

Rules of Procedure



ATUMUN Sommercamp 2024

Table of Contents

Table of Contents	2
CHAPTER I: RULES GOVERNING THE CONFERENCE	4
I.1 SCOPE	4
I.2 LANGUAGES OF THE CONFERENCE	4
I.3 GENERAL ETIQUETTE	4
I.4 GENERAL AUTHORITY OF THE SECRETARY GENERAL	4
I.5 GENERAL AUTHORITY OF THE SECRETARIAT	5
I.6 USE OF PRE-WRITTEN MATERIAL	5
CHAPTER II: RULES GOVERNING THE COMMITTEES	6
II.1 GENERAL AUTHORITY OF THE COMMITTEE DIRECTORS	6
II.3 APPEALS TO THE AUTHORITY OF THE DIRECTORS	6
II.2 QUORUM AND ATTENDANCE	7
II.3 PROCEDURAL MOTIONS	7
II.4 PARTICIPATION OF OBSERVERS	7
CHAPTER III: PRIORITY OF MOTIONS	9
III.1 MOST TO LEAST SUPERSEDING	9
CHAPTER IV: RULES CONCERNING THE AGENDA	10
IV.1 PROVISIONAL AGENDA	10
IV.2 ROLL CALL	10
IV.3 SETTING THE AGENDA	10
CHAPTER V: RULES CONCERNING DEBATE	12
V.1 GENERAL SPEAKERS LIST	12
V.2 PROPOSING MOTIONS	12
V.3 WITHDRAWING A PROPOSAL	13
V.4 UNMODERATED CAUCUS	14
V.5 MODERATED CAUCUS	14
V.6 CLOSURE OF DEBATE	15
V.7 SUSPENSION OF THE MEETING	15
V.8 ADJOURNMENT OF THE MEETING	16
CHAPTER VI: RULES CONCERNING SPEECH	17
VI.1 RIGHT TO SPEAK	17
VI.2 TIME LIMIT ON SPEECHES	17
VI.3 YIELDS	18
VI.4 RIGHT OF REPLY	18
CHAPTER VII: RULES CONCERNING POINTS	20
VII.1 RAISING POINTS	20

VII.2 POINT OF PERSONAL PRIVILEGE	20
VII.3 POINT OF ORDER	20
VII.4 POINT OF PARLIAMENTARY INQUIRY	21
VII.5 POINT OF INFORMATION	21
CHAPTER VIII: RULES CONCERNING WRITTEN PRESENTATIONS	22
VIII.1 DRAFT RESOLUTIONS	22
VIII.3 INTRODUCING A DRAFT RESOLUTION	23
VIII.4 AMENDMENTS	23
VIII.5 INTRODUCING AN AMENDMENT	24
VIII.6 FRIENDLY AMENDMENTS	24
VIII.7 UNFRIENDLY AMENDMENTS	25
VIII.8 COMPETENCE	25
CHAPTER IX: RULES CONCERNING VOTING	27
IX.1 PROCEDURAL VOTING	27
IX.2 SUBSTANTIVE VOTING	27
IX.3 DEFINITION OF MAJORITY	28
IX.4 MOTION TO REORDER DRAFT RESOLUTIONS	28
IX.5 MOTION TO SPLIT THE HOUSE	28
IX.6 MOTION FOR A ROLL CALL VOTE	29
IX.7 DIVISION OF THE QUESTION	29
IX.8 RIGHT TO EXPLAIN VOTE	30

CHAPTER I: RULES GOVERNING THE CONFERENCE

I.1 SCOPE

The following Rules are binding for the duration of the conference and no other Rules will be valid for the conference.

I.2 LANGUAGES OF THE CONFERENCE

The official working language of ATUMUN will be English. Any exemption to this Rule is subject to the approval of the Committee Directors.

I.3 GENERAL ETIQUETTE

All accredited attendees at ATUMUN must adhere to the codes of civility and respect when dealing with anyone involved with ATUMUN. All attendees are reminded that they must conduct themselves in a professional manner. ATUMUN has a dress code of formal attire. Any attendee that flaunts this code will be reprimanded and sanctioned by the Committee Directors. However, the Committee Directors will consider any attire that celebrates and promotes the culture of the country being represented at the conference as acceptable. The appointed Secretariat, Staff and Committee Directors of any Committee are also subject to the aforementioned Rules of Etiquette.

I.4 GENERAL AUTHORITY OF THE SECRETARY GENERAL

The Secretary General may, at any time, make either written or oral statements to the Committee or the General Conference. Interpretations of the Rules shall be reserved exclusively to the Secretary General. The Secretary General shall rule on matters not specified by the Rules of Procedure. Any deviation from the provisional Agenda is at the approval of the Secretary General. The Secretary General is the highest authority of the conference and their decisions are not subject to appeal. The Secretary General may Delegate members of the Secretariat to exercise their authority under this Rule or any duties or prerogatives specified elsewhere in the Rules of Procedure.

I.5 GENERAL AUTHORITY OF THE SECRETARIAT

The Secretary-General, through their mandate, shall Delegate certain responsibilities in the overall execution of the procedures of the conference, to the Secretariat which shall serve as the Secretary-General's senior management team. Any statement or instruction made by Secretariat members shall bear the mandate and authority of the Secretary-General, unless stated otherwise by the Secretary-General.

I.6 USE OF PRE-WRITTEN MATERIAL

The use of any pre-written material in written proposals, including whole Draft Resolutions, individual, partial, or collections of clauses, is not allowed in Debate sessions hosted as part of ATUMUN Sommercamp 2024. Plagiarism is not allowed and will be sanctioned by the Committee Directors.

CHAPTER II: RULES GOVERNING THE COMMITTEES

II.1 GENERAL AUTHORITY OF THE COMMITTEE DIRECTORS

The Secretariat shall appoint the Committee Directors (also known as Committee Dais) for each Committee. The appointments will confer said Dais members with the powers to oversee the affairs of their respective Committees.

Committee Directors have the power to oversee the affairs of their respective Committees. The Committee Directors shall declare the opening and closing of each meeting of the Committee, direct the discussions, accord the Right to speak, ensure implementation of the Rules of Procedures, put questions to the Vote, deal with appeals and complaints, and announce decisions. Accordingly, the Committee Directors have complete control of the proceedings of the Committee and over the maintenance of order during its sessions.

The Dais may exercise their prerogative to suspend Rules in order to clarify a certain Substantive or Procedural issue. The Dais reserves the Right to assign speaking times for all speeches incidental to Motions and Amendments. This particular Right is subject to appeal. Using their discretion and upon the advice of the Secretariat, the Dais reserves the Right to entertain or reject a particular Motion based on the agenda and theme of the Conference. This must be used sparingly and not repeatedly.

II.3 APPEALS TO THE AUTHORITY OF THE DIRECTORS

A Delegate may appeal any decision of the Dais, unless otherwise stated in the Rules, in the form of a Motion to appeal the decision of the Dais. This Motion requires a Second from another Delegate. The Dais may make an oral statement to the Committee in defense of the ruling. The Committee will then move directly to Vote on this Motion. A two-thirds (2/3) majority (super majority) is required to overrule the Dais' decision.

The Dais' decision not to approve a Resolution or Amendment may not be appealed. Furthermore, the Dais' ruling on the order in which Motions are entertained, and whether to adopt an Unmoderated Caucus (or an extension thereof), a Moderated Caucus (or an extension thereof), Closure of Debate, Adjournment of the Meeting, and Right of Reply is not open to appeal. The Dais' decision to stop

entertaining Motions at any time and to move to Vote on those already raised is also not open to a Motion to Appeal; Delegates can also not appeal the Dais' decision on allowing follow-up questions to the questions asked when a Delegate yields to Points of Information.

It is advised that since this brings into question the competency of the Dais of a Committee, it should be used as a last resort. During the Vote of an appeal to the authority of the Committee Dais, all Delegates must Vote.

II.2 QUORUM AND ATTENDANCE

The Committee Directors may declare a session open and permit Debate when at least one-third (1/3) of the Committee is present. During the first session, the Committee Directors will establish the number of countries present in the Committee during the conference by a roll-call. At any further sessions the Committee Directors may declare a session open and permit Debate when at least one-third (1/3) of the Committee is present. A quorum will be assumed to be present unless specifically challenged by a roll call, triggered by a Point of Order.

At the beginning of the opening session and other sessions, at the discretion of the Dais, the Dais will call on Member States and Observers in English alphabetical order to state their attendance. Members of all Committees, unless otherwise specified, will reply 'present' or 'present and voting', where 'present and voting' means the Member State declares not to abstain on Substantive Votes. Non-members can only Vote present as they are not allowed to vote on Substantive Votes.

II.3 PROCEDURAL MOTIONS

When a Procedural Motion is discussed, reference will be made to one of the following two procedures: A Procedural Vote with Speakers or a Procedural Vote without Speakers. Certain Procedural Votes allow speakers for and against the Motion.

II.4 PARTICIPATION OF OBSERVERS

Representatives of accredited observers will have the same Rights as those of a full member state, except that they may not vote on substantial matters (Resolutions and Amendments). They can

however be sponsors and signatories of Draft Resolutions. They also must Vote on any Procedural matters except the aforementioned aspect of Resolutions.

CHAPTER III: PRIORITY OF MOTIONS

III.1 MOST TO LEAST SUPERSEDING

- I. Adjourning the Meeting
- II. Suspending the Meeting
- III. Closing Debate
- IV. Introducing Draft Resolutions
- V. Introducing Amendments
- VI. Introducing a Friendly Amendment
- VII. Unmoderated Caucus
- VIII. Moderated Caucus

A longer Motion of one type does not necessarily supersede a shorter Motion of the same type.

The only Motion which may be raised while in Voting Procedure on a Resolution is:

- I. Splitting the House
- II. Reordering Draft Resolutions
- III. Roll Call Vote

CHAPTER IV: RULES CONCERNING THE AGENDA

IV.1 PROVISIONAL AGENDA

The Secretary-General shall draw up the provisional Agenda of the Conference, after consulting with the members of the Secretariat and the appointed members of the Committee Dais. They shall present the Study Guide to the Conference before the commencement of the Conference.

IV.2 ROLL CALL

The Registration of each Delegation before the start of Debate sessions will serve as the formal Roll Call of each delegation.

At the commencement of each Session, the Committee Directors will call on Member States in English alphabetical order to confirm their status of attendance. Member States have two options when voting; 'Present' or 'Present and Voting'. 'Present' means the Member State is present, and 'Present and Voting' means the Member State cannot abstain on the Substantive Vote which includes the final Vote on a Resolution.

Observers are forced to state 'Present' in accordance with the Rule on the Participation of Observers. Members 'Present and Voting' when being documented does not include observers.

All Delegates not present during the Roll Call will be considered absent until a note is sent to the Committee Directors and they are formally accepted by the Committee Directors.

IV.3 SETTING THE AGENDA

After the initial Roll Call has been completed, the first business of the Committee shall be set through a Motion to Set the Agenda. The Agenda of the Committee shall consist of at least one topic. This Motion requires a Second. Should no Objections be made, the Motion passes without a Vote. In the case of an Objection, a Debate on the Motion shall be held with two speakers in favour of the Motion and two speakers against the Motion. After the speakers have been heard, the Debate closes and the Motion is put to a Vote. Voting on a Motion to set the Agenda is a Procedural matter. Should the

Motion fail, the Agenda will be set to the other Agenda item. After the Committee has closed Debate on an Agenda item and voted on a Resolution, the remaining Agenda item will automatically be set.

In cases where the Agenda for a Committee only includes one item, the Motion to Set the Agenda shall be implemented as follows: The Agenda item will be announced by the Dais and will then be automatically adopted for Debate.

CHAPTER V: RULES CONCERNING DEBATE

V.1 GENERAL SPEAKERS LIST

Following the opening of the session, a continuously open Speakers List will be established for the purpose of general Debate, called the 'General Speakers' List'.

The Committee Directors shall ask the Committee for those who wish to be added to the Speakers' List when it is first open, and ask again from time to time. The Directors shall keep a written copy of the order of the speakers. Any Delegate wishing to be added to the General Speakers' List can do so by sending a written note to the Committee Directors or by raising their placard when the Committee Directors asks if there are any Delegates wishing to be added to the Speakers' List. No Delegate may be on the Speakers' List twice at the same time.

This Speakers' List will be used for all Debate on the Agenda item, except when superseded by Procedural Motions such as those for Unmoderated or Moderated Caucuses. Speakers may speak generally on the Agenda item being considered and may address any Resolution and Amendments currently on the floor. Should the General Speakers' List elapse, Debate on the Agenda item shall be considered finished and the Committee shall move into closing procedures.

A Delegate who is on the Speakers' List but is not present when called upon, will automatically have their time yielded to the Committee Directors, and Debate shall continue unabated.

Any Delegate can also ask to be removed from the Speakers' List by writing a note to the Director.

Supplementary speakers' lists will be established as needed for Procedural Motions and Debates on Amendments.

V.2 PROPOSING MOTIONS

The Committee Directors may ask for any Motions at any point when the floor is open. The Committee Directors may stop asking for Motions at any time and move to Vote on those already

raised. This is at the Director's discretion, for the purpose of moving Debate forward, and is not open to a Motion to Appeal.

The Committee Directors will then entertain the raised Motions one by one, starting from highest in the order of priority, i.e. the most superseding. In the case of several Motions having equal priority, the Committee Directors shall decide the order. As already stated, Unmoderated Caucuses have superseding status over Moderated Caucuses, and the Moderated Caucuses are ranked in order of time for each Caucus.

The Committee Directors will first ask the Committee if there are any Seconds or Objections. A Second or Objection from the Delegate proposing the Motion does not count. If there are Seconds and no Objections, the Motion is accepted without a Vote. If there are both Seconds and Objections, the Committee Directors shall move into a Procedural Vote with or without speakers.

If the Motion fails; it is discarded and the Committee Directors shall move to the next most superseding Motion as established above. If a Motion has failed once, it cannot be raised again. This continues until a Motion is passed or the floor returns to the Speakers' List. If a Motion passes, all other Motions previously raised are removed from the floor and must be raised anew when the Committee Directors next calls for Motions.

Note that all Procedural Motions require a simple majority of members present to pass. Any Motion can be withdrawn by the person proposing the Motion.

The procedure to raise all Motions is the same as the procedure outlined in this Rule.

V.3 WITHDRAWING A PROPOSAL

Any Motion that has been proposed can be withdrawn at any time before voting begins on said Motion. This can only be done by the proposer of the Motion. Any Delegate may reintroduce a Motion that has been withdrawn. However, if the Committee has approved a Motion, the Delegate who moved for its introduction is not allowed to withdraw it.

V.4 UNMODERATED CAUCUS

A Motion for an Unmoderated Caucus is in order at any time when the floor is open prior to closure of Debate and the Dais asks for Motions. The Delegate raising the Motion must briefly explain its purpose and specify an overall time limit for the Caucus, not to exceed thirty (30) minutes (including any Motions to extend the Caucus). The Motion requires a Second and will be subject to a Procedural Vote without speakers. The Committee Directors may rule the Motion out of order if the Committee Directors feel that Motion is not constructive to Debate at that point in time. This decision of the Committee Directors is not open to appeal.

During an Unmoderated Caucus, normal parliamentary procedure is suspended, and Delegates are allowed to engage in free discussions with any other member of the House. The moderation of the Committee is carried out by the Committee's Delegates, but members of the Dais will monitor the discussions taking place.

After the total time for the Unmoderated Caucus has elapsed, Delegates can Motion to Extend an Unmoderated Caucus by a time up to half its original length. The total time of an Unmoderated Caucus can however not exceed thirty (30) minutes, as stated above.

V.5 MODERATED CAUCUS

A Motion for a Moderated Caucus is in order at any time when the floor is open prior to closure of Debate and the Dais asks for Motions. In a Moderated Caucus, the Committee Directors will temporarily depart from the Speakers' List and call on Delegates to speak at the Committee Directors' discretion. The Delegate making the Motion must briefly explain its purpose and specify a time limit for the Caucus, not to exceed twenty (20) minutes (including any Motions to extend the Caucus), and a time limit for the individual speeches. The Motion requires a Second and will be subject to a Procedural Vote without speakers. The Committee Directors may rule the Motion out of order if the Committee Directors feel that Motion is not constructive to Debate at that point in time. This decision of the Committee Directors is not open to appeal.

During a Moderated Caucus, Delegates shall deliver their speeches from their seat, though they may stand, with time duration specified by the proposer of the Motion. At the start of the Caucus, the Dais

will ask the proposer to select whether they would like to speak first or last during the Caucus. The proposer may however be recognised to speak at other times during the Caucus as well.

After the total time for the Moderated Caucus has elapsed, Delegates can Motion to Extend a Moderated Caucus by time up to half the original length. The total time of a Moderated Caucus can however not exceed twenty (20) minutes, as stated above.

V.6 CLOSURE OF DEBATE

A Motion for the Closure of Debate requests ending all discussion on the Agenda item and moving into voting procedures on all Substantive proposals introduced under Debate, i.e. all Draft Resolutions.

A Motion for Closure of Debate is in order at any time when the floor is open prior to closure of Debate and the Committee Directors ask for Motions. Note however that the Committee Directors may rule the Motion out of order if the Committee Directors feel that there should be further Debate before moving to voting procedures. This decision of the Committee Directors is not open to appeal.

The Motion requires a Second and will be subject to a Procedural Vote with speakers. The maximum number of speakers for each side will be two. The Motion for Closure of Debate shall require a two-thirds (2/3) majority of all members present in the Committee.

V.7 SUSPENSION OF THE MEETING

A Motion for the Suspension of the Meeting requests the temporary halt of the meeting. While the floor is open, a Delegate may move for the Suspension of the Meeting, specifying a time for reconvening. The Motion requires a Second and will be subject to a Procedural Vote without speakers. This Motion is used to propose short breaks of the session i.e. lunch breaks or end of daily sessions. They differ from Unmoderated Caucuses in that they do not require substantive reasons for Motioning.

The Committee Directors may rule the Motion out of order if the Committee Directors feel that it is not yet time for the suspension of a session. This decision of the Committee Directors is not open to appeal.

The Committee Directors may furthermore briefly suspend the meeting at any time at their discretion. The meeting may be automatically suspended as with direction from the Secretary-General and a designated member of the Secretariat.

V.8 ADJOURNMENT OF THE MEETING

The Adjournment of the Meeting means the end of the Committee's work at ATUMUN.

This Motion will not be entertained until the end of the last session of the Committee. The Committee Directors' decision on whether to entertain this Motion is not open to appeal.

The Motion will be subject to a Procedural Vote without speakers.

CHAPTER VI: RULES CONCERNING SPEECH

VI.1 RIGHT TO SPEAK

No Delegate may address a session without having previously obtained the permission of the Director (except during an Unmoderated Caucus). The Committee Directors may at their discretion call a Delegate to order if their speech is not relevant to the subject under discussion; is considered personally offensive to any party; infringes upon the sovereignty of a Member State; or otherwise goes against the Rules and spirit of ATUMUN. Likewise, no Delegate may audibly or physically impede another Delegate from speaking.

Delegates are required to make all speeches from the 3rd person perspective. There can be no speeches made from the 1st person unless the approval of the Committee Directors is received (this Rule can be suspended for the whole meeting at the discretion of the Dais). The Dais may call a speaker to order if their remarks do not follow correct parliamentary convention or are otherwise discourteous.

VI.2 TIME LIMIT ON SPEECHES

The Committee Directors may limit the time allotted to each speaker. The minimum time limit will be thirty (30) seconds and the maximum time limit two (2) minutes. When a Delegate exceeds the allotted time, the Committee Directors may call the speaker to order. Should the Committee Directors not explicitly state a different speaking time for the Speakers' List, the time limit shall be ninety (90) seconds. This decision of the Committee Directors is open to appeal.

Delegates may raise a Motion to Change the Speaking Time on the Speakers' List should they feel that extending the time limit would be beneficial to Debate. The Motion will be subject to a Procedural Vote without speakers. For clarity purposes, this does not affect the timing of Moderated Caucus time limits.

VI.3 YIELDS

There are three ways a Delegate granted the Right to speak on the Speakers' list can yield the time remaining at the end of their speech.

- i. Yield to another Delegate: The Delegate may give the remaining time to another Delegate, who may not, however, make any further yields to any other Delegates.
- ii. Yield to Points of Information: The Delegate may submit the remaining time to Points of Information. This procedure will be directed by the Dais. The Dais will select Delegates wishing to ask a question and they will be limited to one (1) short one-line question. The Dais will have the Right to either grant follow-up questions if the Dais believes that the question has not been properly addressed. The Dais will also call to order any Delegate whose question is rhetorical, misleading, long-winded, leading, or not on topic. Delegates can be granted up to twenty (20) seconds if they wish to entertain Points of Information if they have finished their speaking time. Time taken to ask the question will not count towards the remaining speaking time.
- iii. Yield to the Dais: The Delegate may yield their time to the Dais if they do not wish to yield to another Delegate or to answer Points of Information.

VI.4 RIGHT OF REPLY

A Right of Reply may only be exercised in cases where the Delegate feels another Delegate has insulted their country's national integrity during Debate. A remark that insults a Delegate's 'national integrity' is one directed at the governing authority of that Member State and/or one that puts into question that Member State's sovereignty.

Requests for a Right of Reply must be submitted to the Director via a message, along with a short explanation of the reason for the request. Rights of Reply cannot be raised during normal Caucuses as other Motions or Rights are, i.e. by raising the placard to the attention of the Dais. If the Dais deems that such a request is valid, the Delegate may – in the time limit determined by the Dais – reply and state why the Delegate feels the remark being referred to is incorrect or unjustified.

The Committee Directors' decision whether to grant the Right of Reply is not open to Appeal. A Right of Reply to a Right of Reply is out of order.

CHAPTER VII: RULES CONCERNING POINTS

VII.1 RAISING POINTS

Any of the Points below may be raised by any Delegate at any point providing that it does not interrupt a speaker (with the exception of a Point of Personal Privilege in extreme circumstances). A Delegate wishing to raise a Point shall, at the appropriate time, raise their placard and state the Point they wish to raise and then wait for the Committee Directors to ask them to state it fully. The Committee Directors shall then take any action required as per the Rules below. Points shall be recognized before any Motion or speakers by the Committee Directors.

VII.2 POINT OF PERSONAL PRIVILEGE

If there is a circumstance preventing a Delegate from participating in the proceedings to their fullest ability, or if the Delegate is in personal discomfort, they may rise a Point of Personal Privilege. For instance, Points of Personal Privilege may be raised when the Delegate cannot hear what has been said, or if the Delegate cannot see something being projected on a screen.

A Point of Personal Privilege may only interrupt a speaker if the Delegate raising the Point cannot hear the speaker. If appropriate, the Committee Directors will request that the speaker raise their volume and/or speak more clearly or take any other appropriate action.

VII.3 POINT OF ORDER

During the discussion of any matter, a Delegate may raise a Point of Order to indicate an instance of improper parliamentary procedure either by the Director or by a Delegate that has escaped the Committee Directors' attention.

A Delegate may not, in raising a Point of Order, speak on the substance of the matter under discussion, and a Point of Order may under no circumstances interrupt the speech of a fellow Delegate. Any questions on order arising during a speech made by a Delegate should be raised at the conclusion of the speech.

The Committee Directors will immediately rule on a Point of Order in accordance with these Rules of Procedure. This decision of the Committee Directors is open to appeal.

VII.4 POINT OF PARLIAMENTARY INQUIRY

When the floor is open, a Delegate may raise a Point of Parliamentary Inquiry to ask the Committee Director a question only regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. The Rules of Procedure in reference are those of this document.

Delegates with any questions not regarding the Rules of Procedure, i.e. with substantive questions related to the content of the Debate, should not raise this Point, but should rather raise a Point of Information to the Chair or approach the Committee Dais with the question during an Unmoderated Caucus or send them a written message.

VII.5 POINT OF INFORMATION

When the floor is open, a Delegate may raise a Point of Information to the Chair to ask the Dais a question on matters not pertaining to the Rules of Procedure. Such matters may be substantive questions related to the content of the Debate, or questions on administrative matters, e.g. on scheduling.

A Point of Information to the Chair may never interrupt a speaker

CHAPTER VIII: RULES CONCERNING WRITTEN PRESENTATIONS

VIII.1 DRAFT RESOLUTIONS

A Draft Resolution is a document that is created with the intention of, through its discussion, possible Amendment, and possible Vote, becoming a Resolution of the Committee. It may be introduced by a Sponsor. The full procedure is outlined in the succeeding Rule of this document.

Draft Resolutions however, must be submitted in the same style with regards to form, grammar and punctuations as the formal Resolutions of the Committee being modelled. In cases where formatting guidelines are not provided, the formatting style specified in the [LIMUN Written Documents Guide](#) will apply.

A Draft Resolution may be introduced when it has been signed by one-fifth (1/5) of the number of members (including Observers) present at the commencement of the Committee session and having received approval by the Committee Directors. Observers are thus allowed to sign and sponsor Draft Resolutions.

The constitution of one-fifth (1/5) should include both the Sponsors and Signatories, all listed in alphabetical order. A Delegate counts as a Sponsor only if they have authored or helped to write the Draft Resolution. Sponsors indicate support for the Draft Resolution and no Draft Resolution may include more than five (5) Sponsors.

A Delegate may be a Signatory if they have agreed to sign the Draft Resolution. Signing such a document does not indicate support, but an intent to see said document discussed. The role of a Signatory has no more obligations.

A Delegate may request the removal of their country to the list of Sponsors or Signatories at any time during Debate. If at any time a Draft Resolution loses all its Sponsors, or if the total number of Signatories and Sponsors drops below one-fifth (1/5), the document is declared withdrawn.

VIII.3 INTRODUCING A DRAFT RESOLUTION

Subsequent to the approval of a Draft Resolution by the Committee Directors and after it has been made available to the Committee, a Sponsor may propose a Motion to Introduce the Draft Resolution. The Sponsor shall read out the operative clauses of the Draft Resolution. After this, Seconds and Objections shall be heard by the Committee Directors. The Motion will then be subject to a Procedural Vote without Speakers. Once a Draft Resolution has been introduced, it will be numbered, and a Sponsor may call for a Moderated Caucus. The Committee Directors must ask for and accept a Motion for a Moderated Caucus of at least ten (10) minutes to discuss the details of the Draft Resolution. The first speaker must be a Sponsor of the Draft Resolution.

More than one Draft Resolution may be on the floor at any one time, but only one Resolution may be passed by any Committee per Agenda item. Once a Committee has passed a Draft Resolution, or after all Draft Resolutions have been put to a Vote, the Committee shall move to discuss the next item on the Agenda.

VIII.4 AMENDMENTS

An Amendment is a proposal that simply adds to, deletes, or revises operative clause(s) of a Draft Resolution. Delegates may amend any Draft Resolution that has been formally introduced.

Amendments do not require Signatories, and can be submitted directly from the Sponsor to the Directors for approval. Once approved, the Sponsor may then formally introduce the Amendment when the floor is open.

Amendments to the second degree are out of order (i.e. Amendment to an Amendment); although any part of a Draft Resolution that has previously been amended successfully may be further amended, but only through a separate Amendment.

Amendments to a Draft Resolution may not affect Pre-Ambulatory Clauses.

Sponsors or Signatories of a Draft Resolution are not obliged or forced to support Amendments.

Amendments are regarded as Substantive Votes. However, Observers can introduce Amendments but cannot Vote on the said Amendments.

VIII.5 INTRODUCING AN AMENDMENT

Once an Amendment has been accepted by the Committee Directors, one of the Delegates may raise a Motion to introduce the Amendment. The Delegate shall read out the Amendment when recognized by the Committee Directors. After which Seconds and Objections will be heard, if there are any. The Motion will then be subject to a Procedural Vote without speakers. The exemption to this Rule is a Friendly Amendment.

Delegates should note that the Vote on the Motion to Introduce the Amendment is separate from the Vote on whether to incorporate the Amendment to the Draft Resolution; Thus, merely voting in favour of introducing the Amendment does not mean support for the Amendment itself.

VIII.6 FRIENDLY AMENDMENTS

If any Amendment is signed by all the Sponsors of a Draft Resolution, once it has been approved by the Committee Directors, it may be introduced as a Friendly Amendment by one of its Sponsors or by any Delegate. There can be no Objections to introducing a Friendly Amendment, and hence Friendly Amendments do not require a Vote to be introduced. Once the Operative Clauses have been read out, the Amendment has been introduced. Friendly Amendments do require a Substantive Vote to be included in the Draft Resolution.

Once the Amendment has been introduced, the Committee will move into a Substantive Vote with one (1) Speaker speaking for and one (1) Speaker speaking against the Amendment. There will be no Supplementary Speakers' list to discuss the Friendly Amendment. Once the two (2) Speakers are heard, a Substantive Vote will be held on the Amendment's inclusion in the Draft Resolution. If approved, the Amendment will be incorporated into the Draft Resolution.

Failed Friendly Amendments can be re-introduced as General (Unfriendly) Amendments.

VIII.7 UNFRIENDLY AMENDMENTS

An Amendment shall be termed as ‘Unfriendly’ if the signatories of the said Amendment do not contain the Sponsors of the Draft Resolution. It will therefore need to be voted upon to be introduced. This will be a Procedural Vote.

After the Amendment has been introduced by one of the Sponsors, there shall be Speakers for and against, not more than two (2) for each side. There shall be a Supplementary Speakers’ List introduced if there is a Motion by a Delegate to further discuss the nature of the Amendment. The Supplementary Speakers’ List can also be introduced at the discretion of the Committee Directors. This is not subject to appeal.

Once all Speakers have been heard or the Supplementary Speakers’ List has been exhausted, there will be a Substantive Vote on the inclusion of the Amendment in the Draft Resolution. If approved, the Amendment will be incorporated into the Draft Resolution.

Before the voting procedure has started, but after close of Debate on the Amendment, Delegates may Motion to Divide the Question if the Amendment includes or affects more than one (1) Operative Clause. This will be subject to a Procedural Vote with no speakers. If successful, each part will be voted on separately with a Substantial Vote. Any approved parts of the Amendment will be incorporated into the Draft Resolution. If the Motion to Divide the Question fails, the Amendment will be voted on as a single Amendment, with a Substantial Vote. If approved, the whole Amendment will be incorporated into the Draft Resolution.

Failed Unfriendly Amendments (or failed parts of an Unfriendly Amendment) cannot be re-introduced.

VIII.8 COMPETENCE

A Motion to Question the Competence of the Committee to discuss a Resolution or an Amendment, shall be deemed in order only if it is raised before the Resolution or Amendment has been formally introduced.

A Delegate can only raise a Motion Questioning the Competence of the Committee by raising their placard and stating it orally after the Operative Clauses of the Resolution or Amendment in question have been read out and before voting on the Resolution or Amendment's introduction. Delegates are allowed to raise their placard and orally state 'Motion to Question the Competence of the Committee to discuss this Resolution/Amendment'. After this, the Dais will recognise the Delegate and allow them to proceed.

After the proposer of the Motion presents their argument, the Dais will then call for a Second. The Motion requires a Second and will be subject to a Procedural Vote with speakers. There will be one (1) Speaker for and one (1) Speaker against. This Motion requires a two-thirds (2/3) majority to pass. Should the Motion succeed, the Resolution or Amendment shall not be introduced.

A Motion of Competence can only be called if it is not in the Committee's mandate to discuss what is proposed by the document, or if it is not in its power to implement it should it pass.

CHAPTER IX: RULES CONCERNING VOTING

IX.1 PROCEDURAL VOTING

Each member of the Committee, including Observers, shall have one (1) Vote on Procedural Votes. Delegates will express their Vote by raising their placards, and a simple majority is required unless explicitly stated elsewhere in these Rules, namely when voting to appeal a Committee Directors' Decision, in a Motion of Competence, or when Splitting the House. Delegates must Vote for or against in Procedural Votes; abstentions are not in order.

IX.2 SUBSTANTIVE VOTING

A Substantive Vote is taken on passing a Draft Resolution and Amendments. The following procedure is to be observed.

After closure of Debate on an Agenda Item, the Director shall entertain any Motions on the floor (specifically the Motions outlined in Articles IX.4 - IX.7 of the present Rules). Then, the Committee will move into Substantive voting procedure on all Draft Resolutions in the order that they are introduced, unless they have been reordered. In a Substantive Vote, members may Vote 'Yes', 'No', or 'Abstain'; members 'Present and Voting' cannot abstain. Observers may not Vote. Delegates will express their Vote by raising their placards, except in the case of a Roll Call Vote.

Observers, while allowed to introduce or Sponsor Amendments, are not allowed to Vote and do not constitute part of the one-fifth (1/5) required for Amendments to pass.

In the case of a Roll Call Vote, Delegates may 'Pass' and be returned to by the Committee Directors afterwards. Alternatively, Delegates may Vote 'Yes with Rights' or 'No with Rights'.

After the Committee Directors have announced the beginning of voting, no Delegate can interrupt the voting except with a Point of Personal Privilege or a Point of Order relating to the conduct of voting. Delegates are also not allowed to leave the Committee room while voting is taking place, and note passing will be suspended.

IX.3 DEFINITION OF MAJORITY

Unless specified otherwise in these Rules, decisions of the Committee shall be made by a simple majority of those present during the session. In a Substantive Vote, abstentions are not counted as Votes for or against, so a simple majority of 'Yes' over 'No' is required, unless specified otherwise elsewhere in these Rules of Procedure.

A simple majority is defined as more Votes in favor than against. A tie is taken as a failure. A two-thirds (2/3) majority requires at least twice as many Votes for as against.

IX.4 MOTION TO REORDER DRAFT RESOLUTIONS

If two (2) or more Draft Resolutions are on the floor, they will be voted on in the order in which they were submitted, unless the Committee decides otherwise. A Motion to reorder will be in order immediately after Closure of Debate, but prior to entering voting procedure.

A Motion to Reorder Draft Resolutions requires a Second and is subject to a Procedural Vote without speakers.

If more than one Motion to Reorder Draft Resolutions is proposed, the Committee will vote on each of these Motions in the order in which they were introduced. Voting will continue until either a Motion passes, receiving a simple majority or a Second with no Objections, or all of the Motions fail, in which case the Committee will vote on the proposals in their original order.

IX.5 MOTION TO SPLIT THE HOUSE

This Motion demands all Delegates to Vote, regardless of their existing voting status, i.e. whether or not they are 'Present' or 'Present and Voting', on a Draft Resolution. This removes the Right to abstain from the voting procedure.

Delegates may propose a Motion to Split the House if they wish that there be no further abstentions during the voting procedure. The Motion has to be proposed before the Committee starts voting on any of the Draft Resolutions.

The Motion is not debatable, requires a Second and shall be put to a Vote. It requires a two-thirds (2/3) majority to pass.

If the Motion passes, no Delegate may abstain during the voting procedure on any of the Draft Resolutions on the floor.

IX.6 MOTION FOR A ROLL CALL VOTE

The Committee shall normally vote by a show of placards. During voting procedure on a Substantive matter, a Delegate may Motion for a Roll Call Vote. This Motion should be put forth after Closure of Debate, and before moving into voting procedure. A Motion to Divide the Question supersedes a Motion for a Roll Call Vote. The Delegate moving for a Roll Call Vote should indicate which Draft Resolution(s) this Motion applies to. If there are multiple Motions for Roll Call Votes on the floor, applying to different Draft Resolutions, they shall be voted on in an order to be set by the Dais where the Motion affecting the most Draft Resolutions will be voted on first. A Motion for a Roll Call Vote is subject to a Procedural Vote without speakers.

When the Committee has entered a Substantive voting procedure and has reached the point of voting on a Draft Resolution for which a Motion for a Roll Call Vote has been passed, the Dais will select where to begin and proceed to call on Member States in English alphabetical order thereafter. One Delegate per Member State shall reply ‘Yes’, ‘No’, ‘Yes with Rights’, ‘No with Rights’, ‘Abstention’, or ‘Pass’. Only those Member States, who designated themselves as ‘Present’ or ‘Present and Voting’ during the beginning of that session or have communicated in some other manner their attendance to the Director, are permitted to vote. As such, no others will be called on during a Roll Call Vote. Any representatives replying ‘Pass’, must, during the second and final round of voting, respond with either ‘Yes’ or ‘No’ and may not pass again or abstain from voting.

IX.7 DIVISION OF THE QUESTION

After Debate on an Amendment or general Debate has been closed, a Delegate may move for specific Operative Clauses of the Amendment or of any Draft Resolution to be voted on separately. This should be raised after Debate has closed, but before voting has started, and should include a brief description of the specific division moved for. A Motion to Reorder supersedes Division of the

Question. Division of the Question may not separate Pre-Ambulatory Clauses or Sub-Operative Clauses.

If there are multiple Motions for different divisions, those shall be voted upon in an order to be set by the Dais where the most radical division will be voted upon first. The most radical division is considered that which separates the proposal into the greatest number of divisions, unless the Dais expressly states that another proposal would be substantially more radical.

A Motion to Divide the Question requires a Second and is subject to a Procedural Vote without speakers. If the Motion passes, the Draft Resolution or Amendment will be divided accordingly. Then, a separate Procedural Vote without speakers will be taken on each divided part to determine whether or not it is included in the final Draft.

Parts of the Resolution or Amendment that are subsequently passed will be recombined into a final document, which is then carried into the final Vote on the proposal. This final Vote is Procedural if dealing with an Amendment and Substantive if dealing with a Draft Resolution. If all of the Operative parts of Amendment or Resolution are rejected, it will be considered that the proposal in question has been rejected as a whole.

IX.8 RIGHT TO EXPLAIN VOTE

A Sponsor of a proposal may speak in explanation of their Vote against the proposal if it has been amended. Herein representatives may choose to vote 'Yes with Rights' or 'No with Rights' and make a brief statement consisting solely of the explanation of their Vote after voting has been completed. Any requests for an explanation of Vote must be submitted to the Dais in writing before Debate on the Agenda Item is closed, in which case the Dais may use their discretion to grant the Delegate the Right to briefly address the Committee immediately after voting on the Agenda Item has come to an end.

Voting with Rights is to be used only in extraordinary circumstances, such as a Delegate voting against a Resolution they have sponsored or voting against their country's publicly stated policy but in favour of their national interest.