



*Deutsche Schule Thessaloniki
Model United Nations*

Rules of Procedure and Conduct

2024 Revised version

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1. SCOPE

Rule 1: Scope

These Rules apply to the General Assembly, the Main Committees of the General Assembly, the Youth Delegate Forum, the Special Conference and any other UN-related committees (e.g. Economic and Social Council, Human Rights Council, etc.). The Security Council, the Council of the European Union, the North Atlantic Council and the International Court of Justice will be governed by a separate set of Rules of Procedure, which will appear in a different document. The Rules of Conduct remain the same for the entire DSTMUN conference.

Rule 2: Ambiguities regarding the Rules of Procedure

If at any point the Chairs of a committee are uncertain about how to interpret the Rules of Procedure of the conference or there are any contradictions between the Rules of Procedure and Conduct and their committee's separate manual they shall contact their Responsible Secretariat Matter and ask for a clarification.

2. OFFICIAL LANGUAGE

Rule 3: Official Language

English shall be the official and working language of the conference. It is to be used in all proceedings, both formal and informal and all documents, including written communication between delegates, in the form of notes.

3. COMMITTEE SESSION

Rule 4: Committee Session

The proceedings of each committee shall be divided between Lobbying and Debate mode. There will be separated time allocated for the Lobbying procedure, during which the delegates will exchange opinions, form alliances and create draft Resolutions. The time will be appropriately allocated by the Chairs of the committee. There will be two modes of debate:

- **Closed Debate:** under this format, there is a distinction between time in favor and time against the subject of debate.
- **Open Debate:** under this format, the above distinction does not exist and delegates are given the floor in any order without regard to their support or opposition to the proposal.

Rule 5: Verification of the Quorum

Attendance shall be conducted by the Chairs of the committee by a Roll Call at the beginning of every committee session. Delegates shall establish their presence in the committee by raising their placards and declaring “Present” or “Present and voting”. Delegates that declare “Present and voting” are not permitted to abstain in any vote until the next Verification of the Quorum. Committee activities and debate shall start when at least 1/3 of the delegates are present. In the case of the minimum number of present delegates not being met, the Chairs shall contact the Secretariat and follow its instructions upon the matter.

Rule 6: Obtaining the Floor

Delegates will be allowed to obtain the floor and address the committee. Once the floor is open, the Chair will ask for delegates wishing to obtain the floor and then recognize a delegate to do the aforementioned. It is up to the discretion of the Chair to make the selection of the speaker.

Rule 7: Default Debate Mode

All forums shall commence under the open debate mode, while the closed debate format shall be used when debating on an amendment or if deemed necessary by the Chairs.

Rule 8: Right of Reply

A delegate whose personal or national integrity has been impugned by another delegate’s comments may request a Right of Reply verbally or via note. Disagreement with the content of a delegate’s speech does not constitute grounds for a Right of Reply. A Right of Reply has direct reference and may not interrupt a speaker. If the Chair entertains it the delegate may deliver a 30-second statement explaining why their integrity has been impugned upon.

4. MOTIONS

Rule 9: Motion to Limit or Extend Debate Time

This Motion can be used in order to either limit or extend the length of the debate. A delegate may move to this proposal if they feel that it would be beneficial to the committee. This Motion is to be accompanied by the suggestion of the delegate for a specific duration for this limitation or extension. It is up to the discretion of the Chair to either accept or alter the suggested time frame, put the Motion to vote or dismiss the Motion. If put to vote, the aforementioned Motion requires a 2/3 majority to pass, cannot be debated upon or amended, requires a second and is in force only during the session in which it was adopted.

Rule 10: Motion to Move to Open or Closed Debate

This Motion can be raised by a delegate if they feel that the current mode of debate does not benefit the work of the committee. A delegate raising this Motion may be asked to explain why altering the Debate mode would be more beneficial to the work of the committee. The adoption of this Motion is to be decided by the ruling of the Chair.

Rule 11: Motion to Move to the Previous Question

The Motion to move to the previous question refers to ceasing the debate within the committee and moving directly into the voting procedure on the clause, Resolution or amendment that is pending. It is up to the discretion of the Chairs to either put the Motion to vote, in which case a 2/3 majority vote would be needed for its adoption or entertain it on the condition that there have been no objections. This Motion cannot be debated upon or amended. During closed debate on amendments, in time in favour, this Motion calls for the committee to move to time against.

Rule 12: Motion to Reconsider

The Motion to reconsider calls for re-debating and re-voting on a Resolution that has already been voted on by the committee. It may only be entertained after debating on all other affairs has ceased. It is not debatable and requires a 2/3 majority vote in order to be adopted. No question may be reconsidered twice.

Rule 13: Motion to Divide the House

The Motion to divide the house can be raised in order for the house to retake a vote, this time with the delegates being unable to abstain from voting on the subject of debate. It is up to the discretion of the chairs to entertain it.

Rule 14: Motion to Divide the Question

The Motion to divide the question is used when a certain Resolution contains several parts that can be presented as distinct propositions and be voted on as such. Thus, a Resolution can be divided into groups of several clauses or groups of single clauses. It is imperative that the division of the question takes place prior to the debate and the voting procedure. If a delegate feels that the committee would be more productive if such a division is adopted, they may raise a Motion to divide the question and specify how they wish for the pending Resolution to be discussed. It is up to the discretion of the Chair to put this Motion to vote or to rule it out of order. This Motion requires a 2/3 majority if put to vote. This Motion is not debatable and requires a second.

Rule 15: Motion to Adjourn

At the end of all committee work, on the last day of the conference, a delegate must raise the Motion to adjourn in order for the committee work to cease. This then marks the end of the meeting until the following year. This Motion is not to be used at any other time during the conference. If this is the case, then the Chairs shall rule it out of order.

Rule 16: Motion to Follow-up

This Motion follows a Point of Information to the Speaker and calls for the delegate who raised the Point to ask a follow-up question. Only one follow-up question is allowed per Motion to Follow-up and consecutive Follow-ups are not allowed. It is up to the discretion of the Chair to entertain or overrule the Motion, does not require a second, is not debatable and may not interrupt a speaker.

Rule 17: Motion to Extend Points of Information

This Motion calls for extending the time/speakers list for Points of Information to the Speaker, following a speech by a delegate. The Chair must ask the delegate who has the floor whether they accept the motion; if they do it is still up to the discretion of the Chair to entertain or overrule this Motion. This Motion may not interrupt a speaker, requires a second and is not debatable.

5. POINTS

Rule 19: Point of Personal Privilege

The Point of Personal Privilege refers to the comfort and well-being of the delegate. It may only interrupt a speaker when it is due to audibility and it may not refer to the content of a speech.

Rule 20: Point of Parliamentary Inquiry

The Point of Parliamentary Inquiry is a question concerning a procedural matter or the Rules of Procedure of the conference. It may not interrupt a speaker.

Rule 21: Point of Information to the Speaker

The Point of Information to the Speaker is a question directed to the delegate that has the floor and has previously indicated that they open themselves to such Points from other delegates. The delegate asking the Point of Information must be recognized by the Chair and has to remain standing while asking the question and while the other delegate is answering. The Point of Information to the Speaker must always be formulated in the form of a question. Only one question may be allowed per Point of Information. There may be no dialogue between the delegates during a Point of Information.

Rule 22: Point of Information to the Chair

The Point of Information to the Chair is a question directed to the Chair, through which the delegate may ask for a statement or a clarification of the Chair on a specific issue. It usually refers to anything that does not fall under the category of the Point of Parliamentary Inquiry, Point of Personal Privilege or Point of Order. It may not interrupt a speaker.

Rule 23: Point of Order

The Point of Order refers to procedural matters and is used when a delegate feels that the Chairs of the committee have made an error. It has direct reference and may not interrupt a speaker. It is the only Motion that can interrupt voting procedures, on the condition that the Point of Order refers to a mistake in said voting procedure.

6. YIELDS

After the end of their speech, the delegates may choose to allocate their remaining time in one of the following ways:

Rule 24: Yielding the Floor to Points of Information

The Chairs will use the remaining time to entertain questions from the committee. The delegates wishing to ask such a question shall raise their placards and wait to be recognized by the Chairs. Questions that are rhetorical or irrelevant to the content of the speech are out of order.

Rule 25: Yielding to Another Delegate

A delegate wishing to give the remaining time of their speech to another delegate may do so by stating it when asked by the Chairs how they wish to proceed. The delegate that has been yielded the floor cannot yield their time again and has to yield the floor to the Chairs. Consecutive yielding is thus not in order.

Rule 26: Yielding the Floor to the Chair

The delegate may yield the floor to the Chair in order for the committee to proceed with further debate.

Rule 27: No Yield

After a delegate has delivered a highly controversial speech, they may choose to not yield the floor, at which point the Chairs will ask for two 30-second speeches, one in favor of and one against the content of the previous speech. If there are no delegates wishing to deliver any of these speeches, the Chairs will choose two delegates randomly. A Motion to move to the previous question will not be in order.

7. RESOLUTIONS

Rule 28: Draft Resolution Denomination

For the delegates to refer to a document as a “Draft Resolution” it must have been approved by the Approval Panel and must have been given a number by a member of the Secretariat.

Rule 29: Resolution Denomination

A Draft Resolution that has been put to vote within the committee and has passed may be referred to as a “Resolution”.

Rule 30: Signatories of a Draft Resolution

Every Draft Resolution must have one Main Submitter and Co-Submitters. The Main Submitter may be decided between the signatories of the Resolution. It is highly advised that the delegate proposing the majority of the operative clauses be the Main Submitter. The minimum number of signatories for a document to become a Draft Resolution will be set equal to 1/3 of the delegates present in the committee. Delegates must sign up to exactly one Resolution each. Signatories are not required to support the Draft Resolution during the following debate or voting procedure; being a signatory of a Draft Resolution shall only mean that a delegate wishes to see a Draft Resolution discussed.

Rule 31: Introducing a Draft Resolution

Once a Draft Resolution has been approved by the Approval Panel and has been assigned a number by the Secretariat, the Chairs shall have the Main Submitter of the Draft Resolution take the floor in order to read out the operative clauses and deliver a speech in favor of their Draft Resolution for up to five (5) minutes. After the speech, the delegate can yield the floor.

8. VOTING

Rule 32: Voting Procedure

When the Chairs announce that the committee is entering a voting procedure, all visitors are to leave the room, no entering or exiting the room will be permitted and the doors will be sealed until the voting has come to an end. Besides the members of the committee, only Members of the Secretariat are allowed to be present during voting.

Rule 33: Voting Method

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Each delegate has one vote that must be demonstrated by raising their placard when requested by the Chairs. The delegates may vote in favor, against or abstain. Non Governmental Organizations and Non-Member States of the United Nations may vote only in procedural matters. There may be no voting in absentia.

Rule 34: Voting with Simple Majority

A vote requiring a simple majority implies that fifty percent plus one vote (50% +1) of the committee must vote in favor of the pending matter, in order for it to pass. If the result of the vote is a tie, then the issue automatically is considered to have failed.

Rule 35: Voting with Two-Thirds Majority

A vote requiring a two-thirds majority implies that two thirds (2/3) of the committee must vote in favor for the pending matter to pass.

Rule 36: Roll Call Vote

If the Chairs notice that a delegate is voting more than once or not voting at all, they may decide to move to a Roll Call vote. The delegates are then called upon to state their vote in alphabetical order. A delegate may pass and thus be automatically put at the bottom of the voting list. A delegate may not pass more than once.

9. AMENDMENTS

Rule 37: Amendment Sheets

All amendments are to be submitted to the Chairs on the official amendment sheet of the DSTMUN Conference. Only one amendment per amendment sheet is in order.

Rule 38: Introduction of Amendments

The discussion of an amendment is subject to the Chairs' discretion. If a Chair believes that an amendment is constructive and adds to a Draft Resolution, they may inform the Submitter of the Amendment via note. Once the delegate has been given the floor, they must ask whether they may introduce an amendment. If the answer is in the affirmative the floor is given to the delegate to present their amendment.

Rule 39: Debate Mode for Amendments

All amendments are to be discussed in closed debate. Once a delegate has been recognized to present their amendment, the Chair will set the mode of Debate to Closed and specify the number of speakers in favor and against the amendment at hand.

10. CONDUCT

Rule 40: Standards of Conduct

Standards of conduct for all students are expected to be maintained at a high level. All participants are expected to behave in an appropriate manner and respect other delegates, chairs, and staff. The Secretariat reserves the right to ban any participant failing to adhere to the rules of the conference.

Rule 41: Dress Regulations

Participants should be reminded that the conference is a formal conference and that a formal dress code is applied. For example, jeans, denim or cloth jackets, short skirts, open-necked shirts, T-shirts or sneakers will not be permitted. At repetitive failing to dress according to the regulations participants may not be allowed onto school premises

Rule 42: Smoking and Alcohol

Smoking, vaping and consumption of alcohol are strictly forbidden on the school premises for all participants. Furthermore, anyone coming to the conference visibly under the influence of alcohol or other substances will be denied entrance. Failing to abide by this rule may result in a ban from DSTMUN.

Rule 43: Badges

Participants are expected to wear their badge at all times. Anyone without a badge may not be permitted onto school premises. If lost, a new badge has to be issued at the corresponding cost.

Rule 44: Photocopying

All conference participants are expected to bring their own electronic device (laptop) in order to participate. Bringing note paper is optional and if so, each delegation is responsible for supplying their own. Due to DSTMUN's sustainability policy, photocopying will not be permitted for delegates, judges and advocates. For Student Officers and Advisors, it must first be approved by the Head of the Organising Team, the Secretary-General or a DSTMUN Advisor.

Rule 45: Placards

Placards Placards are provided on the basis of one per delegate. They are needed for being recognized and for voting during committee work. In case it is lost a new one has to be issued at the corresponding cost.

Rule 46: Student Officers' Conduct in Emergencies

In case of any unexpected incidents or emergencies, Student Officers are required to inform the Organising Team and Secretariat, who may initiate any further action accordingly.

Rule 47: Sustainability

In accordance with DSTMUN's sustainability policy, all participants are kindly asked to use the designated recycling bins for any litter. All documents, with few exceptions, must be digital. If any delegation wishes to have their documents printed they may either do so themselves or have them printed by the Organising Team at corresponding cost of 0.15€ per copy.

Rule 48: Adornments

The Robes of the International Court of Justice are property of the DSTMUN Conference. They will be given to the Judges upon entering the Courtroom. They may not be defaced or be worn outside of the Courtroom. Similar rules apply and respectful behaviour is awaited towards any other adornments (e.g. flags, gavels, etc.), property of the conference and/or school.

Rule 49: Mobile Phones

All participants are expected to carry a phone with them for any possible case of emergency. During committee work, it may however be turned off. Latter is up to the

discretion of the committee's Chairs to decide. During the Opening and Closing ceremonies, all mobile devices must be turned off or turned silent.

11. FINAL REMARKS

Rule 50: Knowledge of the Rules of Procedure

All delegates are expected to be acquainted with and abide by the Rules of Procedure of DSTMUN during committee work. If that is not the case the chairs may remind them. At the beginning of committee work, there shall be a short introduction by the chairs where Rules of Procedure can be addressed if so requested by the committee's delegates.

Rule 51: Knowledge of the Rules of Conduct

All conference participants are expected to be acquainted with and adhere to the Rules of Conduct of DSTMUN during the entire time of the conference. At (repetitive) failing to abide by the rules the conference organisers may facilitate further action.

ANNEX I: Points and Motions - Complete overview

Name	Description	Debatable ¹	Vote	Second Required ²	May interrupt the Speaker
Point of Personal Privilege	Refers to the personal comfort and wellbeing of the delegate.	No	-	No	Only if due to audibility
Point of Order	Refers to the rules not being followed correctly.	No	-	No	No
Point of Parliamentary Inquiry	Is used to ask a question concerning a procedural matter.	No	-	No	No
Point of Information to the Speaker	Is used to ask a delegate a question.	No	-	No	No
Point of Information to the Chair	Is used to ask the Chair a question.	No	-	No	No
Motion to Divide the House	Is used to repeat a vote without abstentions.	No	-	Yes	No
Motion to Divide the Question	Is used to divide a draft resolution into groups of clauses and vote separately on each.	Yes	$\frac{2}{3}$	No	No
Motion to Limit or Extend Debate Time	Is used to alter the set debate time.	Yes	$\frac{2}{3}$	No	No

¹ When voting on procedural matters no abstentions are in order. NGOs and non-member states also vote on such matters.

² For all motions who require a second there may be objections. If this is the case the motion should be voted upon and requires a $\frac{2}{3}$ majority to pass. It is still up to the Chair's discretion to entertain it or not.

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Motion to Move to Open or Closed Debate	Is used to alter the debate mode.	No	-	No	No
Motion to Move to the Previous Question	Is used to move directly to voting procedures. ³	No	-	Yes	No
Motion to Extend Points of Information	Is used to extend the time for asking Points of Information.	No	-	Yes	No
Motion to Follow-up	Is used to ask a follow-up question after a Point of Information.	No	-	No	No
Motion to Reconsider	Is used at re-debate and re-vote on a resolution.	Yes	$\frac{2}{3}$	No	No
Motion to Adjourn	Is used on the last day of the conference to cease all committee work.	No	-	No	No
Right of Reply	Is used when a delegate feels their integrity has been impugned.	No	-	No	No

³ It is used to move to time against, during time in favour in closed debate mode on an amendment.