

I. Rules of Procedure

I. GENERAL RULES

Scope

Rule 1

- (1) These rules shall be applicable to every committee of the Münster University International Model United Nations Conference (MUIMUN). They are self-sufficient, except for modifications provided by the Secretary-General.
- (2) They shall be considered adopted in advance of the session.
- (3) No other Rules of Procedure are applicable.

Language

Rule 2

- (1) British English shall be both the official and the working language in the committees, except as otherwise provided by the Secretary-General.

Delegations

Rule 3

- (1) Each delegate shall represent one member state of the respective committee unless stated otherwise by the Secretary-General.
- (2) Accredited observers can be represented by one delegate, pending the approval of the Committee Chair unless stated otherwise by the Secretary-General.

Credentials

Rule 4

- (1) The credentials of all delegations are to be confirmed upon registration. Actions relating to the modification of rights, privileges, or credentials of any member or accredited observer may

not be initiated without consent of the Secretary-General.

- (2) Any representative, to whose admission a member objects, will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

Participation of Accredited Observers

Rule 5

- (1) Representatives of accredited observers shall have the same rights as those of member states, except that
 - they may not be sponsors of draft resolutions;
 - they may not vote on substantive matters (see Rule 52 (3)).
- (2) Representatives of a state or an organisation that is not affiliated with the United Nations or an accredited observer may only address a committee with prior approval of the Committee Chair.

The Secretary-General

Rule 6

- (1) The Secretary-General is the final and sole institution concerning any decision upon the interpretation of these rules. The Secretary-General shall not seek or receive instructions from any person or from any other authority external to the Secretariat of the Münster University International Model United Nations.
- (2) The Secretary-General may authorise one deputy to act on his or her behalf Powers of the Secretary-General

Rule 7

- (1) The Secretary-General may bring to the attention of the Security Council any matter that in his

or her opinion may threaten the maintenance of international peace and security.

- (2) The Secretary-General may at any time make either written or oral statements to a committee.
- (3) The Secretary-General may at any time introduce new items to a committee's agenda.

The Committee Chair

Rule 8

- (1) Each committee shall be chaired by at least two Committee Chairs with equal rights and authority.
- (2) The Committee Chair shall be responsible to the Secretary-General and remain under the authority of these rules. He or she shall act as chairperson for the committee that he or she has been assigned to by the Secretary-General.
- (3) The Committee Chair shall open and close each plenary meeting of the session, direct the discussion in plenary meetings, ensure observance of the Rules of Procedure, accord the right to speak, put questions to a vote, and announce decisions. He or she shall rule on points of order and, subject to these rules, shall have the responsibility to maintain order during committee sessions.
- (4) The Committee Chair may rule motions out of order or suspend them at his or her discretion.
- (5) The Committee Chair may, temporarily, transfer his or her duties and powers to another member of the Committee Staff.

Roll call

Rule 9

- (1) At the beginning of each day, the Chairs shall conduct a roll call, in which all members will be asked in alphabetical order whether they are "present", "not present" or "present and voting". (See Rule 52 (2)) If a delegate is not present during the roll call, he or she may inform the chair about his or her status ("present" or "present and voting")

Quorum

Rule 10

- (1) The Chair shall declare a committee session open and permit debate to proceed if at least one quarter of the members of the committee (quorum), as declared at the beginning of the first session, is present.
- (2) The presence of a quorum shall be assumed, unless expressly challenged and shown to be absent. Presence may be determined through a roll call.
- (3) The presence of a quorum is required for any procedural vote. The presence of a majority of members is required for any substantive vote.

II. RULES REGARDING DEBATE

Use of electronic devices

Rule 11

- (1) Delegates are encouraged to use laptops or tablets during committee sessions. It is at the discretion of the Chair to limit the use of these, if he or she deems it necessary.
- (2) The use of mobile phones is strictly prohibited during sessions.

Provisional Agenda

Rule 12

- (1) A provisional agenda shall be drawn up by the Secretary-General in cooperation with the Committee Chairs. After the debate has been opened, the committee will debate the first item of the provisional agenda.

Agenda

Rule 13

- (1) At the beginning of the first committee session, any delegate may bring in a motion to set the agenda (see Rule 31). The only items that may be included in the agenda shall be those of the provisional agenda. The Chair shall establish

an open list of speakers on the committee's agenda.

- (2) The Chair may, upon recommendation by the Secretary-General, limit the time for agenda setting. Should the motion to set the agenda fail, the agenda will be set contrary to the agenda proposed by the motion, if there are not more than two agenda items. Should the committee fail to pass a motion to set the agenda within the allotted time, the agenda will be set in accordance with the order established on the provisional agenda. The same applies if a motion to close debate passes or the speakers list is exhausted during agenda setting.

General List of Speakers

Rule 14

- (1) After the agenda has been determined, the Chair shall establish an open list of speakers on the first item of the agenda for the purpose of formal debate. Additional speakers may be admitted to the listing by the Chair at any time.
- (2) At any time, representatives may request the Chair that they be added to the list, in writing or by placing their placards upright on the table. They may request the chair, in writing, that they be removed from the list. The Chair should add the speakers to the list in the order in which they signify their desire to speak. Representatives may not be listed more than once at a time.
- (3) The time granted to each speaker may be changed through majority vote (see Rule 28).
- (4) The speakers list may be declared as closed following a majority vote (see Rule 38).
- (5) If the General List of Speakers is exhausted, the committee automatically moves into voting procedure on any draft resolution or item on the floor and afterwards proceeds with the agenda.

Speeches

Rule 15

- (1) No representative may address the committee without permission of the Chair. Once recognised delegates shall rise and address the committee.

The Chair may call a speaker to order if the latter's remarks are not relevant to the subject under discussion or violate these rules in any other way.

- (2) No delegate may interrupt a speaker while delivering a speech except for a Point of Personal Privilege due to audibility or those of sincere nature.
- (3) Delegates may not show visible or audible signs of approval or disapproval during or after a speech. No cross-talking shall be allowed at any time.

Yields

Rule 16

- (1) A delegate granted the right to speak on a substantial issue during the Formal Debate may yield his or her remaining speaking time in one of three ways at the conclusion of his or her speech: to another delegate, to Points of Information (questions), or to the Chair.
- (2) Yield to another delegate: His/her remaining time will be offered to the respective delegate, if the Chair approves. If the delegate accepts the yield, the Chair shall recognise the delegate for the remaining time. The second delegate speaking may not yield back to the original delegate.
- (3) Yield to Points of Information: Delegates wishing to ask questions will be selected by the Chair and limited to one question each. Follow-up questions will not be allowed by the Chair. The Chair will have the right to call any delegate to order whose question the Chair deems rhetorical, leading, and/or not designed to elicit information. Only the speaker's answers to questions will count towards the remaining speaking time.
- (4) Yield to the Chair: Such a yield may be made if the delegate does not wish his/her speech to be subject to questions; however, the Chair may propose to yield the time to Points of Information to the Delegate instead (see Rule 23).
- (5) Only one yield is allowed per speech (i.e. no yields on yielded time). There are no yields

allowed if the delegate is speaking on a procedural matter.

- (6) If a delegate has not yielded his/her remaining time, the time will automatically be yielded back to the Chair.

III. GENERAL RULES REGARDING POINTS AND MOTIONS

Rule 17

- (1) Formal debate may be interrupted by points or motions raised by delegates. Only the points and motions explicitly mentioned in these rules shall be in order.
- (2) Unless otherwise specified in these rules, a point or motion shall be brought in by raising the placard only when the Chair asks for points or motions.
- (3) Exceptions can be urgent points and motions, which may be raised during debate but not during the speech of another delegate; these points include:
 - Point of Parliamentary Inquiry and other Points of Information to the Chair
 - Point of Order
 - Right of Reply
 - Motion to Appeal the Decision of the Chair
 - Motion for a Minute of Silent Prayer or MeditationAfter being recognised by the Chair, the delegate shall state to which point or motion he or she wishes to rise.
- (4) The Chair shall rule on the admissibility of the point or motion.
- (5) If there is more than one motion on the floor, the Chair might recognise the motions and proceed with them in order of precedence (see Rule 18 (3)).
- (6) Every motion shall require a Second. If the Motion is seconded, the Chair is required to ask for objections before putting the motion to a vote. If there are no Objections, the motion automatically passes. If the motion is not seconded, it automatically fails. If there are both Seconds

and Objections to a motion, it will be put to a procedural vote.

Precedence

Rule 18

- (1) Points shall take precedence over motions.
- (2) Points shall take the following order of precedence:
 - Point of Personal Privilege;
 - Point of Order;
 - Right of Reply;
 - Point of Parliamentary Inquiry - other Points of Information to the Chair.
- (3) Motions shall take the following order of precedence:
 - To appeal the decision of the chair;
 - For a Minute of Silent Prayer or Meditation;
 - To suspend the meeting;
 - To adjourn the meeting;
 - To adjourn debate;
 - To close speakers list/ to reopen speakers list;
 - To close debate;
 - To reconsider an agenda item;
 - To set the agenda;
 - To set the speaker's time;
 - To introduce a draft resolution;
 - To introduce/ reconsider an amendment;
 - For an unmoderated caucus;
 - For a moderated caucus;
- (4) During voting procedure, motions shall take the following order of precedence:
 - To adopt by acclamation;
 - To divide the question;
 - To divide the house;
 - To vote by roll-call.
- (5) If motions containing different durations of moderated/unmoderated caucus arise, the motion with the longer duration takes precedence. A motion to extend a moderated/unmoderated caucus shall always take precedence

over a motion for a new caucus of the same or a different type.

IV. RULES REGARDING POINTS

Point of Personal Privilege

Rule 19

- (1) Whenever representatives experience personal discomfort that impairs their ability to participate in the proceedings (e.g. problems with audibility, air conditioning etc.), they may rise to a Point of Personal Privilege, in order to request that the discomfort be corrected.

Point of Order

Rule 20

- (1) During the discussion of any matter, representatives may rise to a Point of Order to complain about an instance of improper parliamentary procedure. The Point of Order shall be immediately ruled on by the Chair in accordance with these rules.
- (2) Representatives rising to a Point of Order may not speak on the substance of the matter under discussion and may only be advised to rise to a Point of Order in case of certainty; they may also choose to rise to Point of Parliamentary Inquiry/ Point of Information to the Chair.

Right of Reply

Rule 21

- (1) If a delegate infringes upon the sovereignty or integrity of another delegate or another country in his or her speech, the concerned delegate may rise for a Right of Reply. If the Chair grants a Right of Reply, the delegate will obtain appropriate speaking time to answer to the statement. The Chair shall limit the time for such statements to an amount between 30 and 90 seconds.
- (2) Unless the reason for the request is obvious, the Chair will ask the requesting delegate to explain why a Right of Reply shall be granted.

- (3) The delegate may ask the Chair for the Right of Reply in writing.

Point of Information (to the Chair)

Rule 22

- (1) During the discussion of any matter, representatives may rise to a Point of Information (to the Chair) to ask the Chair any question regarding the Rules of Procedure (Point of Parliamentary Inquiry) or any other aspect regarding the proceedings of the conference.
- (2) Representatives rising to a Point of Information (to the Chair) may not speak on the substance of the matter under discussion.

Point of Information (to the Delegate)

Rule 23

- (1) If a representative has yielded his remaining speaking time during Formal Debate to Points of Information, representatives may raise their placards to ask the delegate for clarifications regarding their speech.
- (2) If a representative has yielded his remaining speaking time during Formal Debate to the Chair, it is at the discretion of the Chair to ask the representative if he or she is open to any Points of Information to the Delegate instead. If the representative declares him- or herself open to Points of Information to the Delegate, representatives may raise their placards to ask the delegate for clarifications regarding their speech.
- (3) Points of Information (to the Delegate) must be worded as a simple (not rhetoric) question and not be used as a statement on the substance of the matter under discussion (see rule 16 (3)).
- (4) Points of Information (to the Delegate) are admissible only during Formal Debate.

V. RULES REGARDING MOTIONS

General Rules on Motions

Rule 24

- (1) The Committee Chair may rule a motion out of order or suspend it when it is not in accordance with the present rules of procedure or inhibit the constructive flow of debate.
- (2) If a motion is considered subject to discussion, from now on referred to as a “debatable motion” the Chair might give the floor to a number of delegates, specified in the respective rule, to speak in favour and against the motion. Delegates are required to speak procedurally about their reasons for being in favour or against the motion. The time for such statements shall be limited to 20 seconds each, unless otherwise stated in these rules or upon the discretion of the Chair
- (3) If no delegate wishes to speak in favour of a debatable motion, the motion fails without a vote. If no delegate wishes to speak against, the motion passes without a vote. The Chair shall ensure that an equal number of speakers for and against the motion are granted the floor by choosing the speakers before the first speech.

Withdrawal of Motions

Rule 25

- (1) A motion may be withdrawn by its proponent at any time before voting on it has commenced. A motion thus withdrawn may be reintroduced by any member.
- (2) Once a motion has passed, all other motions on the floor are automatically withdrawn and can be motioned for again when the Chair asks for points or motions.

Motion for a Minute of Silent Prayer or Meditation

Rule 26

- (1) Any delegate may rise to a Motion for a Minute of Silent Prayer or Meditation. The delegate may choose to name a specific reason for his or her request.

- (2) This motion is not subject to a vote within the committee, but will immediately be decided upon by the Chair.

Motion to appeal the Decision of the Chair

Rule 27

- (1) A delegate may appeal against a decision of the Chair.
If this motion is successful, the Chair will alter his or her ruling according to the appeal. If this motion fails, the Chair’s decision shall stand. Any decisions concerning the Motion for a Minute of Silent Prayer or Meditation, the Motion to Adjourn the Meeting and the Right of Reply cannot be appealed. An appeal cannot be directed against any procedural regulation contained in these rules.
- (2) This motion is not debatable and requires a two-thirds majority vote.

Motion to set the Speaker’s Time

Rule 28

- (1) The speaker’s time shall be 120 seconds at the beginning of the debate, on agenda setting, and on each agenda item.
- (2) A delegate may move to set speaker’s time to a specific amount of time. Speaker’s time may not be set to unlimited and not to fewer than 30 seconds.
- (3) In case of multiple motions to set the speaker’s time, the motion containing the longest proposed speaker’s time shall take precedence.
- (4) This motion is debatable to the extent of one speaker in favour and one against, and requires a simple majority vote.

Suspension of the Meeting

Rule 29

- (1) Plenary meetings can be paused for a predetermined time (suspension).
- (2) The Chair may suspend a plenary meeting at his or her discretion, particularly with regards to

the program of events provided by the Münster University International Model United Nations.

- (3) Any motion to suspend the meeting is not debatable and requires a simple majority.

Unmoderated Caucus

Rule 30

- (1) The purpose of an unmoderated caucus is to allow immediate and informal negotiations in order to clarify positions, draft working papers and frame amendments.
- (2) Unmoderated caucus shall supersede general debate; for its duration, formal rules shall be suspended.
- (3) Upon rising to the motion the delegate should specify the total time for the unmoderated caucus, which must not exceed 20 minutes.
- (4) The caucus shall begin with the passing of the motion and end after the specified time has elapsed, which will be declared by the Chair.

Moderated Caucus

Rule 31

- (1) The purpose of a moderated caucus is to facilitate meaningful debate at critical junctures during discussion or to discuss specific issues.
- (2) Moderated caucus shall supersede general debate.
For its duration, the Chair shall depart from the list of speakers and admit representatives to the floor at his or her discretion.
- (3) The only points and motions that shall be in order during moderated caucus are:
 - Point of Personal Privilege;
 - Point of Order;
 - Point of Information to the Chair;
- (4) Representatives may move for a moderated caucus only after the Chair has asked for Points and Motions during formal debate. Upon rising to the motion the delegate should specify the total time for the moderated caucus which must not exceed 20 minutes, the individual speaker's time, and the topic for the moderated caucus.

- (5) The Moderated caucus shall begin with the passing of the motion and shall end after the specified time has elapsed or if requests for admission to the floor are exhausted.

Extension of Unmoderated/Moderated Caucus

Rule 32

- (1) A motion to extend an unmoderated or moderated caucus shall be in order immediately after the original caucus time has elapsed. The time proposed for the extension may not exceed the time of the original suspension. This motion is not debatable and requires a simple majority. It is within the discretion of the Chair to rule consecutive extensions out of order.
- (2) The Chair may decide to extend any other suspension at his or her discretion.

Motion to set the Agenda

Rule 33

- (1) Any delegate may bring in a motion to set the agenda at the beginning of the first session after the debate has been opened. The delegate rising to this motion shall specify a proposed agenda order.
- (2) In case of multiple motions to set the agenda, the motions shall be voted upon in the order in which they were brought to the floor.
- (3) If a motion to set the agenda passes, the agenda shall be set according to the motion; further motions to set the agenda shall not be voted upon.
- (4) The chair will allow one speaker for and one speaker against this motion. This motion requires a simple majority vote in order to pass.

Adjournment of the Meeting

Rule 34

- (1) Plenary meetings can be closed for the remaining time of the conference (adjournment). A motion to adjourn the meeting is not debatable, requires a two-thirds majority and will only be allowed at, or near the very end of scheduled committee sessions on the last day of the conference.

Adjournment of Debate

Rule 35

- (1) Debate on an agenda item can be adjourned. As long as adjourned, no representative shall refer to the affected matter other than by moving to the resumption of debate thereof.
- (2) Representatives may move for an adjournment of debate; a decision on this motion shall be put to the vote. This motion is debatable to the extent of two speakers in favour and two against, and requires a simple majority. If only one delegate wishes to speak against the motion, only one delegate willing to speak in favour shall be recognised.

Reconsideration of Agenda Items

Rule 36

- (1) An agenda item on which debate has been adjourned can be reconsidered.
- (2) Representatives may move to reconsider the agenda item. This motion is debatable to the extent of one speaker in favour and one against, and requires a two-thirds majority.

Closure of Debate

Rule 37

- (1) Representatives may at any time move for closure of the debate on the item under discussion. The committee shall then move into substantial voting procedure.
- (2) This motion is debatable to the extent of two speakers against, after which the motion shall be immediately put to the vote. The motion requires a two-thirds majority. If the committee is in favour of the closure, the Chair shall declare the closure of the debate.
- (3) Once debate on an agenda item has been closed, through a motion or because the list of speakers is exhausted (see Rule 14 (5)), the committee shall forthwith vote on all draft resolutions currently on the floor.

Afterwards, the committee shall proceed with its agenda.

Motion to close/reopen Speaker's List

Rule 38

- (1) A delegate may move to close an open speaker's list during formal debate. No member may be added to a closed speaker's list.
- (2) This motion shall not affect any members currently on the speaker's list at the time of the adoption of such motion.
- (3) A delegate may move to reopen a closed speaker's list during formal debate.
- (4) These motions are not debatable and require a simple majority.

VI. RULES REGARDING RESOLUTION WRITING

Working Papers, Draft Resolutions, Resolutions

Rule 39

- (1) A working paper is a document written by delegates, in which they formulate ideas for inclusion in later draft resolutions, for which it may serve as a basis. In order to have it accepted as a draft resolution, delegates are required to submit the working paper to the Chair.
- (2) A working paper becomes a draft resolution as soon as it has received the approval of the Chair. A draft resolution shall be made available to all delegates by sharing a copy in an accessible online format, or by other appropriate means.
- (3) Working papers, without being recognised as a draft resolution, may also be introduced to the committee to facilitate result-based debate or introduce a new idea to the committee.
- (4) A draft resolution is adopted as a resolution as soon as a substantial vote on its entire content passes.

Sponsors and Signatories

Rule 40

- (1) The Chair shall announce the exact required number of sponsors and signatories for the submission of a working paper to be considered as a draft resolution. The combined number of sponsors and signatories shall be approximately 20% of the size of the committee.
- (2) A sponsor is usually a co-author of the paper and supports its entire content. The number of sponsors must not exceed three.
- (3) A signatory supports discussing the ideas mentioned in the paper, not necessarily the entire content.

Submission of a Working Paper

Rule 41

- (1) Representatives may submit a working paper to the Chair for the purpose of its consideration as a future draft resolution or to present documented ideas to the committee.
- (2) If the working paper was submitted with the intent to become a draft resolution, the paper should be examined concerning style, form, and the use of technical terms. Only papers in appropriate form and style will be approved as a draft resolution. The Chair may entrust members of the Committee Staff with this task: They will suggest changes to the sponsors, as they deem necessary. The Chair has the authority to correct errors in spelling, grammar, style, and mistakes concerning facts. He or she shall refuse the approval for a paper, which exceeds the competences of the committee or is in clear violation of the Charter of the United Nations or other sources of international law.
- (3) The Chair shall assign a code to each approved draft resolution. The document shall then be made available to the representatives in the committee for further consideration.
- (4) A draft resolution is considered property of the committee as a whole and may only be withdrawn with the unanimous consent of all sponsors.

Draft Resolutions per Agenda Item

Rule 42

- (1) The number of draft resolutions a committee may consider and resolutions a committee may pass per agenda item is not limited by these rules.
- (2) The Chair may call upon sponsors of working papers and draft resolutions with similar content to consider merging their papers.

VII. RULES REGARDING AMENDMENTS

Amendments

Rule 43

- (1) Representatives may amend any draft resolution that has been introduced. A proposal is considered an amendment to a draft resolution if it merely adds to, deletes from, or revises part of the draft resolution. It may inflict alterations on more than one operative clause. It may not alter preambulatory clauses.

Submission of Amendments

Rule 44

- (1) Representatives may submit an amendment in digital form to the Committee Chair for approval. When appropriate concerning style, form, and the use of technical terms, the Committee Chair shall approve of, otherwise this approval may be denied without explanation. The approval may not be denied based on concerns related to the substance of the amendment, unless the amendment is considered illegitimate with the United Nations Charter or other sources of international law.
- (2) The Chair shall inform the sponsors that the amendment has been approved; the Committee Chair shall read the submitted amendment to the committee and provide visual support by adding the amendment as a suggestion to the draft resolution.

Introduction of Amendments

Rule 45

- (1) When an amendment has been approved and the committee has been informed of the amendment (subject to Rule 44 (2)) the sponsor may move to its introduction. The speaker shall propose a time for each speaker speaking “in favour” or “against” the amendment.

The Committee Chair shall immediately decide on this motion and may, when appropriate, suggest a modification to the motion. Any motion that is withdrawn and brought in again consequently to such suggestion, shall take precedence over other motions at this point in time.

- (2) The Committee Chair shall not unreasonably deny the introduction of any amendment.
- (3) The Committee Chair shall read the introduced amendment to the committee and provide (if necessary and/or possible) visual support.

Debate on Amendments

Rule 46

- (1) One speaker “in favour” and one speaker “against” the amendment will be recognised.
- (2) Debate on the amendment shall end after the specified time has elapsed or if requests for admission to the floor are exhausted; there are no motions for the extension of the debate.
- (3) When debate is closed, the amendment shall be immediately put to a vote.

Closure of Debate on Amendments

Rule 47

- (1) Delegates may motion for closure of debate on amendments in order to move into voting on the amendment. This motion is not debatable and requires a simple majority.

Friendly Amendments

Rule 48

- (1) An amendment is considered friendly if it is supported and signed as such by all sponsors of the respective draft resolution.

- (2) A friendly amendment will automatically get approval from the Chair.
- (3) After its approval, all delegates will be informed of the changes introduced by the friendly amendment.

Reconsideration of Draft Resolutions and Amendments

Rule 49

- (1) When a draft resolution or an amendment has been rejected, it may not be reconsidered within the same session unless the committee, by a two-thirds majority, decides in favour of doing so.

VIII. RULES REGARDING DIRECTIVES

Directives

Rule 50

- (1) Directives are an alternative to regular resolutions and are only in use when the chairing staff states that they are an available option. They are usually reserved for dynamic, time-constrained scenarios. Directives apply operative clauses only. These should be accurate, clear, and specific.
- (2) There are two types of directives.
 - (a) Action plans – Action plans are used to order or direct individuals, agencies, nations or troops. They can only be used on actions that fall within the mandate and authority of the committee. Action plans can be used to declare the joint strategy that the committee has decided upon. Action plans require the same amount of sponsors and signatories as standard resolutions.
 - (b) Communiqués – Communiqués are a formal message from the committee used to communicate with foreign governments, agencies or individuals that are not present in the committee. The Communiqués’ content is limited to warnings, asking for information and expert witnesses, or

communicating the committee's latest decisions and pieces of information. They cannot discuss armed actions or movement of troops. Communiqués require a minimum of three sponsors to be introduced and a simple majority to pass.

- (5) The Chair is not required to count votes on procedural matters, if he or she is satisfied that a majority has or has not been reached. On substantial matters, the Chair should always announce the exact number of votes in favour, against, and abstaining.

IX. RULES REGARDING VOTING

Procedural Voting

Rule 51

- (1) All votes on motions are considered as procedural votes.
- (2) Delegates may not abstain on procedural votes. The Chair may decide to retake a vote from which delegates have abstained.

Substantial Voting

Rule 52

- (1) All votes on draft resolutions and amendments are considered as substantial votes.
- (2) Delegates may abstain from substantial votes. Delegates may not abstain from substantial vote if they have declared to be "present and voting" at the roll call at the beginning of the meeting or if a motion to divide the house passes.
- (3) Accredited observers may not vote on substantial matters.

Voting Rights

Rule 53

- (1) Each member of a committee shall have one vote in that committee.
- (2) Unless otherwise specified in these rules, votes require a simple majority to pass.
- (3) A simple majority is reached if the number of delegates voting in favour of the motion or item exceeds the number of delegates voting against it.
- (4) A two-third majority is reached if at least two thirds of all delegates participating in the vote cast a vote in favour of the motion or item.

Conduct during Substantial Voting

Rule 54

- (1) Only the following points and motions shall be in order during substantial voting procedure:
 - Point of Personal Privilege;
 - Point of Order;
 - Point of Parliamentary Inquiry
 - Motion to adopt by acclamation
 - Motion to divide the question;
 - Motion to divide the house,
 - Motion to vote by roll-call.
- (2) At the beginning of the voting procedure the chair shall announce the overall number of present representatives and state the number of votes that are required to pass the motion or item.
- (3) After the Chair has announced the beginning of voting, no representative shall interrupt the voting except on a Point of Personal Privilege or a Point of Order in connection with the actual conduct of the voting. During voting procedure, note passing is suspended.

Method of Voting

Rule 55

- (1) Each delegate shall present their decision by raising his or her placard accordingly and clearly.
- (2) A delegate may move to adopt the draft resolution or amendment by acclamation. This motion is not debatable and shall pass if no other delegate objects. If objection by at least one delegate is registered, the motion fails and voting shall proceed as usual
- (3) Any representative may request a roll-call vote on substantial matters. This motion is not debatable and requires a simple majority. The roll-call

shall be taken in English alphabetical order of the names of the Committee's members. The name of each member shall be called in any roll-call, and its representative shall reply "yes", "no" or "abstention". Representatives may reply "yes/no with rights" if he or she wishes to explain his or her decision after the vote. The Representative may do so to explain the grounds for a surprising decision.

Voting order

Rule 56

- (1) If two or more draft resolutions relate to the same question, the committee shall vote on the draft resolutions in the order of their introduction.

Division of the Question

Rule 57

- (1) Representatives may move for a separate vote on parts of a draft resolution. Only Operative Clauses may be divided. This motion is debatable and requires a simple majority vote. Permission to speak on the motion shall be given to two speakers in favour and two speakers against it.
- (2) Voting on the motion is considered a procedural vote. The vote on the different parts itself is a substantial vote.
- (3) 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. For purposes of this rule, most radical division means the division that will remove the greatest substance from the draft resolution/item, but not necessarily the one that will remove the most words or clauses. The determination of which division is most radical is subject to the discretion of the Chair.
- (4) Dividing the question is used to emphasise that a particular clause or group of clauses is so significant that Member States believe it must be recognised separately from the rest of the resolution. Hence, if a clause or group of clauses

is divided from the rest of the resolution, it is put as an annex in order to highlight its importance.

Division of the House

Rule 58

- (1) Representatives may move that no delegates can abstain during voting procedure. This motion is not debatable and requires a two-thirds majority vote.

X. DEVIATING PROVISIONS

Participation in the Security Council

Rule 59

- (1) The Security Council may invite members of the Secretariat or other persons, whom it considers competent for the purpose, to supply it with information or to give other assistance in examining matters within its competence.

Voting in the Security Council

Rule 60

- (1) Decisions of the Security Council on procedural matters shall be made by an affirmative vote of nine member states.
- (2) Decisions of the Security Council on all other matters shall be made by an affirmative vote of nine member states including the concurring votes of the permanent members; provided that, in decisions under Chapter VI, and under paragraph 3 of Article 52 of the United Nations Charter, a party to a dispute shall abstain from voting. If a permanent member casts a negative vote on a decision, which would otherwise have been carried, the decision shall be considered vetoed.

Consultation of the Whole

Rule 61

- (1) Representatives in the Security Council may motion for a Consultation of the Whole in which the rules of parliamentary procedure

are suspended, and an informal discussion is carried out in the committee room. The delegate shall specify the total time of the consultation, which must not exceed 10 minutes, and a topic. Speaking time as well as the order of speakers are determined on an ad-hoc basis at the informal discretion of the delegates. The motion requires a simple majority.

- (2) During the execution of this motion, delegates not speaking will be expected to remain seated at all times.

The Chair may rule the motion dilatory or end the Consultation of the Whole at any point; his or her decision is not subject to appeal.

- (3) A motion to extend an a Consultation of the Whole shall be in order immediately after the original caucus time has elapsed. The rules regarding the extension of a moderated and unmoderated caucus apply (see Rule 32).

Voting in the UNFCCC (Consensus)

Rule 62

- (1) Decisions of the UNFCCC on all substantial matters shall be made by an affirmative vote of a two-thirds majority with no present member voting against.

II. Points and Motions

RULE	POINT	PURPOSE
19	Point of Personal Privilege	Address discomfort of a delegate (e.g., speaker is inaudible)
20	Point of Order	Correct an error in procedure
22	Point of Information (to the Chair)	Ask questions regarding the conference proceedings
22	Point of Parliamentary Inquiry	Ask questions regarding the rules of procedure
23	Point of Information (to the Delegate)	Ask questions about a previous speech; only during formal debate

RULE	MOTION	PURPOSE	VOTE	DEBATE
26	Minute of Silent Prayer	Minute of silence for prayer or meditation	None	None
27	To Appeal the Decision of the Chair	Challenge the decision of the Chair	Two-thirds	None
28	To Set Speaker's Time	Limit speaker's time to a specific length	Majority	1 in favour 1 against
29	To Suspend the Meeting	Recess break	Majority	None
30	Unmoderated Caucus	Informal Debate	Majority	None
31	Moderated Caucus	Narrow formal debate concerning specified issues	Majority	None
32	To Extend an (Un)Moderated Caucus	Extend the previous caucus	Majority	None
33	To Set the Agenda	Set the order in which the agenda items are discussed	Majority	1 in favour 1 against
34	To Adjourn the Meeting	Close plenary meetings until next year	Two-Thirds	None
35	To Adjourn the Debate	Table discussion on current agenda item	Majority	2 in favour 2 against

RULE	MOTION	PURPOSE	VOTE	DEBATE
36	To Reconsider an Agenda Item	Discuss again an agenda item on which debate has been adjourned	Two-thirds	1 in favour 1 against
37	To Close Debate	Closes current debates and triggers voting procedure on all draft resolutions on the floor	Two-thirds	2 against
45	To Introduce an Amendment	Debate on a proposal to change parts of an introduced draft resolution	Two-thirds	1 in favour 1 against
38	To Close/Reopen General Speakers List	(No) further additions to the general speakers list	Majority	None
49	To Reconsider a Draft Resolution or an Amendment	Discuss a previously failed draft resolution or amendment again	Two-thirds	None
55(2)	To Adopt by Acclamation	Adopt a resolution without voting	No Objections	None
55(3)	To Roll-Call Vote	Vote by roll-call instead of show of hands	Majority	None
57	To Divide the Question	Vote separately on different parts of a draft resolution or an amendment	Majority	2 in favour 2 against
58	To Divide the House	Forbids delegates to abstain	Two-thirds	None
61	Consultation of the Whole (S.C.)	Informal Debate in the committee room while staying seated	Majority	None