

**TEIMUN 2021**

# **RULES OF PROCEDURE**

## Table of Contents

Part 1 – General Rules	1
1. Introduction	1
2. Language	1
3. Chairpersons	1
4. Delegations and Delegates	1
5. Secretariat	2
6. Quorum, Attendance and Roll Call	2
Part 2 – Start of Debate	3
7. Substantive and Procedural Matters	3
8. Setting the Agenda	4
Part 3 – Debate	4
9. General Speakers’ List	4
10. General Rules Governing Debate and Speaking Time	5
11. Points	5
12. General Rules of Motions	6
13. Motions	7
14. Draft Resolutions	8
15. Amendments to a Draft Resolution	9
Part 4 – Voting Procedure	10
16. Closing Debate	10
17. Motions in Order during Voting Procedure	10
18. Voting	11
Appendix I: Order of Precedence of Points and Motions	12
Appendix II: Style	13
Appendix III: Resolution Writing	16
Appendix IV: Overview of Points and Motions and Voting Majorities	17
Appendix V: Additional Rules for the North Atlantic Treaty Organization	19
Appendix VI: Additional Rules for the United Nations Framework Convention for Climate Change	20
Appendix VII: Additional Rules for European Crisis Council and Historic Security Council	21

## **Part 1 – General Rules**

### **1. Introduction**

- a. The following rules apply to all councils of The European International Model United Nations (TEIMUN) 2021, 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 TEIMUN 2021 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 Organization.

### **2. Language**

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

### **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. 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 other through the use of the private chat function in Gather Town. 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 in 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.

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

- a. At the beginning of each session, the Chair will conduct a roll call of Member States. The chair shall name each delegation supposed to be present in alphabetical order

- b. 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.
  - ii. Present: A Delegate that declares themselves “Present” shall vote in favor, against or abstain, on any substantive matter.
- c. If participants arrive during or after the roll call, they are required to send a private message 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.
- d. 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.
- e. 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.
- f. 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.
- g. The Chair may at any time, and especially before entering voting procedures, revisit the quorum at their own discretion.

## **Part 2 – Start of Debate**

### **7. 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.

## **8. Setting the Agenda**

- a. At the beginning of the first session and immediately after the roll call, the floor opens and the only motion in order will be for setting the agenda. Any other motions made at that time will be immediately ruled dilatory without any possibility of appeal. Only one motion for setting the agenda will be considered.
- b. The Chair will allow two speakers in favor 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.
- c. Once the speeches are over, the committee proceeds to a procedural vote. If the motion passes with a simple majority, the agenda is set in the way proposed by the motion. In case the motion fails, the other topic area will automatically be placed before the committee.
- d. 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 close debate on that topic.

## **Part 3 – Debate**

### **9. 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 do so by either raising their hands if the chairs ask for it or by sending a private message to the chairs.
- 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. There is no yielding of the remaining time during the conference. The time simply elapses.
- f. 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.

## **10. General Rules Governing Debate and Speaking Time**

10.1 If a Delegate addresses a Committee without permission, exceeds the allowed time for his speech, makes offensive statements, or in any other way violates the present Rules of Procedure, the Chairpersons may call the Delegate to order and thereby revoke their speaking permission. In case of a repeated contempt for the Rules of Procedure, the Chairpersons may call upon the Secretariat to take appropriate measures to prevent further violations.

10.2 The Chair has the discretion to be flexible (within reason) about the time limit to allow a delegate to finish his or her thought to account for the varying fluency of English among conference attendees.

## **11. Points**

### **11.1 General Rules on Points**

- a. All Points shall be raised only when the Floor is open unless the present Rules of Procedure explicitly state otherwise.
- b. In order to raise a Point, Delegates shall state the name of their Point in order to enable the Chairpersons to establish the precedence. After being acknowledged, Delegates shall raise their hand (in Gather Town) and make their Point.
- c. To 'address' the Point shall hereinafter refer to an act of a Chairperson consisting of granting, ruling out, gathering Seconds for and Objections to, or organizing the vote upon the Point, and to any other task provided for by the Rules of Procedure.
- d. All Points are to be considered non-debatable unless explicitly stated otherwise in the Rules of Procedure.

### *11.2 Point of Personal Privilege*

- a. A Delegate may raise a Point of Personal Privilege if a matter impairs them from participating fully in the activities of the Council. The Chair or, if required, the Secretariat shall try to effectively address the source of impairment.

### *11.3 Point of Order*

- a. 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.
- b. The Chair will then immediately rule on the validity of the point following the rules of procedure.
- c. A Delegate raising to a Point of Order may not speak on the substance of the matter under discussion.
- d. A Point of Order may not interrupt a Speaker during the speech.

#### *11.4 Point of Parliamentary Inquiry*

- a. A Delegate may raise a Point of Parliamentary Inquiry to request an explanation from the Chair on the rules of procedure.
- b. A Point of Parliamentary Inquiry may not interrupt a Speaker.

#### *11.5 Point of Information*

- a. A Delegate may raise a Point of Information to request information or clarification of remarks relating to any substantive matters discussed in the council, including but not limited to remarks from Delegates, debate progression or documents.
- b. This point may not interrupt a Speaker. Points of Information which are deemed rhetorical will be called to order.

#### *11.6 Right of Reply*

- a. 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.
- b. To make use of the Right of Reply a Delegate may raise his hand (via Gather Town), only after the speech has finished. This may not interrupt another speaker.
- c. 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.

### **12. General Rules of Motions**

- a. All Motions shall be raised only when the Floor is open unless the present Rules of Procedure explicitly state otherwise.
- b. To raise a Motion, Delegates shall state the name of their Motion to enable the Chairpersons to establish the precedence. After being acknowledged, Delegates shall make their Motion.
- c. To 'address' the Motion shall hereinafter refer to an act of a Chairperson consisting of granting, ruling out, gathering Seconds for and Objections to, or organizing the vote upon the Motion, and to any other task provided for by the Rules of Procedure.
- d. All Motions are to be considered non debatable unless explicitly stated otherwise in the Rules of Procedure.
- e. Once there are no more Motions on the Floor, the Delegates shall vote on them. If there are multiple Motions raised at the same time, the Chairpersons shall address them in the order of disruptiveness (i.e. from the most disruptive to the least disruptive one).



- f. Motions require a simple majority (50% + 1) to pass unless explicitly stated otherwise in the individual rules on the specific Motion. Abstentions are not in order.

### 13. Motions

#### 13.1 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. The appropriate procedure governing this process is listed below:

- a. 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 one-and-a-half-minute or be set below thirty seconds.
- b. If multiple Motions for a Moderated Caucus are on the Floor at the same time, they shall be voted upon in order of their disruptiveness, beginning with the most disruptive. Final interpretation of which Moderated Caucus is to be considered more or less disruptive is upon the discretion of the Chairpersons.
- c. 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.
- d. The Chair recognizes Delegates who raise their hands (via Gather Town) 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.
- e. Yielding of remaining time and proposing motions is not permitted during a moderated caucus.
- f. Be aware that a moderated caucus will elapse automatically if there are no further delegates wishing to speak.

#### 13.2 Motion for an Unmoderated Caucus

An unmoderated caucus suspends debate and enables Delegates to move around (in Gather Town), focus on preparing documents and discuss the topic informally.

- a. The Delegate who proposed this motion must suggest a length but may not give a justification for the unmoderated caucus.
- b. If multiple Motions for an Unmoderated Caucus are on the Floor at the same time, they shall be voted upon in order of disruptiveness in relation to the Formal Debate, beginning with the most disruptive. Final interpretation on which Unmoderated Caucus is to be considered more or less disruptive is upon the discretion of the Chairpersons.

- c. 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.

### *13.3 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.

- a. A Moderated or Unmoderated Caucus may be extended twice. The motion to extend the Caucus can only be brought forward after the caucus has lapsed, and is subject to the chairperson's discretion and a procedural vote.
- b. 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.
- c. The Chair may suggest a more appropriate caucus length or speaking time or rule the motion out of order.

See Appendix I for the order of precedence of Points and Motions

## **14. 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. Delegates are recommended to write their Draft Resolutions on a shared Google Doc, so members of their coalition can see (and maybe edit) the document. 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 and **thus need to be sent via email to them**. Draft resolutions which do not abide by the formatting rules will be rejected. Draft resolutions which do not fulfil the submission criteria outlined in 14c 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 ensure that all Delegates can see the draft resolution. 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.

## 15. 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 and **thus need to be sent via email to them**. Amendments which do not abide by the formatting rules will be

rejected. Amendments which do not fulfil the submission criteria outlined in 14c 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 an Amendment*. This Motion does not require seconds and is not subject to a vote.
- f. Once an amendment has been introduced, the Chair will make sure that all Delegates can see the amendment. The Chair will then select one of the sponsors to read out the amendment.
- g. The Chair will then entertain two speakers in favor 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**

### **16. 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.

### **17. 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. This motion will require a simple majority to pass and move straight to a vote.

## **18. 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. The final vote is carried out in a Roll Call manner. The Chair asks 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”).
- 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 favor, 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 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 Close Debate
  - vi. Motions to Extend Debate
  - vii. Motion for an Unmoderated Caucus
  - viii. 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. 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 the TEIMUN 2021 conference must conform to this style.*

<p><i>The European International Model United Nations</i></p> <p><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 General Assembly at their 33rd Session, on 15th July 2021</b></p> <p><i>The Security Council,</i></p> <p><i>Guided by</i> the mandate of United Nations Security Council (UNSC) in accordance with 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><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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*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;
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,

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.



<ul style="list-style-type: none"> <li>b. an anonymous whistleblowing system set up through the Department of Peacekeeping Operations,</li> <li>c. mechanisms to pressure respective Member States to effectively investigate cases of alleged sexual violence in three stages: <ul style="list-style-type: none"> <li>i. issuing warnings from the Security Council,</li> <li>ii. imposing fines on Member States that do not investigate relevant cases,</li> <li>iii. publishing of non-compliance reports with the aim to shift the global attention to these non-compliant Member States;</li> </ul> </li> </ul> <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: 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

Point	Description	May Interrupt a Speaker
Point of Personal Privilege	Draw attention of the Chair to circumstances that impair full participation in the debate	No
Point of Order	Alert the Chair to a breach of the Rules of Procedure	No
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

Motion	Description	Procedural vs. Substantive*	Majority
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 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

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: Additional Rules for the North Atlantic Treaty Organization**

### **1. Introduction**

As representatives of NATO the Member States in the North Atlantic Treaty Organization (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 Organization 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 Organization.

### **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 VI: Additional Rules for the United Nations Framework Convention 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 State 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.

## **Appendix VII: Additional Rules for European Crisis Council and Historic Security Council**

### **1. Introduction**

The standard rules of procedure that have been presented in this document apply in these councils, however, additional features are to be found in the appendices in the background papers of the respective councils.

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