



GRONINGEN MODEL UNITED NATIONS  
2020

# RULES OF PROCEDURE

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## Part 1 – General Rules

### 1. Introduction

- a. The following rules apply to all councils of The Groningen Model United Nations (GrunnMUN) 2020, and unless stated differently in the appendix, all councils follow the same rules. 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 GrunnMUN 2020 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.
- b. 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 Treaty Organisation.

### 2. Language

- a. English is the only official and working language of GrunnMUN.

### 3. Chairpersons

- a. In the exercise of their functions stated hereafter, the Chairs are subject to these rules and are responsible to the Secretariat.
- 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 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 to Appeal the Decision of the Chair*, apart from those matters that are explicitly stated to be un-appealable within these rules. The Chair may speak briefly in defense 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.

#### **4. Delegations and Delegates**

- a. Each Member State will be represented by one Delegate and will irrespectively be afforded one vote.
- b. Delegates are expected to have carefully read these rules of procedure, and to have thoroughly prepared for every session.
- c. 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.
- d. Delegates must not talk or whisper during formal debate and will be called to order by the Chair in case of non-compliance. Instead, delegates are encouraged to communicate with each through the use of written notes. It is also 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 recognized by the Chair.
- e. Delegates are always expected to use courteous and respectful language towards the Chair and their fellow Delegates, and to refrain from using slang and offensive language during debate.
- f. In order to receive a certificate confirming their participation at the conference, each delegate must attend at least 80% of all sessions.
- g. Delegates must always refer to themselves in the third person by the name of the State or Organization 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.

#### **5. Secretariat**

- a. The Secretariat is comprised of the Secretary-General, who takes precedent, and the Deputy 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 Secretariat, 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 favor of the United Nations organization, which they represent at all times during the conference.

## **7. Quorum, Attendance and Roll Call**

- 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 favor 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 favor, 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. If 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 Assembly 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 Delegate 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 for as abstention or a no 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 signed-up delegations are present. 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 Assembly activities begin.
- f. The Chair may at any time, and especially before entering voting procedures, revisit the quorum at their own discretion.

## **8. Use of electronic devices**

- a. It is advised that all delegates bring an electronic device to GrunnMUN 2020.
- b. The usage of electronic devices during moderated caucuses or at the General Speakers' List may be prohibited at the discretion of the Chair.

## **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 by raising a *Motion to Request a Minute of Silence*. 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. Substantive and Procedural Matters**

- a. *Procedural Matters*: Procedural matters are those matters relating to the structure of the Assembly session. 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 amendments. Delegates who are present may vote in favour, against, abstain or pass. Delegates who are present and voting may only vote in favor or against.

## **11. Setting the Agenda**

- a. Since at GrunnMUN there is only one topic on the agenda, there will not be a *Motion to Set the Agenda*.
- b. At the beginning of each session and immediately after the roll call, the floor opens as soon as a *Motion to Open the Debate* was raised. This motion does not require seconds and will be ruled upon the discretion of the Chair.

## **Part 3 – Debate**

## 12. General Speakers' List

- a. The 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 90 seconds 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 by placing their placard vertically on their table during a 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. Delegations that do not use all their time in the General Speakers' List have to 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 about the speech. 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.
- f. If a Delegate forgets to yield, another Delegation may raise its placard to ask whether comments are in order. The Chair will then recognize up to two Delegates which may comment on the speech for thirty seconds each.
- g. 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, even when no Draft Resolutions have been introduced.
- h. A Delegate may move to change the default speaking time by moving for a *Motion to Amend Speaking Time on 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.

### 13. Points

- a. The following points are in order when the floor is open, unless otherwise specified, and should normally be recognized 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. Delegates do not need to raise a Point of Personal Privilege if they need to use the bathroom.
  - 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. A Delegate raising a Point of Order may not comment on the topic under discussion. 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 relating to any substantive matters discussed in the council, including but not limited to remarks from Delegates, debate progression or documents. 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. To make use of the Right of Reply a Delegate may raise its placard, only after the speech has finished. This may not interrupt another speaker. It is at the full discretion of the Chair to grant a Right of Reply without possibility of appeal. 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.

### 14. Motions

- a. The following motions are in order when the floor is open, unless otherwise specified. More motions are mentioned in the Working Papers, Draft Resolutions and Voting Procedure sections of the Rules of Procedure.
  - 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, in that order. The Chair may

suggest a more appropriate caucus length or speaking time or may rule the moderated caucus out of order. Overall caucus time may not exceed 20 minutes or be set below 5 minutes, individual speaking time may not exceed two minutes or be set below thirty seconds.

2. If the motion passes, the Chair will ask the Delegate who raised a Motion for a Moderated Caucus whether he would like to speak first or last in the caucus.
  3. The Chair 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 recognize them in the order that they were recorded if they see fit.
  4. Yielding of remaining time and proposing motions is not permitted during a moderated caucus.
  5. A moderated caucus will elapse automatically if there are no further delegates wishing to speak.
- ii. *Motion for an Unmoderated Caucus*: An unmoderated caucus suspends debate and enables Delegates to move around the room freely, focus on preparing documents and discuss the topic informally.
1. The Delegate who proposed this motion must suggest a length but may not give a justification for the unmoderated caucus. 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. Overall caucus time may not exceed 20 minutes.
- 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.
1. 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 caucuses. The Chair may suggest a more appropriate caucus length or speaking time or rule the motion out of order.
- iv. *Motion to Amend Speaking Time on General Speakers' List*: See 12h.
- v. *Motion to Appeal the Decision of the Chair*: See 3e.
- vi. *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.
- vii. *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 GrunnMUN 2021. 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.
- 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.

- c. See Appendix I for the order of precedence of Points and Motions

## **15. Opinions of Other Councils and Other Experts**

- a. 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. 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 will put the request to a procedural vote in the requesting council, which requires a simple majority to pass. 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.
- b. In the event of an expert addressing a committee, it is open to the respective expert to grant Delegates time to ask questions. If this shall be the case, the respective expert will answer Delegates and grant them time to orally submit questions.

## **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. 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 beforehand, however the content needs to be appropriate and in alliance with the GrunnMUN 2020 Code of Conduct. 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 debate.
- d. 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. If no such motion is raised, the working paper shall not be discussed.
- e. 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 twenty percent of the delegates present , and signed by at least ten percent of the delegates present, 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 draft resolution, although need not agree with every clause.
  - ii. 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.
  - iii. 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 it may be introduced with a *Motion to Introduce a Draft Resolution*. This Motion does not require seconds and is not subject to a vote.
- f. Once a draft resolution has been introduced, the Chair will distribute it to the Delegates electronically. The Chair will try to ensure all Delegates can see the draft resolution, but Delegates are reminded that they are expected to have access to an electronic device. 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 part of the draft resolution.
- g. It is not in order to refer to a draft resolution before it has been introduced.

- h. 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. *Delete 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 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. Where there are multiple draft resolutions on the floor, Delegates should make clear which draft resolution they intend to amend.
- c. An amendment must be signed by at least ten percent of the delegates present before it can be entertained. Amendments do not require sponsors. Signatories should be listed on the draft resolution in alphabetical order.
- d. 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 18c. 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.
- e. Only when an amendment has been approved by the Chair may it be introduced with a *Motion to Introduce a Amendment*. This Motion does not require seconds and is not subject to a vote.
- f. 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.
- g. The Chair will then entertain two speakers in favour of the amendment, and two against. After this, the amendment will be voted upon in a substantive vote.
- h. 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.
- i. If all sponsors of the draft resolution have signed an amendment, then this action is considered a 'Friendly Amendment'. Delegates should indicate if this is the case. 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. A ‘Friendly Amendment’ can be further amended via a ‘usual’ amendment.

- j. 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, 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. By moving for a Motion to Reorder the Draft Resolutions, a Delegate may request to vote on the draft resolutions in a different order, which s/he has to clearly specify. 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 separately. The Chair may use their discretion to overrule a *Motion to Divide the Question*, in the interest of time.
  - i. If a Delegate moves for a Motion to Divide the Question, the committee will put the motion to a procedural vote, which will require a simple majority to pass.
  - ii. Only after the motion has passed, the Chair will recognize suggestions for dividing the operative clauses. The Chair may recognize several divisions and the council shall vote first on the one that suggests the most radical division and continue in this descending pattern. Preambulatory clauses cannot be divided.
  - iii. Only one division of the operative clauses may be passed. However, the Chair may decide to combine several suggestions for division, as long as these are compatible with each other. This shall not be subject to appeal.

- iv. 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 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 favor, against, abstain (unless declared “present and voting”), pass or vote ‘with rights’ (see Section 21 for specifications on passing and voting ‘with rights’)
- d. These motions all require a simple majority to pass and move straight to a vote.

## **21. Voting**

- a. Voting on a draft 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. *Passing:* 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. 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.
- e. 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.
- f. Once the council adopts a resolution, the floor is open 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 recognized 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. Motions to Extend Debate
  - x. Motion for an Unmoderated Caucus
  - xi. Motion for a Moderated Caucus
  - xii. Motion to Amend Speaking Time on General Speakers' List
- 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. In the case of the caucuses being the same length, the one with the longer speakers' time will take precedence.
  - ii. *Order Received*: The Chair will give precedence to the Point or Motion raised first.

## Appendix II: Style

### 1. How to Write a Resolution

*Below is an example resolution, with style points in the marginalia. All resolutions written at GrunnMUN 2020 must conform to this style.*

<p style="text-align: center;"><i>The Groningen Model United Nations</i></p> <p style="text-align: center;"><b>United Nations Security Council</b></p> <p><b>Sponsors: China, France, Nigeria, United Kingdom</b></p> <p><b>Signatories: Chile, Lithuania, New Zealand, Russian Federation, United States of America</b></p> <p><b>Resolution 1</b></p> <p><b>Adopted by the Security Council at the 18th Session of GrunnMUN, on 5th March 2020</b></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><b>Notes</b></p> <p>Conference</p> <p>Council</p> <p>Sponsors and signatories in alphabetical order</p> <p>Resolution number</p> <p>Session</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 amiliariz phrase such as “<i>recalling</i>”, “<i>acknowledging</i>”, etc., and must end with a comma.</p>
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*Deploring* the practice of sexual violence as a war or genocidal strategy among other uses,

*Recognizing* that victims of sexual violence do not only comprise of women and girls but of men and boys as well,

1. Affirms 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 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”;
2. Acknowledges 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. Endorses active promotion of gender equality by having women participate in peace and security actions and discussions;
4. Emphasizes 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. Encourages implementation of education about sexual violence to help prevent sexual violence in all stages;
6. Desiring the implementation of precautionary trainings for self defense in vulnerable groups of society provided by the local or state military personnel;

Operative clauses are substantive; they are things the council wishes to do itself, or wishes to urge others to do. For example, here, the UNSC wishes to define a term; this is something that has consequences, and so is not preambulatory.

Each operative clause is numbered and starts with an underlined phrase such as “affirms” or “calls upon”. It ends with a semi-colon.

Delegates are reminded that resolutions are not binding *per se*; 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 NATO, European Council and Security Council, of course.

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.

7. Supports the implementation of a zero tolerance policy by the initiation of:
- 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:
    - 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;
8. Decides to remain actively seized on the matter.

The last clause should always read “Decides to remain actively seized on the matter”.

## Appendix III: Resolution Writing

### Preambulatory Clauses

<i>Affirming</i>	<i>Expecting</i>	<i>Keeping in mind</i>
<i>Alarmed by</i>	<i>Expressing its appreciation</i>	<i>Noting with regret</i>
<i>Aware of</i>	<i>Expressing its satisfaction</i>	<i>Noting with satisfaction</i>
<i>Bearing in mind</i>	<i>Fulfilling</i>	<i>Noting with deep concern</i>
<i>Believing</i>	<i>Fully aware</i>	<i>Noting with approval</i>
<i>Confident</i>	<i>Fully believing</i>	<i>Observing</i>
<i>Contemplating</i>	<i>Further deploring</i>	<i>Realizing</i>
<i>Convinced</i>	<i>Further recalling</i>	<i>Reaffirming</i>
<i>Declaring</i>	<i>Guided by</i>	<i>Recalling</i>
<i>Deeply concerned</i>	<i>Having adopted</i>	<i>Recognising</i>
<i>Deeply conscious</i>	<i>Having considered</i>	<i>Referring</i>
<i>Deeply convinced</i>	<i>Having devoted attention</i>	<i>Seeking</i>
<i>Deeply disturbed</i>	<i>Having examined</i>	<i>Taking into account</i>
<i>Deeply regretting</i>	<i>Having heard</i>	<i>Taking note</i>
<i>Desiring</i>	<i>Having received</i>	<i>Viewing with appreciation</i>
<i>Emphasizing</i>	<i>Having studied</i>	

### Operative Clauses

<u>Accepts</u>	<u>Emphasizes</u>	<u>Proclaims</u>
<u>Affirms</u>	<u>Encourages</u>	<u>Reaffirms</u>
<u>Approves</u>	<u>Endorses</u>	<u>Recommends</u>
<u>Authorises</u>	<u>Expresses its appreciation</u>	<u>Regrets</u>
<u>Calls</u>	<u>Expresses its hope</u>	<u>Requests</u>
<u>Calls upon</u>	<u>Further invites</u>	<u>Resolves</u>
<u>Condemns</u>	<u>Further proclaims</u>	<u>Solemnly affirms</u>
<u>Confirms</u>	<u>Further reminds</u>	<u>Solemnly condemns</u>
<u>Considers</u>	<u>Further recommends</u>	<u>Supports</u>
<u>Declares accordingly</u>	<u>Further requests</u>	<u>Takes note of</u>
<u>Deplores</u>	<u>Has resolved</u>	<u>Trusts</u>
<u>Draws attention</u>	<u>Notes</u>	<u>Urges</u>

**Appendix IV: Overview of Points and Motions and Voting Majorities**

<b>Point</b>	<b>Description</b>	<b>May Interrupt a Speaker</b>
Point of Personal Privilege	Draw attention of the Chair to circumstances that impair full participation on the debate	Yes
Point of Order	Alert the Chair to a breach of the Rules of Procedure	Yes
Point of Parliamentary Inquiry	Request an explanation from the Chair on the Rules of Procedure	No
Point of Information	Request information or clarification of remarks	No
Right of Reply	Respond to an attack on national honor or integrity	No

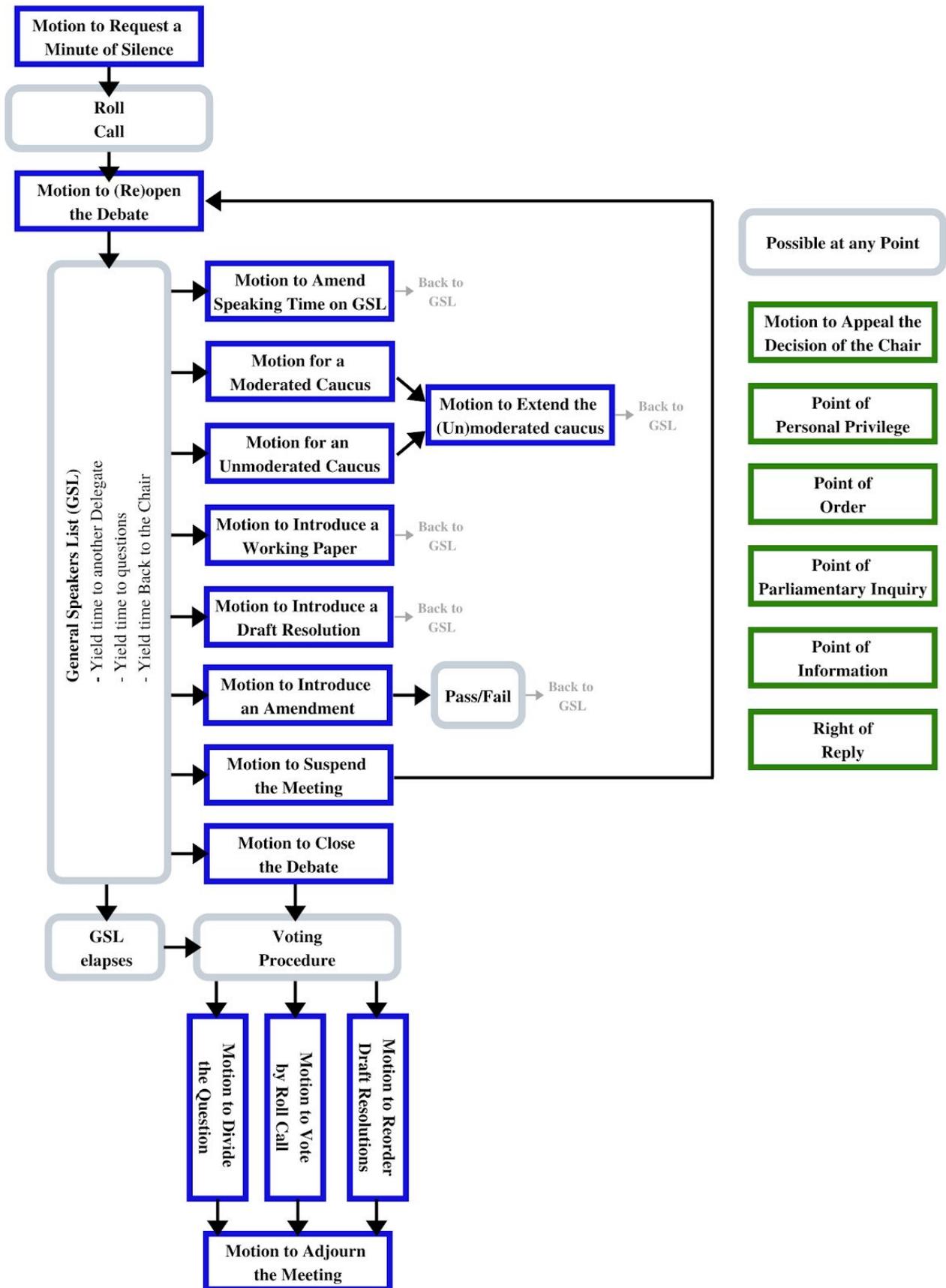
<b>Motion</b>	<b>Description</b>	<b>Procedural vs. Substantive*</b>	<b>Majority</b>
Motion to Appeal the Decision of the Chair	Challenge an interpretation of rules made by the Chairs	Procedural	2/3
Motion to Request a Minute of Silence	Ask for the opportunity for a minute of silence for prayer or meditation	Discretion of the Chair	-
Motion to Open the Debate	Open the debate at the start of each session	Discretion of the Chair	-
Motion for a Moderated Caucus	Move into a theme specific debate, moderated by the Chair, delegate should specify the time frame, speaker's time and purpose	Procedural	1/2
Motion for an Unmoderated Caucus	Move into a free and informal discussion, delegate should specify time frame	Procedural	1/2
Motion to Extend the (Un)moderated Caucus	Extending the previous caucus, delegate should specify time frame	Procedural	1/2
Motion to Amend Speaking Time on General Speakers' List	Change the default speaking time per speaker on the speaker's list	Procedural	1/2
Motion to Suspend the Meeting	Halt committee activities until next scheduled meeting, to be used for breaks	Procedural	1/2

Motion to Introduce a Working Paper	Introducing an informal document used by Delegates to present information or data	Discretion of the Chair	-
Motion to Introduce a Draft Resolution	Introduce a Draft Resolution to the Committee	Discretion of the Chair	-
Motion to Introduce an Amendment	Introducing an Amendment to a Resolution	Discretion of the Chair	-
Motion to Introduce a Friendly Amendment	Introducing a friendly Amendment that passes when all sponsors of a Resolution accept this	Discretion of the Resolution's sponsors	-
Motion to Close Debate	Close debate on a resolution, amendment or motion to move into voting procedure	Procedural	2/3
Motion to Reorder the Draft Resolution	When there are multiple Draft Resolutions, request to vote on the draft resolutions in a different order	Procedural	1/2
Motion to Divide the Question	Propose to vote separately on the individual clauses of a resolution	Procedural	1/2
Motion to Vote by Roll Call	Propose that a roll call vote be taken on a resolution	Procedural	1/2
Motion to Adjourn the Meeting	Suspend all committee activities for the duration of the conference	Procedural	1/2
Vote for an Amendment	Vote for an Amendment on the Floor	Substantive	1/2
Vote for a Draft Resolution	Vote for a Resolution on the Floor	Substantive	1/2

\* **Procedural:** No Abstentions possible, everyone has to vote either in favor or against

**Substantive:** Abstentions possible given this was indicated during the roll call

## Appendix V: The Debate Flow



## **Appendix VI: 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 organization 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 familiarize themselves with Chapter VII of the UN Charter as a fundamental prerequisite to understanding the Security Council's mandate and authority.

### **2. Voting, the 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 the resolution has been divided without vetoing the resolution as a whole.
- c. The veto does not apply to procedural votes.
- d. In the Security Council, each vote, procedural and substantive, requires nine votes in favor to pass.

## **Appendix VII: Additional Rules for the North Atlantic Treaty Organisation**

### **1. Introduction**

As representatives of NATO the Member States in the North Atlantic Treaty Organisation (NATO) are committed to joint-action on all related fronts. This council thus serves the function of bringing together high-ranking representatives from all Member States whose primary function may not be within the council. Representatives may have other roles, yet the NATO remains the principal political decision-making body within NATO.

### **2. Communiqué**

- a. The North Atlantic Council shall adopt "Communiqués", in accordance with NATO Procedure. Accordingly the term "Resolution" and "Draft Resolution" in all motions and outcome documents should therefore be replaced by "Communiqué" and "Draft

Communiqué”, where appropriate.

- b. The purpose of a communiqué is to outline the views reached by the North Atlantic Treaty Organisation on a matter, and proposes steps to be taken by the Alliance.
- c. Communiqués follow the distinct formatting guidelines used by NATO, however it may follow the structure of a UN resolution unless provided otherwise in this Annex.
- d. There are no preambulatory clauses.
- e. Once adopted, the Communiqué is binding for all Member States of the North Atlantic Treaty Organisation.

### **3. Unanimity**

- a. In order for a substantive vote to pass in NATO, there must be unanimity.
- b. In effect, each Member State has veto powers and can reject the entirety of a Communiqué or a group of clauses by voting against. If a Member States abstains, this will not be noted as a vote against and the Communiqué can still be passed. A Member State that has indicated that it is present and voting cannot abstain.
- c. Unanimity is not required for procedural matters, which are voted upon by a simple majority.

## **Appendix VIII: Additional Rules for the United Nations Framework for Climate Change**

### **1. Introduction**

The United Nations Framework for Climate Change (UNFCCC) is an international environmental treaty adopted on 9 May 1992 and opened for signature at the Earth Summit in Rio de Janeiro from 3 to 14 June 1992. Although the framework contains no enforcement mechanisms, it outlines how specific international treaties (called "protocols" or "Agreements") may be negotiated to specify further action towards achieving the objective of the UNFCCC. As a result, countries have met annually from 1995 in Conferences of the Parties (COP) to assess their progress in dealing with climate change. These conferences follow the rule of unanimity with regards to voting on substantial matters.

### **2. Unanimity**

- a. In order for a substantive vote to pass in the UNFCCC, there must be unanimity.
- b. In effect, each Member State has veto powers and can reject the entirety of a resolution or a group of clauses by voting against. If a Member States abstains, this will not be noted as a vote against and the resolution can still be passed. A Member State that has indicated that it is present and voting cannot abstain.

- c. Unanimity is not required for procedural matters, which are voted upon by simple majority.
- d. In accordance with the actual rules of procedure of the COP, if all efforts to reach consensus have been exhausted and no agreement has been reached, the decision shall, as a last resort, be taken by a two-thirds majority vote of the Parties present and voting.