

I. General Rules

Rule 1 - Duties of the Secretariat - The Secretariat shall receive, print, and distribute documents, reports, and resolutions of the Committee, and shall distribute documents of the Committee to the members of the United Nations, and generally perform all other work, which the Committee may require.

For purposes of these rules, committee chairs, the Secretary-General, the Deputy Secretary-General and Under Secretary-Generals are referred to as "The Secretariat".

Rule 2 - Arbitration- Interpretation of the rules shall be reserved exclusively to the Secretary General or designated members of the Secretariat.

Rule 3 - Language - English will be the official and working language of this conference.

Rule 4 - Courtesy - Delegates shall show courtesy and respect to other delegates and the Secretariat. The committee Chair will immediately call to order any delegate who fails to comply with this rule.

II. Rules Governing the Agenda

Rule 5 -Attendance- At the beginning of each session Committee Chairs will call on Member States in English alphabetical order to state their status of attendance. Member States may reply 'present' or 'present and voting', where 'present and voting' means the Member State cannot abstain on the substantive vote.

Rule 6 - Setting the Agenda - The first order of business for the Committee will be the consideration of the Agenda. A motion should be made to put an Agenda Item first. This motion requires a second. If no delegate wishes to oppose the motion, it shall be considered adopted. If there is opposition, a speakers list will be established for and against the motion.

A motion to close debate will be in order after the Committee has heard two speakers for the motion and two against; or, in case only one delegate wishes to oppose the motion, one speaker for and one speaker against the motion shall be considered after a motion to close debate shall be entertained. In accordance with the procedure described in Rule 14, the Chair will recognise two speakers against the motion to close debate, and a vote of two-thirds in favour is required for closure of debate on the Agenda.

When debate is closed, the Committee will move to an immediate vote on the motion. A simple majority of all members *present or present and voting* is required for passage. If the motion fails, the other Agenda Item will automatically be placed first on the Agenda.

The vote described in this rule is a procedural vote and hence all delegates will be required to cast a vote. There shall be no abstentions.

III. Committee Rules

Rule 7 - General Powers of the Committee Chairs - In addition to exercising the powers conferred upon him or her elsewhere by these rules, the Chair shall: declare the opening and closing of each meeting of the Committee, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions.

Chairs and the secretariat retain the right to remove any and all powers of delegates and to have delegates removed from the committee rooms, where deemed appropriate.

Rule 8 - Appeal - The Chair, in the exercise of his or her functions, remains under the authority of the Committee. A delegate may appeal any decision of the Chair, with the exception of those matters that are explicitly stated not to be open to appeal. The Chair may speak briefly in defence of the ruling. The appeal will then be put to a vote, and the decision of the Chair will stand unless overruled by a majority of those members *present or present and voting*. The Chair's decision not to approve a resolution or amendment is never appealable. A 'Yes' vote indicates support of the Chair's ruling; a

'No' vote indicates opposition to that ruling. The Chair's ruling will stand unless overruled by a majority of 'No' votes.

The Chair's ruling on Unmoderated Caucus, Moderated Caucus, Closure of Debate, Adjournment of the Meeting, Adjournment of Debate and Right of Reply are not open to appeal. The vote described in this rule is a procedural vote and hence all delegates will be required to cast a vote. There shall be no abstentions. Chairs may appeal a matter to the Secretary-General whose decision will be final and binding.

Rule 9 - Quorum - The Chair may declare a Committee open and permit debate to proceed when at least one- third of the members of the Committee are present. The presence of delegates of a majority of the Member States of the body concerned shall be required for any decision on a substantive motion to be taken. A quorum will be assumed to be present unless specifically challenged and shown to be absent by a roll call.

IV. Rules Governing Debate

Rule 10 - Debate - After the Agenda has been determined, one continuously open speakers list will be established for the purpose of general debate. This speakers list will be followed for all debate on the Agenda Item, except when superseded by procedural motions or a debate on amendments. Speakers may speak generally on the Agenda Item being considered and may address any resolution currently on the floor.

Rule 11 -Unmoderated Caucus - A motion to caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote. A majority of members *present or present and voting* is required for passage. The Chair may rule the motion out of order and his or her decision is not subject to appeal.

Rule 12 - Moderated Caucus - The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chair will temporarily depart from the speakers list and call on delegates to speak at his or her discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on immediately, with a majority of members *present or present and voting* required for passage. The Chair may rule the motion out of order and his decision is not subject to appeal. It is not in order to entertain points of information/questions during a moderate caucus.

Rule 13 - Closure of Debate - A delegate may at any time move for the closure of debate on the item currently under discussion, both substantive and procedural, whether or not any other delegate has signified his or her wish to speak. Permission to speak on the motion shall be accorded only to two delegates opposing the closure, after which the motion shall be put to a vote immediately. Closure of debate shall require a two- thirds majority of the members *present or present and voting*. If the Committee favours the closure of debate, the Committee shall immediately move to vote on all proposals introduced under debate.

Rule 14 - Speakers List - The Committee will have an open speakers list for the Agenda Item being discussed. Separate speakers lists will be established as needed for procedural motions and debate on amendments. A Member State may add its name to the speakers list at any time by raising their placards in-between speeches and when the speakers list is in motion, a delegate may also request to be added to the speakers list. The names of the next several Member States to speak will always be posted for the convenience of the Committee. Speakers list are only ever open for one agenda item at a time.

Rule 15 - Closure of the Speakers List -

At any point during debate a delegate may move to close the speakers list. Such motion shall not be debated, but put to an immediate vote, requiring the support of a majority of the members *present or present and voting* to pass. A closed speakers list can be reopened at any time prior to voting procedures by a simple majority of all members *present or present and voting*. When there are no

more speakers, the Chair shall declare the debate closed. Such closure shall have the same effect as closure by decision of the Committee under Rule 14.

A motion to close the speakers list is within the purview of the Committee and the Chair should not on his own motion move the body.

Rule 16 - Suspension of the Meeting - During the discussion of any matter, a delegate may move for a suspension of the meeting, specifying a time for reconvening. Such motions shall not be debated but shall be put to a vote immediately, requiring the support of a majority of the members *present or present and voting* to pass.

Rule 17 - Postponement of Debate – “Tabling” - Whenever the floor is open, a delegate may move for the postponement of debate on a resolution or amendment currently on the floor. The motion, otherwise known as ‘tabling’, will require a two-thirds vote to pass and will be debatable to the extent of one speaker in favour and one opposed. No debate or action will be allowed on any resolution or amendment on which debate has been postponed.

Rule 18 - Resumption of Debate – “Untabing” - A motion to resume debate on an amendment or resolution on which debate has been postponed will require a majority to pass and will be debatable to the extent of one speaker in favour and one opposed. Resumption of debate will cancel the effects of *postponement of debate*.

V. Rules Governing Speech

Rule 19 - Speeches - No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his or her remarks are not relevant to the subject under discussion, or are offensive to Committee members or Secretariat. The Chair may at his discretion call a delegate to order if his or her speech is to be considered personally offensive or infringes upon the sovereignty of a Member State.

Rule 20 - Yields - A delegate granted the right to speak on a substantive issue may yield in one of three ways:

-Yield to another delegate. His or her remaining time will be given to that delegate, who may not, however, make any further yields.

-Yield to questions/points of information. Questioners will be selected by the Chair and limited to one question each. The Chair will have the right to call to order any delegate whose question is, in the opinion of the Chair, rhetorical and leading and/or not designed to elicit information and/or delivered as a speech. Only the speaker's answers to questions will be deducted from the speaker's remaining time.

Chairs retain the right to allow additional time for questions/points of information, where it will enhance the debate and/or allow for a substantial answer.

-Yield to the chair. Such a yield should be made if the delegate does not wish to yield to questions or another delegate. The Chair will then move to the next speaker. Delegates must declare any yield by the conclusion of his or her speech. If time runs out, the Chair will simply move on to the next speaker.

Rule 21 - Right of Reply - A delegate whose national integrity has been impugned by another delegate may request a Right of Reply. The Chair shall determine an appropriate time limit for the reply. The Chair's 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.

For purposes of this rule, a remark that impugns 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 or a portion thereof.

VI. Points

Rule 22 - Point of Personal Privilege - Whenever a delegate experiences personal discomfort, which impairs his or her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege

may interrupt a speaker, delegates should use this power with the utmost discretion.

Rule 23 - Point of Order - During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. A delegate may not, in rising to a Point of Order, speak on the substance of the matter under discussion.

The Point of Order will be immediately ruled on by the Chair in accordance with these rules of procedure. The ruling of the Chair shall stand unless overruled by a majority of the members *present or present and voting*.

Such Points 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, or can be addressed by the Chair, at his or her discretion, during the speech.

Rule 24 - Points of Parliamentary Inquiry - When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the Committee Staff during caucus or seek permission to 'approach the chair'.

VII. Rules Governing Substantive Issues

Rule 25 - Working Papers - Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, but do require the approval of the Chair to be copied and distributed.

Working papers do not require the signatures of one fifth of the delegates present or present and voting.

Rule 26 - Draft Resolutions - A draft resolution may be introduced when it receives the approval of the Chair and is signed by one -fifth of the number of delegations that are *present or present and voting* at the beginning of the Committee session. Signing a resolution need not indicate support of the resolution, and the signer has no further obligations.

There are no official sponsors of resolutions.

Rule 27 - Introducing a Draft Resolution - Once a resolution has been approved as stipulated above and has been copied and distributed, a delegate may rise to introduce the resolution. The content of such an introduction will be limited to reading the operative clauses of the resolution. Such an introduction will be considered procedural in nature, and hence, yields are out of order. An immediate vote is taken, with a simple majority required for the introduction of the resolution. More than one resolution may be on the floor at any one time, but at most one resolution may be passed per Agenda item. Debate on resolutions proceeds according to the Agenda Item general speakers list.

Rule 28 - Amendments - An amendment is a proposal that does no more than add to, delete from or revise part of a draft resolution. Delegates may amend any draft resolution, which has been introduced. Amendments shall normally be submitted in writing to the Secretariat with the names of one-eighth of the member states *present or present and voting*, in favour of the Committee considering the amendment.

Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. Preambulatory phrases may not be amended.

A delegate may move to introduce an amendment approved by the chair, when the floor is open. An immediate vote is taken, with a simple majority required for the introduction of the amendment. Once an amendment is introduced to Committee, General Debate will be suspended and a speakers list will be established for and against the amendment.

The motion to introduce an amendment is procedural in nature and does not require the delegate to be on the speakers list. Debate on an amendment is substantial in nature; yields are thus in order.

A motion to close debate will be in order after the Committee has heard two speakers for the

amendment and two against; or in case only one delegate wishes to oppose the motion, one speaker for and one speaker against the motion shall be considered, after which a motion to close debate shall be entertained.

When debate is closed on the amendment, the Committee will move to an immediate vote. After the vote, debate on the draft resolution will resume according to the general speakers list. A passed amendment shall be treated as an integral part of the draft resolution under debate. *The vote on an amendment is procedural in nature; hence no Member State shall abstain.*

Rule 29 - Competence - A motion to question the competence of the Committee to discuss a resolution or an amendment is in order only immediately after the resolution or amendment has been introduced. The motion requires a majority to pass and is debatable to the extent of one speaker for and one against.

VIII. Rules Governing Voting

Rule 30 - Voting Rights - Each member of the Committee, shall have one vote on procedural motions including the vote on an amendment.

Rule 31 - Voting - Each country will have one vote. Each vote may be a 'Yes', 'No', or 'Abstain'. Members 'present and voting' will be defined as members casting an affirmative or negative vote. *Members who abstain from voting are considered as not voting.* All matters will be voted upon by placards, except in the case of a *roll call vote*. After the Chair has announced the beginning of voting, no delegate can interrupt the voting except on a *Point of Personal Privilege* or a *Point of Order* in connection with the actual conduct of voting. A simple majority requires 'Yes' votes from more than half the members *present or present and voting*; ties fail. A two-thirds vote requires at least twice as many 'Yes' votes as 'No' votes.

Rule 32 - Division of Question - After debate on any resolution or amendment has been closed, a delegate may move that operative parts of the proposal be voted on separately. Preambulatory clauses and sub-operative clauses may not be separated by division of the question. If there are calls for multiple divisions, those shall be voted upon in an order to be set by the Chair where the most radical division will be voted upon first.

The only substantive vote on a motion to divide the question is the final vote in the case of a resolution. If the division of question is aimed at an amendment the final vote is procedural in nature.

If there is opposition to the motion to divide the question, the motion shall be voted upon, requiring the support of a majority of those *present or present and voting* to pass. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion receives the simple majority required to pass, the resolution or amendment will be divided accordingly, and a separate procedural vote 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 and will be put to a substantive vote in the case of a resolution and a procedural vote in the case of an amendment. The final vote requires a simple majority to pass. If all of the operative parts of an amendment or resolution are rejected, the proposal will be considered to have been rejected as a whole.

For purposes of this rule, 'most radical division' means the division that will remove the greatest substance from the draft resolution, but not necessarily the one that will remove the most words or clauses.

Rule 33 - Order of Voting - If two or more proposals relate to the same question, they shall, unless the Committee decides otherwise, be voted on in order in which they were submitted. *For purposes of this rule, 'proposal' means any draft resolution, or a portion of a draft resolution divided out by motion.*

Rule 34 - Majority required - 1. Unless specified otherwise in these rules, decisions of the Committee shall be made by a majority of the members *present or present and voting*.

Rule 35 - Method of voting - The Committee shall normally vote by a show of placards, except that a delegate may request a roll call, which shall be taken in the English alphabetical order of the names of the members, beginning with the Member State whose name is randomly selected by the Chair. The name of each present Member State shall be called and one of its delegates shall reply

'yes', 'no', 'abstention', or 'pass'.

IX. Conduct of Business, Rule 36 - Precedence of Motions - Motions will be considered in the following order of preference:

1. Parliamentary Points

- a. Points that interrupt a speaker:
 - ▲ Points of Personal Privilege
- b. Points that are in order only when the floor is open:
 - ▲ Point of Order
 - ▲ Points of Parliamentary Inquiry

2. Procedural motions that are not debatable:

- a. Adjournment of the Meeting
- b. Suspension of the Meeting
- c. Caucusing
- d. Moderated Caucusing

3. Procedural motions that are applicable to an Agenda Item, a resolution or amendment under consideration:

- a. Adjournment of Debate
- b. Closure of Debate
- c. Postponement of Debate
- d. Closure of speakers list
- e. Competence
- f. Division of the Question

4. Substantive motions:

- a. Amendments
- b. Resolution

5. Other procedural motions:

- a. Resumption of Debate
- b. Reconsideration of an Agenda Item
- c. Reconsideration of a proposal

X. Summary of Voting Requirements

Voting Requirements

Simple Majority Required	Appeal Opening of Debate Moderate Caucus Unmoderated Caucus Closure of Speakers List Suspension of Meeting Adjournment of Meeting Suspension of Debate Adjournment of Debate Resumption of Debate Introduction of a Draft Resolution Introduction of an Amendment Competence Division of the Question Roll Call
Two Thirds Majority Required	Closure of Debate Reconsideration of Proposal Reconsideration of Agenda Item

Required Sponsors/Signatories

Working Paper	No requirement
Draft Resolution	Sponsors: One-eighth Signatories: One-fifth (Of those present or present and voting)
Amendments	Signatories: One-eighth

Rule 37. Draft Resolutions and amendments require a simple majority to pass. Should the balance of passage or failing of the Draft Resolution rest upon the number of abstentions then a delegate may make a motion to divide the house. This will only be entertained if the number of abstentions would fail or pass a resolution. No vote is required to entertain the division of the house.

Rule 38. Under Article 27 of the UN Charter the Security Council requires 9 out of 15 members vote in favour of a draft resolution for it to pass. Permanent members* may veto a draft resolution, automatically, by voting against a draft resolution. In the event of a division of the question, a permanent member may veto any part of the resolution

**Republic of France, People's Republic of China, Russian Federation, the United Kingdom of Great Britain and Northern Ireland and the United States of America.*

Rule 39. Under rule 18 of the rules governing the Assembly of the African Union, The Assembly shall take all its decisions by consensus or, failing which, by a two-thirds majority of the Member States eligible to vote.