

Rules of procedure

1. GENERAL RULES

1.1 Scope

These rules apply to all committees and are therefore self sufficient, except for the modifications provided by the secretariat, and will be considered adopted in advance of session. No other rules of procedure are applicable.

1.2 The Secretariat

The Secretariat consists of the Secretary General, Committee directors and Assistant committee directors.

- The ruling of the Secretariat on any rule or regulation would be final
- Any rule may be altered, suspended or added by the Secretariat at any time.
- Any member of the Secretariat may make verbal or written statements to a committee at any time

1.3 Courtesy

Delegates shall show courtesy and respect to other delegates and the secretariat. The committee director will immediately call to order anyone who fails to comply with this rule.

1.4 Dress

Delegates are expected to dress formally in accordance with their role as UN diplomats and hence must be dressed in western business attire or international standard business attire.

1.5 Language

English will be the official and working language of the conference except for PNA and NCL where Urdu along with English may be spoken.

2. General powers of the Committee Staff

The Committee Director will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. The Director, subject to these rules, will have complete control of the proceedings at any meeting. The Director Will also direct discussions, accord the right to speak, put questions, announce

decisions, rule on points of order, and ensure and enforce the observance of these rules. The Director may temporarily transfer to another member of Committee Staff. Committee Staff members may also advise delegations on the possible course of debate. In the exercise of these functions, the Committee Staff will be at all times subject to these rules and responsible to the Secretary-General.

3. Delegation

3.1 Composition

Each Delegation may have a maximum of one delegate in at least six of the nine committees. In the General Assembly, ICAC, UNSC and Fifa, delegates from the same delegation will represent the country allotted by BMIDC. In NCC and NLC delegates will represent political figures allotted by BMIDC.

3.2 Censure

Delegates who clearly and persistently misrepresent their country's foreign policy are subject to censure.

3.3 Censure Procedure

The committee director must pre-authorize all motions for censure. Once this is done, the delegate in question would be allowed two minutes to speak against the censure. The motion shall then be voted on, requiring two-thirds majority to pass. The effects of censure are as follows:

- **First censure:** The delegate is barred from the committee room for the remainder of the current committee session.
- **Second censure:** The delegate is barred from the committee room for the remainder of the conference.

3.4 Participation of non-members

Representatives of the accredited members will have the same rights as those of full members, except that they may not sign or vote on resolutions. A representative of an organization that's not part of the diplomat's conference or an accredited observer may address a committee with prior approval of the director.

4. The Committee

4.1 Roll Call

At the beginning of each committee session the Chairs shall initiate roll call. Each delegate must respond either 'present' or 'present and voting.' Delegates who are 'present' may vote in favour, against or abstain. Delegates who are 'present and voting' may only vote in favour or opposition. A delegate not present at the start of a session when the roll call is taken, then he/she may not vote in the session.

4.2 Quorum

The director may declare a committee open and permit debates to proceed when at least 2/3^d members of the committee are present. The presence of delegates of a majority of the Members states of the body concerned shall be required for any decision on a substantive motion to be taken.

5. Debate

5.1 Agenda

The agenda refers to the order in which the committee shall discuss the topics. If a committee has more than one topic under consideration, the first order of business would be the consideration of the agenda.

- The Chair shall open a 'Primary Speaker's list' and entertain a motion to set the first topic on the agenda.
- The Chair shall then call for two speakers for and two speakers against the motion. Afterwards, a vote needing a simple majority shall decide whether the motion will carry on.
- If the motion fails or there is no motion to set the first topic on the agenda, the chair shall automatically open a secondary speaker's list to discuss the second topic.

5.2 Speaker's list

- **Primary speaker's list:** This shall be established to set the agenda with a maximum of four speakers for and four speakers against. Each speaker may speak for a maximum of two minutes unless stated otherwise by the chair. For committees with only one topic, this shall be by-passed.
- **Secondary speaker's list:** This deals with the topic in question after the agenda has been set. Each speaker may for a maximum of two minutes unless stated otherwise by the chair.

5.3 Caucus

During the course of debate, a delegate may move to caucus, specifying the type, time limit, reason and in case of a moderated caucus, an individual speaking time. There are two types of caucus.

- **Unmoderated Caucus:** The Chairs are not involved. Delegates may interact in a less formal setting to speak to each other or write draft resolutions.
- **Moderated Caucus:** Delegates remain on their seats and raise their placards if they wish to speak. They are recognized at the chair's discretion for a specified amount of time.

5.4 Motion to close debate

A member may, at any time, move for closure of debate on substantive matters under discussion. If the motion is ruled in order, the chair may recognize upto two speakers against the motion but none on favour. The motion requires two-thirds majority to pass. If the motion passes all draft resolutions and amendments are brought to an immediate vote. A similar procedure is followed if the speakers' list is exhausted.

5.5 Motion to adjourn

The effect of a motion to adjourn is to suspend the meeting of the committee until the next session. This is in order only within the final 15 minutes of a committee session. If ruled in order, the motion requires a simple majority to pass.

6. Speeches

6.1 Speakers

The Committee will have an open Speakers' list for the topic being discussed. Separate Speakers' Lists will be established as needed for procedural motions and debate on amendments. A country may add its name to the Speakers' List by raising their respective placards or otherwise submitting a request in writing to the Chair, provided that country is not already on the Speakers' List. The names of the next several countries to speak will always be posted for the convenience of the committee.

6.2 Addressing the committee

No delegate may address a session without having previously obtained the permission of the Director. The Director may call a speaker to order if his/her remarks are not relevant to the subject under the discussion, or if they are offensive to committee members or staff.

6.3 Time limit on speeches

The standard individual time limit on secondary speakers' list will be two minutes.

6.4 Yields

A delegate granted the right to speak on a substantive issue may yield in one of the three ways: to another delegate, to questions, or to the Chair. Please note that only yield is allowed i.e. no yields on yielded time. Also, no yields are allowed if the delegate's time has expired, or is speaking on a procedural matter.

- **Yield to another delegate:** His/her remaining time will be given to that delegate, who may not however, make any further yields. To turn the floor over to a co-delegate is not considered a yield.
- **Yield to questions:** Questioners will be selected by the Director and limited to one question each. Follow-up questions will be allowed only at the discretion of the Director. The Director will have the right to call to order any delegate whose question is; in the opinion of the Director; rhetorical, leading and not designed to elicit information. Only the speakers' answers to questions will be deducted from the speakers' remaining time.
- **Yield to the Chair:** Such a yield should be made if the delegate does not wish to yield his/her speech to questions or another delegate. The Director will then move to the next speaker. Delegates must declare yield by conclusion of his/her time. If time runs out, the director will simply move on to the next speaker.

6.5 Right of Reply

A delegate whose personal or national integrity has been impugned by another delegate may request a right of reply. The director's decision to whether to grant the reply is unappealable, and a delegate granted right of reply will not address the committee except at the request of the director. A right of reply to a right of reply is out of order.

7. Procedural Points

7.1 Point of Personal Privilege

Whenever a delegate experiences personal discomfort which impairs his/her ability to participate in the proceedings he or she may rise to a point of privilege to request that the discomfort may be corrected. While a point of privilege may interrupt a speaker, delegates must use this power with the utmost discretion.

7.2 Point of Order

During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper parliamentary procedure. The point of order will be immediately decided by the director in accordance with the rules of procedure. The director may rule out of order those points that are dilatory or improper; such a decision is not appealable. A representative rising to a point of order may not speak on the substance of the matter under discussion. A

point of order may only interrupt a speaker if the speech itself is not following proper parliamentary procedure.

7.3 Point of Parliamentary Inquiry

When the floor is open, a delegate may rise to a point of parliamentary inquiry to ask the director a question regarding the rules of procedure. A point of parliamentary inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this point, but should rather approach the committee staff during caucus.

8. Substantive Matters—Working Papers

Delegates may propose working papers for the committee under consideration. Working papers are intended to aid the committee in its discussion and formulation of resolution and need not be written resolution format. Working papers are not official documents, but do require the signature of the director to be copied and distributed.

9. Substantive Matters—Draft Resolutions

A resolution may be presented when it receives the approval of the director and is signed by 1/5th of the number of delegates that are present and voting at the beginning of the committee session. Signing of the resolution need not indicate support of the resolution, and the signer has no further obligations. There are no official sponsors of the resolutions. Resolutions require a simple majority to members voting pass. Only one resolution will be passed. After a resolution is passed, voting procedure will end and the committee will end.

9.1 Introducing Draft Resolutions

Once a resolution has been approved as stipulated above and has been copied and distributed, a delegate may rise to introduce the resolution. The content of such an introduction will be limited to reading the operations of the resolution. Such an introduction will be considered procedural in nature, and hence, yields are out of order. More than one resolution may be on the floor at one time, but at the most one resolution may be passed. A resolution may remain on the floor until debate on that specific resolution has been postponed or closed or has been passed. Debate on resolution proceeds according to the general speakers' list.

9.2 Competence

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

Format of Draft Resolution:

Heading:

The title should be centered, in capital letters, above the main body of the draft resolution. The title can be as simple as "DRAFT RESOLUTION". On the left margin and two lines below the title should be the committee and topic name. The names of the Sponsors may or may not be included.

Body:

The draft resolution is written in the form of a long sentence, with the following rules:

- The draft resolution begins with the committee name. The rest of the draft resolution consists of clauses with the first word of each clause underlined.
- The next section, consisting of Perambulatory Clauses, describes the problems being addressed, recalls past actions taken, explains the purpose of the draft resolution, and offers support for the operative clauses that follow. Each clause in the preamble begins with an underlined word and ends with a comma.
- Operative Clauses are numbered and state the action to be taken by the body. These clauses are all with the present tense active verbs and are generally stronger words than those used in the Preamble. Each operative clause is followed by a semi-colon except the last, which ends with a period. All clauses can be divided into sub-clauses, and sub-sub clauses. Sub-clauses are lettered a),b),c);d) etc. Sub-sub clauses are numbered i),iv) etc. Sub- and sub-sub clauses do not have to start with certain phrases.

10. Substantive Matters-- Amendments

Delegates may amend any resolution which has been introduced. An amendment must have the approval of the director and the signature of 1/8th of the number of delegates' present and voting' at the beginning of the committee session. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. There are no official sponsors of amendments or friendly amendments. Perambulatory phrases may not be amended. The final vote on the amendment is procedural- all members present have to vote. (The only substantive vote in committee is the final vote on the resolution. All other votes are procedural. All members present have to vote on procedural matters. No abstentions are allowed on procedural votes.)

- An approved amendment may be introduced when the floor is open. General Debate will be suspended and a Speaker's list will be established for and against the amendment.
- A motion to close debate will be in order after the Committee has heard two speakers for the amendment and two against or all the speakers on one side and at least two on the other side.

11. Voting

11.1 Procedural Voting

All voting is considered procedural with the exception of voting on draft resolutions. Delegates must vote on all procedural motions and no abstentions are allowed. A motion that requires a simple majority needs more than half of the committee members to vote affirmatively. A motion that requires two-thirds to pass requires exactly two-thirds of the committee members to vote affirmatively. If there is not the required number of speakers for/against a motion, the motion will automatically fail/pass.

11.2 Substantive Voting

The only substantive voting will be voting on draft resolutions. All other votes will be procedural votes. After debate has been closed on the general topic area, the committee will move into substantive voting procedures and the chambers are then sealed. At that point, only the following points and motions will be entertained: Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry and point of Order. If there are no such motions, the committee will vote on all draft resolutions. For substantive voting, each country will have one vote. Each vote may be a "yes" "no" or "abstain." Members who abstain from voting are considered as not voting. All matters will be voted upon using placards by default, except if a motion for a roll call vote is accepted. A simple majority requires "yes" voted from more than half of the members voting (i.e. more affirmative votes than negative votes) Once any resolution has been passed, the voting procedure is closed, as only one resolution may be passed in a topic area.

11.3 Roll Call voting

After the debate is closed on any draft resolution, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive votes.

- In a roll call vote, the Chair will call countries in alphabetical order starting with a selected member.
- Delegates may vote "Yes," "No," or "Abstain." A delegate may request the right to explain his or her vote only when the delegate is voting against the policy of his or her country; such a vote is termed, with Rights the delegate may only explain an affirmative or negative vote, not an abstention from voting.
- All delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds.
- The Chair will then announce the outcome of the vote.

SAMPLE DRAFT RESOLUTION

Draft Resolution 1.3 Committee

Security Council Topic Area: Situation in North Korea

Sponsor: France, Nigeria

Signatory: Austria, Brazil, Bosnia, China, Gabon, Japan, Lebanon, Russia, Turkey, UK, Uganda

The Security Council,

Emphasizing the need for the United Nations and the international community to support consolidation of mutual trust between the two parties,

Reaffirming Resolution 1927 of the United Nations Security Council (UNSC), which tackle the explosion incident in Pyongyang on 5th June 2010,

Noting with deep concern the ongoing violence and consequent deterioration of the humanitarian aid situation and humanitarian access to populations in need, and reiterating its deep concern about the security of civilians and humanitarian aid workers, and calling upon both parties in Korea Peninsula to cease offensive actions immediately and to refrain from further violent attacks,

Recalling relevant resolutions that has been made, including Resolution 825(1993), Resolution 1540 (2004) and Resolution 1695 (2006) and Resolution 1874(2009), especially with the part that recalls Statement underlined the need for all Member States to resolve peacefully in accordance with the Charter any problems in that context threatening or disrupting the maintenance of regional and global stability,

Bearing in mind the collective support of the NPT and the commitment given in the Treaty, DPRK cannot have a status as a nuclear-weapon state in all aspects in accordance to the NPT,

Reaffirming its commitment to the sovereignty, unity, independence, and territorial integrity of the DPRK and to the cause of peace, stability, and security throughout the region,

1. Stresses its deep concern, condolence and denunciation of the recent security event concerning the attacks of the Cheonan naval ship of the Republic of Korea (RoK) navy, and that the attack has brutally violated the United Nations Convention on the Law of the Sea, and the party in charge of the hustle movement shall be strictly condemned by the international society;

2. Authorizes neutral surveillance team to survey inspection report of several national governments on the Cheonan naval ship incident, as well as the obligation clarification and negotiation of the incident, which:

a) be directly responsible to the Security Council (UNSC) by reports every 10 days to the council about the incident,

b) includes representatives of the Security Council,

c) includes representatives of the Special Political and Decolonization Committee of the General Assembly (SPECPOL) and other relevant committees of the UN,

d) includes professionals from International Maritime Organization (IMO) and other responsible UN agencies,

e) includes representatives of relevant states including RoK, Democratic People Republic of Korea (DPRK), Russian Federation (RF), People Republic of China (PRC), Japan and the United States of America (USA),

f) invites concerning NGOs as consultants and witnesses such as the Council for Security Cooperation in the Asia Pacific (CSCAP);

3. Demands the government of DPRK and RoK to comply with the resolution 1927 of the UNSC on solving the dispute and tension caused by the explosion incident in Pyongyang on 5th June 2010;

4. Reiterates the demand stressed in previous resolution 1874 to DPRK to return to the Six Party Talks immediately without preconditions;

5. Decides to remain actively seized of the matter.

Sample introductory phrases for pre-ambulatory clauses

Affirming

Alarmed by

Approving

Bearing in mind

Believing

Confident

Contemplating

Convinced

Declaring

Deeply concerned

Deeply conscious

Deeply convinced

Deeply Disturbed

Deeply Regretting

Desiring

Emphasizing

Expecting

Emphasizing

Expecting

Expressing it's appreciation

Fulfilling

Fully aware

Emphasizing

Expecting

Expressing it's appreciation

Fulfilling

Fully aware

Further deploring

Further recalling

Guided by

Having adopted

Having considered

Having examined

Having received

Keeping in mind

Noting with deep concern

Nothing with satisfaction

Noting further

Observing

Reaffirming

Realizing
Recalling
Recognizing
Referring
Seeking
Taking into consideration
Taking note
Viewing with appreciation
Welcoming

Sample introductory phrases for operative clauses

Accepts
Affirms
Approves
Authorizes
Calls
Calls upon
Condemns
Confirms
Congratulates
Considers
Declares accordingly
Deplores
Designates
Draws the attention
Emphasizes Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further invites
Deplores
Designates
Draws the attention
Emphasizes
Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further invites
Further proclaims

Further reminds Further recommends

Further requests

Further resolves

Has resolved

Notes

Proclaims

Reaffirms

Recommends

Regrets

Reminds

Requests

Solemnly affirms

Strongly condemns

Supports

Takes note of

Transmits

Trusts

Urges