



OXFORD INTERNATIONAL MODEL UNITED NATIONS

**14TH ANNUAL CONFERENCE
11TH – 13TH NOVEMBER 2016**

OFFICIAL RULES OF PROCEDURE

I. GENERAL RULES

1. APPOINTMENT OF DIRECTORS AND DELEGATES

The Secretary-General shall be responsible for the appointment of all Committee Directors, Assistant Directors and Delegates prior to the conference, with the recommendation and support of the Secretariat; and may remove, replace or reassign them at any stage if they fail to fulfil their obligations under the rules.

2. INTERPRETATION

Interpretation of the rules shall be reserved exclusively for the Secretary-General or designated members of the Secretariat. Such interpretation shall be in accordance with the philosophy and principles of Oxford International Model United Nations, and will seek to further its educational mission.

3. LANGUAGE

English will be the official and working language of the conference, with the exception of those committees where it has been previously stipulated that another language will be the official and working language of the committee, or that two languages may be used.

Where the above exceptions do not apply, any representative wishing to address any OxIMUN body or submit a document in a language other than English shall necessarily provide translation into English. This does not increase the total speaking time allotted to those representatives. The speech and any necessary translation must fall within the time limit set by chairs, which is the current speaker's time.

4. ETIQUETTE

All those participating in OxIMUN shall be courteous and respectful at all times when dealing with anyone directly involved with OxIMUN (including Delegates/chairs of any Committee) and

indirectly involved through any of its partners (including but not limited to Oxford colleges, sponsors, accommodation providers, and other university students).

Participants are also expected to adhere to the OxIMUN dress code, which is business formal attire.

It is up to the Director of each Committee to decide whether laptops are permitted in the Committee room. This decision of the Director is not open to appeal.

The Committee Directors shall immediately call to order any Delegate who fails to comply with these rules regarding etiquette. Directors and Assistant Directors are empowered to suspend Delegates who violate these rules. The Secretary-General and designated Secretariat members can also permanently remove delegates who commit a serious breach of etiquette rules.

5. PARTICIPATION OF NON-MEMBERS

Representatives of accredited Observers will have the same rights as those of full members, except that they may not sign or vote on substantive matters, i.e. the final vote on a resolution. All observers are allowed to vote on any procedural matter, but may not vote in the final vote on a resolution (or a part thereof divided out under the provision of the Motion to divide the question under Rule 46).

A representative of an organisation that is neither a member of the United Nations, nor an accredited observer, may address a Committee only with the prior approval of the Director.

6. INVITATION TO SILENT PRAYER

Immediately after the opening of the first Committee session and immediately preceding the closing of the final Committee session of the Committee, the Director may invite the Delegates to observe one minute of silence dedicated to prayer. A formal request for silent prayer shall be made in

writing to the Director prior to the opening of the first Committee session or during the final meeting of the Committee.

II. COMMITTEE RULES

7. GENERAL POWERS OF THE COMMITTEE DIRECTORS

Under the powers conferred upon the Director by the Secretary-General and these rules, the Director shall declare the opening and closing of each meeting of the Committee, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions.

The Director, subject to these rules, shall have complete control of the proceedings of the Committee and over the maintenance of order at its meetings. The Director shall rule on points of order, may propose to the Committee the closure of the list of speakers, a limitation on the time to be allowed to speakers, the adjournment or closure of the debate, and the suspension or adjournment of a meeting. The Director may temporarily transfer his duties to a member of the Secretariat or one of the Assistant Directors. Committee Directors may also advise Delegates on the possible course of debate. In the exercise of these functions, the Committee Directors will be at all times subject to these rules and responsible to the Secretary-General.

Included in these enumerated powers is the Directors' power to assign speaking times for all speeches incidental to Motions and amendments. Further, the Director is to use his or her discretion, upon the advice of the Secretariat, to determine whether to entertain a particular Motion based on the philosophy and principles of OxIMUN. Such discretion should be used on a limited basis and only in order to advance the progress of debate.

8. MOTION TO APPEAL DIRECTOR'S DECISION

A Delegate may raise a Motion to appeal the Director's decision with regards to any decision of the Director, except those that are outlined in these rules as not open to appeal. A Delegate wishing to raise such a Motion shall orally state their Motion immediately after the Director has announced their decision. The Director may speak briefly in defence of their decision after which the Motion will be put to a vote. The Director's decision will stand unless two-thirds of the Committee vote 'Yes' on the Motion to appeal the Director's decision. If such a Motion to appeal a decision passes with a two-thirds majority, then the decision has been overruled.

The Director's decision not to approve a resolution or amendment or allow laptops in the room is not subject to such a Motion. Furthermore, the Director's ruling on the order in which Motions are entertained, and whether to adopt Unmoderated Caucus (or an extension thereof), Moderated Caucus (or an extension thereof), Closure of Debate, Adjournment of the Meeting, Adjournment of Debate, and Right of Reply is not open to appeal. The Director's decision to stop entertaining Motions at any time and to move to vote on those already raised is also not open to a Motion to appeal; Delegates can also not appeal the Director's decision on allowing follow-up questions to the questions asked when a Delegate yields to Points of Information.

The vote of appeal described in this rule is a procedural vote and hence all Delegates will be required to cast a vote - abstentions are out of order.

The decisions of the Secretary-General or members of the Secretariat are not open to such a Motion to appeal.

Delegates should note that this Motion should only be used sparingly and in the last resort only after a point of order has already been raised.

9. STATEMENTS BY THE SECRETARIAT

The Secretary-General or a member of the Secretariat designated by him or her may, at any

time, make either written or oral statements to the Committee.

10. QUORUM

In the first session of each day, the Director may declare a Committee open and permit debate to proceed when at least one-third of the total number of members of the Committee are present in the room.

In the sessions thereafter, quorum shall be one-third of the members of the Committee present on that day.

Roll Call must be taken at the start of every Committee session. Quorum may be assumed unless specifically challenged and shown to be absent by a Roll Call.

The presence of the majority of Delegates of the body concerned present on that day shall be required for any decision on a substantive Motion to be taken.

11. COMMITTEE SPECIFIC PROCEDURES

Certain Committees represented at OxIMUN may follow rules of procedure which diverge from those listed in this document in order to better model the real life working of those Committees. This may include, but is not limited to, requiring supermajorities on substantive or procedural points, and using different Motions. If such is the case, the Director must agree such derogations with the Secretariat and make Delegates aware of them either well in advance of or specifically and clearly explain them during Committee Sessions.

12. PROCEDURAL MOTIONS

Any Procedural Motion outlined in these rules will be voted upon in a similar matter. When a Procedural Motion is discussed, reference will be made to one of the following two procedures: A procedural vote with Speakers or A procedural vote without speakers. The rules are as follows:

1) Procedural vote with speakers

After the motion is put forth, it will require a Second. If there are no Seconds, the motion fails immediately. If there is a Second and no Objections, the motion passes immediately. If there are seconds and objections, a Speakers' list will be established with an equal number of Speakers For and Against the motion. The maximum number of Speakers for each side shall be specified in these rules for each specific motion. After the Speakers' list has been exhausted, the Committee will immediately vote on the Motion. Member states can not abstain from this vote. A simple majority will be required for the vote to pass.

2) Procedural vote without speakers

After the motion is put forth, it will require a Second. If there are no Seconds, the motion fails immediately. If there is a Second and no Objections, the motion passes immediately. If there are both Seconds and Objections, the Committee will immediately vote on the Motion. Member states can not abstain from this vote. A simple majority will be required for the vote to pass.

When reference is made to these procedural votes in the rules, exceptions may be addressed with it.

III. RULES GOVERNING THE AGENDA

13. PROVISIONAL AGENDA

The provisional Agenda (also known as Committee Topics) shall be drawn up by the Secretariat and communicated to members of OxIMUN at least thirty days before the opening of the Agenda for each Committee.

14. ROLL CALL



At the beginning of each Committee session Committee Directors will call on Member States in English alphabetical order to state their status of attendance. Member States may reply ‘present’ or ‘present and voting’, where **‘present and voting’ means the Member State cannot abstain on the substantive vote**, i.e. the final vote on a resolution. Observers are required to reply ‘present’ in accordance with Rule 5.

For purposes of these rules, ‘members present and voting’ refers only to Member States with substantive voting rights for that Committee, even if they have chosen to be present only for that particular session (and thus does not include observers).

15. SETTING THE AGENDA

The first order of business for the Committee will be the consideration of the order in which Agenda items shall be discussed. A Motion should be made to put an Agenda item first. This will be up to a Procedural vote with speakers, as outlined in 12.1. The number of speakers for each side is unlimited, as long as there is an equal number of speakers for each side. As an exception to the general Procedural vote with speakers, debate on the Motion must be closed through a Motion to close debate. After at least two speakers for each side have been heard, or the speakers’ list has been exhausted, a Motion to close debate is in order. The motion will immediately be voted on in as a Procedural vote without speakers, as outlined in 12.2. If this Motion passes, the debate on the Motion regarding the agenda item shall be closed and the Motion shall immediately be voted on. If the Motion to close debate fails, the Committee will move back to the Speakers’ list.

When a Motion to close debate on putting this Agenda item first is put forth, it will immediately be voted on. If the Motion fails, the Committee will move back to the speakers’ list.

If the Motion to put an Agenda item first fails, the other Agenda item will automatically be placed first on the Agenda.

In the event of an international crisis or emergency, the Secretary-General or his or her representative

may call upon a Committee to table debate on the current Agenda item in order to address the urgent matter. After a resolution has been passed on the crisis topic, the Committee will return to debate on the tabled Agenda item.

In the case that the provisional Agenda of the Committee consists of only one topic; that topic shall be adopted with neither discussion nor vote.

IV. RULES GOVERNING DEBATE

16. SPEAKERS’ LIST

After the Agenda has been determined, a continuously open speakers list will be established for the purpose of general debate, called the ‘General Speakers’ List’.

The Director shall ask the Committee for those who wish to be added to the General Speakers’ List when it is first open, and ask again from time to time; and shall keep a written copy of the order of the speakers. Any Delegate wishing to be added to the General Speakers’ List can do so by sending a written note to the Director or by raising their placard when the Director asks if there are any Delegates wishing to be added to the General Speakers’ List. No Delegate may be on the General Speakers’ List twice at the same time.

This General Speakers’ List will be followed for all debate on the Agenda item, except when superseded by procedural Motions such as those for unmoderated or moderated caucuses. Speakers may speak generally on the Agenda item being considered and may address any resolution currently on the floor. Should the General Speakers’ List elapse, debate on the Agenda item shall be considered finished and the Committee shall automatically move into closing procedures.

17. PROPOSING MOTIONS



The Director can ask for any Motions at any point when the floor is open. The Director will ask for Motions one by one; only asking for Motions that are equal to or supersede the Motions already raised. The Director may stop asking for Motions at any time and move to vote on those already raised. This is at the Director's discretion, for the purpose of moving debate forward, and is not open to a Motion to appeal.

The Director will then entertain the raised Motions one by one, starting from highest in the order of priority, i.e. the most superseding/most disruptive. In the case of several Motions having equal priority, the Director shall decide the order. When a Motion is entertained, the Director shall move into a Procedural vote with or without Speakers (in accordance with the rules for that Motion) as outlined in rule 12. If the Motion fails; it is discarded and the Director shall move to the next most superseding Motion as established above. This continues until a Motion is passed or the floor returns to the General Speakers' List. If a Motion passes, all other Motions previously raised are removed from the floor and must be raised anew when the Director next calls for Motions.

Note that all procedural Motions require a simple majority of members present and voting to pass, unless otherwise specified.

The procedure to raise all Motions is the same as the procedure outlined in this Rule.

18. WITHDRAWING A PROPOSAL

The proposer of a Motion may withdraw that Motion at any time before voting has commenced. Any Delegate may reintroduce a Motion thus withdrawn. If the Committee has approved a Motion, the Committee member who moved its introduction may not then withdraw it.

19. ORDER OF PRIORITY OF MOTIONS

The order of priority of Motions which may be raised while the floor is open, from most to least superseding, is:

1. Adjourning the Meeting (Rule 26)
2. Suspending the Meeting (Rule 25)
3. Closing Debate (Rule 24)
4. Adjourning Debate (Rule 22)
5. Resuming Debate (23)
6. Introducing Draft Resolutions (Rule 37)
7. Introducing Amendments (Rule 40)
8. Introducing a Friendly Amendment (Rule 41)
9. Introducing Working Papers (Rule 35)
10. Unmoderated Caucus (Rule 20)
11. Moderated Caucus (Rule 21)

A longer Motion of one type does not necessarily supersede a shorter Motion of the same type.

20. UNMODERATED CAUCUS

A Motion for an Unmoderated Caucus is in order at any time when the floor is open and the Director asks for Motions. The Delegate raising the Motion must briefly explain its purpose and specify an overall time limit for the caucus, not to exceed thirty minutes (including any Motions to extend the caucus). The motion will be subject to a Procedural vote without speakers in accordance with rule 12.2. The Director may rule the Motion out of order if the Director feels that Motion is not constructive to debate at that point in time. This decision of the Director is not open to appeal.

21. MODERATED CAUCUS

A Motion for a Moderated Caucus is in order at any time when the floor is open prior to closure of debate and the Director asks for Motions. In a moderated caucus, the Director will temporarily depart from the General Speakers' List and call on

Delegates to speak at the Director's discretion. The Delegate making the Motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed thirty minutes (including any Motions to extend the caucus), and a time limit for the individual speeches. The motion will be subject to a Procedural vote without speakers in accordance with rule 12.2. The Director may rule the Motion out of order if the Director feels that Motion is not constructive to debate at that point in time. This decision of the Director is not open to appeal.

22. ADJOURNMENT OF DEBATE

A Motion for adjournment of debate requests adjourning the Agenda item under discussion. If a Motion for Adjournment passes, the Agenda item is considered dismissed, all documents on it tabled, and no further action will be taken on it. A successful Motion for Adjournment means that the Committee proceeds to the second Agenda item under discussion, or an alternative Agenda item as directed by the Secretariat.

A Motion for Adjournment is in order at any time when the floor is open prior to closure of debate and the Director asks for Motions.

The motion will be subject to a Procedural vote with speakers in accordance with rule 12.1. The maximum number of speakers for each side will be Two.

The Director may at his or her discretion rule this Motion out of order, if for instance the Committee has already moved to the second Agenda item. This decision of the Director is not open to appeal.

23. RESUMPTION OF DEBATE

A Motion for Resumption of Debate requests reopening debate on an Agenda item previously adjourned.

The motion will be subject to a Procedural vote with speakers in accordance with rule 12.1. The maximum number of speakers for each side will be Two.

24. CLOSURE OF DEBATE

A Motion for the Closure of Debate requests ending all discussion on the Agenda item and moving into voting procedures on all substantive proposals introduced under debate, i.e. all Draft Resolutions. Once this Motion has been successfully passed, debate has been closed, and voting procedures completed, the Committee shall immediately adopt the second Agenda item, or an alternative Agenda item as directed by the Secretariat.

A Motion for Closure of Debate is in order at any time when the floor is open prior to closure of debate and the Director asks for Motions. Note however that the Director may rule the Motion out of order if the Director feels that there should be further debate before moving to voting procedures. This decision of the Director is not open to appeal.

The motion will be subject to a Procedural vote with speakers in accordance with rule 12.1. The maximum number of speakers for each side will be Two. **Closure of Debate shall require a two-thirds majority of all members present in Committee.**

25. SUSPENSION OF THE MEETING

A Motion for the Suspension of the Meeting requests the temporary stopping of the meeting. It is usually used at the end of a Committee session. While the floor is open, a Delegate may move for the Suspension of the Meeting, specifying a time for reconvening. The motion will be subject to a Procedural vote without speakers in accordance with rule 12.2.

This Motion should be used to propose short breaks of the session, rather than through unmoderated caucuses, which require a substantive purpose.

The Director may rule the Motion out of order if the Director feels that it is not yet time for the suspension of a session. This decision of the Director is not open to appeal.

26. ADJOURNMENT OF THE MEETING

The Adjournment of the Meeting means the end of the Committee's work in the 14th session of

OxIMUN. After adjournment, the Committee may reconvene at OxIMUN 2017.

As this Motion, if successful, would end the session until the Committee's next regularly scheduled meeting, the Director will not entertain it until the end of the last session of the Committee. The Director's decision on whether to entertain this Motion is not open to appeal.

The motion will be subject to a Procedural vote without speakers in accordance with rule 12.2.

V. RULES GOVERNING SPEECH

27. RIGHT TO SPEAK

No Delegate may address a session without having previously obtained the permission of the Director (except during an unmoderated caucus). The Director may at their discretion call a Delegate to order if his or her speech is not relevant to the subject under discussion; is considered personally offensive to any party; infringes upon the sovereignty of a Member State; or otherwise goes against the rules and spirit of OxIMUN.

28. TIME LIMIT ON SPEECHES

The Director may limit the time allotted to each speaker. The minimum time limit will be thirty seconds and the maximum time limit two minutes (except for introduction of a Draft Resolution). When a Delegate exceeds the allotted time, the Director may call the speaker to order.

Should the Director not explicitly state a different speaking time for the General Speakers' List, the time limit shall be 90 seconds.

Delegates may raise a Motion to Change the Speaking Time on the General Speakers' List should they feel that extending or limiting the time limit would be beneficial to debate. The motion will be subject to a Procedural vote without speakers in accordance with rule 12.2.

29. YIELDS

If a Delegate granted the right to speak on the General Speakers' list has time remaining at the end of his or her speech, the Delegate may yield in one of three ways.

- *Yield to another Delegate.* His or her remaining time will be given to that Delegate, who may not, however, make any further yields.
- *Yield to Points of Information.* The Director will select Delegates wishing to ask a question of the current speaker, and these Delegates will then be limited to one short question. The Director will have the right to call to order any Delegate whose question is, in the opinion of the Director, rhetorical, leading, or not designed to elicit information. **Only the time taken for the speaker's answers to questions will be deducted from the speaker's remaining time.** Follow-up questions to the speaker are at the Director's discretion and should be permitted in cases where the speaker's initial question has, in the opinion of the Director, not been adequately addressed. This decision by the Director is not open to appeal.

It should be noted that there is a special rule regarding Points of Information: a Delegate who has finished his or her speaking time but still wishes to entertain Points of Information may be granted fifteen additional seconds in which to do so. It is the duty of the Director to ask Delegates if they wish to make use of this right.

- *Yield to the Chair/Dais.* Such a yield should be made if the Delegate does not wish to yield to questions or another Delegate. The Director will then move to the next speaker.

30. RIGHT OF REPLY

A Delegate may request a Right of Reply only in cases where the Delegate feels another Delegate has impugned their country's national integrity. A

remark that impugns a Delegate's 'national integrity' is one directed at the governing authority of that Member State and/or one that puts into question that Member State's sovereignty.

Requests for a Right of Reply must be submitted to the Director **in writing**, along with a short explanation of the reason for the request. If the Director deems that such a request is in order, the Delegate may – in the time limit determined by the Director – reply and state why the Delegate feels that the remark being replied to is incorrect or unjustified.

The Director's decision whether to grant the Right of Reply is not open to appeal.

A Right of Reply to a Right of Reply is out of order.

VI. POINTS

31. RAISING POINTS

Any of the points below may be raised by any Delegate at any point providing that it does not interrupt any speaker (with the exception of a Point of Personal Privilege in extreme circumstances). A Delegate wishing to raise a point shall, at the appropriate time, raise their placard and state the point they wish to raise and then wait for the Director to ask them to state it fully. The Director shall then take any action required as per the Rules below. Points shall be recognised before any Motion or speakers.

32. POINT OF PERSONAL PRIVILEGE

If there is a circumstance preventing a Delegate from participating in the proceedings to their fullest ability, or if the Delegate is in personal discomfort, he or she may rise to a Point of Personal Privilege. For instance, Points of Personal Privilege may be raised when the Delegate cannot hear what has been said, if the Delegate cannot see something being projected on a screen, or if the Delegate is not comfortable with the temperature in the room.

A Point of Personal Privilege may only interrupt a speaker if the Delegate raising the point cannot hear the speaker. If appropriate, the Director will request that the speaker raise their volume and/or speak more clearly or take any other appropriate action.

Points of Privilege for any other circumstance may not interrupt a speaker (except in cases of absolute emergency, at the discretion of the Director).

33. POINT OF ORDER

During the discussion of any matter, a Delegate may raise a Point of Order to indicate an instance of improper parliamentary procedure either by the Director, or by a Delegate that has escaped the Director's attention.

A Delegate may not, in raising a Point of Order, speak on the substance of the matter under discussion, and a Point of Order may **under no circumstances** interrupt the speech of a fellow Delegate. Any questions on order arising during a speech made by a Delegate should be raised at the conclusion of the speech.

The Director will immediately rule on a Point of Order in accordance with these Rules of Procedure. This decision of the Director is open to appeal.

34. POINT OF PARLIAMENTARY INQUIRY

When the floor is open, a Delegate may raise a Point of Parliamentary Inquiry to ask the Director a question only regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

Delegates with any questions not regarding the rules of procedure, i.e. with substantive questions related to the *content* of the debate, should not raise this Point, but should instead approach the Dais with the question during an Unmoderated Caucus or send them a written note.

VII. RULES GOVERNING WRITTEN PROPOSALS

35. WORKING PAPERS

Working Papers are intended to aid the Committee in its discussion and formulation of Resolutions and need **not** be written in Resolution format.

Delegates may propose Working Papers for Committee consideration by raising a Motion to Introduce a Working Paper. Working Papers are not official documents, **but do require the approval of the Directors before a Motion to introduce them is raised.** The procedure to raise this Motion is the same as outlined in Rule 12. The motion will be subject to a Procedural vote without speakers in accordance with rule 12.2.

*Working Papers do not require the signatures of any Committee members. They will be displayed on projectors where possible, **but will not be printed by the Secretariat.***

Once a Working Paper is introduced, it will be numbered by the Director and can henceforth be referred to in debate by that number.

Delegates should note that the Working Paper is not a necessary precursor to the Draft Resolution; Delegates wishing to introduce entire Draft Resolutions may do so directly without trying to first introduce the Draft Resolution as a Working Paper.

36. DRAFT RESOLUTIONS

A Draft Resolution may be introduced through the procedure outlined in Rule 37, once it has been signed by one-fifth of the number of members (including Observers) present at the beginning of the Committee session and has received approval of the Directors.

This list of one-fifth of Committee members should include both Sponsors and Signatories, each to be listed **in alphabetical order.** A Delegate counts as a Sponsor only if the Delegate has authored, or helped to write, the Draft Resolution. The role of a Sponsor

indicates support of the Draft Resolution and no more than four Delegates shall sponsor a Draft Resolution.

A Delegate counts as a Signatory if the Delegate has agreed to sign the Draft Resolution. Signing a Draft Resolution need not indicate support of the Draft Resolution, and the Signatory has no further obligations. Note that Sponsors of a Resolution **do** count towards the total number of Signatories.

Observers may both sign and sponsor Draft Resolutions.

Draft Resolutions shall be written in the **same style with regards to form, grammar and punctuations as those resolutions of the Committee being modelled.**

37. INTRODUCING A DRAFT RESOLUTION

Once a Resolution has been approved as stipulated above and has been made available to the Committee, a Sponsor may propose a Motion to Introduce the Draft Resolution. Before Seconds and Objections are heard but after the Motion is entertained by the Director, the operative clauses of the Draft Resolution shall be read out by the proposer of the Motion or by the Director. The motion will then be subject to a Procedural vote without speakers in accordance with rule 12.2. Once a Draft Resolution has been introduced, it will be numbered, and a Sponsor may call for a Panel of Authors in accordance with rule 38. If this is not called for, not granted or once it has already taken place the Director must ask for and accept a Motion for a Moderated Caucus of at least ten minutes to discuss the Draft Resolution. The first speaker must be a Sponsor of the Draft Resolution. More than one Draft Resolution may be on the floor at any one time, **but only one final Resolution may be passed per Agenda item.**

Once the Committee has passed a Draft Resolution on the floor, or all the Draft Resolutions have been put to a vote, the Committee will move to discuss the next Agenda item.

38. PANEL OF AUTHORS (FORMAL CAUCUS)

After a Draft Resolution has been introduced but before any Moderated Caucus discussing it, any of its Sponsors may call for a Panel of Authors (alternatively referred to as a Formal Caucus) to be convened for the purpose of answering questions raised by the Committee relating to the Draft 16be decided at the discretion of the Director. This decision of the Director is open to appeal.

If granted, the Director shall set a time limit of no more than twenty minutes during which Delegates will be appointed by the director to ask short questions of the Sponsors **for the sole purpose of clarifying the content or meaning of the Resolution**. Both the time taken for questions and for answers count towards the time limit.

Delegates should note that the Panel of Authors is not meant for the debate of principles, but is instead a forum for strict clarification of the details of a Draft Resolution.

39. AMENDMENTS

An Amendment is a proposal that simply adds to, deletes from or revises **operative clauses** of a Draft Resolution. Delegates may amend any Draft Resolution that has been formally introduced. **Amendments do not require signatories**, and may be submitted directly by the Sponsor to the Directors for approval. Once approved, the Sponsor may then formally introduce the Amendment when the floor is open, in accordance with rule 40.

Amendments to an Amendment currently under debate i.e. Amendments to the Second Degree are permitted. The same rules regarding Amendments to the First Degree apply to Amendments to the Second Degree. Once an Amendment to the Second Degree passes, the Amendment to the First Degree automatically passes. Should an Amendment to the Second Degree be rejected, debate resumes on the Amendment to the First Degree.

Amendments to the Third Degree are out of order; although part of a Draft Resolution that has previously been successfully amended may be further amended through a separate Amendment.

Amendments may not affect pre-ambulatory clauses.

Note that being the Sponsor or Signatory of a Draft Resolution neither precludes nor obliges Delegates to support Amendments.

40. INTRODUCING AN AMENDMENT

Once an Amendment has been approved, one of its Sponsors may raise a Motion to introduce the Amendment as per Rule 12. Before Seconds and Objections are heard, but after the Motion is entertained by the Director, the Sponsor shall read out the Amendment. The motion will then be subject to a Procedural vote without speakers in accordance with rule 12.2.

Delegates should note that the vote on the Motion to Introduce the Amendment is separate from the vote on whether to incorporate the Amendment to the Draft Resolution; **merely voting in favour of introducing the Amendment does not mean support for the Amendment itself**.

The Director shall then establish a Speakers' list, with Speakers both for and against the Amendment such that the number of speakers in each category is equal. The Sponsor of the Amendment should begin. Director shall determine the maximum time limit for these speeches.

Once the Speakers' list on the Amendment has been exhausted, debate on the Amendment automatically closes. The Committee shall then vote on making the Amendment part of the Draft Resolution. This is a Procedural vote without speakers in accordance with rule 12.2. Before the voting procedure has started but after closure of debate on the Amendment, Delegates may move to Divide the Question in accordance with rule 46 if the Amendment involves more than one operative clause.

If an Amendment fails, it cannot be re-introduced.

41. FRIENDLY AMENDMENTS

If an Amendment is signed by **all the sponsors of a Draft Resolution** and once it has been approved by the Director, it may be introduced as a Friendly Amendment by one of its Sponsors. There can be no Objections to introducing a Friendly Amendment, and hence Friendly Amendments do not require a vote to be introduced. Once the operative clauses have been read out, the Amendment is assumed to be introduced. **Friendly Amendments do however require a vote to be included in the Draft Resolution.**

Unlike with other Amendments, there shall be no Speakers' list to discuss the Friendly Amendment. Once the Friendly Amendment has been introduced, the Committee shall move straight to a vote on incorporating the Friendly Amendment in the Draft Resolution. This is a Procedural vote without speakers in accordance with rule 12.2.

An Amendment should be declared as friendly when it is submitted for approval to the Director, who may at his or her discretion request that it be introduced as a normal Amendment.

If the Friendly Amendment fails, it can however be re-introduced as a general Amendment.

42. COMPETENCE

A Motion to question the competence of the Committee to discuss a Resolution or an Amendment is in order **only before the Resolution or Amendment has been formally introduced.** A Delegate can raise a Motion questioning competence by raising his or her placard and stating it orally after the operative clauses of the Resolution or Amendment in question have been read out and before voting on the Resolution or Amendment's introduction. The Motion will be subject to a Procedural vote with speakers in accordance with rule 12.1. There will be at most One speaker for each

side. Should the Motion pass, the Resolution or Amendment shall not be introduced.

A Motion of Competence should only be called if it is not in the Committee's mandate to discuss what is proposed by the document, or if it is not in its power to somehow implement it.

VIII. RULES GOVERNING VOTING

43. PROCEDURAL VOTING

Each member of the Committee, including Observers, shall have one vote on a procedural Motion. Delegates will express their vote by raising their placards, and a simple majority is required unless explicitly stated elsewhere in these rules, namely when voting to appeal a Director's Decision or Close Debate on an Agenda Item. **Delegates must vote for or against in procedural votes; abstentions are not in order.**

44. SUBSTANTIVE VOTING

A substantive vote is taken only on passing a Draft Resolution. After closure of debate on an Agenda Item, the Director will entertain any Motions on the floor as outlined in Rule 45, 46 and 48. Then, the Committee will move into substantive voting procedure on all Draft Resolutions in the order that they were introduced, unless they have been Reordered in accordance with Rule 45. In a substantive vote, members may vote 'Yes', 'No', or 'Abstain'; members 'present and voting' cannot abstain, as stipulated in Rule 14. Observers may not vote, in accordance with Rule 5. Delegates will express their vote by raising their placards, except in the case of a Roll Call vote.

In the case of a Roll Call vote, Delegates may also 'pass', with reference to Rule 48. Alternatively, Delegates may vote 'with rights' as stipulated in Rule 49.

After the Director has announced the beginning of voting, no Delegate can interrupt the voting except

with a Point of Personal Privilege or a Point of Order relating to the conduct of voting. **Delegates may neither leave nor re-enter the Committee room from outside while voting is taking place.**

45. MOTION TO REORDER DRAFT RESOLUTIONS

If two or more Draft Resolutions are on the floor, they will be voted on in the order in which they were submitted, unless the Committee decides otherwise. A Motion to reorder will be in order immediately after Closure of Debate, but prior to entering voting procedure.

A Motion to Reorder Draft Resolutions is subject to a Procedural vote without speakers in accordance with rule 12.2.

If this Motion to Reorder passes, the Director will recognise all subsequent Motions that specify *how* the Draft Resolutions are to be reordered.

Once this is done, the Committee will then vote on each of these Motions that specifies the manner of reordering in the order in which they were introduced. Voting will continue until either a Motion passes, receiving a simple majority or a Second with no Objections, or all of the Motions fail, in which case the Committee will move into voting procedure, voting on the proposals in their original order.

46. DIVISION OF THE QUESTION

After debate on an Amendment or general Debate has been closed, a Delegate may move for specific operative clauses of the Amendment or of any Draft Resolution to be voted on separately. This should be raised orally after debate has closed but before voting has started, and should include a brief description of the specific Division moved for. **A Motion to Reorder supersedes Division of the Question.** Division of the question may not separate pre-ambulatory clauses or sub-operative clauses.

If there are multiple Motions for different divisions, those shall be voted upon in an order to be set by the Director **where the most radical division will be voted upon first.** The most radical division is considered that which separates the proposal into the greatest number of divisions, unless the Director expressly states that another proposal would be substantively more radical.

A Motion to Divide the Question is subject to a Procedural vote without speakers in accordance with rule 12.2. If the Motion passes, the Draft Resolution or Amendment will be divided accordingly. Then, a separate Procedural vote without speakers will be taken on each divided part to determine whether or not it is included in the final draft.

Parts of the Resolution or Amendment that are subsequently passed will be recombined into a final document, which is then carried into the final vote on the proposal. **This final vote is procedural if dealing with an Amendment and substantive if dealing with a Draft Resolution.** If all of the operative parts of Amendment or Resolution are rejected, it will be considered that the proposal has been rejected as a whole.

47. DEFINITION OF MAJORITY

Unless specified otherwise in these rules, decisions of the Committee shall be made by a simple majority of those present during the session. In a substantive vote, abstentions are not counted as votes for or against, so a simple majority of 'Yes' over 'No' votes is required, unless specified otherwise by the Committee Specific Procedures.

A simple majority is defined as more votes in favour than against. A tie is taken as a failure. A two-thirds majority requires at least twice as many votes for as against.

48. METHOD OF VOTING

The Committee shall normally vote by a show of placards. During voting procedure on a substantive matter, a Delegate may Motion for a Roll Call vote. This Motion should be put forth after Closure of



Debate, and before moving into voting procedure. A Motion to Divide the Question supersedes a Motion for a Roll Call vote. The Delegate moving for a Roll Call vote should indicate on which Draft Resolution(s) this Motion applies. If there are multiple motions for Roll Call votes on the floor, applying to different Draft Resolutions, they shall be voted on in an order to be set by the Director where the Motion affecting the most Draft Resolutions will be voted on first. A Motion for a Roll Call vote is subject to a Procedural vote without speakers in accordance with rule 12.2.

When the Committee has entered substantive voting procedure and has reached the point of voting on a Draft Resolution for which a Motion for a Roll Call Vote has passed, **the Director will select by lot where to begin and proceed to call on Member States in alphabetical order thereafter.** One Delegate per Member State shall reply 'Yes', 'No', 'No with Rights', 'Abstention', or 'Pass'.

Delegates may not vote 'Yes with Rights.'

Only those Member States, who designated themselves as 'present' or 'present and voting' during the beginning of that session or have communicated in some other manner their attendance to the Director, are permitted to vote. As such, no others will be called during a Roll Call vote. Any representatives replying 'Pass', must, during the second and final round of voting, respond with either 'Yes' or 'No' and **may not pass again or abstain from voting.**

49. RIGHT TO EXPLAIN VOTE

A sponsor of a proposal or Motion may speak in explanation of their vote against the proposal, if it has been amended. Herein representatives may choose to vote 'No with Rights' and make a brief statement consisting solely of the explanation of their vote after voting has been completed. The Director may use their discretion to grant the Delegate the right to briefly address the Committee immediately after voting on the Agenda Item has come to an end.

Voting with rights is only to be used in extraordinary circumstances such as: a Delegate voting against a Resolution they have sponsored, or voting against their countries public policy but in favour of their national interest.