



GerMUN|2010
German Model United Nations

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Rules of procedure

The Director-Generals, any Director(s) and Chairpersons are designates and agents of the Secretary-General.

Interpretation of the rules shall be reserved to the Director-Generals. Such interpretation shall be in accordance with the philosophy and principles of the preparatory character of this Conference.

I. SESSIONS

Rule 1 - Dates of convening and adjournment

The three committees shall meet every year, commencing and closing on the dates designated by the Secretary-General.

Rule 2 - Place of sessions

The committees shall meet at a location designated by the Secretary-General.

II. AGENDA

Rule 3 - Provisional Agenda

The Provisional Agenda shall be drawn up by the Secretary-General and communicated to the Member States at least 40 days before the opening of the session.

Rule 4 - Adoption of the Agenda

The Agenda provided by the Secretary-General shall be considered adopted as of the beginning of the session. The order of the Agenda items shall be determined by a majority vote of those present and voting. Items on the Agenda may be amended or deleted by the committee by a two-thirds majority of the members present and voting.

Rule 5 - Revision of the Agenda

During a session, the committee may revise the agenda by adding, deleting, deferring or amending items. Only important and urgent items shall be added to the agenda during a session. Permission to speak on a motion to revise the agenda shall be accorded only to three representatives in favor of, and three opposed to, the revision.

III. SECRETARIAT

Rule 6 - Duties of the Secretary-General

1. The Secretary-General or her/his designate shall act in this capacity in all meetings of the committees.
2. The Secretary-General shall provide and direct the staff required by the committees and be responsible for all arrangements that may be necessary for its meetings.

Rule 7 - Duties of the Secretariat

The Secretariat shall receive, print, and distribute documents, reports, and resolutions of the committee, and shall distribute documents to the Member States, and generally perform all other work which may be required.

Rule 9 - Statements by the Secretariat

The Secretary-General, or her/his representative, may make oral as well as written statements to the committees concerning any question under consideration.

IV. LANGUAGE

Rule 10 - Official and working language

English shall be the official and working language of all committees.

Rule 11 - Interpretation or translation

Any representative wishing to address any United Nations organ or submit a document in a language other than English shall provide interpretation or translation into English.

V. CONDUCT OF BUSINESS

Rule 12 - Quorum

The President may declare a meeting open and permit debate to proceed when representatives of at least one third of the members of the committee are present. The presence of representatives of a majority of the members shall be required for any decision to be taken. At the Security Council, a simple majority consists of nine affirmative votes, hence the presence of representatives of nine member states is required for any procedural vote.

Rule 13 - General powers of the President

In addition to exercising the powers conferred upon him or her elsewhere by these rules, the President shall declare the opening and closing of each meeting of the respective committee, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The President, subject to these rules, shall have complete control of the proceedings of the committee and over the maintenance of order at its meetings. He or she shall rule on points of order.

Rule 14

The President, in the exercise of her or his functions, remains under the authority of the committee.

Rule 15 - Points of order

During the discussion of any matter, a representative may rise to a point of order, which shall be decided immediately by the President. Any appeal of the decision of the President shall be immediately put to a vote, and the ruling of the President shall stand unless overruled by a majority of the members present and voting.

Rule 16

A representative may not, in rising to a point of order, speak on the substance of the matter under discussion.

Rule 17 - Speeches

1. No one may address the committee without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak.
2. Debate shall be confined to the question before the committee, and the President may call a speaker to order if her/his remarks are not relevant to the subject under discussion.
3. The committee may limit the time allowed to speakers and all representatives may speak on any question. Permission to speak on a motion to set such limits shall be accorded only to two representatives favoring and two opposing such limits, after which the motion shall be put to the vote immediately. When debate is limited and a speaker exceeds the allotted time, the President shall call her or him to order without delay.

Rule 18 - Closing of list of speakers

Members may only be on the list of speakers once but may be added again after having spoken. During the course of a debate, the President may announce the list of speakers and, with the consent of the committee, declare the list closed. When there are no more speakers, the President shall declare the debate closed. Such closure shall have the same effect as closure by decision of the committee.

Rule 19 - Right of reply

If a remark impugns the integrity of a representative's State, the President may permit that representative to exercise her/his right of reply following the conclusion of the controversial speech, and shall determine an appropriate time limit for the reply. No ruling on this question shall be subject to appeal.

Rule 20 - Suspension of the meeting

During the discussion of any matter, a representative may move the 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 and voting to pass.

Rule 21 - Adjournment of the meeting

During the discussion of any matter, a representative may move the adjournment of the meeting. Such motions shall not be debated but shall be put to the vote immediately, requiring the support of a majority of the members present and voting to pass. After adjournment, the committee shall reconvene at its next regularly scheduled meeting time. However, it is up to the discretion of the Director to entertain this motion.

Rule 22 - Adjournment of debate

A representative may at any time move the adjournment of debate on the topic under discussion. Permission to speak on the motion shall be accorded to two representatives favoring and two opposing the adjournment, after which the motion shall be put to a vote immediately, requiring the support of a majority of the members present and voting to pass. If a motion for adjournment passes, the topic is considered dismissed and no action will be taken on it.

Rule 23 - Closure of debate

A representative may at any time move the closure of debate on the item under discussion, whether or not any other representative has signified her/his wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be put to the vote immediately. Closure of debate shall require a two-thirds majority of the members present and voting. If the committee favors the closure of debate, it shall immediately move to vote on all proposals introduced under that agenda item.

Rule 24 - Order of motions

The motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:

- a) To suspend the meeting;
- b) To adjourn the meeting;
- c) To adjourn the debate on the item under discussion;
- d) To close the debate on the item under discussion.

Rule 25 - Proposals and amendments

Proposals and substantive amendments shall normally be submitted in writing to the Secretariat, with the names of twenty percent of the members of the committee would like the committee to consider the proposal or amendment. The Secretariat may, at its discretion, approve the proposal or amendment for circulation among the delegations. As a general rule, no proposal shall be put to the vote at any meeting of the committee unless copies have been circulated to all delegations. The President may, however, permit the discussion and consideration of amendments or of motions as to procedure, even though such amendments and motions have not been circulated. If the sponsors agree to the adoption of a proposed amendment, the proposal shall be modified accordingly and no vote shall be taken on the proposed amendment. A document modified in this manner shall be considered as the proposal pending before the committee for all purposes, including subsequent amendments.

Rule 26 - Withdrawal of motions

A proposal or a motion may be withdrawn by its sponsor at any time before voting has commenced, provided that it has not been amended. A motion thus withdrawn may be reintroduced by any representative.

Rule 27 - Reconsideration of a topic

When a topic has been adjourned, it may not be reconsidered at the same session unless the committee, by a two-thirds majority of those present and voting, so decides. Reconsideration can only be moved by a representative who voted on the prevailing side of the original motion to adjourn. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote immediately.

VI. PARTICIPATION OF NON-MEMBERS OF THE SECURITY COUNCIL

Rule 28 - Participation of non-member States

1. The Security Council shall invite any Member of the other committees that is not a member of the Council and any other State, to participate in its deliberations on any matter of particular concern to that State.
2. A committee or sessional body of the Council shall invite any State that is not one of its own members to participate in its deliberations on any matter of particular concern to that State.
3. A State thus invited shall not have the right to vote, but may submit proposals which may be put to the vote on request of any member of the body concerned.

VI. VOTING

Rule 29 - Voting rights

Each member of the committee shall have one vote.

Rule 30 - Request for a vote

A proposal or motion before the committee for decision shall be voted upon if any member so requests. Where no member requests a vote, the committee may adopt proposals or motions without a vote.

Rule 31 - Majority required

Unless specified otherwise, decisions of the committee shall be made by a majority of the members present or present and voting.

Rule 32 - Important questions

1. The General Assembly may declare a question as important. Motions to declare a topic an important question must be made at the outset of the voting procedure for that topic; such motions may only be made by the Assembly. On such a motion, two members may speak in favor of the motion and two may speak against it. The motion shall then be immediately put to the vote, requiring the support of a majority of the members present and voting to pass. Decisions of the General Assembly on important questions shall be made by a two-thirds majority of the members present and voting.
2. Decisions of the Assembly on amendments to proposals relating to important questions, and on parts of such proposals put to the vote separately, shall be made by a two-thirds majority of the members present.

Rule 33 - Method of voting

1. The committee shall normally vote by a show of placards, except that a representative may request a roll call, which shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is randomly selected by the President. The name of each present member shall be called in any roll call, and one of its representatives shall reply "yes," "no," "abstention," or "pass."

Rule 34 - Explanations of vote

Representatives may make brief statements consisting solely of explanation of their votes after the voting has been completed. The representatives of a member sponsoring a proposal or motion shall not speak in explanation of vote thereon, except if it has been amended, and the member has voted against the proposal or motion.

Rule 35 - Conduct during voting

After the President has announced the commencement of voting, no representatives shall interrupt the voting except on a point of order in connection with the actual process of voting.

Rule 36 - Division of proposals and amendments

Immediately before a proposal or amendment comes to a vote, a representative may move that parts of a proposal or of an amendment should be voted on separately. If there are calls for multiple divisions, those shall be voted upon in an order to be set by the President where the most radical division will be voted upon first. If objection is made to the motion for division, the request for division shall be voted upon, requiring the support of a majority of those present and voting to pass. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are involved shall then be put to a vote. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Rule 37 - Amendments

An amendment is a proposal that does no more than add to, delete from, or revise part of another proposal.

Rule 38 - Order of voting on amendments

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed there from, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on. The determination of which amendment is furthest removed in substance is solely up to the discretion of the Director, and any such determination is final.

Rule 39 - Order of voting on proposals

If two or more proposals, other than amendments, relate to the same question, they shall, unless the committee decides otherwise, be voted on in the order in which they were submitted.