



Rules of Procedure MostarMUN
2020

I

General Provisions

RULE 1: General Rules

1. The Rules of Procedure (Rules) represent a code of conduct and working regulations of the Conference are not subject to change. They shall be considered as adopted at the beginning of the Conference.

RULE 2: Language

1. English is the official and working language of Conference, unless committee-specific rules stipulate otherwise.
2. All official documents, and all other communication among Participants and Chairpersons shall be conducted in the official language.

RULE 3: Diplomatic Courtesy

1. At all times, Representatives shall show respect and courtesy towards other Representatives, the Secretariat and Guests. Failing to do so will result in admonition by the Secretariat or Chairpersons of the committee.
2. Each Representative shall act with respect and in accordance with diplomatic courtesy towards fellow Representatives and members of the Secretariat. Any Representative, who is found to be overtly disrupting committee proceedings and repeatedly disregarding the regulations set forward in these Rules, may be subject to disciplinary measures taken by the Chairpersons and the Secretary-General. Such decisions are not subject to appeal.
3. The Members of the Secretariat have the authority to issue diplomatic warnings to Representatives who are found to be in violation of diplomatic courtesy. Upon receipt of a second diplomatic warning, the Representative will have their speaking rights revoked for the remaining duration of the current session. Upon receipt of a third diplomatic warning, the Representative will be banned from the current session for the remaining duration.

RULE 4: Dress Code

1. All Representatives are required to comply with the formal western attire for the sessions. If any of the Representatives wish to wear the traditional attire of the country represented, they shall be granted permission by the Chairpersons prior to the event.

II

Chairpersons and Secretariat

RULE 5: Secretariat

1. The Secretary-General has the ultimate authority in regards to the Rules of Procedure. The interpretation of the Rules shall be at his/her discretion, and his/ her final decision on the matters not specified in the Rules shall prevail over all other.
2. The Secretary-General may at any time make oral and written statements to the committee concerning any topic.
3. Any deviation from the provisional agenda shall be at the approval of the Secretary-General.
4. The Secretary-General shall assist the Chairpersons if necessary, receive and correct Documents as proposed by the committee, and shall supervise over the good functioning of the Conference.
5. The Secretary-General may delegate his/her authority to other Members of the Secretariat.
6. All powers vested into the Secretary-General shall apply in equal amount to the Deputy Secretary-General. All references to the Secretary-General in the Rules also encompass the Deputy Secretary-General.
7. 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 the Representatives, and are at all time responsible to the Secretary-General.
8. The Crisis Director, and/or Members of the Crisis Team may move freely in the committee room in order to distribute communication to the Representatives, and they may enter and leave the room without permission by the Chairpersons.
9. 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 6: Chairpersons

1. The Chairpersons shall act as the Directors of the committee and shall preside over its sessions. They shall declare the opening and closure of each session, open and close Floor to the Points and Motions and ensure the observance of the Rules.

2. The Chairpersons are Members of the Secretariat, and are responsible to the Secretary-General.
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 Representatives.
5. The Chairpersons shall have the right to dismiss Points or Motions put forward by Representatives should they be found to be contradictory to the Rules or if they are deemed dilatory. The Chairpersons may advise the Representatives 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 7: Interpretation of the Rules and Appeals

1. The Chairpersons shall have the right to authoritatively interpret the Rules.
2. In case of a dispute regarding the interpretation of the Rules, the Chairpersons may at their own discretion submit the dispute to the Secretary-General, who will assist the Chairpersons in making the final ruling.
3. In case a situation arises that is not covered by the Rules, the decision on procedure and interpretation shall be done in in spirit of these Rules, the key documents regarding the simulated committee, and the general conduct at conferences. Such decisions are not subject to an appeal.
4. All procedural decisions of the Chairpersons may be appealed, unless otherwise specified in the Rules.
5. In order to appeal a decision, a Representative shall call for a ***Point of Order***, and then raise a ***Motion for an Appeal***. The individual Chairperson whose decision is brought under appeal shall step down from actively presiding over the committee for the duration of the appeal process. Their fellow Chairperson or the Secretary-General shall preside over the committee for the remainder of the appeal process. The Representative who motioned for the appeal shall be afforded the right to speak in favour of the Motion for no more than two minutes. The Chairperson whose decision is under appeal shall then be afforded the right to speak against the Motion for no more than two (2) minutes. The Motion for an Appeal shall then be put to a substantive vote. If a two-thirds majority is achieved, the appealed decision shall be declared void by the Chairpersons or the Secretary-General, and the committee shall return to formal debate.

III

Membership

RULE 8: Member States

1. Each Member State or Organisation in the committee shall be represented by one (1) Representative.

RULE 9: Observers

1. The participation of Accredited Observers in the committee is possible.
2. Accredited Observers shall have the same procedural rights as Member States, but they may not vote on substantive matters.
3. Accredited Observers that are States may submit Draft Outcome Documents and Amendments.
4. Accredited Observers that are International Organisations, or Non-Governmental Organisations cannot submit Draft Outcome Documents and Amendments.

IV

Conduct of Business

RULE 10: A 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 Representative 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 11: Quorum

1. The Quorum signifies the minimum number of Representatives who need to be present in order to open session for the debate.

2. The Quorum is met when at least one-third of all Representatives registered are present at the committee session.
3. At the beginning of each session, and/or upon the ***Motion to Verify the Quorum***, Chairpersons shall call in 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.
4. Accredited Observers can declare themselves only as “*present*”.
5. A ***Motion to Verify the Quorum*** may be presented by any Representative or entertained at the discretion of the Chairpersons at the beginning of each session, after each suspension, or before each substantive voting procedure.
6. Any of the Representatives not present during the Roll Call shall, upon their arrival, send a note to the Chairpersons clarifying their status of presence in order to be able to participate in the session.

RULE 12: Agenda

1. The Agenda shall be considered adopted ahead of the first session and shall not be voted upon.
2. The Secretary-General may modify the Agenda of each Committee at their discretion.

RULE 13: Debate and Speeches

1. The four modes of Debate can be introduced during the conference:
 - a. Formal Debate (General Speakers' List);
 - b. Question and Answer Period;
 - c. Moderated Caucus;
 - d. Un-Moderated Caucus.
2. Upon setting the agenda, the General Speakers' List is open - either at the discretion of Chairpersons or by Representatives proposing a ***Motion to Open Speakers' List***.
3. No Representative shall address the committee without having been afforded the right to speak by the Chairpersons. All speakers must keep their remarks germane to the topic of discussion.
4. At the beginning of the first session, all Representatives shall deliver an Opening Speech of up to two (2) minutes.

5. Should a Representative address the committee in violation of the Rules, the Chairpersons shall call them to order. This decision is not subject to appeal.
6. If a Representative exceeds the time allotted for their speech, the Chairpersons shall call them to order. This decision is not subject to appeal.
7. Representatives shall not interrupt Speeches given by other Representatives, except when invoking a ***Point of Personal Privilege*** or a ***Point of Order***. All other matters shall be addressed upon the conclusion of the ongoing speech.

RULE 14: Formal Debate (General Speakers' list)

1. The General Speakers' List shows the order of speakers for the topic being on agenda, and is open for the whole duration of the discussion.
2. Once the Speakers' List is open, any Representative can be added to the General Speaker's List by:
 - a. Being recognised by raising their placard during the call made by Chairpersons;
 - b. Putting their placard in the upright position;
 - c. Sending the official note to the Chairpersons.
3. The Representative already added to the General Speakers' List cannot be added for the second time. Once the Representative makes his speech, they can submit a request to be put on the General Speakers' List again.
4. The Representative can also request to be withdrawn from the General Speakers' List by sending a note to the Chairpersons.
5. Speaking time for the General Speaker's List is set to ninety (90) seconds. The time limit can be altered by a ***Motion to Change the Speaker's Time***.
6. If there is a Motion adopted altering the mode of the debate, the General Speakers' List shall be suspended for the duration of the Motion and shall be resumed afterward.
7. Once the General Speakers' List is exhausted, the debate is considered closed and the committee automatically moves into the voting procedure on the document which is currently being discussed within the set topic.

RULE 15: Yields

1. A Representative who has been granted the right to speak by the Chairpersons during formal debate may yield their remaining speaking time:
 - a. ***To Questions/Points of Information*** - the Chairpersons shall entertain questions for the speaker. Representatives wishing to ask questions shall raise

their placards and wait to be recognised by the Chairpersons. The Chairpersons shall dismiss questions that are rhetorical, misleading, not referring to the previous speech, or in any way contradictory to these Rules. The time allotted for answers may not exceed the speaker's remaining time;

- b. **To a fellow Representative** - should the Representative that was chosen by the speaker accept the yielded time, the Chairpersons shall grant them the right to speak for the remainder of the speaking time;
- c. **To the Chairpersons** - the floor shall be given to the Chairpersons and the remainder of the allotted time forfeited.

RULE 16: Right of Reply

1. A Representative whose personal or national integrity has been impugned by another Representative's statement during Formal Debate may request a Right of Reply. Requesting a Right of Reply due to general disagreement with the content of another Representative's speech is not in order.
2. The Right of Reply shall pass at the discretion of the Chairpersons. This decision is not subject to appeal.
3. In order to request a Right of Reply the Representative shall stand up in silence during the speech, and not interrupt the current speaker. The Representative shall remain standing until the Right of Reply has been recognised or dismissed by the Chairpersons.
4. No Right of Reply may be raised while the current speaker is exercising their Right of Reply.

RULE 17: Question and Answer Period

1. Any Representative may, once the floor has been opened for Motions, raise a **Motion for a Question and Answer Period** for the purposes of questioning any Representative on an issue relevant to the debate.
2. Any other Representative may pose questions to the Representative under questioning. Questions shall have no introduction.
3. It is at the discretion of the Representative 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 Representative under questioning may refuse to answer any of the questions.
5. The time allotted to answering each question shall not exceed ninety (90) seconds.

RULE 18: 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 the agenda. A Moderated Caucus signifies a temporary change from formal debate to moderated informal debate.
2. A Representative 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.
3. The ***Motion for a Moderated Caucus*** can be introduced by any of the Representatives once the floor is open for Points and Motions.
4. Upon raising the ***Motion for a Moderated Caucus*** the Representative shall specify:
 - a. The topic of the proposed Moderated Caucus;
 - b. The total time for the proposed Moderated Caucus (which shall not exceed twenty (20) minutes);
 - c. Individual Speaker's time in the proposed Moderated Caucus;
 - d. The topic of the proposed Moderated Caucus of the Motion.
5. The Chairpersons may propose a more appropriate Caucus length or speaking time.
6. The Chairpersons may rule a Motion for a Moderated Caucus out of order. This decision is not subject to appeal.
7. The motion needs to be seconded at least twice by two separate Representatives, in addition to the Representative who raised the motion. The chair shall then ask for objections. If there are none the motion shall be considered adopted without a vote. If there is an objection the committee will move into voting procedures for the motion raised.
8. A Simple Majority of the is required for the Motion to pass.
9. In case more Motions for a Moderated Caucus are proposed, the committee will vote upon them in order of more disruptive to the least disruptive, according to the total time of the Caucus.
10. In case two or more Motions share the same total time, the one with longer individual Speaker's time is considered more disruptive. In case two or more Motions share the same total time and the same individual Speaker's time, they shall be voted upon in order of which they were proposed.

11. In case that the Representative will not take advantage of whole allotted time, the remaining time is yielded to the Chairpersons automatically. During a Moderated Caucus the Representative cannot yield their time to other Representatives.
12. If no Representatives wishes to speak, the Moderated Caucus elapses, and the committee shall return back to the General Speakers' List.
13. After a Moderated Caucus elapses, it may be extended by raising a ***Motion to Extend the Previous Moderated Caucus***. The total time of the extension shall not exceed the timeframe of the original Moderated Caucus. The Chairpersons may propose a more appropriate duration of the extension or dismiss the Motion entirely. Individual Speaker's time cannot be changed. Extension of an Extension of a Moderated Caucus is not in order.

RULE 19: Unmoderated Caucus

1. An Unmoderated Caucus suspends formal debate. It shall be used 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. Representatives may move about the committee room freely and interact, but may not leave the committee room without prior permission of a Chairperson.
3. Any Representative may introduce a ***Motion for an Unmoderated Caucus*** at any time when the Chairpersons open the floor for Motions.
4. The Representative introducing the ***Motion for an Unmoderated Caucus*** shall specify the purpose of the Unmoderated Caucus, and the total duration (which shall not exceed twenty (20) minutes).
5. The Chairpersons may propose a more appropriate Caucus length or speaking time.
6. The Chairpersons may rule a Motion for an Unmoderated Caucus out of order. This decision is not subject to appeal.
7. The motion needs to be seconded at least twice by two separate Representatives, in addition to the Representative who raised the motion. The chair shall then ask for objections. If there are none the motion shall be considered adopted without a vote. If there is an objection the committee will move into voting procedures for the motion raised.
8. A Simple Majority of the is required for the Motion to pass.

9. In case there more Motions for an Unmoderated Caucus are proposed, the committee will vote upon them in order of more disruptive to the least disruptive, according to the total time of the Caucus.
10. After an Unmoderated Caucus elapses, it may be extended by raising a ***Motion to Extend the Previous Unmoderated Caucus***. The total time of the extension shall not exceed the timeframe of the original Unmoderated Caucus. The Chairpersons may propose a more appropriate duration of the extension or dismiss the Motion entirely. Extension of an Extension of an Unmoderated Caucus is not in order.

RULE 20: Splitting the Topic

1. A Representative may raise a ***Motion to Split the Topic*** in order for the committee to address the topic in two separate documents.
2. The Representative 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 21: Suspension of the Meeting

1. When the floor is open for Motions, any Representative may introduce a ***Motion to Suspend the Meeting*** for the purpose of a break.
2. Representative shall specify a time for the reconvening of the committee. The Chairpersons may dismiss this Motion or propose an alternative time for reconvening. This decision shall not be subject to appeal. This Motion shall immediately be put to a vote.
3. The Chairpersons may suspend the meeting at their own discretion. Such decision is not subject to an appeal.

RULE 22: Adjournment of the Meeting

1. The Adjournment of meeting suspends the meeting for the day. When the floor is open for Motions, any Representative may introduce a ***Motion to Adjourn the Meeting***. This Motion shall immediately be put to a vote.

2. The Chairpersons may dismiss this Motion. This decision is not subject to appeal.
3. The Chairpersons may adjourn the meeting at their own discretion. Such decision is not a subject to an appeal.

RULE 23: Closure of Debate

1. Any Representative may, at any time when the floor is open for Motions, raise a ***Motion to Close the Debate*** regarding the current topic on the agenda which is being discussed.
2. The Motion can be introduced without the exhaustion of general Speakers' List and no matter whether any other Representative is wishing to speak.
3. If the Motion passes, all discussion on the current topic will be officially closed, and the committee shall immediately move into the Voting Procedure on all draft documents and amendments as proposed during the debate on the topic of the agenda.
4. The Chairpersons shall entertain up to two speakers against this Motion for up to two minutes each. This Motion shall immediately be put to a vote. The vote on this Motion is substantive, therefore a Qualified Majority of the established quorum is required for the Motion to pass.
5. If the Motion is raised repeatedly to disrupt the proceedings, the Motion can be overruled by the Chairpersons. Such decision is subject to appeal.

RULE 24: Points

1. A ***Point of Personal Privilege*** may only refer to the comfort and well-being of the Representative, raising it and may not refer to the content of any speech. A Point of Personal Privilege may only interrupt a speech if the speech is inaudible or if the Representative raising it is experiencing acute discomfort that is preventing them from fully participating in the work of the committee.
2. A ***Point of Order*** may be raised if a Representative believes that the committee session is proceeding in a manner contrary to these Rules. A Representative shall raise the Point of Order by standing up and signifying a "T-sign" using the palm of their hand and their placard. The Chairpersons shall immediately recognise the Representative, and the Point of Order shall be immediately ruled on. A Representative may interrupt a speaker with a Point of Order. A Point of Order may only be raised regarding procedural matters, such as improper procedure, it may never refer to the content of a speech.

3. A ***Point of Procedural/Parliamentary Inquiry*** may be raised whenever a Representative wishes to obtain a clarification regarding procedural matters from the Chairpersons. It may not be raised during a speech, and if the Chairpersons determine that Points of Procedural Inquiry are being used to disrupt or delay the orderly conduct of the debate, the Chairpersons may rule that all Points of Procedural Inquiry must be submitted in writing for a specified period of time.

RULE 25: Permission to Approach the Bench

1. Any Representative may ask for permission to approach the Bench should they wish to consult the Chairpersons in confidence.

RULE 26: Order of Procedural Precedence

1. A more disruptive Point or Motion will always have precedence over a less disruptive Point or Motion.
2. Points have precedence before the Right of Reply, which has precedence over Motions.
3. Points shall have the following precedence:
 - a. Point of Personal Privilege,
 - b. Point of Order,
 - c. Point of Procedural Inquiry.
4. Motions shall have the following precedence:
 - a. Motion to Appeal the Decision of the Chair,
 - b. Motion to Close the Debate,
 - c. Motion to Suspend the Meeting,
 - d. Motion to Adjourn the Meeting,
 - e. Motion to Divide the Question,
 - f. Motion to Vote by a Roll-Call,
 - g. Motion to Declare a State Party to the Dispute (only in committees where applicable),
 - h. Motion to Introduce a Draft Outcome Document,
 - i. Motion to Introduce an Amendment,
 - j. Motion to Extend the Unmoderated Caucus,
 - k. Motion to Extend the Moderated Caucus,
 - l. Motion for a Question and Answer Period,
 - m. Motion for an Unmoderated Caucus,
 - n. Motion for a Moderated Caucus,
 - o. Any other Motions.

V

Written Documents

RULE 27: Working Papers

1. Working Papers are informal, unofficial documents that aid the Representatives in their discussion of the topic. They do not need to be written in a Draft Outcome Document format.
2. Working papers are not official documents, but must be approved by the Chairpersons to be distributed and referred to as working papers in the committee.
3. Working paper does not require any Signatories or Sponsors. However, it should feature the name of the Representative or Representatives who proposed it.
4. Any document, as well as charts and tables, can be introduced as a Working Paper, as long as they are relevant to the topic discussed. It is at the discretion of the Chairpersons and/or Secretary-General to withdraw a Working Paper which is deemed inappropriate or not contributing to the discussion.

RULE 28: Draft Outcome Document

1. A document becomes a Draft Outcome Document once the Chairpersons approve it, and recognise it as such. To this end, several requirements must be met:
 - a. The Document shall have the required standard format for outcome documents adopted by the simulated organisation, including preambulatory and operative clauses, if applicable;
 - b. The Document shall have the required number of Sponsors and Signatories clearly noted. The Chairpersons shall set the required minimum number of Sponsors and Signatories;
 - c. The Document shall not contain significant errors, and the contents of the Document shall be in accordance with the spirit of the simulated organisation and its core documents;
 - d. The contents of the Document shall be relevant to the topic discussed.
2. The decision whether to accept a document as a Draft Outcome Document or not is at the discretion of the Chairperson and/or Secretary General, and is not subject to appeal.
3. Once a Draft Outcome Document is approved, it shall be assigned a number by the Secretariat, and distributed to the committee. Only after that a Sponsor may motion to introduce it.
4. Up to three Draft Outcome Documents may be on the floor at any one time.

5. The Chairpersons may impose a deadline for a submission of a Draft Outcome Document. Any late submissions will not be entertained. Such decisions are not a subject to appeal.

RULE 29: Sponsors and Signatories

1. The Sponsors are the principal authors of the Document.
2. The Signatories are supporters of the document. The Signatories are not required to support the draft resolution during voting procedure, they only agree to support the Document in becoming a Draft Outcome Document.
3. The Chairpersons shall set the required minimum number of Sponsors and Signatories for a Draft Outcome Documents on the topic at their discretion. Such decision is not a subject to appeal.
4. A Representative may not be both a Sponsor and a Signatory of a given document. A Representative may not be a Sponsor of more than one Draft Outcome Document on a given agenda item.
5. Representatives may add or remove their name from the list of Signatories at any time during the debate before the Document is introduced. This request should be submitted in written form to the Chairpersons.
6. If the number of required Signatories falls under the required number, the Chairpersons shall announce this fact to the committee, immediately disqualifying the Draft Outcome Document being considered for approval by Chairpersons.

RULE 30: Withdrawal of Draft Outcome Documents

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 31: Introducing 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 32: Amendments

1. Representatives may amend any Draft Outcome Document that has been introduced. All Amendments must be approved by the Chairpersons before they can be introduced.
2. Amendments shall be submitted to the Chairpersons in written form, and precise method shall be determined by Chairpersons.
3. The Chairpersons may impose a deadline for submission of Amendments. Any late submissions will not be entertained. Such decisions are not subject to appeal.
4. Amendments to Amendments are out of order.
5. The Chairpersons will determine which parts of the Draft Outcome Document are open for an amendment process. Such decisions are not subject to appeal.
6. The Chairpersons shall correct grammatical, spelling, and/or formatting errors in Draft Outcome Documents without a vote. The final decisions about such corrections are at the discretion of the Chairpersons, and not subject to appeal.
7. 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. The required number of Sponsors needed for Unfriendly Amendment shall be set by the Chairpersons at their discretion, and such decision is not subject to appeal. An Unfriendly Amendment can be withdrawn by all its Sponsors before being introduced. Such withdrawal shall be submitted in written form to the Chairpersons.
8. Upon receiving a Friendly Amendment, the Chairpersons shall inform the committee about the change to the text of the Draft Outcome Document.
9. 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 an Amendment***. This Motion passes at the discretion of the

Chairpersons, with Amendments that were submitted first having precedence. The Sponsor shall have no more than two (2) minutes to introduce their amendment.

10. 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.
11. 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.

VI

Voting Procedure

RULE 33: Procedural and Substantive Voting

1. Unless otherwise specified in these Rules, every vote is procedural. Decisions of the committee on procedural matters shall be made by simple majority. All Representatives shall vote on procedural matters and no Representative may abstain.
2. Substantive votes shall be considered those referring to Outcome Documents, Unfriendly Amendments, or their parts. During substantive votes, Representatives can vote either “*in favour*”, “*against*”, or can *abstain*. Representatives that declared themselves as “*Present and voting*” during the Roll Call cannot abstain. Observers cannot vote on substantive matters.
3. Substantive voting shall be used in voting on the Motion for the Closure of Debate and Motion to Divide the Question.
4. Committee-specific rules (specified below) may impose additional restrictions and requirements regarding substantive voting. In case of clash in provisions between these general Rules and committee-specific rules, the provisions of the committee-specific rules prevail.

RULE 34: Voting Procedures

1. When the General Speakers’ List is exhausted or a Motion for the Closure of Debate passes, all tabled Draft Outcome Documents shall be put to a vote in the order in which they were introduced. If no Draft Outcome Document has been tabled, the committee shall automatically move to discussion on the next agenda item.
2. During substantive voting procedure only Members of the Secretariat, and members of the committee may be present in the room. All Accredited Observers and any other

guests shall leave the room. There shall be no passing of notes and no Representative shall enter or leave the conference room. There shall be no interruptions, and Points or Motions may not be raised, with the exception of ***Point of Order*** and ***Point of Personal Privilege***. Any Representative who disrupts the voting procedure shall be ruled dilatory and therefore out of order. Chairpersons may request the Representatives put away their electronic devices.

3. Voting shall normally be conducted by a show of placards, unless a Motion for a Roll Call Vote or a Motion to Divide the Question is raised prior to a substantive vote taking place.

RULE 35: Roll Call Vote

1. Upon entering a substantive vote procedure, but prior a vote takes place, a ***Motion for a Roll Call Vote*** may be raised.
2. This Motion shall automatically pass unless dismissed by the Chairpersons.
3. During the roll call vote, the Chairpersons shall call the Member States' official designations in English in alphabetical order. Representative shall declare either “*in favour*”, “*against*”, “*abstain*”, or “*pass*”.
4. Any Representative may pass on the vote in the first round, and shall therefore be placed at the bottom of the voting list by the Chairpersons. Representatives who exercise their right to pass must declare themselves either “*in favour*” or “*against*” when called upon again.
5. Any representative voting “*in favour, with rights*” or “*against, with rights*”, will get up to one (1) minute to explain their vote after the voting procedure has been concluded.

RULE 36: Dividing the Question

1. Prior to the start of the voting procedure on a Draft Outcome document, a Representative may introduce a ***Motion to Divide the Question*** in order to vote separately on any number of groups of clauses or in order to vote clause by clause.
2. The Representative must specify the exact division of the clauses they propose when introducing their Motion.
3. Should there be more than one Motion to Divide the Question, the committee shall vote on the proposed Motions in order of disruptiveness.
4. Once one such Motion passes, subsequent Motions to Divide the Question will be ruled dilatory and the committee will proceed to vote on the Draft Outcome Document in the manner designated by the Motion that was passed.

5. A vote on divided sections is a substantive vote. Any divided section of the Draft Outcome Document that fails during voting procedure shall be taken out of the Draft Outcome Document. The committee will then proceed to vote on the recombined Draft Outcome Document.
6. If all the clauses fail or if the remaining clauses are no longer meaningful as a result of the Division, the Draft Outcome Document as a whole automatically fails. This decision shall be taken by the Chairpersons in consultation with the Secretary-General and is not subject to appeal.

APPENDIX A
***Rules Governing the United Nations General Assembly, its
Main Committees, Subsidiary Organs, UN Agencies and
Programmes***

RULE 1: Scope

1. This set of Rules applies to:
 - a. The United Nations (UN) General Assembly (GA).
 - b. UN GA six Main Committees:
 - i. First Committee: Disarmament & International Security;
 - ii. Second Committee: Economic & Financial;
 - iii. Third Committee: Social, Humanitarian & Cultural;
 - iv. Fourth Committee: Special Political & Decolonisation;
 - v. Fifth Committee: Administrative & Budgetary;
 - vi. Sixth Committee: Legal.
 - c. UN GA Subsidiary Organs, including, but not limited to:
 - i. UN Development Programme;
 - ii. International Law Commission;
 - iii. UN Development Programme;
 - iv. UN Human Rights Council;
 - v. UN Human Settlements Programme;
 - vi. World Food Programme.
 - d. UN agencies and programmes, including, but not limited to:
 - i. Food and Agriculture Organization;
 - ii. International Labour Organization;
 - iii. United Nations Educational, Scientific and Cultural Organization (UNESCO);
 - iv. World Health Organization;
 - v. International Atomic Energy Agency;
 - vi. United Nations Environment Programme and its subsidiary bodies;
 - vii. United Nations Drug Control Programme and its subsidiary bodies.
 - e. Any other committee that derives from the UN GA.

RULE 2: Draft Outcome Document

1. The Draft Outcome Document adopted by the UN institutions stated above is a Resolution.
2. A Resolution adopted at the Conference shall follow the standard form as used in the UN system.

3. Any clause in the General Rules above regarding Draft Outcome Document can be in procedural matters referred to also as a Draft Resolution, and Chairpersons shall consider such stipulation procedurally valid.
4. A Resolution consists of Preambulatory and Operative Clauses. Only Operative Clauses may be amended. Only Operative Clauses may be a subject to the Division of the Question.

RULE 3: Voting

1. A substantive vote requires two thirds majority of Quorum to pass.
2. Vote on Draft Resolution is a substantive vote.

APPENDIX B

Rules Governing NATO

RULE 1: Scope

1. This set of Rules applies to committees in NATO system.

RULE 2: Draft Outcome Document

1. The Draft Outcome Document adopted by NATO is a Communiqué.
2. A Communiqué adopted at the Conference shall follow the standard form as used in the NATO Communiqué.
3. Any clause in the General Rules above regarding Draft Outcome Document can be in procedural matters referred to also as a Draft Communiqué, and Chairpersons shall consider such stipulation procedurally valid.

RULE 3: Voting

1. NATO reaches substantive decisions by allowing discussions to continue until a consensus is reached. All substantive decisions of NATO must be approved unanimously by all Members voting. Members who abstain on substantive matters are considered as not voting. Observer States do not vote on substantive matters. In the event of a stalemate, the Council may make use of a *tour de table*.
2. *Tour de table* shall be conducted at the discretion of the Chairpersons. The Chairpersons requests each Representative to give a short summary of his/her thinking on the matter under discussion, thus ensuring that every Member State is able to outline his or her position and allowing the Chairpersons to determine whether a compromise is possible. Observer states do not participate at tour de table.
3. Once a Draft Communiqué has been passed, no further Draft Communiqué regarding the same topic can be adopted.
4. Substantive voting shall be used in voting on Amendments, voting on Draft Communiqué and its parts, Motion for the Closure of the Debate, and Motion to Divide the Question.

APPENDIX C
Rules Governing the European Council (EUCO)

RULE 1: Scope

1. This set of Rules applies to the European Council.

RULE 2: Draft Outcome Document

1. The Draft Outcome Document adopted by the European Council is called Council Conclusions.
2. A Conclusion adopted at the Conference shall follow the standard form as used in the European Council.
3. Any clause in the General Rules above regarding Draft Outcome Document can be in procedural matters referred to also as a Draft Conclusion, and Chairpersons shall consider such stipulation procedurally valid.

RULE 3: Voting

1. The European Council reaches substantive decisions by consensus. All substantive decisions of the European Council must be approved unanimously by all Member States present. Members who abstain on substantive matters are considered as not voting.
2. Once a Draft Council Conclusion has been passed, no further Draft Council Conclusion regarding the same topic can be adopted.
3. Substantive voting shall be used in voting on Amendments, voting on Draft Council Conclusion and its parts, Motion for the Closure of the Debate, and Motion to Divide the Question.

APPENDIX D

Rules Governing the Organization for Security and Co-operation in Europe (OSCE)

RULE 1: Scope

1. This set of Rules applies to the OSCE and its decision-making bodies.
2. Any references in the general Rules regarding the UN are equally applicable to the OSCE.

RULE 2: Draft Outcome Document

1. The Draft Outcome Document adopted by OSCE bodies is a Decision.
2. A Decision adopted at the Meeting shall follow the standard form as used in the OSCE decision-making bodies.
3. Any clause in the General Rules above regarding Draft Outcome Document can be in procedural matters referred to also as a Draft Decision, and Chairpersons shall consider such stipulation procedurally valid.

RULE 3: Voting

1. Substantive decisions of the OSCE decision-making bodies shall be adopted by consensus.
2. Consensus shall be understood to mean the absence of any objection expressed by a participating State to the adoption of the decision in question.
3. Vote on Draft Decision and Amendments is a substantive vote.
4. In cases of a State's clear, gross, and uncorrected violation of the OSCE commitments, decisions could be taken without the consent of the State concerned (*Consensus Minus One vote*). Chairpersons must be informed in advance, by a note signed by at least one third of the States present, which is the State concerned.
5. In cases whereby the OSCE body can instruct two participating States that are in dispute to seek conciliation, decisions can be taken regardless of whether or not the participating States object to the decision (*Consensus Minus Two vote*). Chairpersons must be informed in advance, by a note signed by at least one third of the States present, which are the two States concerned.