

**Göttingen Model United Nations  
7. – 10. July 2022**



# **Rules of Procedure**

## Preamble

The purpose of this set of rules is to enable, organize, structure and facilitate the formal debate and discussion during the Conference. Naturally, not every possible conflict and/or situation can be foreseen. Therefore, all Chairs and executive Conference staff have the authority to make ultimate decisions based on good judgment and personal experience in cases of conflict that are not dealt with or clearly specified in this present set of rules. All Chairs and delegates are invited to consult with executive Conference staff members in cases of conflict concerning the *Rules of Procedure*. As far as the situation allows, these decisions shall be taken in accordance with the *Rules of Procedure of the United Nations General Assembly* in the version of 2016.

## Chapter I – Code of Conduct

1. The working language to be used for all forms of communication shall be English.
2. Delegates shall address the Chairpersons and other delegates in the third person and in a courteous, diplomatic, professional and respectful manner.
3. All delegates are required to wear formal business attire during debate. National and traditional dresses are allowed, within the limits of modesty.
4. All delegates are required to be on time for debate and Roll Call. In case of the late arrival of a delegate, that delegate shall send a note to the Chairs declaring his/her status of presence.
5. Laptops, electronic notebooks, mobile phones and other means of electronic communication and entertainment devices must be switched off during formal session but may be used during unmoderated caucus. The Chair of a committee may temporarily overrule this, if he/she deems it necessary for the progress of the debate.
6. Delegates shall refrain from direct conversation during debate. In order to communicate with each other, delegates may send written notes to fellow committee members. Such written notes may also be used for communication with the Chairpersons.
7. The waging or "threat" of war is strictly forbidden at any time.
8. The property of the Georg-August-University Göttingen, of other hosting institutions and of other delegates is to be respected, kept, and preserved. Legal measures will be employed against damages and violation of rights that may also lead to expulsion from the Conference.
9. Part of any MUN is to create own resolutions, containing the points the Committees discussed during the Conference. Therefore, any pre-written resolution will not be tolerated during the Conference. If we see any pre-written resolutions or if any pre-written resolution is handed in, this can lead to the expulsion from the Conference.

## Chapter II – General Structure and Debate

- 1 The Chairs shall,
  - a. Open, close and adjourn the meeting of the respective committee
  - b. Open and close debate
  - c. Inform the Delegates of the amount of delegations in the house and, in accordance with Rule No. 12 b, the necessary quorum to reach a simple or 2/3 majority
  - d. Ensure, observe and enforce the application of the *Rules of Procedure* of the Conference
  - e. Administer the Speaker's List (including the setting of the speaker's time), grant and/or revoke the right to speak to individual delegates and reprimand delegates once their speaking time has elapsed
  - f. Rule on Points and Rights of Reply

- g. Reply to Points of Parliamentary Inquiry
  - h. Review all draft resolutions, conclusions, and all amendments and decide whether their introduction is in order
  - i. Discipline delegates behaving disrespectfully during debate and/or violating the rules of the Conference by giving them warnings and reporting them to the Secretary-General who shall take proper actions to restore order; should the delegate refuse to change his/her behavior, the Chairs may expel the delegate from the debate or, in extreme cases, ask the Secretary-General to expel the delegate from the Conference.
2. All final procedural decisions will fall under the Chair's discretion including all procedures that may not be clearly specified in the *Rules of Procedure*. The Chairs or delegates may always consult the Legal Team for clarifications on the *Rules of Procedure* or International Public Law. The *motion to appeal the decision of the Chair* can be overruled by the Secretariat in exceptional cases.

*The general structure of the debate shall contain the following items:*

1. **Roll Call:** The Chairs shall administer a roll call at each reconvention after an adjournment of the session in order to determine the quorum.
  - a. Once the name of a committee member is called out, the respective delegate shall answer with "present" if the delegate wishes to retain the right to abstain during substantive votes, or "present and voting" if the delegates wishes to indicate that he/she is not willing to abstain during substantive votes, or "present and observing" if the delegate represent an observing body and is therefore not granted the right to vote on substantive matters.
  - b. The Chair may declare a meeting open and permit the debate to proceed when at least one third of the registered members of the committee are present. The presence of a majority of the registered members shall be required for any substantive decision to be taken. Registered delegations are all delegations officially registered by the Conference's registration staff (*quorum*).
2. **General Speaker's List:** The General Speaker's List is the default mode of debate. No delegate may address the committee without having previously obtained the permission of the Chair. The Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if his remarks are not relevant to the subject under discussion.
  - a. After the speech of a delegation, the Chair may ask for points or motions and recognize them. If no points or motions are raised, the Chairs shall call the next delegation on the list to address the floor.
  - b. Any delegation may ask at any time to be added or withdrawn from the Speaker's List by sending a written note containing the request to the Chair or by raising the placard once the Chair invites delegations to join the List or by putting the placard in a vertical position.
  - c. The debates on each of the topics start with an empty Speaker's List.
  - d. The session's initial speaking time shall be set by the Chair and may later be modified by raising the *Motion to Change the Speaking Time*.
3. **Yields:** Unless the speech was delivered during a moderated caucus, a delegate must yield the floor to one of the following:
  - a. The Chairs: The Chairs then may ask for and recognize any points or motions on the floor
  - b. Another delegate: His or her remaining time will be offered to that delegate. The delegate that has been yielded the floor may address the committee or yield the floor the Chairs. The original speaking time of the original speaker cannot be extended, and the delegate who has accepted the yield cannot yield back to the original delegate, to a third delegate or to questions.
  - c. Questions: The Chairs shall recognize other delegations wishing to ask a question

to the speaker, who reserves the right to refuse to answer. At the discretion of the Chair follow-up questions may be granted. The remaining time of the original speaker shall only be used for the answering of the question, not for the phrasing of it. The inquiry ends only with elapsing of the original speaking time or if the original speaker yields his/her time back to the Chair.

4. **Right of Reply:** If a delegate feels that the integrity of his/her country was threatened by the statements of other delegation, he/she may call for a Right of Reply immediately after the original speaker has finished by raising the placard and clearly stating "Right of Reply". It is up to the discretion of the Chair to decide if the first delegate may reply to the Right of Reply.
5. **Voting:** All votes ruling on draft resolutions, conclusions and amendments shall be considered substantive; all other votes shall be considered procedural. Abstentions are not in order during procedural votes.
6. **Observers:** Representatives of accredited observers will have the same rights as those of full members, except that they may not sponsor a proposal or vote on final conclusions; furthermore, observers will be granted the right to vote on procedural motions, but not on substantive issues.

### Chapter III - Points and Motions

1. Points and motions may only be raised once the Chair has declared the floor open to points and motions. Only a *Point of Personal Privilege* referring to audibility of the recent speaker may interrupt a speech.
2. All motions except *Motions to Introduce Draft Resolutions or Amendments*, the *Motion for Roll Call Vote* and the *Motion to Declare a Vote Substantive* shall be put to a vote. The Chairpersons do not have to entertain any motion at any time.
3. The Chair may ask for seconds and objections in order to facilitate the voting procedure. Given an objection, the committee automatically moves into voting procedure on the motion.
4. If multiple motions are raised and one of the motions passes, all other motions that have been raised and that have to be voted upon, automatically fail.
5. If two speakers shall speak in favour and two against a motion and two speakers for each cannot be found, only one speaker in favour and one against shall be entertained.
6. The order of precedence of points and motions is listed as follows:
  - a. Points shall take precedence over motions.
  - b. Points shall take the following order of precedence:
    - Point of Personal Privilege;
    - Point of Order;
    - Objections;
    - Point of Parliamentary Inquiry;
    - Right of Reply.
  - c. Motions shall take the following order of precedence:
    - To Appeal the Decision of the Chair;
    - To Introduce a Draft Resolution;
    - To Introduce an Amendment;
    - To Adjourn the Meeting / the Session;
    - To Suspend the Meeting;

- To Call for a Recess;
- To Close Debate / Go directly into Voting Procedure;
- To Change the Agenda;
- To Set the Agenda;
- To Reconsider an Agenda Item;
  - To Close Speaker's List;
  - To Re-Open the Speaker's List;
  - To Change the Speaking Time;
  - Closed Door Session;
  - For a P5 Caucus;
  - To Extend Debate Time;
  - For an Unmoderated Caucus;
  - For a Moderated Caucus;
  - For a Minute of Silent Prayer;
  - For an Invitation of an Ambassador
- d. The order of precedence during the voting procedure shall be:
  - Motion to Vote Clause by Clause;
  - Motion to Split/Divide the Question;
  - Motion for Roll Call Vote.

***The points in order during debate, which may be raised once the Chairs ask for points, include:***

7. **Point of Personal Privilege:** This point may be raised if a delegate feels uncomfortable (i.e. cannot hear the speaker, feels it is too warm in the room, etc.).
8. **Point of Order:** A point of order is basically an intervention directed to the Chair, requesting him/her to make use of some power inherent in his/her office or specifically given him/her under the *Rules of Procedure*. It may, for example, relate to the manner in which the debate is conducted, to the maintenance of order, to the observance of the *Rules of Procedure* or to the way in which the Chairs exercise the powers conferred upon them by the *Rules*. Under a *Point of Order*, a delegate may request the Chair to apply a certain rule of procedure or he may question the way in which the Chair applies the rule. Thus, within the scope of the *Rules of Procedure*, delegates are enabled to direct the attention of the Chair to violations or misapplications of the *Rules* by other delegates or by the Chair him-/herself.<sup>4</sup>
9. **Point of Parliamentary Inquiry:** This point allows asking the Chair a question about the *Rules of Procedure* if a delegate feels need for clarification.

***The motions in order during the debate include:***

10. **Motion for a Minute of Silent Prayer:** Any delegate may bring in a motion for a minute of silent prayer. He/She may choose to name a specific reason for his/her request. This motion may only be in order before the first Roll Call takes place.

11. **Motion to Set the Agenda:** This motion is in order during agenda setting. The delegates will have to decide which of the topics shall be addressed first. In case of multiple motions to set the agenda, the motions shall be voted upon in the order in which they were brought to the floor. The Chair shall then ask for up to two in favour and up to two speakers against this motion. This procedural vote requires a simple majority.
12. **Motion to Change the Agenda:** This motion is in order when an urgent matter requires the attention of the committee. The delegate that raised the motion must clearly state the new item he/she would like to discuss. The Chair shall then ask for up to two speakers in favour and up to two speakers against this motion. This is a procedural motion, requiring a simple majority to pass. Once the motion passes, the original agenda item is temporarily suspended until the agenda is set back to the original topic, either by completing debate on the new item or another *Motion to Change the Agenda*.
13. **Motion to Change the Speaking Time:** The committee may limit the time to be allowed to each speaker. The delegate who raises this motion must specify the new speaking time. Before a decision is taken, two delegates may speak in favour of, and two against, a proposal to set such limits. When the debate is limited, and a delegate exceeds his allotted time, the Chair shall call him to order without delay. This is a procedural motion and requires a simple majority to pass.<sup>5</sup>
14. **Motion to Close the Speaker's List:** This motion may be raised if a delegate feels that no further speakers should be invited to join the Speaker's List. This motion is procedural and requires a simple majority to carry.
15. **Motion to Re-Open the Speaker's List:** If the Speaker's List shall be re-opened, delegates may raise *the Motion to Re-Open the Speaker's List*. This is also a procedural motion and requires a simple majority to carry.
16. **Motion for Moderated Caucus:** If a delegate raises this motion, he/she must explain the purpose/topic of the moderated caucus, specify the overall duration and the individual speaking time. The purpose of such a caucus is to facilitate discussion on aspects or sub-topics of the present agenda item. Yields are not in order during a moderated caucus since the Chair shall recognize individual delegates wishing to speak. The motion is procedural and requires a simple majority to carry.
17. **Motion for Unmoderated Caucus:** This motion may be raised if a delegate wishes to suspend formal debate for a certain period of time and to converse freely with other delegates. The delegate may explain the purpose/topic of the unmoderated caucus and must specify the overall duration. The motion is procedural and requires a simple majority to carry.
18. **Motion to Extend the Caucus Time:** This motion may be raised if a delegate feels the need for further discussion. The delegate must specify the time by which he/she would like to extend the Caucus. This is a procedural motion and requires a simple majority to carry.
19. **Motion to Introduce a Draft Resolution:** This motion may only be raised if the relevant working paper has been presented to and approved by the Chair beforehand. One of the sponsors shall then read out the operative clauses of the draft resolution. This motion automatically carries.
20. **Motion to Introduce an Amendment:** This motion may only be raised if the amendment has been presented to and approved by the Chair beforehand. One of the main submitters shall then read out the amendment. This motion automatically carries.
21. **Motion to Adjourn the Meeting/the Session:** This motion may be raised to end the meeting or the whole session. Without this motion the debates will continue. It is a procedural motion and requires a simple majority.
22. **Motion to Reconsider a Question / an Agenda Item:** This motion may be raised, if an agenda item on which debate has been adjourned and no resolution passed upon shall be debated again. This motion is not debatable and requires a 2/3 majority vote.
23. **Motion to Appeal the Decision of the Chair:** This motion may only be raised, if a delegate does not consent with a decision of the Chair. If this motion is successful, the Chair will alter his/her ruling according to the appeal. If this motion fails, the Chair's decision shall stand. Any decisions concerning the *Motion for a Minute of Silent*

*Prayer*, the *Motion to Adjourn the Meeting* and the *Right of Reply* cannot be appealed. This motion is not debatable and requires a 2/3 majority vote.

**These motions concerning the voting procedures are in order:**

24. **Motion for Roll Call Vote:** If a delegate raises this motion, the Chair will call upon every delegation individually during the voting procedure on a draft resolution. The delegates are then allowed to additionally vote "yes with rights" and "no with rights", which grants them the right to explain their voting behaviour after the voting procedure. In addition, the delegates may "pass" their vote in the first round of the Roll Call. If a delegate passes in the first round, he/she cannot abstain in the second round. This motion carries automatically.
25. **Motion to Vote Clause by Clause:** This motion is in order when the delegate putting the motion forward wishes to vote on each of the operative clauses separately. After voting on each clause separately, the committee has to vote on the whole resolution once again. This is a procedural motion that requires one speaker in favour, one speaker against and a 2/3 majority to carry.
26. **Motion to Split/Divide the Question:** This motion is in order when the delegate putting the motion forward wishes to vote on different operative clauses separately. He/she must specify the order in which he/she would like the voting to take place. If there are several *Motions to Split the Question*, the Chair shall consider and decide upon the order of voting on them, since only one *Motion to Split the Question* is possible for a single draft resolution. The Chair shall invite one delegate to speak in favour and one delegate to speak against this motion. This is a procedural motion that requires a simple majority to carry.

## CHAPTER IV - Draft Resolutions and Amendments

1. All draft resolutions must be presented to and approved by the Chair before being introduced to the committee.
  - a. In order for a draft document to be considered by the Chair, it needs at least one main submitter and several signatories (minimum of two), which in total must comprise 1/5 of the members of the committee.
  - b. Once a draft document is properly introduced, has been read out and/or presented to the delegates, it becomes official and may be referred to during speeches, amended and voted upon. Draft documents that have not yet been properly introduced may not be referred to.
  - c. A main submitter is obliged to vote in favour of his or her Draft Resolution, unless it is altered by an unfriendly amendment. Signatories are not subject to such an obligation.
2. Any draft resolution requires a 2/3 majority to pass. If no *Motion for Roll Call Vote* has been raised, the Chair shall first ask for votes in favour, then for votes against, then for abstentions. If the draft resolution passes, it becomes the official resolution of the committee on the specific topic, and the committee shall move on to the next agenda item.
3. All amendments must be presented to and approved by the Chair before being introduced to the committee.
  - a. In order for an amendment to be considered by the Chair, it needs at least one main submitter and several signatories, which must be a minimum of 1/5 of the present members of the committee.
  - b. Once an amendment has been properly introduced, the Chair shall call for an immediate moderated caucus with a time limit set by the Chair to discuss the amendment. During this special caucus, *Motions to Extend Debate Time* and *Motions to go directly into Voting Procedures* on the Amendment are in order.
  - c. An amendment may only change the wording of one clause at a time. However,

it is in order to propose to strike more than one clause or replace more than one clause with a different one or to add more than one clause at a time or to rearrange the order of clauses.

- d. If the submitters of the amendment are identical with the submitters of the draft resolution that is being amended, the amendment shall be considered a *friendly amendment* and shall be included without debate or voting. Also, if all submitters agree to accept an amendment by a non-submitter, that amendment shall also be considered friendly and there shall be no debate or voting.
  - e. Amendments to an amendment are generally only in order if they are friendly. However, delegates can introduce more than one amendment on the same clause after each another.
4. Any unfriendly amendment requires a simple majority to pass. The Chair shall first ask for votes in favour, then for votes against, then for abstentions.

## CHAPTER V – Majorities

1. **Bases:** Majorities for voting are based on all present members (counting those delegations abstaining from substantive voting). Present delegations are all delegations recognized as "present" during the Roll Call.
2. **Simple Majority:** A simple majority requires of more than the half of all present member's votes. Most of the procedural votes require a simple majority (exception: *Motion to Close Debate* and *Motion to Vote Clause by Clause*).
3. **Absolute Majority:** An absolute majority requires of more than the half of all registered members. Refer to Rule no. 12 b).
4. **2/3 Majority:** A 2/3 majority requires 2/3 of all present members. This high majority is required for motions which change the procedure drastically (*Motion to Close Debate* and *Motion to Vote Clause by Clause*) or for passing a Resolution (*Voting on a draft resolution*, refer to Rule no. 46)
5. **Quorum:** For the number of members necessary to be present for substantive voting or opening of the debate, refer to Rule no. 12 b).

## Chapter VI - Council-specific regulations

### 1. United Nations Security Council (SC):

- a. **The Chairs** of the Security Council hold the title of Presidents.
- b. **Procedural Voting:** Decisions of the Security Council on procedural matters shall be made by an affirmative vote of three fifths of the present members.
- c. **Substantive Voting:** Decisions of the Security Council on all other matters shall be made by an affirmative vote of three fifth of the registered members including the concurring votes of the permanent members.
- d. **Conclusions:** The Security Council may introduce and pass Press Statements and non-binding Declarations, commonly referred to as Conclusions, under the same Rules applicable to resolutions.
- e. **Motion for an Advisory Opinion:** The Security Council may request the International Court of Justice to give an advisory opinion on any legal question. Questions upon which the advisory opinion of the Court is asked shall be laid before the Court by means of a written request containing an exact statement of the question upon which an opinion is required, and accompanied by all documents likely to throw light upon the question. This motion may be introduced by any member of the Security Council, falls under the discretion of the Security Council Presidents and requires no vote.
- f. **Motion for the Invitation of an Ambassador:** Any member of the United Nations which is not a member of the Security Council may be invited, as the result of a decision of the



Security Council, to participate, without vote, in the discussion of any question brought before the Security Council when the Security Council considers that the interests of that member are specially affected. This motion needs a 2/3 majority.

- g. **Motion for a P5 Caucus:** The permanent members of the UN Security Council can entertain this motion. The P5 Caucus shall be held in a separate room with the participation of the P5 Nations and the Security Council Presidents. During this informal Caucus they should consult their interests and come to a common solution, while the general debate is suspended. It is at the discretion of the Chair to permit or overrule this motion and the final decision is not subject to an appeal. If any of the P5 deems this unnecessary or is unwilling to join, the P5 Caucus will be overruled. This caucus can not be longer than 20 minutes.
- h. **Motion for a Closed-Door Session:** During a Closed- Door Session only delegates of the member States, the Presidents, and the Secretariat personnel may attend the meeting. Observers and Journalists have to leave the room. The time for the Closed-Door Session is specified by the Chair. Rules for the Moderated Caucus shall apply. A delegate may ask for a *Motion for a Closed-Door Session* at any time the floor is open, but not during speeches. The Motion is not debatable and shall immediately be put to vote. It needs a 2/3 majority in order to pass. The Chair may rule out the Motion. The decision of the Chair is not subject to an appeal.

## 2. North Atlantic Treaty Organization (NATO):

- a. **Consensus:** All resolutions, referred to as "Communiqués" within the NATO committee, are adopted on the basis of consensus. A decision of consensus is an agreement reached by common consent among the member states. Abstentions are allowed and will not go against the state of consensus.
- b. **Motion to table the Topic:** If an impasse has occurred concerning a Communiqué, the committee may rise a *motion to table the Topic*. The Chair of the committee will request that each delegate present gives a short statement on the topic at hand to see if consensus can be reached.
- c. **Voting in the NATO:** In all substantive voting procedures, each country will have one vote. The country may either vote 'Yes,' 'No,' or 'Abstain.' Abstentions do not count toward either the 'Yes' or 'No' vote. Consensus is not needed on the substantive voting on amendments to the draft Communiqué and Rules *no. 49 and 50* apply.
- d. **Communiqués:** The purpose of the NATO is to adopt Communiqués that are the collective will of the member states. Unlike Resolutions, Communiqués are structured differently. The first part of the Communiqué addresses the issue at hand by giving an opinion. The second part of the Communiqué deals with the substantive issues by giving recommendations, which are to be taken by the NATO. Draft Communiqués must have sponsors to be able to be introduced. Please refer to Rule *no. 45 a)* for the minimum number of sponsors needed.

## 3. United Nations Framework Convention on Climate Change (UNFCCC):

- a. **Substantive Voting (Consensus):** Decisions of the UNFCCC on all non-procedural matters shall be made by an affirmative vote of a simple majority of the present members with no present member voting against.