

# **KU Leuven Model United Nations 2020**

## **Rules of Procedure**

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## **PART I – GENERAL RULES**

### **CHAPTER I – GENERAL PROVISIONS**

#### **Rule 1 – Scope**

These Rules of Procedures shall apply to the 2020 KU Leuven Model United Nations. The Rules shall regulate the proceedings of the conference. They are considered adopted in advance of the conference and are not subject to change, unless decided otherwise by the Secretary-General.

#### **Rule 2 – Interpretation of Rules**

1. The final interpretation of the Rules of Procedure shall be reserved to the Secretary- General.
2. In case of conflict between a general rule of the Rules of Procedure (Part I–II) and the Special Rules pertaining to a specific committee (Part III), the latter shall prevail.
3. If a situation arises which has not been addressed in the Rules of Procedure, the Secretary-General and the Chairpersons shall have the final authority over which rule is to be applied, and which course of action should be taken.

#### **Rule 3 – Terminology**

The following terminology shall apply in these Rules of Procedure:

1. Committee sessions: refers to all formal sessions indicated as such in the conference schedule.
2. Participant: refers to all persons registered to take part in the conference.
3. Delegate: a generic term that refers to all participants registered to take part in a specific committee, with the exception of the Secretariat, Executive Committee and journalists.
4. Outcome Document: a term used to describe the document adopted at the end of the discussions on a topic. Outcome documents can take the form of Resolutions, Communiqués or Presidential Statements, amongst others, as specified in these Rules of Procedure.

### **CHAPTER II – CONDUCT REGULATIONS**

#### **Rule 4 – Languages**

English shall be the sole official working language of the conference, used during formal sessions as well as the social events and networking.

#### **Rule 5 – 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 code considered as appropriate in the culture of a participant's country of origin, or country as represented in the simulation.



## **Rule 6 – Attendance**

1. Attendance to the committee sessions is mandatory for all participants of the conference.
2. If a participant is, for specific reasons, unable to attend committee sessions, this must be communicated in advance to the chairpersons.
3. If a participant attends less than 75% of committee sessions, no Certificate of Participation will be handed out.

## **Rule 7 – Personal Conduct**

1. All participants shall maintain a diplomatic, respectful and courteous behaviour 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 or the Chairpersons may suspend any participant who repeatedly disregards the outlined code of conduct.

## **CHAPTER III – STAFF**

### **Rule 8 – Credentials**

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

### **Rule 9 – Delegates**

1. Each Member State to a committee shall be represented by one (1) delegate, unless stated otherwise by the committee-specific rules or the Secretary-General.
2. Delegates shall have speaking and voting rights on all matters discussed in their respective committee.

### **Rule 10 – Observers**

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

### **Rule 11 – Journalists**

1. Members of the KULMUN Newswire shall be referred to as journalists. Journalists shall work under the authority of the Editor-in-Chief.



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

### **Rule 12 – Editor-in-Chief**

1. The Editor-in-Chief shall be responsible for directing and supervising the work of the journalists for the KULMUN Newswire.
2. The Editor-in-Chief shall set ethical guidelines for her journalist's work and edit the content. She shall have responsibility over the final work that is published and be the public face of the media outlets.

### **Rule 13 – Chairpersons**

1. Two Chairpersons have been assigned to preside over each committee prior to the conference. They shall ensure the observance of the Rules of Procedure and regulate the proceedings of their committee. Both Chairpersons shall be considered as equal before the committee.
2. In case a procedural matter is not covered by these Rules, the Chairpersons may take a decision that they consider complying with the spirit of these Rules and the KULMUN conference.
3. The Chairpersons shall act objectively, assume complete control of the proceedings in the committee, and shall be responsible for the maintenance of order during official sessions.
4. No competences of the Chairpersons may be questioned by delegates.
5. The Chairpersons shall have the right to dismiss Points or Motions put forward by delegates should they be found to be contradictory to the Rules or if they are deemed dilatory. The Chairpersons may advise the delegates on substantive and procedural matters in order to ensure that the committee functions productively.
6. The Chairpersons shall remain neutral at all times during the official sessions, and shall therefore refrain from all voting, and refrain from delivering speeches regarding the substance of the debate.

### **Rule 14 – Crisis Team**

1. The Crisis Team is led by the Crisis Director.
2. The Crisis Director, and/or Members of the Crisis Team are Members of the Secretariat, and therefore exempt from the rules governing the conduct of delegates, and are at all-time responsible to the Secretary-General.
3. The Crisis Director, and/or Members of the Crisis Team may move freely in the committee room in order to distribute communication to the delegates, and they may enter and leave the room without permission by the Chairpersons.
4. The Crisis Director, and/or Members of the Crisis Team may at any time make oral and written statements to the committee concerning any topic. When requested, the Chairpersons shall grant them floor immediately.

### **Rule 15 – Secretariat**

The Secretariat shall be comprised of the Secretary-General, the Deputy Secretary-General, the Chairpersons, the Editor-in-Chief, the Crisis Manager and the members of the Crisis Team.

### **Rule 16 – Secretary-General and Deputy Secretary-General**

1. The Secretary-General's and the Deputy Secretary-General's interpretation of the Rules of Procedure shall prevail.
2. The Secretary-General shall be responsible for the proper application of the rules during the entire day program of the conference. The Secretary-General is entitled to adopt measures not stated herein, if deemed necessary for the good functioning of the conference.
3. The Secretary-General may at any time address a committee by means of oral or written statements and may be invited by delegates in order to answer questions.
4. The Secretary-General shall also:
  - a. assist the chairpersons;
  - b. receive, correct and circulate documents;
  - c. have custody of the documents in the archives;
  - d. perform any other action necessary for the good functioning of the conference.
5. The Secretary-General shall have the right to:
  - a. overrule any procedural decision by the chairpersons;
  - b. overrule any content in an official document;
  - c. approve or decline any of the committees' documents' official status.
6. The Deputy Secretary-General shall be considered a direct extension of the Secretary-General and shall have all rights and responsibilities the Secretary-General has. The decisions of the Deputy Secretary-General shall be open for review from the Secretary-General only.

### **Rule 17 – Executive Committee**

1. The Executive Committee is in charge of the organisational and logistical aspects of the conference.
2. The Executive Committee shall be exempt from the Rules of Procedure, to ensure the good functioning of the conference, unless otherwise stated.

## **PART II – CONDUCT OF BUSINESS**

### CHAPTER I – COMMITTEE RULES

#### **Rule 18 – Applicability**

The rules as laid out in Part II of these Rules of Procedure shall apply to all committees at KULMUN 2020 with the exception of the Newswire.

#### **Rule 19 – Chairperson's discretion**

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

2. The following elements may be decided upon, proposed or overruled at the Chairperson's discretion:
  - a. All motions as outlined below;
  - b. All elements of time within the motions;
  - c. The topics proposed within the motions, or specific elements thereof.
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.

## **Rule 20 – Conduct in the Committee**

1. Delegates may not address a committee without having previously obtained permission by the Chairpersons. Delegates can request the right to speak by raising their placard when the floor is open. When acknowledged by the Chairpersons, delegates shall state their request.
2. During formal session delegates may not cross-talk.
3. Delegates may not leave their designated and/or the official committee room while in formal session without previously obtaining permission by the Chairpersons. This rule shall not apply in case of extraordinary circumstances that require an immediate leaving of the room.

## **Rule 21 – Notes**

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

## **Rule 22 – Quorum**

1. A session in a committee may be declared opened by the Chairpersons provided that at least two-thirds (2/3) of the committee's delegates are 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 shall have the right to change the required minimum of delegates present in a committee for opening a session.
4. At the beginning of each session, and/or upon the Motion to Verify the Quorum, Chairpersons shall call in an alphabetical order on all accredited representations in order to state their status of attendance. Member States may reply "present" or "present and voting". Member States declaring themselves as "present and voting" shall have no right to abstain from any vote on the substantive matter.
5. Accredited Observers can declare themselves only as "present".
6. A Motion to Verify the Quorum may be presented by any delegate or entertained at the discretion of the Chairpersons at the beginning of each session, after each suspension, or before each substantive voting procedure.

### **Rule 23 – Minute of Silent Prayer or Meditation**

1. At the very beginning and at the very end of each session there is the possibility of a minute of silent prayer or meditation.
2. Any delegate may raise a Motion for a Minute of Silent Prayer or Meditation before the first roll call takes place or immediately after the session has been adjourned. It is possible to add a special reason to the request.
3. The Chairpersons may allow at most one such Motion at the start and one at the end of the session. Any decisions concerning this Motion are at the discretion of the Chairpersons. Their decision is not subject to an appeal.

### **Rule 24 – Roll Call**

1. In order to establish the presence and calculate the majorities, the Chairpersons shall begin each day of sessions and the session following lunch break with a roll call.
2. To conduct the roll call, the Chairpersons shall call upon the committee members in English alphabetical order. After being called upon, present participants shall state their status as either 'present' or 'present and voting', observers shall declare themselves 'present'. Delegates who have stated their status as 'present and voting' may not abstain from substantive votes.
3. Alteration of one's status is permitted and can be done by sending a note to the Chairpersons, who shall then announce the changed status to the committee.
4. A delegate not attending the roll call may be recognised as present if he/she sends a note stating his/her presence to the Chairpersons during formal session. A changed number of delegates present and any change in majorities shall be announced to the committee by the Chairpersons.
5. Delegates who did not attend the roll call, and who have not yet been announced as present by the Chairpersons, may not take part in formal debate, including any voting.

### **Rule 25 – Invitation of Observers**

1. Delegates may at any time during the debates request the participation of an organisation, institution, or state 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, to what end 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**

### **Rule 26 – Provisional Agenda**

A provisional agenda for each committee is proposed by the Secretariat before the conference. The provisional agenda will be communicated to the participants in their respective committee's study guide.

## **Rule 27 – Setting 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 objections, the Chairpersons shall ask for a maximum of two (2) speakers in favour of the provisional agenda and a maximum of two (2) speakers against. There shall be the same number of speakers in favour and against. They will be given the floor by the Chairpersons in alternation for one (1) minute each.
4. The provisional agenda shall after the debate be put to a procedural vote, requiring a simple majority (50%) to pass.
5. In the event that the provisional agenda does not receive the required majority, the reversed agenda order is automatically adopted.

## **CHAPTER III – FORMAL DEBATE**

### **Rule 28 – Formal Debate**

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

### **Rule 29 – Opening Statements**

1. At the beginning of the debate upon each agenda item, each participant shall be allotted time to deliver an opening statement on the agenda item at hand. The order of the speakers and the time allotted to each participant shall be decided upon by the Chairpersons discretion. These decisions are not subject to appeal.
2. Any time remaining after an opening statement is automatically yielded to the Chairpersons.

### **Rule 30 – General Speakers' List**

1. After entertaining opening statements on an agenda item, the General Speakers' List is open by a delegate proposing a Motion to Open Speakers' List. The General Speaker's list shall determine the order of speakers in formal debate.
2. The General Speakers' List shall remain open and participants shall be able to be added to the list until a Motion for Closure of the Speakers' List or a Motion for Closure of Debate has been passed by the committee.
3. A delegate can only figure once on the General Speakers' List at the same time, but may be added again once he/she no longer figures on the list.
4. A new General Speakers' List shall be opened when the committee begins debate upon a new topic.
5. The default speaker's time shall be set by the Chairpersons and shall be announced to the committee at the beginning of the first regular session; however it may not exceed two (2) minutes. The speaker's time may be changed by the committee by a Motion to change the Speaker's Time.
6. If the General Speakers' List runs out of speakers, debate on the agenda item is closed, and the committee shall automatically move into voting procedure.
7. A delegate may be removed from the General Speakers' List by submitting a written request to the Chairpersons.



### **Rule 31 – Yields**

1. A delegate who has been granted the floor during formal debate, and not exhausted his/her speaker's time, must decide how to yield the remainder of his/her time.
2. The remaining time may be yielded to the Chairpersons, to another delegate or to questions.
3. If a delegate yields his/her time to the Chairpersons, they shall continue with the proceedings.
4. If a delegate yields his/her time to another delegate, the delegate in question can accept or decline the time that has been yielded to them. Should this person accept the yield, they shall have the floor for the remaining time.
5. If a delegate yields his/her time to questions, the Chairpersons shall entertain a question and answer session for the remaining time. Other delegates wishing to ask a question shall then be selected by the Chairpersons and be allowed to ask a short and concise question. The participant who has the floor shall choose whether or not he/she wishes to accept a question. The remaining time shall only be counted down if the participant accepts the question and only for the time used to answer the question. Should there be no further questions, the floor shall automatically be returned to the Chairpersons.
6. If time has been yielded once, there shall be no further yielding, and the floor returns to the Chairpersons automatically.

### **Rule 32 – Right of Reply**

1. If a statement given by a delegate impugns the national or personal integrity of another delegate, the latter may ask for a Right of Reply after the controversial speech has been concluded.
2. The delegate requesting a right of reply shall briefly repeat the content of the part of the speech they consider controversial.
3. Whether a right of reply shall be given shall be decided upon by the Chairpersons, as well as the time allotted to the reply. Their decision on this matter is not subject to appeal.
4. A right of reply to a right of reply shall not be in order.
5. A right of reply shall only be in order during formal debate.

### **Rule 33 – Question and Answer Period**

1. Any delegate may, once the floor has been opened for Motions, raise a Motion for a Question and Answer Period for the purposes of questioning any delegate on an issue relevant to the debate.
2. Any other delegates may pose questions to the delegate under questioning. Questions shall have no introduction.
3. It is at the discretion of the delegate under questioning how many questions they are prepared to accept, but no more than five (5) shall be allowed for a single Question and Answer Period.
4. The delegate under questioning may refuse to answer any of the questions.
5. The time allotted to answering each question shall not exceed one (1) minute.

### **Rule 34 – Moderated Caucus**

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

2. A delegate may signal their desire to speak by raising their placard. The Chairpersons shall recognise the speakers by taking into consideration equity, and the good functioning of the committee. The decision of the Chairpersons to recognise a specific speaker is not subject to appeal.

### **Rule 35 – Unmoderated Caucus**

1. An Unmoderated Caucus suspends formal debate. It shall be used by delegates for informal debates and negotiations, lobbying for their interests, resolving difficult questions about the topic on the agenda, and writing working papers, final documents, and amendments.
2. Delegates may move about the committee room freely and interact, but may not leave the committee room without prior permission of a Chairperson.

## **CHAPTER IV – POINTS**

### **Rule 36 – General Rules Regarding Points**

1. Points may be introduced at any time during formal debate and a moderated caucus, without interrupting a speaker, unless otherwise specified in these Rules of Procedure.
2. Points are used to communicate a problem to the Chairpersons and as such shall be recognised before any speakers or motions.

### **Rule 37 – Point of Personal Privilege**

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

### **Rule 38 – Point of Parliamentary Inquiry**

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

### **Rule 39 – Point of Order**

1. A delegate may raise a Point of Order, if he/she believes that a mistake has been made in adhering to the Rules of Procedure. This point may under no circumstances interrupt a speaker.
2. The Point of Order shall immediately be considered by the Chairpersons and ruled upon in adherence with the Rules of Procedure. Should a delegate disagree with the decision of the Chairpersons, he/she may appeal the decision of the chair according to Rule 42.



## CHAPTER V – MOTIONS

### **Rule 40 – General Rules Regarding Motions**

1. Motions may be raised when the floor is opened by the Chairpersons.
2. Unless otherwise stated, motions are considered non-debatable.
3. The Chairpersons shall be responsible for collecting motions. It is up to their discretion to decide when and how many motions to collect.
4. In the event that there are multiple motions on the floor, they shall be entertained according to the order of precedence determined in Rule 41, starting with the most disruptive motion.
5. When entertaining a motion, before putting this motion to a vote, the Chairpersons shall ask for seconds and objections to the motion. Should there be no seconds, the motion will automatically fail. Should there be no objections, the motion will pass without a vote.
6. Unless otherwise explicitly stated within the Rules of Procedure, motions require a simple majority (50%) of votes to pass. All voting on motions shall be procedural, meaning that all present members, including observers, of a committee shall vote. Delegates may not abstain from procedural voting.
7. If a motion does not pass, the Chairpersons shall move on to entertain the next motion on the floor. If a motion passes, all other motions on the floor are discarded.
8. The Chairpersons may at their discretion rule out motions they deem irrelevant or not constructive to the debate. These decisions are subject to appeal, unless otherwise explicitly stated within the Rules of Procedure.

### **Rule 41 – Precedence of Points and Motions**

1. The Chairpersons shall consider points and motions in the following order of precedence:
  - a. Point of Personal Privilege
  - b. Point of Order
  - c. Point of Parliamentary Inquiry
  - d. Motion to Appeal the Decision of the Chair;
  - e. Motion to Extend a Previous Caucus;
  - f. Motion for the Adjournment of the Meeting;
  - g. Motion for the Suspension of the Meeting;
  - h. Motion to Table the Debate/Motion to Reconsider an Agenda Item;
  - i. Motion to Close the Debate;
  - j. Motion to Split the Topic;
  - k. Motion to Declare a State Party to the Dispute (applies to Security Council);
  - l. Motion to Introduce a Draft Outcome Document;
  - m. Motion to Introduce an Amendment;
  - n. Motion to Close the Speakers' List/Motion to Reopen the Speakers' List;
  - o. Motion for a Closed Door Session (applies to Security Council and NATO only);
  - p. Motion to Change the Speaker's Time;
  - q. Motion for a Mock Vote;
  - r. Motion for a Question and Answer Period;
  - s. Motion for an Unmoderated Caucus;
  - t. Motion for a Moderated Caucus.

2. If several motions of the same nature that require an overall duration are on the floor, the motion with the longer duration takes precedence. In the event of two or more motions of the same nature and with the same overall duration, the first one raised takes precedence.

### **Rule 42 – Motion to Appeal the Decision of the Chair**

1. A delegate may appeal any procedural decision of the Chairpersons, unless otherwise explicitly stated within these Rules of Procedure.
2. This motion requires the delegate to raise the Motion and provide the reason he/she deems it appropriate at this moment. The Motion has to be entertained immediately. The Chairperson whose decision has been appealed will have to defend his/her decision, therefore the proceeding of this Motion is led by the other Chairperson.
3. This motion requires the delegate raising the motion to speak in defence of the appeal, and the Chairperson to speak in defence of the decision he/she made. The time given to each speaker shall be one (1) minute. The vote on the Motion is entertained immediately after the speeches.
4. The Chairperson's decision shall stand, unless a majority of at least two-thirds (2/3) of the delegates in the committee votes in favour of the appeal.

### **Rule 43 – Motion for a Moderated Caucus**

1. A delegate may raise a Motion for a Moderated Caucus, specifying the topic to be addressed in the caucus, a total duration and an individual speaker's time.
2. In case such a motion passes, delegates must strictly adhere to the topic of the caucus. The Chairpersons may call to order any delegate who gives a speech with content not related to the topic.
3. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

### **Rule 44 – Motion for an Unmoderated Caucus**

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

### **Rule 45 – Motion for an Extension of the Previous Caucus**

1. A delegate may propose a Motion for an Extension of the Previous Caucus right after it has ended.
2. The total duration of the extension may not exceed the total duration of the previous caucus. The topic/purpose and the individual speaker's time is not subject to change.
3. A caucus may only be extended once.
4. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

### **Rule 46 – Motion for a Suspension of the Meeting**

1. A delegate may raise a Motion for a Suspension of the Meeting in order to interrupt the debate for a certain amount of time, specifying when the meeting will be resumed.
2. A Motion for a Suspension of the Meeting is only in order if a break is indicated in the KULMUN 2020 schedule, including the end of sessions for a day of the conference excluding the last.
3. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

### **Rule 47 – Motion for the Adjournment of the Meeting**

1. A delegate may raise a Motion for the Adjournment of the Meeting on the last day of the conference, in order to adjourn the committee's session until the following year.
2. The Chairpersons shall rule this motion out of order if it is proposed before the last day of the conference. This decision is not subject to appeal.

### **Rule 48 – Motion to Table the Debate**

1. A delegate may raise a Motion to Table the Debate on an agenda item, which will lead to the opening of the debate on the following agenda item and a temporary tabling of the debate on the current agenda item that the committee was discussing.
2. The topic will remain tabled until the committee passes a motion for reconsideration of an agenda item, according to Rule 44, or if the committee concludes its discussions on the other topic.
3. This motion is debatable and requires a maximum of two (2) speakers in favour and a maximum of two (2) speakers opposed. There shall be the same number of speakers in favour and opposed. They shall be given the floor in alternation and with a speaker's time of one (1) minute maximum each.
4. This motion requires a two-thirds (2/3) majority to pass.
5. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

### **Rule 49 – Motion for Reconsideration of an Agenda Item**

1. A delegate may raise a motion to reconsider a previously tabled agenda item. If the motion passes, the formerly tabled agenda item is reopened.
2. This motion is debatable and requires a maximum of two (2) speakers in favour and a maximum of two (2) speakers opposed. There shall be the same number of speakers in favour and opposed. They shall be given the floor in alternation and with a speaker's time of one (1) minute maximum each.
3. This motion requires a two-thirds (2/3) majority to pass.
4. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

### **Rule 50 – 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 re-opened 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.

### **Rule 51 – Motion to Close the Debate**

1. A Delegate may raise a Motion to Close the Debate on a topic. If the motion passes, all debate on the current topic is concluded and the committee shall move into voting procedure.
2. This motion is debatable and requires a maximum of two (2) speakers in favour and a maximum of two (2) speakers opposed. There shall be the same number of speakers in favour and against. They shall be given the floor in alternation and with a speaker's time of one (1) minute maximum each.
3. This motion requires a two-thirds (2/3) majority to pass.
4. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

### **Rule 52 – Motion to Split the Topic**

1. A delegate may raise a Motion to Split the Topic in order for the committee to address the topic in two separate documents.
2. The delegate shall be required to provide considerable justification for the Motion to the Chairpersons. The Chairpersons may dismiss this Motion at their discretion. This decision is not subject to appeal.
3. If the Chairpersons do not dismiss this Motion, a speaker in favour and a speaker against the Motion shall be entertained for up to one (1) minute each, and the Motion shall be put to a vote.
4. Should the Motion pass, the debate on the current topic shall immediately be closed and any tabled documents shall immediately be put to a vote. The Chairpersons will then open the debate on the new, split-off topic.

### **Rule 53 – Motion for a Mock Vote**

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

### **Rule 54 – 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.

## CHAPTER VI – DOCUMENTS

### **Rule 55 – General Rules Regarding Documents**

Documents that have not been approved by the Chairpersons may not be referenced during formal debate.

### **Rule 56 – Working Papers**

1. Working Papers are documents without formal format requirements, other than it having to be a fixed document, and requires no sponsors or signatories.
2. A delegate may at any time during sessions submit a Working Paper for approval to the committee's Chairpersons. The format of this submission shall be determined by the Chairpersons and communicated to the committee in due time.
3. The Chairpersons shall approve a document as a Working Paper, if it is deemed relevant for the topic being discussed. The Chairpersons shall inform the committee of any document that has been approved as a Working Paper, assign a number and introduce it to the committee.
4. The Secretary-General shall have the right to refuse or withdraw any Working Paper, should it be deemed as inappropriate or irrelevant to the topic a committee is discussing.

### **Rule 57 – Draft Outcome Documents**

1. Draft Outcome Documents are documents in the correct format and on the template provided by the Chairpersons ready to be put to a vote by the committee. They may only be referred to as a draft outcome document once they have been introduced as such by the delegates. They require the formal support of sponsors and signatories to be considered for approval by the Chairpersons.
2. Sponsors are recognised as the writers and the supporters of the Draft Outcome Document. There shall be a minimum of two (2) Sponsors. Sponsors must vote in favour of the Draft Outcome Document, unless unfriendly amendments have been passed.
3. Signatories are recognised as representatives wishing to discuss the Draft Outcome Document, they are not bound by any further obligations. There shall be a minimum of three (3) Signatories.
4. The required numbers of Sponsors and Signatories may be altered by the Chairpersons in respect to the size of the committee.
5. A delegate may request that his or her country or name be added or removed from the list of Sponsors or Signatories at any time during the debate. The request should be submitted in writing to the Chairpersons.
6. If the Draft Outcome Document does not have the required number of Sponsors and Signatories in any moment, it will be removed from the floor immediately.
7. Observers cannot be Sponsors of a Draft Outcome Document. They can figure as Signatories but do not count towards achieving the threshold needed for the introduction of the document.



### **Rule 58 – Withdrawal of a Draft Outcome Document**

1. A Draft Outcome Document may be withdrawn by its sponsors at any point before voting on it has commenced. This request shall be submitted in written form by all the Sponsors to the Chairpersons to be considered valid.
2. The Chairpersons shall announce this decision to the committee, immediately disqualifying the Draft Outcome Document from further discussion or voting.

### **Rule 59 – Introduction of a Draft Outcome Document**

1. After a Draft Outcome Document has been approved by the Chairpersons, and distributed to the committee, the Sponsor(s) of the Draft Outcome Document shall officially introduce the Document by raising a Motion to Introduce a Draft Outcome Document.
2. If the Motion passes, the Sponsor(s) shall introduce the Document by reading out the text of the Document, or a portion of it, as determined by Chairpersons.
3. After the introduction, the Sponsor(s) shall be granted time to answer questions of clarification regarding the Draft Outcome Document. Substantive statements regarding the Draft Outcome Document shall not be in order at this stage. The total time allotted to questions shall not exceed five minutes. The Sponsor(s) cannot refuse to answer.

### **Rule 60 – Amendments**

1. An amendment is a proposal that adds, deletes or revises operative clauses of a Draft Outcome Document. A delegate may propose amendments on any Draft Outcome Document that has been formally introduced.
2. The Chairpersons will remind the delegates when amendments can be introduced and may set a limit to the amount of amendments when needed.
3. Amendments to pre-ambulatory or introductory clauses are not in order once the Draft Outcome Document has been formally introduced. Amendments to amendments are also not in order.
4. The Chairpersons may impose a deadline for a submission of Amendments. Any late submissions will not be entertained. Such decisions are not a subject to appeal.
5. Editorial errors in Draft Outcome Documents will be corrected without a vote. The final decisions on corrections are at the discretion of the Chairpersons.

### **Rule 61 – Introducing Amendments**

1. Delegates may submit amendments in writing before the committee moves into voting procedure, specifying which clauses are affected and how they are to be amended. One amendment can pertain to several clauses but will be voted upon as one.
2. Amendments require one (1) Sponsor and two (2) Signatories in order to be introduced.
3. The required numbers of Sponsors and Signatories may be altered by the Chairpersons in respect to the size of the committee. This decision is not subject to an appeal.
4. The Chairpersons are requested to verify that the form and content of amendments meet all requirements in order to become a possible part of a Draft Outcome Document.
5. There are two types of Amendments: a. **Friendly Amendments** are Amendments accepted and approved by all of the Sponsors of the Draft Outcome Document, and are implemented in the Draft Outcome Document without the need to be voted upon. b. **Unfriendly Amendments** are Amendments not approved by all of the Sponsors.

7. Upon receiving a Friendly Amendment, the Chairpersons shall inform the committee about the change to the text of the Draft Outcome Document.
8. Upon approving an Unfriendly Amendment, the Chairpersons shall distribute it to the committee. After being distributed, the Sponsor(s) may raise a Motion to Introduce the Amendment.

### **Rule 62 – Introducing Unfriendly Amendments**

1. A delegate may raise a Motion to Introduce an Amendment when the floor is opened.
2. This Motion passes at the discretion of the Chairpersons. The Sponsor shall have no more than two (2) minutes to introduce their amendment.
3. The Chairpersons shall entertain up to two (2) speakers in favour and up to two (2) speakers against each Unfriendly Amendment. The Committee shall then immediately move into Voting Procedure on the introduced Unfriendly Amendment. The voting on amendments is Substantial.
4. An Unfriendly Amendment may be withdrawn by all of its Sponsors at any point before voting on it has begun. This request must be submitted to the Chairpersons in writing.

## **CHAPTER VII – VOTING PROCEDURE**

### **Rule 63 – Conduct during voting**

1. The Chairpersons shall announce the end of formal debate and the beginning of voting procedure after a successful motion to close debate or after the speakers' list ran out of speakers.
2. Upon entering voting procedure, delegates will not be allowed to interrupt voting procedure except to introduce points as laid out in Part II/Chapter IV of the present Rules of Procedure, a motion to appeal the decision of the Chairpersons, or the motions presented in this chapter.
3. The motions allowed during voting procedure will be entertained in 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.
4. During voting procedure, the doors will be sealed and no one shall be allowed to enter with the exception of the Secretary-General, the Deputy Secretary-General and personnel approved by the Secretary-General. Delegates having left the room will not be allowed to re-enter. Anyone who is not an accredited member of the committee, including journalists, will have to leave the room.
5. During voting procedure, cross-talking, the use of electronic devices and the passing of notes is strictly forbidden.
6. If there are no documents on the floor that require adoption by the committee, the committee immediately moves to the discussion on the next agenda item.

### **Rule 64 – Voting Rights**

1. Each full member of the committee shall have one vote.
2. Observers will not be allowed to vote on substantive matters, which include the vote on unfriendly amendments, the vote on draft outcome documents, and the substantive section on the vote to divide the question.



## **Rule 65 – Substantive Votes**

1. The standard voting method for substantive votes is voting by placard.
2. Delegates may either vote yes, no, or abstain. Delegates who have set their status to 'present and voting' may not abstain during substantive votes.
3. In order for a substantive vote to pass, an absolute majority (50% + 1) of affirmative votes is required, unless otherwise specified in Part III of these Rules of Procedure.

## **Rule 66 – Vote on Unfriendly Amendments**

1. Voting upon unfriendly amendments shall precede the vote on the Draft Outcome Document that they relate to.
2. If two or more amendments to a motion or draft resolution are proposed, the Chairpersons shall rule on the order in which they are to be voted upon.
3. The vote on unfriendly amendments is a substantive vote, therefore an absolute majority (50%+1) of affirmative votes is required for an unfriendly amendment to be included in the Draft Outcome Document, unless otherwise specified in Part III of these Rules of Procedure.

## **Rule 67 – Motion to Divide the Question**

1. A delegate may move to divide the question on specific operative clauses of a Draft Outcome Document. He/she may choose to single out one clause or a group of clauses. Dividing the question on pre-ambulatory clauses or sub-clauses shall not be allowed.
2. The motion to divide the question requires first a procedural vote to decide whether or not to divide the question, and thereafter a substantive vote to decide whether the singled-out clause(s) will be part of the Draft Outcome Document or not.
3. The procedural vote requires a maximum of two (2) speakers in favour and a maximum of two (2) speakers against who will be given the floor in alternation for one (1) minute maximum. There shall be the same number of speakers in favour and against. The vote requires a simple majority to pass (50%).
4. If the procedural vote passes, a substantive vote on the clause(s) in question follows. In the substantive vote an absolute majority (50%+1) of affirmative votes is required for the clause(s) in question to be included in the Draft Outcome Document, unless otherwise specified in Part III of these Rules of Procedure.
5. After the votes on the specific clauses are concluded, the Draft Outcome Document shall be voted upon as a whole without any clauses that failed to receive the needed majority under the Division of the Question.

## **Rule 68 – Motion to vote clause by clause**

1. A delegate may raise a motion to vote clause by clause on the operative clauses of a Draft Outcome Document.
2. This motion requires a procedural vote, does not require debate and needs a simple majority (50%) to pass.
3. If the procedural vote passes, a substantive vote on each clause of the Draft Outcome Document follows. In the substantive vote an absolute majority (50% + 1) of affirmative votes is required for a clause to be included in the Draft Outcome Document, unless otherwise specified in Part III of these Rules of Procedure.

4. After the clause by clause vote is concluded, the Draft Outcome Document shall be voted upon as a whole including only the clauses that received the needed majority.

### **Rule 69 – Request for a Roll Call Vote**

1. A delegate may request a roll call vote on a Draft Outcome Document before the voting has started.
2. This request does not require a vote and shall be up to the discretion of the Chairpersons. Their decision is not subject to appeal.
3. If the request is granted, the Chairpersons shall call upon the delegates in English alphabetical order to cast their vote.
4. In a Roll Call Vote, delegates may vote yes, yes with rights, no, no with rights, abstain or pass.
5. If a delegate passes, he/she will be called upon again after the first round of roll call voting has ended and must cast his/her vote. A delegate who has passed in the first round may not pass again and may not abstain.
6. A delegate who has voted with rights shall be granted the floor for one (1) minute to explain their vote after all votes have been casted.

### **Rule 70 – Vote on Draft Outcome Document**

1. The final vote on the Draft Outcome Document will take place after the committee has voted upon all relevant amendments and after all motions and points have been entertained. This vote is substantive.
2. In order for a Draft Outcome Document to be passed by the committee an absolute majority (50% + 1) is required, unless otherwise specified in Part III of these Rules of Procedure.

## **PART III – COMMITTEE-SPECIFIC RULES**

### CHAPTER I – SPECIAL RULES PERTAINING TO THE UNITED NATIONS SECURITY COUNCIL

#### **Rule 71 – Procedural Votes**

Decisions of the Security Council on procedural matters require a simple majority (50%) of the members present and voting.

#### **Rule 72 – Substantive Votes**

1. In the Security Council, substantive matters will only be passed if they have received the following supports:
  - a. Nine (9) affirmative votes, if the delegates of all Member States, excluding observers, are present; or
  - b. Eight (8) affirmative votes, if only the delegates of thirteen (13) or fourteen (14) Member States, excluding observers, are present; or
  - c. Seven (7) affirmative votes, if only the delegates of eleven (11) or twelve (12) Member States, excluding observers, are present.
2. The number of required affirmative votes as stated in Rule 65 (1) must include the concurring votes of the Permanent Members in order to pass.

### **Rule 73 – Presidential Statement**

1. On items that do not warrant a resolution, the Security Council may choose to issue a Presidential Statement instead, the format of which is less constricted. Formally, the Statement is made by the Chairpersons on behalf of the Security Council but is fully drafted by the delegates. Presidential Statements are not legally binding.
2. Unless otherwise specified, Rules relating to the introduction of Draft Resolutions, Amendments and the Adoption of Resolutions apply.
3. A Presidential Statement requires consensus to be adopted, meaning no objections are casted during the voting procedure.

### **Rule 74 – Motion for a Closed-Door Session**

1. Delegates may propose a motion for a closed-door session, if the item under discussion requires secrecy.
2. This is a procedural motion and observers are required to participate in the vote.
3. This motion does not require debate and needs a simple majority (50%) to pass.
4. The Chairpersons, in accordance with Rule 18, may rule this motion out of order. Their decision is not subject to appeal.
5. If the motion passes, journalists will be asked to leave the room and only members of the Security Council, accredited observers, Chairpersons and the Secretaries-General will be allowed to remain in the room. No statements or documents shall be published during a closed-door session.

### **Rule 75 - Motion to Declare a State Party to the Dispute**

1. A delegate of a Permanent Member of the Security Council may introduce a Motion to Declare a State Member of the Security Council Party to the Dispute currently being discussed in the Committee.
2. The delegate shall be required to provide considerable justification for this Motion. The Chairpersons shall entertain one speaker in favour and one speaker against this Motion for up to one minute each. The vote on this Motion is substantive.
3. The State in question may take part in the vote on this Motion.
4. If the Motion is adopted, the State that has been declared Party to the Dispute shall not have any voting rights during the voting procedure on Draft Resolutions or amendments.

### **Rule 76 – Motion to Declare a Matter Substantive**

1. Only a Permanent Member of the Security Council may Motion to Declare aVote Substantive before voting has begun on any procedural matter. This Motion changes the nature of the vote in question from procedural to substantive.
2. This Motion passes automatically, unless Chairpersons dismiss it. Chairpersons may dismiss the Motion only if it is being repeatedly used without any substantive justification other than to delay the proceedings.

## CHAPTER II – SPECIAL RULES PERTAINING TO THE NORTH ATLANTIC TREATY

### ORGANISATION

#### **Rule 77 – Principles of Consensus**

1. The decisions on substantive matters are adopted by unanimity. The Principle of Consensus requires that no delegate votes against the substantive matter at hand.
2. Abstentions do not count as votes against and are permissible for a consensus.
3. The Principle of Consensus does not apply to unfriendly amendments. In order for an unfriendly amendment to be adopted, an absolute majority (50%+1) of the votes in favour is required.

#### **Rule 78 – Communiqués**

1. The North Atlantic Council shall adopt Communiqués instead of Resolutions. The purpose of a Communiqué is to express the views of the North Atlantic Treaty Organisation on a certain issue, and to propose specific steps or actions to be taken by the Organisation.
2. The Communiqués shall follow the structure of the UN Resolutions. While the general rules apply, the correct nomenclature for the documents of the North Atlantic Council is:
  - a. Working Paper,
  - b. Draft Communiqué,
  - c. Communiqué,
  - d. Amendments.
3. Once adopted, the Communiqué is binding for all Member States of the North Atlantic Treaty Organisation.

#### **Rule 79 – Motion for a Closed-Door Session**

1. Representatives may propose a motion for a closed-door session, if the item under discussion requires secrecy.
2. This is a procedural motion and observers are required to participate in the vote.
3. This motion does not require debate and needs a simple majority (50%) to pass.
4. The Chairpersons, in accordance with Rule 19, may rule this motion out of order. Their decision is not subject to appeal.
5. If the motion passes, journalists will be asked to leave the room and only members of NATO, accredited observers, Chairpersons and the Secretaries-General will be allowed to remain in the room. No statements or documents shall be published during a closed-door session.

## CHAPTER III – SPECIAL RULES PERTAINING TO THE UNITED NATIONS OFFICE ON DRUGS OF

### CRIME

#### **Rule 80 – Voting**

1. Each Member shall have one vote.
2. Decisions by the UNODC shall be made by a two thirds majority of the members present. In the case of the adoption of budgetary issues the council shall vote by unanimity.

CHAPTER IV – SPECIAL RULES PERTAINING TO THE UNITED NATIONS RELIEF AND WORKS  
AGENCY FOR PALESTINE REFUGEES IN THE NEAR EAST

**Rule 81 – Voting**

1. Each Member shall have one vote.
2. Decisions by the UNRWA shall be made by a two thirds majority of the members present.

CHAPTER V – SPECIAL RULES PERTAINING TO THE SUPREME COUNCIL OF THE GULF  
COOPERATION COUNCIL

**Rule 82 – Voting**

1. Each member of the Supreme Council shall have one vote.
2. Resolutions of the Supreme Council in substantive matters shall be carried by unanimous approval of the member states participating in the voting,



## ANNEX I OVERVIEW POINTS AND MOTIONS

Point/Motion	Debate	Majority	Purpose
Point of Personal Privilege	None	None	Signal an personal discomfort
Point of Order	None	None	Signal an error in procedure
Point of Parliamentary Inquiry	None	None	Request for clarification on the procedure
Motion to Appeal the Decision of the Chair	Chair/Delegate proposing the appeal	2/3 majority	Question the chair's ruling
Motion to Extend a Previous Caucus	None	Simple majority	Continue the previous caucus
Motion for the Adjournment of the Meeting	None	Simple majority	Stop the committee session until the next conference
Motion for the Suspension of the Meeting	None	Simple majority	Pause the debate
Motion to Table the Debate/to Reconsider an Agenda Item	2 in favour/ 2 opposed	2/3 majority	"Freeze" the topic until the committee decides to reconsider it
Motion to Close the Debate	2 in favour/ 2 opposed	2/3 majority	Stop discussions on the topic and move into substantive voting
Motion to Split the Topic	1 in favour/ 1 opposed	Simple majority	Divide the agenda item into two sub-items and pass two separate documents
Motion to Declare a State Party to the Dispute	1 in favour/ 1 opposed	Substantive	Prevent a country from voting on a document and amendments.
Motion to Introduce a Draft Outcome Document	None	Simple majority	To be able to discuss the content and propose amendments
Motion to Introduce an Amendment	None	Chair's discretion	To alter the content of the Draft Outcome Document
Motion to Close the Speakers' List/Motion to Reopen the Speakers' List	None	Simple majority	Prevent additional speakers from being added to the list/allowing additional speakers to be added

Motion for a Closed Door Session	None	Simple majority	Close the session for strategic purposes.
Motion to Change the Speaker's Time	None	Simple majority	Increasing or decreasing the speaker's time
Motion for a Mock Vote	None	Simple majority	Verify majorities on document
Motion for a Question and Answer Period	None	Simple majority	Move into a Question and Answer Period with one of the delegates.
Motion for an Unmoderated Caucus	None	Simple majority	Move into unmoderated discussions
Motion for a Moderated Caucus	None	Simple majority	Move into moderated discussions



## ANNEX II USEFUL WORDS AND PHRASES

### Preambulatory Clauses

<ul style="list-style-type: none"> <li>- Acknowledging</li> <li>- Affirming</li> <li>- Alarmed by</li> <li>- Approving</li> <li>- Aware of</li> <li>- Bearing in mind</li> <li>- Believing</li> <li>- Conscious</li> <li>- Contemplating</li> <li>- Convinced</li> <li>- Confident</li> <li>- Declaring</li> <li>- Deeply concerned</li> <li>- Deeply convinced</li> <li>- Deeply conscious</li> <li>- Deeply disturbed</li> <li>- Deeply regretting</li> <li>- Deploing</li> </ul>	<ul style="list-style-type: none"> <li>- Desiring</li> <li>- Emphasizing</li> <li>- Expecting</li> <li>- Expressing its appreciation</li> <li>- Expressing its concern</li> <li>- Expressing its hope</li> <li>- Expressing its satisfaction</li> <li>- Firmly convinced</li> <li>- Fulfilling</li> <li>- Fully aware of</li> <li>- Guided by</li> <li>- Having adopted</li> <li>- Having considered</li> <li>- Having examined</li> <li>- Having received</li> <li>- Having studied</li> <li>- Keeping in mind</li> <li>- Noting</li> </ul>	<ul style="list-style-type: none"> <li>- Noting with deep concern</li> <li>- Noting with satisfaction</li> <li>- Observing</li> <li>- Pointing out</li> <li>- Reaffirming</li> <li>- Realizing</li> <li>- Recalling</li> <li>- Recognizing</li> <li>- Referring to</li> <li>- Seeking</li> <li>- Stressing</li> <li>- Taking into account</li> <li>- Taking note</li> <li>- Viewing with concern</li> <li>- Viewing with appreciation</li> <li>- Welcoming</li> </ul>
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### Operative Clauses

<ul style="list-style-type: none"> <li>- Accepts</li> <li>- Affirms</li> <li>- Approves</li> <li>- Asks</li> <li>- Authorizes</li> <li>- Calls for</li> <li>- Calls upon</li> <li>- Condemns</li> <li>- Confirms</li> <li>- Congratulates</li> <li>- Considers</li> <li>- Declares</li> <li>- Demands</li> <li>- Deplores</li> <li>- Designates</li> <li>- Draws attention to</li> <li>- Emphasizes</li> </ul>	<ul style="list-style-type: none"> <li>- Encourages</li> <li>- Endorses</li> <li>- Expresses its concern</li> <li>- Expresses its appreciation</li> <li>- Expresses its hope</li> <li>- Further invites</li> <li>- Further proclaims</li> <li>- Further reminds</li> <li>- Further recommends</li> <li>- Further requests</li> <li>- Further resolves</li> <li>- Has resolved to</li> <li>- Insists</li> <li>- Invites</li> <li>- Notes</li> <li>- Proclaims</li> <li>- Proposes</li> </ul>	<ul style="list-style-type: none"> <li>- Reaffirms</li> <li>- Recognizes</li> <li>- Recommends</li> <li>- Regrets</li> <li>- Reminds</li> <li>- Requests</li> <li>- Resolves</li> <li>- Solemnly condemns</li> <li>- Solemnly affirms</li> <li>- Stresses</li> <li>- Suggests</li> <li>- Supports</li> <li>- Takes note of</li> <li>- Trusts</li> <li>- Urges</li> </ul>
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