Motion provided it is not close enough in time to the end of the Committee break as set out by the schedule
- b) The Motion for Adjournment of the Debate is debatable.

5.14 Motion for the Adjournment of the Meeting

- c) If passed, the Motion for Adjournment ends the meeting for the rest of the day or until the next conference. The Motion requires a qualified majority (2/3) to pass. This Motion may be ruled out by the Chairs provided it is not close enough in time to the end of the Committee meeting as set out in the Conference schedule.
- d) The Motion for Adjournment of the Debate is debatable.

5.15 Motion to Close the Speaker's List

- c) At the discretion of the Chairpersons, Delegates may raise a Motion to Close the Speaker's List. Closing the Speaker's List means that no more countries will be added to the Speaker's List. Once all remaining names on the Speaker's List have been exhausted, the committee immediately moves into the Voting Procedure. There is no further need for a Motion for the Closure of the Debate.
- d) The Motion to Close the Speaker's List is debatable to the extent of two speakers for and two against, 30 seconds each, to be followed by an immediate procedural vote on that motion.

5.16 Motion for the Closure of Debate

- a) If passed, the Motion for the Closure of the Debate ends discussion on the Agenda or an Agenda Item and the committee will move into Voting Procedure. The Motion requires a qualified majority (2/3) to pass.
- b) The Motion for the Closure of the Debate is debatable to the extent of two speakers for and two against, 30 seconds each, to be followed by an immediate procedural vote on that motion.
- a) When closure of debate is moved, the Chair may recognize up to two speakers for and against the motion.
- b) If there are no objections, the motion to close debate will automatically be adopted and the Committee will move immediately to voting procedure.

6. Rules Governing the Path to a Draft Resolution

6.1 Working Papers

Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format.

6.2 Requirements for a Draft Resolution

- a) The document may be introduced to the Floor and distributed as a Draft resolution if:
 - i) it satisfies requirements of the form and the content of a Resolution, and
 - ii) it includes the required number of Sponsors and Signatories.
- b) The satisfaction of said requirements shall be controlled and confirmed by the Chairpersons, as well as by the Secretariat in unison.
- c) 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 previously.

6.3 Draft Resolutions, Sponsors and Signatories

- a) A draft resolution requires a simple majority of members present to pass. Only one draft resolution may be passed per Topic Area. After a draft resolution is passed,

voting procedure will end and the Committee will move directly into the second Topic Area (following the rules governing the setting of the agenda).

- b) 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. Signing a draft resolution need not indicate support of the draft resolution, and the signatory has no further rights or obligations. Signing a draft resolution only indicates a desire for the draft resolution to be discussed in Committee. Signatories should be listed in alphabetical order on every draft resolution.
- c) The minimum and maximum number of Sponsors will be set by the Chair board at the start of debate.
- d) Signatories are recognised as Representatives wishing to discuss the Draft Resolution, they are not bound by any further obligations.
- e) Unless explicitly stated otherwise in the Special Rules pertaining to the individual Committees, a minimum of twenty percent (20%) of the delegates as Signatories is required for the Draft Resolution to be introduced. There is no maximum number of Signatories.

6.4 Amendments

An amendment is a proposed change to a draft resolution. An amendment can either add, replace or remove parts of a draft resolution. Any proposed amendment shall be considered either friendly or unfriendly. Within the meaning of these Rules,

- i) A friendly amendment is a proposed amendment that has the support of all sponsors of the Draft Resolution it seeks to amend;
- i) An unfriendly amendment is a proposed amendment that does not have the support of all sponsors of the Draft Resolution it seeks to amend.
- ii) An unfriendly amendment must have the support of two other delegates in the committee before it can be introduced.

7. Rules Governing Voting

7.1 Procedural Voting

- c) Voting on any matter other than draft resolutions and amendments is considered procedural. Each and every member of the Committee, including representatives of Accredited Observers and of NGO must vote on all procedural motions, and no abstentions will be allowed.
- d) A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. A two-thirds vote will require at least twice as many “Yes” votes than “No” votes.

7.2 Substantial Voting

- a) Substantive voting includes voting on draft resolutions and unfriendly amendments. Once the Committee closes debate on the Topic Area, it will move into substantive voting procedures.

- b) In order to pass a Substantive Vote, two thirds of delegates present must vote in favour
- c) At this point of time, the chambers are sealed and no interruptions will be allowed. The only points and motions that will be in order are:
 - i. Point of Personal Privilege
 - ii. Point of Order
 - iii. Point of Parliamentary Inquiry
 - iv. Reordering Draft Resolutions
 - v. Motion to vote clause by clause
 - vi. Division of the Question
 - vii. Motion for a Roll Call Vote
- d) If there are no such motions, the Committee will immediately vote on all draft resolutions. For substantive voting, each member will have one vote.
 - i) Each vote may be a „Yes,“ „No,“ or „Abstain.“ Abstaining members are not considered to be voting. All matters will be voted upon by a show of placards, unless a motion for a roll call vote is accepted. Abstentions are not counted in the total number of votes cast.
 - ii) Once any Resolution has been passed, the voting procedure is closed, as only one Resolution may be passed per Topic Area.
 - iii) NGOs and Observer Nations will not be able to vote on draft resolutions and/or amendments.

7.3 Voting by Acclamation

- a) Before the beginning the vote on a particular motion, draft resolution or amendment, the Committee Chair has the right to ask his or her members if there are any objections to a vote by acclamation.
- b) If the Committee members have no objections, then the motion will automatically be adopted without the Committee going into voting procedure. A single objection to voting by acclamation will mean that the Committee will go into normal voting procedure.

7.4 Motion for Reordering Draft Resolutions

- a) A Motion to Reorder Draft resolutions will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions.
- b) If the motion receives the simple majority required to pass, the Chair will take all motions to reorder draft resolutions and then vote on them in the order in which they were introduced. Voting will continue until either a motion passes, receiving a simple majority, or all of the motions fail, in which case the Committee will move into voting procedure, voting on the draft resolutions in their original order.
- c) Only one motion to reorder draft resolutions is in order at the beginning of the voting procedure.

7.5 Motion to Vote Clause-by-Clause

- a) A delegate has the right to motion to vote clause-by-clause after debate on a draft resolution is closed. This motion to vote clause-by-clause is debatable to the extent of two speakers for and two against, to be followed by an immediate procedural vote on that motion.
- b) If the motion passes each clause of the draft resolution will be voted upon individually and procedurally.
- c) Preambulatory clauses are not subject to clause-by-clause votes.
- d) The decision of the Dais to not allow to vote clause by clause and by roll call is not subject to appeal.
- e) This Motion can be considered a simplified version of Dividing the Question
- f) If this motion passes, the motion to Divide the Question will not be entertained

7.6 Motion to Divide the Question

- a) After debate on any Draft Resolution has been closed, a delegate may raise a Motion to divide the question. This means that certain operative clauses of the Draft Resolution will be voted on separately. Pre-ambulatory clauses may not be separated in a division of the question.
- b) If the motion receives the simple majority required to pass, the Chair will take all motions to Divide the Question and then vote on them procedurally in the order which is most disruptive to the resolution (meaning most changed from the original structure of the Resolution)
- c) If a way to Divide the Question passes, a separate vote will be taken on each divided part to determine whether or not it is included in the Final Draft. The different parts require a simple majority to stay in the suggested Draft Resolution.
- d) All parts of the Draft Resolution that are subsequently passed will be recombined into a final document and put to a substantive vote as a whole.
- e) If this motion passes, the Motion to vote clause by clause will not be entertained.

7.7 Motion for a Roll Call Vote

- a) A delegate has the right to request a roll call vote after debate on a draft resolution is closed. A roll call vote can only be in order for substantive votes. In a roll call vote, the Chair will call members to cast their votes in English alphabetical order.
- b) The motion is subject to a procedural vote.
- c) In a Roll Call Vote, Delegates may vote:
 - i. in favour;
 - ii. against;
 - iii. abstain (given they are "Present" not "Present and Voting");
 - iv. Pass;
 - v. In favour or against "with rights";
- d) Shall the Delegate pass her vote, her delegation will be, irrespective of the English alphabetical order, amended to the end of the Roll Call. Delegate who passed her vote once may not pass the vote again.

- e) If a Delegate votes with rights, she shall be granted thirty seconds (30) to explain her vote, once all the votes have been cast and the Chairpersons have announced the results of the vote.
- f) Abstaining with rights is not in order.

Annex I: Precedence of Points and Motions

Motions will be considered in the following order of precedence:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Motion to Appeal the decision of the chair
5. Motion for the Closure of the Debate
6. Motion to Close the Speaker's List
7. Motion for the Adjournment of the Meeting
8. Motion to Extend a Caucus
9. Motion for an Unmoderated Caucus
10. Motion for a Moderated Caucus
11. Motion to Change the Speaker's Time

At the start of voting procedure, only the following points and motions are in order, in the following order of precedence:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Reordering Draft Resolutions
5. Motion to vote clause by clause
6. Division of the Question
7. Motion for a Roll Call Vote

Annex II: Specialised Rules of Procedure for Historical United Nations Security Council

The Historical United Nations Security Council, due to its unique nature, will have several differences in its Rules of Procedure (RoP) in comparison to General Assembly (GA)-based committees.

1. Differences in Participants and their Powers

- a) UNSC consists of 15 member states, 5 of them (Republic of China, Soviet Union, the United Kingdom of Great Britain and Northern Ireland, the United States of America and French Republic) are permanent members and rest are non-permanent members.
- b) Permanent members of the UNSC (P5) have the power of veto within the Council. The use of power of veto is restricted with the voting procedures of substantive matters (such as Draft Resolutions). There is no limitation on the usage of veto powers throughout neither a session nor the conference's time.

2. Motion for a Private Session

- a) A motion for a private session can only be given as the first motion of a formal session of the Council, and this motion requires a simple majority to pass.
- b) This motion should only be used during the discussions of highly sensitive matters and/or confidential plans of the Council.
- c) Once the Committee is moved with a private session, all of the press and consultants will be immediately removed from the Council chamber, broadcasting and recording of the Council will be suspended for the duration of the respective session. Furthermore, delegates will attain the right to rise for the motions for a consultation of the whole and a P5 meeting.

3. Motion for a P5 Meeting

- a) When the floor is open during a private session, a permanent member of the Council may raise a motion for a P5 meeting. This motion requires the consensus of the permanent members present in the Council. A topic of discussion and a total time, not exceeding seven minutes, shall be indicated while stating the motion.
- b) Once this motion passes, the P5 members will be guided to the designated area for their meeting by the administrative staff. While the permanent members are not present in the council, other members and observers may move with further discussions on only procedural matters.
- c) This motion cannot be given more than one time in a single private session.

4. Press Release

- a) The Council may decide to prepare a press release in order to inform the international community about their official stance on the respective agenda and their plan of actions.
- b) There are no official formatting rules for the press releases issued by the Security Council; however, usage of a professional language is highly recommended.

- c) The processes of introduction, voting and adoption of a press release is almost identical with a draft resolution paper, nevertheless, a press release requires the approval of all members present, no matter what if they are a member of Permanent Five (P5) or not.
- d) The voting of press releases will be implemented through the silent procedure. In this procedure the Committee Director will conduct a ten seconds period of silence, delegates may state their objections by breaking the silence during the designated period by standing up and stating their objection with one word.

Annex III: Specialised Rules of Procedure for Yemen Peace Negotiations

1. Language (1.2)

English is the official language of the Yemen Peace Negotiations. It is not allowed for delegates to use any other language without the approval of the Secretariat on any of the documents that will be produced. During speeches, delegates are allowed to use sayings, technical words and untranslatable country-specific words etc. in their speeches, as long as their meanings will be provided following the usage.

2. Quorum (2.2)

- a) At least one representative from each of the three Yemeni parties must be present to establish Quorum
- b) Delegates are not allowed to use 'present and voting' option in any of the roll calls.

3. Agenda (2.3)

There will only be one agenda point throughout the conference, meaning a vote on the agenda is therefore not needed

4. Opening Speeches (2.7)

The opening speeches will be entertained once at the beginning of the conference

5. Speeches (3.2)

Delegates that are representing government officials or other persons are allowed to use first-person pronouns, nevertheless, the use of third-person pronouns are encouraged. Delegates representing states are still required to use third-person pronouns.

6. General Rules on Points and Motions (4.1 & 5.1)

Motions require the approval of half of the delegates present to pass, not half of the sides present.

7. Motion for a Consultation of the Whole

- a) A consultation of the whole is a type of caucus where an overall time is set but the moderating of which delegate speaks is informal.
- b) The delegate who motioned the Consultation may begin with the time, speak for as long as they want, then may yield the remaining time to whichever delegate they want, who may speak for as long as they want and then yield ect.. until there is no time left.
- c) When there is no time left, the delegate must yield the time to the chairs
- d) If the chairs notice a delegate is strictly limiting their yields from favouritism against the will of the committee, they may ask for the time to be yielded to other delegates

8. Motion for an Unmoderated Yemen Caucuses

- a) The Houthi's, Hadi Forces and South Secessionists will be escorted outside of the committee without any other delegates being present with 10 minutes of time limitation
- b) This motion only requires the unanimous approval of the three Yemen delegations.
- c) During the time of the unmoderated Yemen Caucus, other delegations present are allowed to continue with further discussions on procedural matters.
- d) This motion cannot be used more than one time per session.

9. Motion for the Introduction of a Draft Plan of Action (5.10)

- a) Plan of Action(s) will be a clause or series of clauses that will be written in order to bring a solution to each agenda item discussed within the committee.
- b) It only requires one preambulatory clause for an unlimited amount of plan of action clauses for each agenda item.
- c) Delegates may alter the draft plan of actions with amendments. The amendment passes with the unanimous approval of the three Yemen delegations and, in the case that another party is involved with the amendment, it must too vote in favour of the amendment.

10. Motion for the Introduction of a Draft Final Contract (5.10)

- a) This contract should include all of the final plan of actions taken throughout the committee sessions.
- b) For this contract to be accepted and released it must have unanimous approval from all three Yemen parties and any present state that is directly mentioned in the contract.
- c) The contract will become effective once signed by all required parties.

11. Motions Unused

- a) Motion to Divide the Question
- b) Motion to Vote Clause by Clause

12. Working Papers (5.1)

Working papers will not be used

13. Working Papers and Draft Resolutions (5.3)

All procedures will be the same for Draft Final Contract. Delegates may read the section by replacing 'Draft Resolution' with 'Draft Final Contract'

14. Introduction of Draft Resolution (5.10)

All procedures will be the same for Draft Plan(s) of Action. Delegates may read the section by replacing 'Draft Resolution' with 'Draft Plan(s) of Action'

15. Sponsors & Signatories (5.3 b & 5.3 a)

The minimum number of sponsors and signatories required will be two delegations of which both should be from the Yemen delegations

Annex IV: Specialised Rules for the North Atlantic Treaty Organization

1. Communiqués & Draft Resolutions (5.3)

- a) The North Atlantic Council shall adopt “Communiqués” in accordance with NATO procedure. Accordingly, “Communiqué” and “Draft Communiqué” should therefore replace the term “Resolution” and “Draft Resolution” in all motions and outcome documents where appropriate.
- b) The purpose of a communiqué is to outline the views reached by the North Atlantic Council on a matter, and proposes steps to be taken by the Alliance.
- c) Communiqués follow the distinct formatting guidelines used by NATO
 - i) There are to be no preambulatory clauses
 - ii) The use of specific operated clauses (such as in Annex VII) is not required
- d) Once adopted, the Communiqué is binding for all Member States of the North Atlantic Treaty Organization

2. Principle of Consensus

- a) Since consensus decision0making is a fundamental principle of NATO, all substantive votes require unanimous consent.
- b) Unanimous consent is reached in absence of any objections by any Member State
- c) Abstentions are thus not considered to be objections
- d) This principle does not apply to unfriendly amendments, which require a simple majority of those present to pass (51%)

Annex V: Specialised Rules for the International Court of Justice

1. Provisions

- a) Noting the highly specialised rules for the International Court of Justice, delegates will be provided with an entirely separate handbook for the Rules of Procedure of the committee.
- b) Only Section 1 (General Rules) will be bound upon the ICJ Committee.

Annex VI: Words for Preambulatory Clauses

Affirming	Guided by
Alarmed by	Having adopted
Aware of	Having considered
Bearing in mind	Having considered further
Believing	Having devoted attention
Confident	Having examined
Contemplating	Having heard
Convinced	Having received
Declaring	Having studied
Deeply concerned	Keeping in mind
Deeply conscious	Noting further
Deeply convinced	Noting with deep concern
Deeply disturbed	Noting with regret
Deeply regretting	Noting with satisfaction
Desiring	Observing
Emphasizing	Realizing
Expecting	Recalling
Fulfilling	Recognizing
Fully alarmed	Referring
Fully aware	Seeking
Fully believing	Taking note
Further deploring	Welcoming
Further recalling	

Annex VII: Words for Operative Clauses

Accepts	Further invites
Affirms	Further proclaims
Approves	Further recommends
Authorizes	Further reminds
Calls	Further requests
Calls upon	Further resolves
Condemns (UNSC Only)	Notes
Confirms	Proclaims
Considers	Reaffirms
Decides	Recommends
Declares accordingly	Regrets
Deplores	Reminds
Designates	Requests
Draws attention	Resolves
Emphasizes	Solemnly affirms
Encourages	Supports
Endorses	Takes note of
Expresses its hope	Urges