



*Deutsche Schule Thessaloniki*

*Model United Nations*

# **Rules of Procedure and Conduct**

## Scope

These Rules apply to the General Assembly, the Main Committees of the General Assembly and the Special Conference. The Security Council, the Council of the European Union and the International Court of Justice will be governed by a separate set of Rules of Procedure, which will appear in a different document.

## 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.

## 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:

1. **Closed Debate:** under this format, there is a distinction between time in favor and time against the subject of debate.
2. **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 1: 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 2: 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 3: 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 4: 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.

## **MOTIONS**

#### **RULE 5: 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 suggesting of the delegate of 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 6: 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 doesn't 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 7: 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.

**RULE 8: 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 9: 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 10: 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 rise to 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 11: 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.

## **POINTS**

#### **RULE 12: 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's due to audibility and it may not refer to the content of a speech.

#### **RULE 13: 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 14: 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 15: 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 doesn't fall under the category of the Point of Parliamentary Inquiry. It may not interrupt a speaker.

#### **RULE 16: 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.

### **YIELDS**

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

#### **RULE 17: 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 18: YIELDING THE FLOOR 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 19: 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 20: 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.

## **RESOLUTIONS**

#### **RULE 21: 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 22: 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 23: 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 24: 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 to Points of Information, to another delegate or the Chairs.

## **VOTING**

#### **RULE 25: 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.

#### **RULE 26: VOTING METHOD**

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 27: 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 28: 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 29: 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.

**AMENDMENTS****RULE 30: 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 31: 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 32: 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.

## CONDUCT

### **RULE 33: 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 34: DRESS REGULATIONS**

Delegates should be reminded that they are to attend a formal conference and that a formal dress code is applied. For example, jeans, denim or cloth jackets, open-necked shirts, T-shirts or sneakers will not be permitted.

### **RULE 35: SMOKING AND ALCOHOL**

Smoking and consumption of alcohol are strictly forbidden on the school premises.

### **RULE 36: BADGES**

Participants are expected to wear their badge at all times. Anyone without a badge will not be permitted into the school premises.

## Points and Motions

Name	Description	Debatable	Vote	Second Required	May interrupt the speaker
<b>Point of Personal Privilege</b>	Refers to the personal comfort of the delegate	No	-	No	Only due to audibility
<b>Point of Order</b>	Refers to the rules not being followed correctly	No	-	No	No
<b>Point of Parliamentary Inquiry</b>	Is used to ask a question concerning a procedural matter	No	-	No	No
<b>Point of Information</b>	Is used to ask a question either to the Chair or to a delegate	No	-	No	No
<b>Motion to Divide the House</b>	Is used to repeat a vote without abstentions	No	-	Yes	No
<b>Motion to Divide the Question</b>	Is used to divide a Draft Resolution into groups of clauses	Yes	2/3	No	No
<b>Motion to Limit or Extend Debate Time</b>	Is used to alter the set Debate time	Yes	2/3	No	No
<b>Motion to Move to Open or Closed Debate</b>	Is used to alter the mode of Debate	No	-	No	No
<b>Motion to Move the Previous Question</b>	Is used to move directly to voting procedures	No	-	Yes	No