



The European International Model United Nations 2016

Rules of Procedure

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Part 1 – General Rules

1. Introduction

The following rules apply to all councils of The European International Model United Nations (TEIMUN) 2016, except for the International Court of Justice (ICJ) and the Historical Crisis Council (HC), or where otherwise superseded by rules in the relevant appendix, and are to be considered adopted in advance of the sessions. It is therefore of crucial importance for all participants to understand the rules of procedure and abide by them for the duration of the conference. You may find some variation from the rules applied in the actual councils; however, please note that at TEIMUN 2016 the Rules of Procedure presented below take precedence. Abidance by these rules, and thorough knowledge thereof, are a prerequisite for the success of the conference.

References to the United Nations are to be taken as referring to the relevant organization in the case of non-United Nations councils such as the North Atlantic Council and the European Council.

2. Language

English is the only official and working language of TEIMUN 2016. It should be used at all times during council sessions, and as far as possible during social events.

3. Chairpersons

- a. In the exercise of their functions stated hereafter, the chairs are subject to these rules and are responsible to the Secretary-General.
- b. The Chairs entertain equal authority in front of the Assembly and their cooperation is governed by internal rules applicable to Staff members, as defined by the Secretariat.
- c. The Chair (any reference to the "Chair" hereafter includes both Staff members) will have complete control of the proceedings at any formal meeting and ensure the adherence to these rules. In particular, the Chair will declare the opening and closing of each meeting, direct discussion, accord the right to speak, put questions, announce decisions, and rule on points of order. The Chair may also propose the adoption of any procedural motion to which there is no significant objection. In case of disruptive or dilatory behavior of any participants, the Chair reserves the right to take appropriate measures. The Chair may direct discussion to a limited extent at their discretion, but the expectation is that the debate will be led by the participants and not the Chair.

- d. In case of a procedural issue not covered by these rules, the Chair will make a decision that is considered compliant with the spirit of these rules. In this event, the Chair will announce to the council the use of this rule. Decisions taken by the Chair under this rule can be subject to appeal.
- e. A delegate may immediately appeal any decision of the Chair by raising a motion, with the exception of those matters that are explicitly stated to be un-appealable within these rules. The Chair may speak briefly in defence of the ruling. The appeal will then be put to a vote, and the decision of the Chair will stand unless overruled by a two-thirds majority of those members present. This is a procedural vote, and thus all members present must vote.
- f. One of the Chair's duties is to moderate speaking time, and as such they will gavel during speeches to indicate remaining time, and the elapse of speaking time. The Chair will indicate at the start of the conference at what interval they will gavel, and Delegates who are confused should raise a Point of Parliamentary Inquiry.

4. Delegations and Delegates

- a. Each Member State will be represented by one or two delegates and will irrespectively be afforded one vote.
- b. Delegates are obliged to attend all sessions.
- c. Delegates are expected to have carefully read these rules of procedure, and to have thoroughly prepared for every session.
- d. The dress code for the conference is business attire. In the event of a delegate wearing inappropriate attire, the Chair has the right to take appropriate measures.
- e. Delegates will stand to speak whenever recognised by the Chair.
- f. It is not in order to bang the table, clap, call out or in any way acknowledge agreement or disagreement with another Delegate's speech when not recognised by the Chair.
- g. Delegates are expected to use courteous and respectful language towards the Chair and their fellow delegates at all times, and to refrain from using slang and offensive language during debate.

- h. In order to receive a certificate confirming their participation at the conference, each delegate must attend at least 80% of all sessions; this includes the excursion that will be organized during the week.

5. Secretariat

- a. The Secretariat is comprised of the Secretary-General, who takes precedent, and the Under-Secretary-General. Any reference to the Secretariat hereafter refers to either member of the Secretariat.
- b. The Secretariat may attend Assembly sessions and make written or oral statements at any time and cannot be excluded from the proceedings.
- c. Proposals of the Secretary-General or any other member of the Secretariat designated by the Secretary-General, although non-binding, are considered of high importance and delegates are kindly requested to abide by them.
- d. Delegates may request the presence of the Secretariat during debate on a substantive matter in order to express their opinion on the issue at hand. Any statements made by a member of the Secretariat are considered as representing the opinion of all members of the Secretariat and that act in favour of the United Nations organization, which they represent at all times during the conference.

6. Participation of Non-Members

- a. Delegates representing Accredited Observers 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 is not a member of the United Nations or an Accredited Observer may address a committee only with the prior approval of the Chair.

7. Use of Electronic Devices and Notes

- a. It is expected that all delegates bring an electronic device to TEIMUN 2016.
- b. All working papers and draft resolutions must be word-processed, and the Chair may request amendments be word-processed at their discretion.
- c. The usage of electronic devices during moderated caucus or at the General Speakers' List may be prohibited at the discretion of the chair.

- d. Delegates should not talk unless recognised by the Chair or in an unmoderated caucus. Delegates are welcome to communicate during sessions by passing notes, so long as this does not become disruptive.

8. Substantive and Procedural Matters

- a. *Procedural Matters*: Procedural matters are those matters relating to the structure of the Assembly session. It should be noted that amendments are voted on with a procedural vote. All Delegates in the room must vote in a procedural vote and no Delegate may abstain. Where Delegates fail to vote, the vote will be retaken until such a time as all Delegates in the room have voted. Roll Call votes are not in order for procedural matters.
- b. *Substantive Matters*: Substantive matters are those matters relating to the specific topic at hand. In practice, the only substantive matters in council sessions are voting on clauses when a resolution has been divided, voting on the resolution as a whole, and voting on a statement. Delegates who are present may vote for or against, or, in the case of a roll call vote, abstain or pass. Delegates who are present and voting may only vote for or against.

Part 2 – Start of Debate

9. Minute of Silence

- a. At the very beginning and at the very end of each session there will be an opportunity for a minute of silence for prayer or meditation. Any delegate may move for a minute of silence before the first roll call takes place or immediately after the debate has been adjourned. The Chair will allow at most one motion at the beginning and one at the end of the session.
- b. Alternatively, it is in order for the Chair or for the Secretariat to call for a minute of silence.
- c. There is no debate on this motion, and its adoption is entirely up to the discretion of the Chair. Any decisions concerning this motion are not subject to appeal.

10. Quorum, Attendance, Roll Call and Motion to Open Debate

- a. At the beginning of each session, the Chair will conduct a roll call of Member States in alphabetical order. Delegates shall establish their presence in the committee in either of the two following manners:

- i. Present and Voting: A Delegate that declares themselves "Present and voting" shall vote in favour or against any substantive matter without the possibility of abstention, and without the opportunity to pass.
 - ii. Present: A Delegate that declares themselves "Present" shall vote in favour, against or abstain, or pass, on any substantive matter.
- b. If participants arrive during or after the roll call, they are required to send a note to the Chair stating whether they are present or present and voting.. As long as participants have not informed the Chair of their arrival, they will not be allowed to vote or deliver a speech. All participants who have not informed the Chair of their arrival until voting procedure begins are not eligible to vote.
- c. Simple and two-thirds majority are defined by the roll call as this is taken at the beginning of every session and announced by the Chair. The same applies for the number of Member States necessary for the submission of a draft resolution and an amendment. Delegates are requested to notify the Chair in case of an urgent need for abstention from the proceedings of the council in order to modify the respected numbers. In case majority numbers have changed, the Chair will announce the new numbers before any voting on a substantive matter.
- d. In case a delegation that has declared "Present and Voting" during the roll call is not in the room during voting procedure on a substantive matter, its status immediately changes to "Not Present" by the Chair in order to avoid a stalemate in the proceedings. This is not accounted as abstention in voting.
- e. Activities of the council shall start at the appointed start time or thereafter when at least one half (1/2) of the delegations are present, based on the registration list that will be provided to the Chair by the TEIMUN Board of Directors. If quorum is not met within fifteen minutes after the scheduled starting time of the session, the council shall proceed with the number of delegations present irrespective of the number of delegates present. Quorum shall be assumed when council activities begin.
- f. The Chair may at any time, and especially before entering voting procedures, revisit the quorum at their own discretion.
- g. Before the start of any council session, and upon reaching quorum, a Motion to Open Debate is required. Upon such a motion being raised, it is automatically adopted and does not require a vote.

11. Setting the Agenda

- a. At TEIMUN 2016, at the beginning of the first session and immediately after debate has been opened, the floor opens and the only motion in order will be for setting the agenda. A Motion to Set the Agenda proposes that one of the two assigned topics be discussed first. Any other motions made at that time will be immediately ruled dilatory without any possibility of appeal.
- b. There can only be one Motion for Setting the Agenda, as if that motion fails, the other topic is immediately chosen. A vote against the motion is therefore essentially a vote to discuss the other topic.
- c. The Chair will allow two speakers in favour and two speakers against the motion, granting one minute speaking time to each one of the speakers. Yielding of the remaining time of the speakers is not allowed in this case. A motion to extend debate is in order.
- d. After the speeches, the Assembly proceeds directly to voting. The motion to set the agenda is a procedural matter.
- e. Setting the agenda has a deadline of one hour from the moment debate starts on the first motion. If the Assembly fails to meet this deadline, the Chair in communication with the Secretariat will set the agenda. This decision cannot be appealed.
- f. The order of the agenda set at the beginning of the conference shall remain for the duration of the conference. If Delegates wish to discuss the second topic, they must either table the first topic or close debate on that topic.
- g. In the event of an international crisis or emergency, the Secretariat may call upon the council to table debate on the current topic area so that the more urgent matter may be attended to immediately. A tardy response or failure to pass a resolution to address this crisis may have grave consequences. After a resolution has been passed on the crisis topic, the council must reset the agenda, choosing to return to the tabled topic or, if they so wish, to move onto the second topic.

Part 3 – Debate

12. General Speakers' List

- a. As soon as the agenda has been set, a general speakers' list is opened for the purpose of general debate on the topic selected. This General Speakers' List will remain open for as long as the topic is being discussed. The default speaking time when in the General Speakers' List is one minute per Delegate.
- b. Member States wishing to be added in the General Speakers' List can raise their placards when the Chair calls for Delegates to be added in the General Speakers' List, or may send a written request to the Chair during the debate, provided that they are not already on the List.
- c. No Delegate may appear on the General Speakers' List more than once.
- d. The Chair will call to order any Delegate exceeding the allotted time for a speech.
- e. When the General Speakers' List is exhausted and no more Delegates wish to be added to it, debate on the topic automatically closes, and the council moves into voting procedure on the topic. If no Draft Resolutions have been introduced, the council will immediately move to the next topic on its agenda.
- f. A General Speakers' List for a different topic on the agenda may not be opened until the council has moved to that topic. If a topic is tabled, the General Speakers' List is not maintained, but will be reopened when the topic is returned to.
- g. Where a Member State is represented by two Delegates (a double delegation) only one Delegate may be recognised at any one time. As such, it is never in order for Delegates in a double delegation to share speaker's rights.
- h. At the start of debate on a new topic, it is usual for Chairs to invite all Delegates to offer an opening speech on the topic on the General Speaker's List before accepting any motions.

13. Speaking Time in General Speakers' List and Yields

- a. A Delegate may move to change the default speaking time while in the General Speakers' List; the minimum speaking time is set at thirty seconds and maximum at two minutes. Any motion that sets a speaking

time that deviates from this specific frame will be ruled out of order without possibility of appeal.

- b. Delegations that do not use all of their time can yield their remaining time in one of the three following ways:
 - i. *Yield the remaining time to another Delegate:* The remaining time will be yielded to the delegate designated by the speaker; it is at the discretion of the Delegate to accept the yield. If the Delegate does not wish to accept it, the time is automatically yielded back to the Chair.
 - ii. *Yield the remaining time to questions:* When the time is yielded to questions, the Chair will recognize other Delegates who will then ask their questions. Each Delegate can ask only one question and the time remaining counts only for the answers of the speaker. Follow-up questions will not be in order. Questions must be brief and to-the-point. The Chair will call to order any participant whose questions are considered rhetorical or not designed to elicit information. Cross-talking is not allowed. If the speaker does not understand a question, they may ask the Chair to call upon the questioner to repeat or rephrase their question. The speaker is not obliged to answer the questions directed at them.
 - iii. *Yield the remaining time back to the Chair:* If the speaker does not wish to yield the remaining time to another Delegate or to questions, they should yield the time back to the Chair. In this case the debate continues with the next speaker on the list permitted to speak.
- c. In case two Delegates represent a Delegation, yields from one Delegate of a country to the other Delegate of the same country will be ruled out of order without possibility of appeal.

14. Points

- a. The following points are in order when the floor is open, unless otherwise specified, and should normally be recognised by the Chair as they arise:
 - i. *Point of Personal Privilege:* A Delegate may raise a Point of Personal Privilege if a matter impairs them from participating fully in the activities of the Assembly. The Chair or, if required, the Secretariat shall try to effectively address the source of impairment. This point may interrupt a Speaker, although should only do so when absolutely necessary.
 - 1. Delegates do not need to raise a Point of Personal Privilege if they need to use the bathroom. They should just leave the room quietly.
 - ii. *Point of Order:* A Delegate may raise a Point of Order if a rule or procedure is not properly observed by a Delegate and disregarded

unintentionally by the Chair. The Chair will rule on the validity of the point, although their ruling is subject to appeal. A Delegate raising a Point of Order may not comment on the topic under discussion. This point may interrupt a speaker only in the event that a grave violation of the rules is interfering with the proper process of the activities of the council. In any other case, the Delegate shall wait for the floor to be opened to raise the Point of Order.

- iii. *Point of Parliamentary Inquiry:* A Delegate may raise a Point of Parliamentary Inquiry to request an explanation from the Chair on the rules of procedure. This point may not interrupt a Speaker.
- iv. *Point of Information:* A Delegate may raise a Point of Information to request information or clarification of remarks relating to material or arrangements of the meeting, documents, translations, etc. This point may not interrupt a Speaker. Points of Information which are deemed rhetorical will be called to order.
- v. *Right of Reply:* A Delegate who feels that another Delegate has insulted the sovereignty or integrity of their State may request a Right of Reply. Disagreement with the content of a Delegate's speech is not grounds for a Right of Reply. It is at the discretion of the Chair to grant a Right of Reply without possibility of appeal. A request for a Right of Reply must be submitted in writing to the Chair and no verbal request will be accepted. If the Chair grants the Right of Reply, they will set a specific time limit for it and will give the floor to the Delegate who requested it. The Delegate should explain why they feel that their State has been offended. A Right of Reply to a Right of Reply is out of order.

15. Motions

- a. The following motions are in order when the floor is open, unless otherwise specified. During a Moderated or Unmoderated Caucus, the only Motions in order are a Motion to Extend the Caucus and a Motion to Appeal the Decision of the Chair. More motions are mentioned in the Start of Debate, Working Papers, Draft Resolutions and Voting Procedure sections of the rules.
 - i. *Motion for a Moderated Caucus:* A Delegate may move for a Motion for a Moderated Caucus, thereby suggesting a change from general debate to debate on one specific aspect of the current topic.
 - 1. A Delegate who moves for a Moderated Caucus must suggest a caucus topic, time length of the caucus and speaking time. The Chair may suggest a more appropriate caucus length or speaking time or may rule the Moderated Caucus out of order or dilatory. If a Moderated Caucus' topic is too general or has already been discussed, it will be considered dilatory.

Speaking time may not exceed two minutes or be set below thirty seconds.

2. If the motion passes, the Chair will recognize Delegates who raise their placards to speak about the issue at hand. There is no General Speakers' List in a moderated caucus, but the Chair may ask for speakers, record multiple States and recognise them in the order that they were recorded if they see fit.
 3. Yielding of remaining time and proposing motions is not permitted during a Moderated Caucus.
 4. A Moderated Caucus will elapse automatically if there are no further delegates wishing to speak.
 5. The Delegate who raised a motion for a Moderated Caucus is given first speaker's rights, and may talk first if they choose to. At their discretion, they may alternatively defer first to last, and choose to speak last in the Moderated Caucus.
- ii. *Motion for an Unmoderated Caucus:* A Delegate may move for a Motion for an Unmoderated Caucus whereby debate is suspended and Delegates may focus on preparing documents and discussing the topic informally. The Delegate who proposes this motion must suggest a length, but may not give a justification for the Unmoderated Caucus – an Unmoderated Caucus does not have a topic. The Chair may suggest a more appropriate caucus length and put it to vote or may rule the Unmoderated Caucus out of order without possibility of appeal. No Unmoderated Caucus may exceed forty-five minutes, including extensions, and it is not in order to motion for an unmoderated caucus directly after an unmoderated caucus has been held. Motioning for an unmoderated caucus immediately after a break is generally frowned upon.
- iii. *Motion to Extend the Moderated/Unmoderated Caucus:* A Delegate may move for a Motion to Extend the Caucus if they feel that additional time would benefit the work of the council. The Delegate moving for an extension of the caucus must suggest a length for the extension. The length of the extension cannot be more than the original length of the caucus. A caucus may only be extended once. The Chair may suggest a more appropriate caucus length or speaking time or rule the motion out of order.
1. The Delegate who raised the Motion to Extend a Moderated Caucus is given first speaker's rights in the extension, and may talk first if they choose to. At their discretion, they may alternatively defer first to last, and choose to speak last in the Moderated Caucus.
- iv. *Motion to Extend Debate:* Delegates may move for a Motion to Extend Debate when the Chair has entertained two speakers for, and two against, a proposal, such as when setting the agenda or approving an amendment. The Delegate must specify the number

of speakers to extend the debate for. If the motion passes, the debate will carry on until the appropriate number of speakers have been recognised, until such a time as there is an uneven number of speakers wishing to speak for and against a proposal, or until there are no Delegates wishing to speak. Delegates may extend the debate multiple times, but the Chair may rule extensions dilatory.

- v. *Motion to Extend/Limit Speakers' Time on General Speakers' List:* See 13a.
 - vi. *Motion to Appeal the Decision of the Chair:* See 3e.
 - vii. *Motion to Suspend the Meeting:* A Delegate may move for a Motion to Suspend the Meeting to halt all council activities until the next scheduled meeting. The Chair may rule this out of order without the right to appeal. Should a suspension be approved, the Chair will specify the time at which the council will reconvene. This motion should be used at the end of the day and for breaks such as coffee breaks or lunch.
 - viii. *Motion to Adjourn the Meeting:* A Delegate may move for a Motion to Adjourn the Meeting in order to suspend all council activities for the duration of the conference and until the council reconvenes at TEIMUN 2017. This motion will be in order only immediately before the official ending of the Conference and will be ruled out of order if made at any other given time without the possibility of appeal.
 - ix. *Motion to Table Debate:* A Delegate may move for a Motion to Table Debate in order to pause debate on a substantive issue without voting on any Draft Resolution that may be on the floor. A two-thirds majority vote is required for passage. If the motion passes, substantive debate will stop and the committee must reset the agenda. A tabled topic may be returned to by selecting the topic whilst setting the agenda.
- b. Except where otherwise stated, motions are voted on with a procedural vote requiring a simple majority to pass. Before voting on a motion, Chairs should ask for seconds and objections. If there are no seconds, the motion automatically fails. If there are no objections, the motion automatically passes. If there are seconds and objections, the motion must be voted upon.

16. Working Papers

- a. A Working Paper is an informal document used by Delegates to present information or data, express an opinion, or present possible clauses for a Draft Resolution outside of formal debate. As such, they are an extremely useful tool for structuring debate. Although they can be written in the format of a Draft Resolution, they can equally be unformatted text, diagrams, pictures, a single sentence or any other useful medium. There is no maximum number of Working Papers.

- b. A working paper should be introduced with a Motion to Introduce a Working Paper. This motion is not subject to a vote, and the Working Paper will be immediately introduced. Chairs do not need to approve Working Papers, although Delegates should send the Working Paper to the Chair in an electronic format before raising the motion. Working Papers do not require and should not indicate sponsors and signatories.
- c. Once a Working Paper has been introduced, the Chair will distribute the Working Paper, and may pause debate temporarily to allow Delegates the opportunity to read the Working Paper. This is entirely at the Chair's discretion and their opinion on this matter cannot be appealed. Any reading time must be carried out in an orderly fashion; it is not an opportunity for cross-talking or disorganised debate.
- d. Working Papers are titled in the format 'WP x.y', where 'x' represents the number of the topic being discussed and 'y' represents the number of the Working Paper. For instance, the fourth Working Paper submitted on the second topic being discussed would be titled WP 2.4.
- e. Working Papers may not be submitted after debate has closed on a topic.
- f. It is in order to raise a motion to discuss a submitted Working Paper in the form of a Moderated Caucus, although Delegates are not obliged to do so.
- g. A Working Paper may not be withdrawn from the floor.

17. Draft Resolutions

- a. Draft Resolutions are documents which outline a council's proposed approach towards addressing the topic being debated. Only one Draft Resolution may be passed on any topic, although multiple Draft Resolutions may be on the floor at any one time. They are formal documents and must be appropriately formatted.
- b. See Appendix II for Draft Resolution formatting rules.
- c. A Draft Resolution must be sponsored by at least ten percent of the council (up to a maximum of four sponsors) and signed by at least ten percent of the council before it can be entertained. Delegates cannot be both sponsor and signatory on the same Draft Resolution, but may sponsor or sign multiple Draft Resolutions.
 - i. A sponsor is a main author of the Draft Resolution, and has had significant input into writing a number of clauses. Delegates who are sponsors should be expected to support the overall Resolution, although need not agree with every clause.

- ii. Because a Draft Resolution can be sponsored by a maximum of four Member States, it is possible that main authors of a Draft Resolution may have to be marked down as signatories. However, Delegates should feel assured that the Chair will be aware of who has contributed significantly to a Draft Resolution and who has not.
 - iii. A signatory has been involved in discussion about a Draft Resolution, but may not have contributed specific clauses or may not agree with the Draft Resolution in a substantive way. Signing a Draft Resolution indicates a Delegate's desire to see it being debated, not adopted.
 - iv. Sponsors and signatories should be listed on the Draft Resolution in alphabetical order (see Appendix II).
- d. Draft Resolutions must be approved by the Chair before they may be introduced. Draft Resolutions which do not abide by the formatting rules will be rejected. Draft Resolutions which do not fulfil the submission criteria outlined in 17c. will be rejected. The Chair is at discretion to make small, non-substantive amendments to a Draft Resolution for the sake of clarity at this stage, but should inform the sponsors of these changes. The Chair will notify the sponsors of a Draft Resolution once it has been approved.
- e. Only when a Draft Resolution has been approved by the Chair may it be introduced with a Motion to Introduce a Draft Resolution. This motion requires a simple majority to pass. Delegates are not given an opportunity to read the Draft Resolution before the vote.
- f. Only once a Draft Resolution has been introduced, the Chair will title it in the format 'DR x.y', where 'x' represents the number of the topic being discussed and 'y' represents the number of Draft Resolutions. For instance, the fourth Draft Resolution submitted on the second topic being discussed would be titled DR 2.4.
- g. Once a Draft Resolution has been introduced, the Chair will distribute it to the Delegates. This may be physically or electronically. The Chair will try to ensure all Delegates can see the Draft Resolution, but Delegates are reminded of Section 7 of the Rules of Procedure. The Chair will then select one of the sponsors to read out the operative clauses of the Draft Resolution. The preambulatory clauses should not be read out. If the Draft Resolution is very lengthy, the Chair may ask the Sponsors to each read out a bit of the Draft Resolution.
- h. Delegates may not request a Panel of Authors at TEIMUN 2016.

- i. It is not in order to refer to a Draft Resolution before it has been introduced. Delegates may only refer to a hypothetical, future Draft Resolution.
- j. A Draft Resolution may not be withdrawn from the floor. If Delegates wish to merge two Draft Resolutions, or substantially amend a single Draft Resolution, they should submit their work as a new Draft Resolution.

18. Amendments to a Draft Resolution

- a. Amendments change the wording of a Draft Resolution. Each amendment addresses a single clause in a single Draft Resolution. Preambulatory clauses cannot be amended. There are three ways to amend a Draft Resolution:
 - i. *Scratch a clause*: This deletes an entire clause from the Draft Resolution. The amendment should clearly state which clause is being deleted. Each amendment may only delete a single clause.
 - ii. *Amend a clause*: This changes an existing clause by deleting part of it and/or adding to the clause. The amendment should copy out the text of the existing clause and clearly mark how it should be amended, indicating passages to be deleted and text to be added.
 - iii. *Add a clause*: This adds a new clause to the Draft Resolution. The amendment should state what the new clause will be and what clauses it will be inserted between.
- b. Amendments must conform to TEIMUN 2016 style rules (see Appendix II).
- c. Where there are multiple Draft Resolutions on the floor, Delegates should make clear which Draft Resolution they intend to amend.
- d. An Amendment must be signed by at least ten percent of the council before it can be entertained. Amendments do not require sponsors. Signatories should be listed on the amendment in alphabetical order.
- e. Amendments must be approved by the Chair before they may be introduced. Amendments which do not abide by the formatting rules will be rejected. Amendments which do not fulfil the submission criteria outlined in 18d. will be rejected. The Chair is at discretion to make small, non-substantive amendments to an Amendment for the sake of clarity at this stage, but should inform the sponsors of these changes. The Chair will notify the sponsors of an Amendment once it has been approved.
- f. Only when an Amendment has been approved by the Chair may it be introduced with a Motion to Introduce an Amendment. This motion requires a simple majority to pass. Delegates are not given an opportunity to read the Amendment before the vote.

- g. Only once an Amendment has been introduced, the Chair will title it in the format 'A x.y', as outlined above.
- h. Once an Amendment has been introduced, the Chair will distribute it to the Delegates. The Chair will then select one of the sponsors to read out the Amendment.
- i. The Chair will then entertain two speakers for the Amendment, and two against. After this, the Amendment will be voted upon, requiring a simple majority to pass. This is a procedural vote. Observer States may vote on Amendments.
- j. Amendments to previously amended parts of a Draft Resolution are not in order, although Amendments can change different parts of the same clause, or delete an Amended clause.
- k. If all Sponsors of the Draft Resolution have signed and/or approved an Amendment, then this action is considered a Friendly Amendment. A Friendly Amendment still requires approval from the Chair, but will be automatically incorporated into the Draft Resolution when a Motion to Introduce a Friendly Amendment has been entertained. This motion does not require a vote. A Friendly Amendment can be further amended via the Unfriendly Amendment process. Friendly Amendments cannot usually amend preambulatory clauses.
- l. Grammatical, spelling or formatting errors on a draft resolution will be corrected at the discretion of the Chair. These do not require formal amendment. Delegates should simply send a note to the Chair pointing out the error.

Part 4 – Voting Procedure

19. Closing Debate

- a. *Motion to Close Debate*: At any time, a Delegate may move for a Motion to Close Debate in order to end debate on the topic and move into voting procedure on the Draft Resolutions on the floor. If the Chair rules this motion in order, it will immediately pass to a vote, requiring a two-thirds majority to pass.
- b. Once debate has been closed, it is no longer possible to introduce Draft Resolutions, Working Papers and Amendments, table debate, call for a Caucus or, except in exceptional circumstances, suspend or adjourn the

meeting. Delegates who have not indicated they are present or present and voting may no longer do so, and Delegates may not change from present to present and voting, or vice versa, at this time. Delegates should refrain from leaving the room during voting procedure.

20. Motions in Order during Voting Procedure

- a. *Motion to Reorder the Draft Resolutions*: In the event that there are multiple Draft Resolutions on the floor, the committee will vote by default on Draft Resolutions in the order they were introduced. Only in the event that the first Draft Resolution fails, the committee will move on the second and so forth. A Delegate may request to vote on the Draft Resolutions in a different order, which they must clearly stipulate. It is possible to reorder the Draft Resolutions multiple times.
- b. *Motion to Divide the Question*: Prior to the start of the voting process on a Draft Resolution, a Delegate may request a Motion to Divide the Question to vote on an individual or group of operative clauses. A Delegate must specify how they wish to divide the operative clauses during their motion. Preambulatory clauses cannot be divided. Should there be more than one motion to divide the question on the floor, the council shall vote first on the one that suggests the most radical division and continue in this descending pattern. Only one Motion to Divide the Question may be passed. If a Draft Resolution has been divided, the Delegates will first vote on each division of clauses, and any division that fails will be excised from the Draft Resolution. The Delegates will then vote on the Draft Resolution in its amended form as a whole. Each of these votes is a substantive vote.
- c. *Motion for a Roll Call Vote*: As in debate, votes on resolutions are usually carried out by raising placards. However, if a Motion for a Roll Call Vote passes, the Chair will instead ask the Delegates to cast their vote in turn, in alphabetical order. In a Roll Call Vote, a Delegation may vote in favour, against, abstain (unless declared "present and voting") or pass. The Chair will place any Delegation which passed at the bottom of the voting list. A Delegation that has passed once during a voting sequence may not pass again, and cannot abstain, but must vote definitively.
- d. These motions all require a simple majority to pass, and move straight to a vote.

21. Voting

- a. Voting on a Resolution is a substantive vote, and as such, Observer Members may not vote. Each Delegation on the council has one vote. No Delegate may vote on behalf of another Delegate.

- b. *Voting with Rights*: In a roll call vote, a Delegate may vote for or against 'with rights'. This indicates that they are voting against their national interest or stated position. Upon completion of voting, the Delegate will be permitted to briefly explain the reasons as to why they have chosen to vote a certain way. It should not be treated as an extra speech.
- c. The council can pass only one Resolution for every topic on the agenda. Once a Draft Resolution passes the drafts that have not yet been voted on fail immediately. The council adopts the first draft that manages to attain a simple majority.
- d. In the case of passing a Resolution, a simple majority requires fifty percent of all Delegates who have voted to be in favour, plus one. Abstentions are not votes and so do not count against this majority.
- e. Once the council adopts a Resolution, the floor is open for resetting the agenda, or for adjourning the meeting.

Appendix I: Order of Precedence of Points and Motions

- a. The order of precedence refers to the order in which points and motions will be addressed by the Chair. For example, if the Chair has recognised both a Point of Personal Privilege and a Motion for Moderated Caucus, the Chair shall address the Point before putting the Motion to a vote.
- b. The order of precedence is as follows, in descending order of precedence:
 - i. Point of Personal Privilege
 - ii. Point of Parliamentary Inquiry
 - iii. Point of Information
 - iv. Point of Order
 - v. Motion to Appeal the Decision of the Chair
 - vi. Motion to Adjourn the Meeting
 - vii. Motion to Suspend the Meeting
 - viii. Motion to Close Debate
 - ix. Motion to Table Debate
 - x. Motions to Extend
 - xi. Motion to Introduce a Draft Resolution
 - xii. Motion to Introduce an Amendment
 - xiii. Motion for an Unmoderated Caucus
 - xiv. Motion for a Moderated Caucus
- c. Where two Points or Motions of the same type are on the floor, the Chair is at full discretion to address them in either:

- i. *Order of Disruptiveness*: The Chair will address the more disruptive Point or Motion first. In terms of Moderated and Unmoderated Caucuses, this means whichever Caucus is longest.
- ii. *Order Received*: The Chair will address the first Point or Motion first.

Appendix II: Style

1. General Points

- a. Delegates must always refer to themselves in the third person by the name of the State or Organisation they are representing, or with the first person plural. For instance, Delegates may say "We believe", "France believes", "The Delegate of France believes", but not "I believe". Delegates using the first person singular will be called to order.
- b. Delegates should refer to Member States as Member States or as States, and not as member states, countries, nations, Nations, or any other derivation thereon.
- c. When referring to an institution with an acronym or initialism, Delegates should write out the institution's full name on first use, followed by the acronym or initialism in brackets. For example, NAC would be written North Atlantic Council (NAC).
- d. In accordance with the style adopted most frequently by the UN, TEIMUN 2016 will refer to ISIL using this name, and not one of the many others used to refer to the organisation. However, as ISIL is not a State, the acronym should not be written out in full.
- e. Delegates may use American or British English, but should preserve consistency within individual documents.

2. How to Write a Resolution

Below is an example resolution, with style points in the marginalia. All resolutions written at TEIMUN 2016 must conform to this style.

<i>The European International Model United Nations</i>	Conference
United Nations Security Council	Council

<p>Sponsors: China, France, Nigeria, United Kingdom</p> <p>Signatories: Chile, Lithuania, New Zealand, Russian Federation, United States of America</p>	<p>Up to four sponsors, sponsors and signatories in alphabetical order</p>
<p>Resolution 2.1</p> <p>Adopted by the Security Council at the 28th Session of TEIMUN, on 16 July 2015</p> <p><i>The Security Council,</i></p> <p><i>Guided by</i> the mandate of United Nations Security Council (UNSC) in accordance to Chapter 7, Article 39 of the Charter of the United Nations,</p> <p><i>Reaffirming</i> fundamental equality and human dignity including both men and women, even in times of conflict as stated in United Nations Declaration of Human Rights,</p> <p><i>Deeply concerned</i> by the prevalence of sexual violence in all kinds of conflict spread out across the globe,</p> <p><i>Deploring</i> the practice of sexual violence as a war or genocidal strategy among other uses,</p> <p><i>Recognizing</i> that victims of sexual violence do not only comprise of women and girls but of men and boys as well,</p> <p><Some preambulatory clauses cut out></p> <ol style="list-style-type: none"> 1. <u>Affirms</u> the definition of sexual violence as “an act of a sexual nature against one or more persons or caused such person or persons to engage in an act of sexual nature by force, or by threat of force or coercion, or by psychological oppression or abuse of power, against 	<p>Resolution number</p> <p>Session (TEIMUN 2016 will be the 29th Session) and date</p> <p>A Resolution is one long sentence; this is the start of the sentence</p> <p>Preambulatory clauses are non-substantive; they point to old resolutions, recall undeniable facts and express sentiments</p> <p>The preambulatory clause should start with an italicised phrase such as “<i>recalling</i>”, “<i>acknowledging</i>”, etc., and must end with a comma.</p> <p>Operative clauses are substantive; they are things the council wishes to do itself, or wishes to urge others to do. For example,</p>

<p>such person or persons or another person, or by taking advantage of a coercive environment or such person's or persons' incapacity to give genuine consent, including cases where these persons are exploited through unconsented pornography or kidnapping into sexual slavery";</p> <ol style="list-style-type: none"> 2. <u>Acknowledges</u> the importance of preventing wartime sexual violence and the crucial role of not only national governments but also civil society and relevant UN bodies; 3. <u>Endorses</u> active promotion of gender equality by having women participate in peace and security actions and discussions; 4. <u>Emphasizes</u> raising the profile of women's networks and civil society organizations, which in many instances serve as first responses to address the course of conflict related to sexual violence and are the first to stand in solidarity with survivors; 5. <u>Encourages</u> implementation of education about sexual violence to help prevent sexual violence in all stages; 6. <u>Desiring</u> the implementation of precautionary trainings for self defense in vulnerable groups of society provided by the local or state military personnel; <p><Some operative clauses cut out></p> <ol style="list-style-type: none"> 7. <u>Supports</u> the implementation of a zero tolerance policy by the initiation of: <ol style="list-style-type: none"> a. financial rewards in order to incentivize commanders of UN personnel who report cases of sexual violence, b. an anonymous whistleblowing system set up through the Department of Peacekeeping Operations, c. mechanisms to pressure respective Member States to effectively investigate cases of alleged sexual violence in three stages: 	<p>here, the UNSC wishes to define a term; this is something that has consequences, and so is probably not preambulatory.</p> <p>Each operative clause is numbered and starts with an underlined phrase such as "<u>affirms</u>" or "<u>calls upon</u>". It ends with a semi-colon.</p> <p>Delegates are reminded that resolutions are not binding <i>per se</i>; in most cases, they are merely documents offering advice about what can be done. The HRC cannot force any Member State to do anything. This is slightly different for the NAC, EC, ICJ and SC, of course.</p> <p>Where a clause contains sub-clauses, the structure of the sentence should still make sense. Sub-clauses are introduced with a colon, and end with a comma, except the last sub-clause which ends with a semi-colon.</p>
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<ul style="list-style-type: none"> i. issuing warnings from the Security Council, ii. imposing fines on Member States that do not investigate relevant cases, iii. publishing of non-compliance reports with the aim to shift the global attention to these non-compliant Member States; <p>8. <u>Decides</u> to remain actively seized on the matter.</p>	<p>The last clause should always read "<u>Decides</u> to remain actively seized on the matter".</p>
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Appendix III: Additional Rules for TEIMUN 2016

1. Representatives of Other Councils and Other Experts

- a. Where appropriate, delegates may ask for a representative of another council or committee convening under the auspices of TEIMUN 2016 to address their council and express an opinion on an issue. Such a request must be handed to the Chair of the requesting council in written form, thoroughly explaining the reasons for this action.
 - i. The Chair of the requesting council may at this stage refuse the requesting council's request, and this decision is not subject to appeal. Otherwise, the Chair of the requesting council will pass on the request to the Chair of the requested council.
 - ii. It is at the discretion of the Chair of the requested council to accept or refuse such a request, although this request should normally be disclosed to the requested council before the Chair's decision is made. This decision is subject to appeal.
 - iii. If the request is accepted, the requesting council must submit a single, clear and concise question to the requested council. This question must be voted upon by the Delegates of the requesting council in a procedural vote before it is delivered to the requested council. A question may be introduced with a motion to introduce, and only requires a second to be introduced. Thereafter, the chair may entertain a motion to vote upon the question whenever it should arise. A question cannot be amended. If approved, the Delegates who voted against the question will not be disclosed to the requested council.
 - iv. On receipt of a question, the requested council's current debate topic is considered automatically tabled until such a time as a

statement has been issued by the council, at which point the previous topic is automatically returned to.

- v. The requested council should then discuss the preparation of a statement in answer to the received question. A new general speakers' list will be started, and moderated and unmoderated caucuses may be motioned for in the same way as for usual debate. Working papers are also in order.
 - 1. The statement must be voted upon by the Delegates of the requesting council in a substantive vote before it is delivered to the requested council. A draft statement must be sponsored by at least ten percent of the council (up to a maximum of four sponsors) and signed by at least ten percent of the council before it can be entertained. Delegates cannot be both sponsor and signatory on the same statement, but may sponsor or sign multiple statements. Statements which meet these criteria must first be approved by the Chair, and then may be introduced with a motion to introduce, requiring a simple majority to pass. The Chair will make the statement available to all delegates and, at their discretion, ask one of the sponsors to read it out. Thereafter, the Chair will entertain two speakers for the statement and two speakers against. There must be an even number of speakers for and against. A motion to extend the debate is in order, although the Chair may rule it dilatory.
 - 2. Once debate on a statement has concluded, it is voted upon. If it passes with a simple majority, it is approved; if it fails, other statements may be introduced. Only one statement may be approved.
 - 3. If a statement is approved, the Delegates who voted for, against or abstained from the question will be disclosed to the requesting council.
 - vi. On receipt of a statement from the requested council, the chair of the requesting council must make the statement available to the Delegates of their council.
 - vii. The requesting council is at full discretion to act upon the request council's statement in any way they should see fit. The statement should not be taken as binding, even in the case of the Security Council.
 - viii. It is not in order for councils to interview or question Delegates from other councils. All opinions must be requested and received in writing. There is no opportunity for further clarification once a statement has been issued.
- b. Depending on the issue under discussion, delegates may invite an expert on the topic being discussed to address the council. Such a request must be handed to the Chair in written form, thoroughly explaining the reasons

for this action. It is at the discretion of the Chair to accept such a request, and their decision on this matter is not subject to appeal. Statements of such experts are not considered as representative views of anyone else apart from the expert themselves and are therefore requested to be treated as such.

Appendix IV: Additional Rules for the United Nations Security Council

1. Introduction

The UNSC has a special role to play in the international community, and is a unique organisation within the framework of the UN. It is a body made up of five permanent members (the P5), and ten non-permanent members. Delegates in the UNSC should familiarise themselves with Chapter VII of the UN Charter as a fundamental prerequisite to understanding the Security Council's mandate and authority.

2. P5 Members and the Veto

- a. The five permanent Member States of the UNSC are:
 - i. China.
 - ii. France.
 - iii. Russia.
 - iv. United Kingdom.
 - v. United States of America.

- b. Each P5 Member has the right to veto. If any P5 Member votes against in any substantive vote, their veto is applied and the vote fails, regardless of how many other Member States voted in favour. Abstaining does not trigger a veto. The veto may be applied to individual sections of a resolution when the resolution has been divided without vetoing the resolution as a whole.

- c. The veto does not apply to procedural votes, including passing amendments.

Appendix V: Additional Rules for the European Council

1. Introduction

The following rules apply to the European Council (known hereafter as the EC; *note that it is not the European Commission or the European Parliament*) at TEIMUN 2016. The EC is not a body of the United Nations, but a body of the European Union (EU), responsible for guiding its political direction and setting its priorities.

2. Presidency

The EC Staff consists of two Chairpersons, who exercise jointly the role of President of the EC. Otherwise, their role is as set out in Section 3 of the TEIMUN Rules of Procedure.

3. Delegates

- a. Delegates in the EC represent the Heads of State or the Heads of Government of the Member States of the EU, and not the States themselves – although this is of no practical difference, as it may be expected that the Head of a State represents the policies of their State.
- b. As Delegates represent individuals, they are permitted to refer to themselves in the first person singular (“I believe”), but may also refer to themselves in third person by the name of their State or Organisation, or with the first person plural.

4. Conclusions

- a. Decisions passed by the EC are entitled ‘Conclusions’, and not ‘Resolutions’. Likewise, the EC creates ‘Draft Conclusions’.
- b. In order to pass, a Conclusion requires the unanimous approval of all Council Members, meaning that if any Council Member votes against a Conclusion it fails. Abstentions are not votes and therefore do not count against unanimity. Likewise, Statements require unanimity.

Appendix VI: Additional Rules for the North Atlantic Council

1. Introduction

The following rules apply to the North Atlantic Council (known hereafter as the NAC) at TEIMUN 2016. The NAC is not a body of the United Nations, but the principal decision-making body of the North Atlantic Treaty Organisation (NATO).

2. The Secretary-General of the NAC

The NAC Staff consists of two Chairpersons, who exercise jointly the role of Secretary-General of the NAC. Otherwise, their role is as set out in Section 3 of the TEIMUN Rules of Procedure. It should be noted that the Secretary-General of the NAC is not the same as the Secretariat of TEIMUN, and the TEIMUN Secretariat retain precedent within the NAC.

3. Unanimity

As policies decided in the NAC are the expression of the collective will of all NATO Member States, decisions are made on the basis of unanimity and common accord. Therefore in order to pass, a Resolution requires the unanimous approval of all Member States, meaning that if any Member State votes against a Resolution it fails. Abstentions are not votes and therefore do not count against unanimity. Likewise, Statements require unanimity.