



PragueMUN 2023

Through Hardships to Peace

RULES OF PROCEDURE

It's time to be UNique!

I

General Rules

RULE 1: General Rules

1. The Rules of Procedure (RoPs) represent a code of conduct and working regulations of the PragueMUN Conference -from here on referred to as “the Conference”- and are not subject to change.
They shall be considered as adopted at the beginning of the Conference and shall be binding unless so decided by the Secretary-General.

RULE 2: Language

1. English is the official and working language of the Conference.
2. All official documents and any other communication among Participants shall be conducted in the official language.

RULE 3: Diplomatic Decorum

1. At all times, Participants shall show respect and courtesy towards other participants, be those Journalists, members of the Secretariat, the Organizing Team, or Guests.
Failing to do so will result in admonition by the Secretariat or Chairpersons of the committee.
2. Any participant who is found to be overtly disrupting committee proceedings and repeatedly disregarding the regulations set forward in this document may be subject to disciplinary measures taken by the Secretary-General and, on their behalf, by members of the Secretariat.
3. Decisions taken by the Secretary-General are not subject to appeal by neither Participants or members of the Secretariat.
4. The Members of the Secretariat have the authority to issue diplomatic warnings to Participants who are found to violate diplomatic courtesy.
5. Upon receipt of a second diplomatic warning, the Participant will have their speaking rights revoked for the remaining duration of the current session.
6. Upon receipt of a third diplomatic warning, the Participant will be banned from the current session for the remaining duration.

RULE 4: Attire

1. All participants are required to comply with the formal western attire for the sessions. If any of the participants wish to wear the traditional attire of the country or entity represented, they shall ask permission to do so from their Chairpersons before the event.

2. Any religious symbols of the Participants are welcome, no matter their allocation.
3. Taking in mind the online format and the practicalities of partaking in online debates, the formal attire may be less strict for the participants that will join in an online capacity: nonetheless, they should still reach out to their chairpersons and let them know of their inability to fulfill the otherwise mandatory attire.



II

Regarding the Secretariat

RULE 5: Secretariat

1. The Secretary-General has the ultimate authority regarding the Rules of Procedure. The interpretation of the Rules shall be at their discretion, and their final decision on the matters not specified in the Rules shall prevail over all others.
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 try to assist the members of the Secretariat, receive and correct Documents as proposed by the committees, and supervise the good functioning of the Conference, specifically focusing on the academic side of things.
5. The Secretary-General may delegate their authority to other members of the Secretariat.
6. The Crisis Director and the Members of the Crisis Team are members of the Secretariat, and therefore exempt from the rules governing the conduct of the participants, and as all others, members of the Secretariat will respond to the Secretary-General.
The Members of the Crisis Team will respond to the Crisis Director and, consequently, to the Secretary-General.
7. The Crisis Director and the members of the Crisis Team may move freely in their committee room to distribute communication to the participants, and they may enter and leave the room without needing permission from the Chairpersons.
8. The Crisis Director and the 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 the floor immediately.

RULE 6: Chairpersons

1. The Chairpersons shall act as the Presiding Officers of the committee to which they were assigned and shall preside over its sessions.
They shall declare the opening and closure of each session, open and close the floor to Points and Motions and ensure the observance of the RoPs.
2. The Chairpersons are members of the Secretariat and are responsible for their actions and decisions to the Secretary-General.
The term "Chairpersons" will include the Editor-in-Chief as well, and all applicable rules shall apply to them too.

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 competencies of the Chairpersons may be questioned by the participants.
5. The Chairpersons shall have the right to dismiss Points or Motions put forward by participants should they be found to be contradictory to the Rules or are deemed dilatory.
The Chairpersons may advise the Participants on substantive and procedural matters 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 in their committee.
2. In case of a dispute regarding the interpretation of the Rules, the Chairpersons may at their 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 their spirit as well as in the spirit of the United Nations, the key documents regarding the simulated committee, and the general conduct at conferences.
Such decisions are not subject to an appeal, yet the Chairpersons are strongly recommended to consult with the Secretary-General.
4. All procedural decisions of the Chairpersons may be appealed unless otherwise specified in the Rules.
5. To appeal a decision, a Participant 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 Participant who motioned for the appeal shall be afforded the right to speak in favor of the Motion for no more than two (2) 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 procedural vote.
If a two-thirds (2/3) majority is achieved, the appealed decision shall be declared void by the Chairpersons or the Secretary-General -depending on which of those positions is present-, and the committee shall return to formal debate.

III

Participants

RULE 8: Member States and Journalists

1. Each Member State or Journalist in the Conference shall be represented by one (1) Participant.

RULE 9: Observers

1. The participation of Accredited Observers in the committees 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 (IOs) or Non-Governmental Organisations (NGOs) cannot submit Draft Outcome Documents and Amendments.



IV

Sessions of the Conference

RULE 10: A Minute of Silent Prayer or Meditation

1. At the very beginning and the very end of each session, there is the possibility of a minute of silent prayer or meditation.
2. Any Participant 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 come to an end.
It is possible to add a special reason to the request, referring to real-life events or to the topic that will/has been debated.
3. The Chairpersons may allow at most one such Motion at the start and one at the end of the session.
4. Any decision concerning this Motion is 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 Participants who need to be present to open a session for the debate.
2. The Quorum is met when at least one-third (1/3) of all Participants registered are present at the committee session.
The Chairpersons may, only after consultation and approval of the Secretary-General, change the needed Quorum.
3. A **Motion to Verify the Quorum** may be presented by any Participant or entertained at the discretion of the Chairpersons at the beginning of each session, after each suspension, or before each substantive voting procedure.
4. At the beginning of each session, and upon the **Motion to Verify the Quorum**, the Chairpersons shall call in alphabetical order of the English standard alphabet on all accredited representations 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.
5. Accredited Observers can declare themselves only as "Present" or "Present and Observing" – taking in mind that those statements mean the same thing-.
6. Any of the Participants not present during the Roll Call shall, upon their arrival, send a note to the Chairpersons clarifying their status of presence to be able to participate in the session.

RULE 12: Agenda

1. The Agenda shall be adopted at the beginning of the first session and will be voted upon after a **Motion to Adopt the Agenda** will have been raised.
2. This will happen after the Chairpersons will have introduced the provisional agenda, which will see Topic A as the first to be tackled and Topic B as the second to be tackled.
 - a. The Chairpersons will then proceed to ask whether there are any objections to said agenda: if any Participant were to raise an Objection, the Chairpersons shall ask them to raise a **Motion to Change the Order of the Agenda**;
 - b. Once this motion will have been raised, the Chairpersons shall ask for up to two (2) speakers in favor of the Change in the Order of the Agenda a maximum of two (2) speakers against it, while taking into account that the same number of speakers will have to be entertained for both sides and for the same amount of time, which shall not be longer than one (1) minute for each speaker.
3. The aforementioned motion will require a simple majority to pass and will require the individual raising it to state which is the order in which the topics shall be tackled by the Committee.
4. The Secretary-General may modify the Agenda of each Committee at their discretion.

RULE 13: Debate and Speeches

5. The four modes of Debate can be introduced during the conference:
 - a. Formal Debate (General Speakers' List - GSL);
 - b. Question and Answer Period;
 - c. Moderated Caucus;
 - d. Unmoderated Caucus.
6. Upon setting the agenda, the General Speakers' List is open, either at the discretion of Chairpersons or by Participants proposing a **Motion to Open Speakers' List**.
7. No Participant shall address the committee without having been afforded the right to speak by the Chairpersons.
8. All speakers must keep their remarks germane to the topic of discussion.

9. At the beginning of the first session, all Participants shall deliver an Opening Speech of up to two (2) minutes.
10. The afforded time, which will be equal among all Participants, will be decided by the Chairpersons and shall not be subject to appeal.
11. Should a Participant address the committee in violation of the Rules, the Chairpersons shall call them to order.
This decision is not subject to appeal.
12. If a Participant exceeds the time allotted for their speech, the Chairpersons shall call them to order and interrupt their speech.
This decision is not subject to appeal.
13. Participants shall not interrupt speeches given by other Participants, 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 - GSL)

1. The General Speakers' List shows the order of speakers for the general topic of debate and is open for the whole duration of the debate.
2. Once the General Speakers' List is open, any Participant can be added to the General Speaker's List by:
 - a. Being recognized by raising their placard/online hand during the call made by Chairpersons;
 - b. Putting their placard in the upright position (in the in-person Committees);
 - c. Sending a note or message (in the online Committees) requesting it to the Chairpersons;
 - d. By the Chairpersons' discretion.
3. The Participant already added to the General Speakers' List cannot be added for the second time.
Once the Participant has made their speech, they will be allowed to submit a request to be added to the General Speakers' List again.
4. The Participant can also request to be withdrawn from the General Speakers' List by sending a note requesting it 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**.
 - a. A Participant motioning for such a thing will have to raise the motion and ask for a specific time;
 - b. The Chairpersons have the possibility of suggesting more appropriate times if the requested one is too disruptive and have the authority to deny such a request if deemed dilatory.
6. If a Motion altering the mode of the debate is adopted, the General Speakers' List shall be suspended for the duration of the motion and shall be resumed afterward, with the previous list of speakers being maintained intact.
7. Once the General Speakers' List is exhausted, the debate is considered closed and the committee will automatically move into the voting procedure on the document which is currently being discussed within the set topic.

RULE 15: Yields

1. A Participant who has been granted the right to speak by the Chairpersons during formal debate may yield their remaining speaking time:
 - a. To Questions: the Chairpersons shall entertain questions for the speaker. Participants wishing to ask questions shall raise their placards/virtual hands and wait to be recognized by the Chairpersons.
The Chairpersons shall dismiss questions that are rhetorical, misleading, dilatory, 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, and the questions themselves shall not consume the time of the Participant yielding their time.
 - b. To a fellow Participant: should the Participant 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 Participant whose personal and/or national integrity has been impugned by another Participant'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 Participant's speech is not in order.

2. To request a Right of Reply the Participant in the live Committees shall stand up in silence during the speech, and not interrupt the current speaker.
The Participant shall remain standing until the Right of Reply has been recognized or dismissed by the Chairpersons.
To do the same thing in one of the online Committees the Participant shall raise their online hand during the speech and await the Chairpersons to recognize or dismiss the Right of Reply.
3. No Right of Reply may be raised while the current speaker is exercising their Right of Reply.
4. The Right of Reply shall pass at the discretion of the Chairpersons. This decision is not subject to appeal.

RULE 17: Question and Answer period

1. Any Participant may, once the floor has been opened for Motions, raise a **Motion for a Question and Answer period** to question any Participant on an issue relevant to the debate.
2. Any other Participant may pose questions to the Participant under questioning. Questions shall have no introduction.
3. It is at the discretion of the Participant under questioning how many questions they are prepared to accept, but they shall be no more than five (5) for a single Question and Answer Period.
4. The Participant under questioning may refuse to answer any of the questions if they so wish.
5. The time allotted to answer each question shall not exceed one (1) minute.

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 agenda.
A Moderated Caucus signifies a temporary change from formal debate to moderated informal debate.
2. A Participant may signal their desire to speak by raising their placard/online hand.
The Chairpersons shall recognize the speakers by taking into consideration equity, as well as the good functioning of the committee, and may do that at their discretion.
The decision of the Chairpersons to recognize a specific speaker is not subject to appeal.
3. The Chairpersons, before recognizing any other Participants, shall ask the Participant that proposed the Motion whether they wish to speak first or last.
If the Participant will decide to speak last, the Chairpersons shall allocate such time for them and consider such a fact when recognizing the following Participants.
4. The **Motion for a Moderated Caucus** can be introduced by any of the Participants once the floor is open for Points and Motions.

5. Upon raising the **Motion for a Moderated Caucus**, the Participant shall specify, in this order:
 - 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.
6. The Chairpersons may propose a more appropriate Caucus length or speaking time.
7. The Chairpersons may rule a **Motion for a Moderated Caucus** out of order. This decision is not subject to appeal.
8. A Simple Majority 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 a shorter 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 the order in which they were proposed.
11. In case the Participant will not take advantage of the whole allotted time, the remaining time is yielded to the Chairpersons automatically.
During a Moderated Caucus, yielding is not in order.
12. If no Participant wishes to speak, the Moderated Caucus elapses, and the committee shall return to the General Speakers' List.
13. If a Moderated Caucus elapsed for reasons different than a lack of speakers, it may be extended by raising a **Motion to Extend the Previous Moderated Caucus**.
The total time of the extension shall not exceed or be equal to the timeframe of the original Moderated Caucus.
The Chairpersons may propose a more appropriate duration of the extension or dismiss the Motion entirely.
Individual speakers' time cannot be changed.
The Chairpersons shall ask the Participant who motioned for this whether they wish to speak first or last as per Rule 18.3.
The Extension of a previously extended Moderated Caucus is not in order.

RULE 19: Unmoderated Caucus

1. An Unmoderated Caucus suspends formal debate.
It shall be used by Participants for informal debates, negotiations, lobbying for their interests, resolving difficult questions about the topic on the agenda as well as writing working papers, drafting resolutions, and amendments.
2. Participants may move about the committee room freely and interact, but may not leave the committee room unless granted permission to do so by the Chairpersons.
3. Any Participant may introduce a **Motion for an Unmoderated Caucus** at any time when the Chairpersons open the floor for Motions.
The Participant 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.
4. The Chairpersons may propose a more appropriate length at their discretion.
5. The Chairpersons may rule a **Motion for an Unmoderated Caucus** out of order. This decision is not subject to appeal.
6. A Simple Majority is required for the motion to pass.
7. 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.
8. After an Unmoderated Caucus elapses, it may be extended by raising a **Motion to Extend the Previous Unmoderated Caucus**.
9. The total time of the extension shall not exceed or be equal to the timeframe of the original Unmoderated Caucus.
The Chairpersons may propose a more appropriate duration of the extension or dismiss the Motion entirely.

RULE 20: Splitting the Topic

1. Any Participants may raise a **Motion to Split the Topic** for the committee to address the topic in two separate documents, each addressing a part of the original topic.
2. The Participant 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 favor 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, main topic shall immediately be closed and any tabled documents shall immediately fail.
The Chairpersons will then open the debate on the first of the split-off topics.
 - a. The order in which the two split-off topics shall be tackled will depend on the phrasing done by the Participant proposing the motion.
 - b. If other Participants were to want to try to change the order, they will have to raise a **Motion to Change the Order of the Topics**, which will function identically to the **Motion to Change the Order of the Agenda**.
5. Once voting will have taken place on the split-off topic, the debate shall revert to the second.
6. A Simple Majority is required for the Motion to pass.

RULE 21: Motion for a Consultation of the Whole

1. When the floor is open for motions, any Participant may introduce a **Motion for a Consultation of the Whole**, by stating a topic and total time duration.
2. The Consultation of the Whole will operate similarly to a Moderated Caucus but without any moderation from the Chairpersons.
 - a. This means that the rules applying to the Moderated Caucus -i.e. the delegates may not leave their allotted seats- are applicable,
 - b. The same thing goes for the maximum duration of the Motion, which cannot last more than twenty (20) minutes.
3. The Participant that will have motioned for this will be given the floor and shall speak till they want to pass the word to another Participant.
4. The Participants that may want to speak may signal their intention to do so by raising their placard or online hand.
5. There is no time limit for the speeches but care is advised to avoid monopolies.
6. It is not possible to extend a Consultation of the Whole.
7. The Chairpersons may dismiss this motion or propose an alternative time for reconvening.
8. This decision shall not be subject to appeal.
This motion shall immediately be put to a vote.
9. A Simple Majority is required for the Motion to pass.

RULE 22: Motion for a Tour de Table

1. When the floor is open for motions, any Participant may introduce a **Motion for a Tour de Table**, by stating a topic they want to discuss, taking in mind that it cannot be too wide of a topic.
2. The Tour de Table will operate by having all Participants speak on the topic at hand in alphabetical order, for a maximum of ninety (90) seconds.
The Participants will have to state their allocation's stance on the topic at hand.
3. It is not possible to extend a Tour de Table.
4. The Chairperson may dismiss this motion.
Their decision is not subject to appeal.
5. A Simple Majority is required for the Motion to pass.

RULE 23: Motion for a Mock Vote

1. When the floor is open for motions, any Participant may introduce a **Motion for a Mock Vote**.
By stating what will be the subject of such mock vote, which may vary in nature, meaning it may be a specific clause, amendment, document, or any other item of comparable nature.
2. A Simple Majority is required for the Motion to pass.
3. If this motion passes, the flow of Formal Debate will be briefly suspended to proceed with the Mock Vote in question.
 - a. Seeing as the Mock Vote is trying to simulate the stance of the Committee on the subject at hand, this vote will operate according to the rules for Substantive Votes,
 - b. The vote will take place by show of placards.
4. The Chairperson may dismiss this motion.
Their decision is not subject to appeal.

RULE 24: Suspension of the Meeting

1. When the floor is open for motions, any Participant may introduce a **Motion to Suspend the Meeting** for a break.
2. The Participant shall specify a time for the reconvening of the committee.
3. The Chairpersons may dismiss this motion or propose an alternative time for reconvening.

4. This decision shall not be subject to appeal. This motion shall immediately be put to a vote.
5. The Chairpersons may suspend the meeting at their discretion.
Such a decision is not subject to an appeal.
6. A Simple Majority is required for the Motion to pass.

RULE 25: Adjournment of the Meeting

1. The Adjournment of the meeting suspends the meeting for the day.
When the floor is open for motions, any Participant may introduce a **Motion to Adjourn the Meeting**.
This motion shall immediately be put to a vote, hence no debate is necessary.
2. The Chairpersons may dismiss this motion.
This decision is not subject to appeal.
3. A Simple Majority is required for the Motion to pass.
4. This motion is not in order until at least three-quarters (75 percent) of the established sessions will have taken place.

RULE 26: Closure of Debate

1. Any Participant 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 the general Speakers' List and no matter whether any other Participant wishes to speak.
3. If the motion passes, all discussions 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 (2) speakers against this motion for up to two (2) minutes each.
This motion shall immediately be put to a vote.
The vote on this motion is substantive, therefore a two-thirds (2/3) 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.
6. Such a decision is subject to appeal.

RULE 27: Points

1. A Point of Personal Privilege may only refer to the comfort and well-being of the Participant, 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 Participant 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 Participant believes that the committee session is proceeding in a manner contrary to these Rules.
A Participant 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 recognize the Participant, and the Point of Order shall be immediately ruled on.
A Participant 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.
In the online format, this point will be raised through the "raised hand" tool.
3. A Point of Procedural Inquiry may be raised whenever a Participant wishes to obtain clarification regarding procedural matters from the Chairpersons.
4. 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 time.

RULE 28: Request to Invite a Non-Member Participant

1. Any Participant may introduce a **Request to Invite a Non-Member Participant** to the Chairpersons by sending a private message to the Chairpersons themselves.
 - a. The request shall establish who will be invited, for what purpose, and which questions the Participant will be asked to respond to.
2. The Chairpersons, if this request was to be found relevant to the workings of the Committee will pass the request on to the Secretary-General.
3. The Participant was this motion to pass, will respond to questions posed by the Committee, and will only entertain a limited number of questions that the
4. The Secretary-General will make it known whether the invited Participant will accept or deny the said invitation.

RULE 29: Permission to Approach the Bench

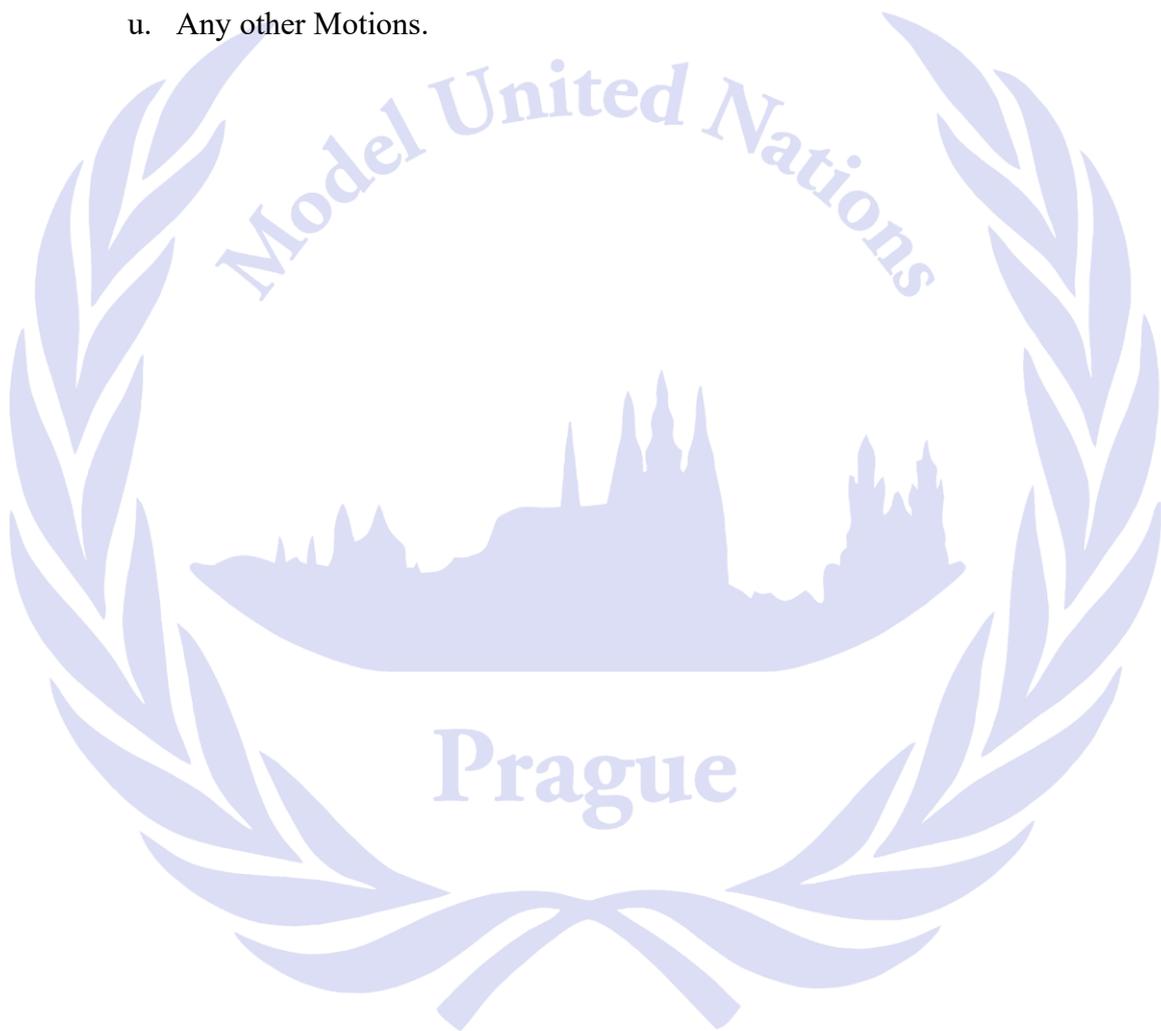
1. Any Participant may ask for permission to approach the Bench should they wish to consult the Chairpersons in confidence.

2. In the online format, the Participants are allowed to contact the Chairpersons through private messaging without requiring any permission.

RULE 30: 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 Adjourn the Meeting;
 - d. Motion to Suspend the Meeting;
 - e. Motion to Divide the Question;
 - f. Motion to Vote by a Roll-Call;
 - g. Motion to Vote by Acclamation;
 - h. Motion to Declare a State Party to the Dispute (only in committees where applicable);
 - i. Motion to Introduce a Draft Outcome Document;
 - j. Motion to Introduce an Amendment;
 - k. Motion to Introduce a Working Paper;
 - l. Motion to Change the Speakers' Time;
 - m. Motion for a Mock Vote;
 - n. Motion for a Consultation of the Whole;

- o. Motion for a Tour de Table;
- p. Motion to Extend the Unmoderated Caucus;
- q. Motion to Extend the Moderated Caucus;
- r. Motion for a Question-and-Answer Period;
- s. Motion for an Unmoderated Caucus;
- t. Motion for a Moderated Caucus;
- u. Any other Motions.



V

Written Documents

RULE 31: Working Papers

1. Working Papers are informal, unofficial documents that aid the Participants 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 Participant or Participants 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.
5. It is at the discretion of the Chairpersons and the Secretary-General to withdraw a Working Paper which is deemed inappropriate or not contributing to the discussion.

RULE 32: Draft Outcome Document

1. A document becomes a Draft Outcome Document once the Chairpersons approve it, and recognize 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 organization, including preambulatory and operative clauses, if applicable;
 - b. The Document shall have the required number of Sponsors and Signatories noted.
 - c. The Chairpersons shall set the required minimum number of Sponsors and Signatories;
 - d. The Document shall not contain significant errors, and the contents of the Document shall be per the spirit of the simulated organization and its core documents;
 - e. 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 Chairpersons 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 the submission of a Draft Outcome Document. Any late submissions will not be entertained.
6. Such decisions are not subject to appeal.

RULE 33: Sponsors and Signatories

1. The Sponsors are the principal authors of the Document.
The Sponsors are bound to support the Document itself unless an Unfriendly Amendment to it was adopted.
2. The Signatories are supporters of the document and are not required to support the draft resolution during the 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 Draft Outcome Documents on the topic at their discretion, which shall depend on the number of Participants present in the Committee.
Such a decision is not subject to appeal.
4. A Participant may not be both a Sponsor and a Signatory of a given document at the same time.
A Participant may not be a Sponsor of more than one (1) Draft Outcome Document on a given agenda item.
A Participant may, however, be a Signatory of more than one (1) Draft Outcome Document.
5. Participants may add or remove their names 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.

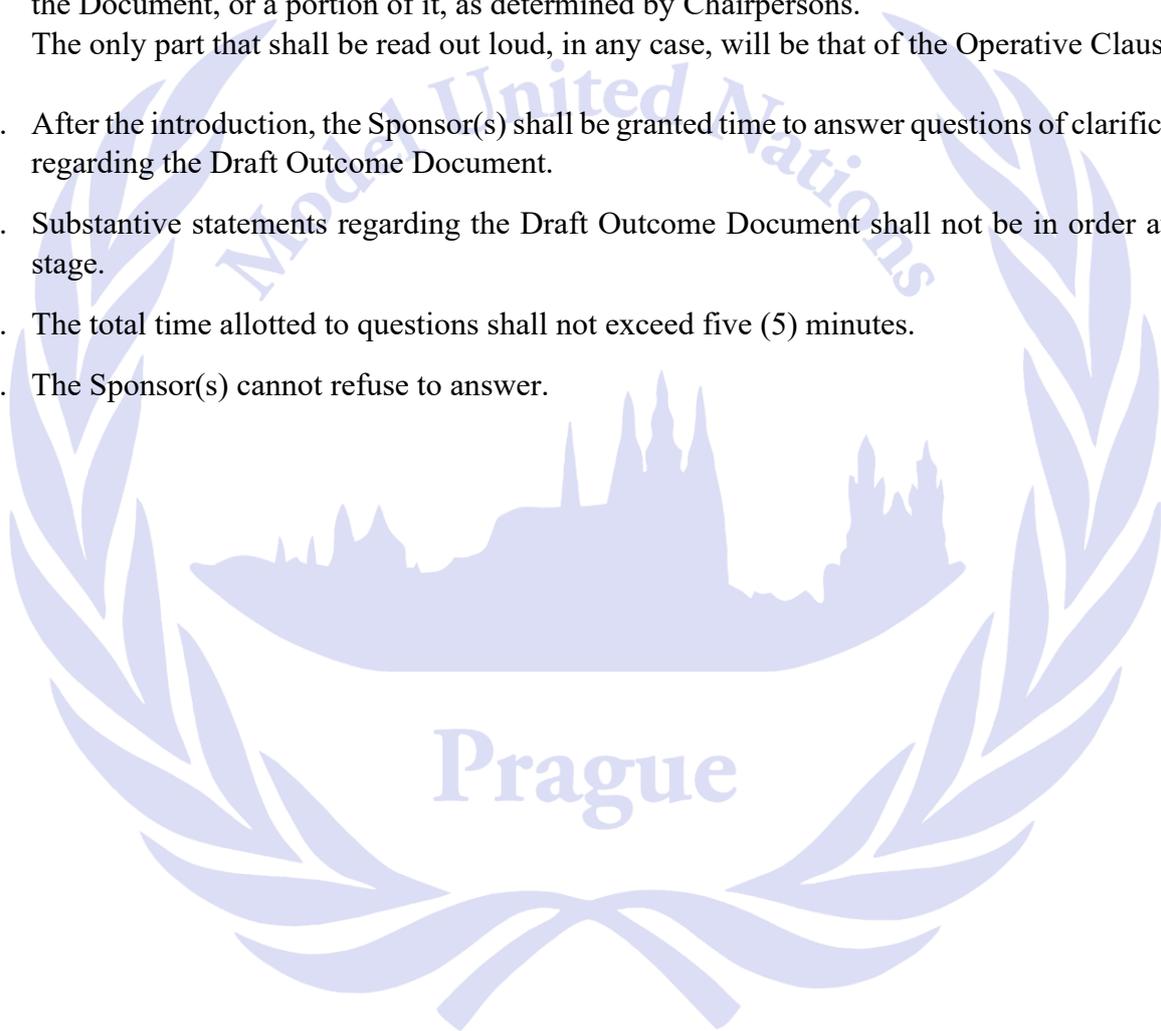
RULE 34: Withdrawal of Draft Outcome Documents

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.

3. The withdrawal of a Draft Outcome Document will be automatic whenever the requirements hereby stated will not be fulfilled anymore.

RULE 35: 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.
The only part that shall be read out loud, in any case, will be that of the Operative Clauses.
3. After the introduction, the Sponsor(s) shall be granted time to answer questions of clarification regarding the Draft Outcome Document.
4. Substantive statements regarding the Draft Outcome Document shall not be in order at this stage.
5. The total time allotted to questions shall not exceed five (5) minutes.
6. The Sponsor(s) cannot refuse to answer.



RULE 36: Amendments

1. Participants may amend any Draft Outcome Document that has been introduced.
All Amendments must be approved by the Chairpersons before they can be introduced.
2. An Amendment may add more than one clause but not delete or modify more than one clause at the same time.
3. Amendments shall be submitted to the Chairpersons in written form, and precise methods shall be determined by the Chairpersons.
For the online format, this will be done through private messages to the chairs to the Committee email.
4. The Chairpersons may impose a deadline for the submission of Amendments.
Any late submissions will not be entertained.
Such decisions are not subject to appeal.
5. Amendments to Amendments are not in order.
6. Amendments to the Preambulatory Clauses of a Draft Outcome Document that has been introduced are not in order.
7. 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 are not subject to appeal.
8. There are two types of Amendments:
 - a. Friendly Amendments: these 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: these 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;
9. Upon receiving a Friendly Amendment, the Chairpersons shall inform the committee about the change to the text of the Draft Outcome Document.
10. Upon approving an Unfriendly Amendment, the Chairpersons shall distribute it to the committee.
After being distributed, the Sponsor(s) of the Amendment may raise a **Motion to Introduce the 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.

11. The Chairpersons shall entertain up to two (2) speakers in favor and up to two (2) speakers against each Unfriendly Amendment, and their speeches shall not be longer than one (1) minute each.

The Committee shall then immediately move into Voting Procedure on the introduced Unfriendly Amendment.

12. An Unfriendly Amendment may be withdrawn by any of its Sponsors at any point before voting on it has begun.

This request must be submitted to the Chairpersons in writing, and if the withdrawal of support from one of the Sponsors makes the Amendment lack the established requirements the Amendment will automatically be considered withdrawn.



VI

Voting Procedure

RULE 37: 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 a simple majority.
All Participants shall vote on procedural matters and no Participant may abstain.
2. Substantive votes shall be considered those referring to Outcome Documents, Unfriendly Amendments, or their parts.
During substantive votes, Participants can vote either "in favor", "against", or can abstain.
3. Participants that declared themselves as "Present and voting" during the Roll Call cannot abstain.
Observers cannot vote on substantive matters; hence the Chairpersons shall skip them altogether during this process.
4. Substantive voting shall be used in voting on the **Motion for the Closure of the Debate** and **the Motion to Divide the Question**.
5. Committee-specific rules (specified below) may impose additional restrictions and requirements regarding substantive voting.
6. In case of a clash in provisions between these general Rules, and committee-specific, the provisions of the committee-specific rules prevail.

RULE 38: Voting Procedures

1. When the General Speakers' List is exhausted or a **Motion for the Closure of the 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 a discussion on the next agenda item.
2. During the 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 (such as, but not limited to Journalists) must leave the room.
There shall be no passing of notes and no Participant shall enter or leave the conference room.
There shall be no interruptions, and Points or Motions may not be raised, except for **Points of Order** and **Points of Personal Privilege**.
Any Participant who disrupts the voting procedure shall be ruled dilatory and therefore out of order.
Chairpersons may request the Participants 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 before a substantive vote takes place.

RULE 39: Roll Call Vote

1. Upon entering a substantive voting procedure, but before 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.
Participants shall declare themselves either "IN FAVOR", "AGAINST", "ABSTAINING", or "PASSING".
4. Any Participant may pass on the vote in the first round and shall therefore be placed at the bottom of the voting list by the Chairpersons.
Participants who exercise their right to pass must declare themselves either "IN FAVOR" or "AGAINST" when called upon again.
5. Any Participant voting "IN FAVOR, WITH RIGHTS" or "AGAINST, WITH RIGHTS", will get up to one (1) minute to explain their vote after the voting procedure has been concluded.
6. This shall preferably be done if the actions of the Participant until this point had been indicating they would cast their vote in a different direction.

RULE 40: Dividing the Question

1. Before the start of the voting procedure on a Draft Outcome document, a Participant may introduce a **Motion to Divide the Question** to vote separately on any number of groups of clauses or to vote clause by clause.
2. The Participant 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.
The level of disruptiveness of the Motions shall be decided by the number of parts in which the Draft Outcome shall be split.
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 the voting procedure shall be taken out of the Draft Outcome Document.

6. The committee will then proceed to vote on the recombined Draft Outcome Document.
7. 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.
8. This decision shall be taken by the Chairpersons in consultation with the Secretary-General and is not subject to appeal.



APPENDIX 1: Rules Governing the United Nations General Assembly, its Main Committees and Subsidiary Organs

RULE 41: Scope

1. This set of Rules applies to:
 - a. The United Nations (UN) General Assembly (GA).
 - b. UN GA six Main Committees:
 - First Committee: Disarmament & International Security;
 - Second Committee: Economic & Financial;
 - Third Committee: Social, Humanitarian & Cultural;
 - Fourth Committee: Special Political & Decolonization;
 - Fifth Committee: Administrative & Budgetary;
 - Sixth Committee: Legal.
 - c. UN GA Subsidiary Organs, including, but not limited to:
 - UN Development Programme;
 - International Law Commission;
 - UN Development Programme;
 - UN Human Rights Council;
 - UN Human Settlements Programme;
 - World Food Programme.
 - d. Any other committee that derives from the UN GA.

RULE 42: Draft Outcome Document

1. The Draft Outcome Document adopted by the UN institutions stated above is a Resolution.
- 2.
3. A Resolution adopted at the Conference shall follow the standard form as used in the UN system.
4. Any clause in the General Rules above regarding the Draft Outcome Document can be in procedural matters referred to also as a Draft Resolution, and Chairpersons shall consider such stipulation procedurally valid.
5. A Resolution consists of Preambulatory and Operative Clauses. Only Operative Clauses may be subject to the Division of the Question.

RULE 43: Voting

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

APPENDIX 2: Rules Governing the United Nations Security Council

RULE 44: Scope

1. This set of Rules applies to:
 - a. The United Nations Security Council.

RULE 45: Draft Outcome Document

1. The Draft Outcome Document adopted by the UN Security Council is a Resolution.
2. A Resolution adopted at the Conference shall follow the standard form as used in the UN Security Council.
3. Any clause in the General Rules of Procedure above regarding the 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 subject to the Division of the Question.
5. If no Resolution is passed, the Security Council can opt to adopt a Presidential Statement. A **Motion for a Presidential Statement** may be raised after the voting procedure on Draft Resolution(s) is concluded, and none was adopted. Chairpersons may set a deadline for the submission of a Draft Presidential Statement.
6. Draft Presidential Statement shall be subject to the same rules as apply to a Working Paper. After Chairpersons approve the Draft Presidential Statement, it is put to vote.

RULE 46: Voting

1. Decisions of the Security Council on all substantive matters shall be made with an affirmative vote of at least nine Member States, with no permanent Member State voting against. Participants may abstain from voting on substantive matters, provided they are not declared as "present and voting".
2. Substantive voting shall be used in voting on Unfriendly Amendments, voting on Draft Resolutions, and their parts, the **Motion for the Closure of the Debate**, the **Motion to Divide the Question**, and the **Motion to Declare a State Party to a Dispute**.
3. A vote on a Draft Presidential Statement requires a simple majority to pass. This vote cannot be made substantive.

RULE 47: Declaring a State Party to the Dispute

1. A Participant of a Permanent Member of the Security Council may introduce a **Motion to Declare a State Member of the Security Council Party to the Dispute** currently being discussed in the Committee.
2. The Participant shall be required to provide considerable justification for this Motion. The Chairpersons shall entertain one speaker in favor and one speaker against this Motion for up to one (1) minute each.
The vote on this Motion is substantive.
3. The State in question may take part in the vote on this Motion.
4. If the Motion is adopted, the State that has been declared Party to the Dispute shall not have any voting rights during the voting procedure on Draft Resolutions or amendments.

RULE 48: Declaring a Vote Substantive

1. Only a Permanent Member of the Security Council may raise a Motion to Declare a Vote Substantive before voting has begun on any procedural matter.
This Motion changes the nature of the vote in question from procedural to substantive.
2. The required majority to pass a substantive vote is nine votes in favor, with no permanent members voting against it.
3. This Motion passes automatically unless Chairpersons dismiss it.
4. Chairpersons may dismiss the Motion only if it is being repeatedly used without any substantive justification other than to delay the proceedings.

APPENDIX 3: Rules Governing the North Atlantic Treaty Organization

RULE 49: Scope

1. This set of Rules applies to:
 - a. The North Atlantic Treaty Organization.

RULE 50: Draft Outcome Document

1. The Draft Outcome Document adopted by the North Atlantic Treaty Organization is Communiqué.
2. A Communiqué adopted at the Conference shall follow the standard form as used in the North Atlantic Treaty Organization.
3. Any clause in the General Rules of Procedure above regarding the Draft Outcome Document can be in procedural matters referred to also as a Draft Communiqué, and Chairpersons shall consider such stipulation procedurally valid.
4. Draft Presidential Statement shall be subject to the same rules as apply to a Working Paper. After Chairpersons approve the Draft Presidential Statement, it is put to vote.

RULE 51: Voting

1. Decisions in the North Atlantic Treaty Organization on all substantive matters shall be made with an affirmative vote of unanimous nature. Participants may abstain from voting on substantive matters, provided they are not declared as "present and voting".
2. Substantive voting shall be used in voting on Unfriendly Amendments, voting on any Draft Communiqué, and its parts, and any other Motion in which such procedure is foreseen according to these RoPs.



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