

2023

# VičMUN

RULES OF PROCEDURE

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GimnazijaVič

# **CHAPTER I**

## **GENERAL CONSIDERATIONS**

### **1.1 Scope of the Rules**

These rules apply to the Human Rights Council and Security Council committee, simulated at the VičMUN conference.

### **1.2 Language**

The official and working language of the VičMUN conference is English. In case of necessity and where unavoidable, the presidency may exceptionally and at their discretion allow usage of other languages.

### **1.3 Delegates**

Each member state shall be represented by only one delegate. The secretariat shall provide a list of all member states and delegates registered.

### **1.4 Dress Code**

All participants shall wear business attire. Participants to VičMUN shall not display national or political symbols. This does not include United Nations related symbols, which will be tolerated.

### **1.5 Communication**

The only allowed form of communication during formal debate is written, through message papers provided by the secretariat. The message papers must be transmitted by the VičMUN administrative staff, unless otherwise instructed by the presidency. All notes must be in the official and working language of the conference (English) and the content of the notes must not be irrelevant or abusive.

### **1.6 Electronic Devices**

Electronic devices such as mobile phones, tablets or laptops are tolerated during sessions to the extent that they do not disturb the proper conduct of the session. The determination of disturbance in each committee is left to the discretion of the chair. Should the chair find that electronic devices impede the debate, they retain the right to forbid them for a period of time left to their discretion.

## **CHAPTER II**

### **RULES GOVERNING ORGANIZATION**

#### **2.1 The Secretariat**

The secretariat acts as the governing body of VičMUN. All matters pertaining to the general conduct of the conference shall be referred to them. It is composed of the secretary-general, chairpersons of all committees and administrative staff. Chairpersons and administrative staff answer directly to the secretary-general, who shall assist the presidency, if necessary, receive and correct documents as proposed by the committee, and shall supervise over the good functioning of the conference. The secretary-general shall be the final arbitrator in case of any disputes. Their decisions are final and non-appealable. The secretary-general cannot be the arbitrator in case of a dispute regarding non-appealable rules and provisions.

#### **2.2 Composition of the Board of the Committee**

The Board of each Committee (hereinafter referred to as 'The Presidency') of VičMUN Conference shall be composed of at least one chairperson.

#### **2.3 Role and Competence of the Chairs**

The body of chairs, shall conduct the debate in a fair and balanced manner and have discretion over most matters arising in the committee. They shall declare the opening and closure of each session, open and close floor to the points and motions and ensure the observance of the rules. They shall strive to further the goals and principles of VičMUN.

In case of grave misconduct or failure by one of the chairs, delegates may move to question the competence of the chair. Such a motion does not require any second. If this motion is proposed, the secretariat shall be called upon to rule on the matter in private.

## CHAPTER III

### RULES GOVERNING THE OPENING OF THE SESSION

#### **3.1 Roll Call**

The first session of debate each day shall start with a roll call. The chair shall name each delegation supposed to be present in alphabetical order. The delegate representing the country being named may give one of the two following answers:

- i. "Present", meaning that the delegate will partake in the debate;
- ii. "Present and voting", meaning that the delegate will partake in the debate and will be prohibited from abstaining in any vote until the next roll call.

Delegates who fail to answer will automatically be considered absent. They may change this status to either present or present and voting by sending a note to the chair specifying their desired status. The chair shall publicly acknowledge their new status.

#### **3.2 Quorum**

The quorum refers to the number of delegates, either present or present and voting, required for a motion to open the debate to be presented. The quorum is set at 80% of the number of delegates who were either present or present and voting in the first roll call, rounded to the higher integer.

The quorum shall be assumed to have been reached by default, subject to possible challenge by any delegate present with the motion to verify the quorum.

#### **3.3 Setting the Agenda**

Delegates may move to set the agenda to their preferred order, in such case where there are two topics on the agenda. Such motion shall specify the preferred ordering of the matters at hand. The motion requires seconds. In case of an objection a procedural vote is triggered. This rule is only applicable to the first session. The chair does not have discretion over this rule.

#### **3.4 Opening the Debate**

Delegates may move to open the debate once the agenda is set. Such motion does not require seconds. The four modes of debate can be introduced during the conference:

- i. General Speakers' List
- ii. Question and Answer Period
- iii. Moderated Caucus
- iv. Un Moderated Caucus

## CHAPTER IV

### RULES GOVERNING THE SESSION

#### 4.1 Opening the Floor

The floor shall be opened for points and motions whenever the debate is open.

#### 4.2 General Speakers' List

The general speakers' List (henceforth known as the list) shall open at the same time as the debate. Anyone can ask to be put on the list at any time. Delegates on the list shall speak in turn as the list elapses. The list is open for the whole duration of the discussion.

Delegates may move to set the speakers' time. The latter shall, by default, be unlimited. This motion requires seconds.

Once the speakers' list is open, any delegate can be added to the general speaker's List by:

- i. Being recognised by raising their placard during the call made by Chair;
- ii. Putting their placard in the upright position
- iii. Sending the official note to the Chair.

The delegate already added to the general speakers' list cannot be added for the second time. Once the delegate makes his speech, they can submit a request to be put on the general speakers' list again. The delegate can also request to be withdrawn from the general speakers' list by sending a note to the chair.

If there is a motion adopted altering the mode of the debate, the general speakers' list shall be suspended for the duration of the motion and shall be resumed afterward.

#### 4.3 Yields

Any delegate who has been given the floor in the list, when they finished speaking and in the event that the time allocated has not elapsed, shall yield the floor to one of the following options:

- i. Yield to the chair, whereby the chair shall resume entertaining points and motions or recognising list speakers;
- ii. Yield to another delegate, whereby the floor shall be given for the remaining time to the designated delegate, should he or she accept the yield;
- iii. Yield to points of information, whereby other delegates may rise to points of information to the delegate, who shall answer in the remaining time.

The chair shall dismiss questions that are rhetorical, misleading, not referring to the previous speech, or in any way contradictory to these rules.

This rule is only applicable to the general speakers' list and does not apply to caucuses and other modes of formal debate.

#### **4.4 Moderated Caucus**

Delegates may move for a moderated caucus on a topic of their choosing. The motion shall specify the topic, the duration of the caucus and the length of the speaker's time. This motion requires seconds. If such a motion passes, the committee shall move into a moderated caucus.

In a moderated caucus, the chair shall appoint one speaker at the time on a show of placards. The moderated caucus is aimed to facilitate and accelerate the discussion on the issues deemed as essential and critical for the topic on agenda.

The chair shall not exercise discretion over the topic proposed in the motion under this rule to the extent that the topic is related to the matter at hand; Therefore, the chair may not reject a proposed motion because of its subject matter, only because of its duration. The duration of a proposed moderated caucus must not exceed 30 minutes.

The delegate proposing the motion shall speak first.

Delegates may move to extend a moderated caucus after the previous caucus elapsed. Any moderated caucus can only be extended once.

#### **4.5 Question and Answer Period**

Any delegate may, once the floor has been opened for motions, raise a motion for a question and answer period for the purposes of questioning any delegate on an issue relevant to the debate.

Any other delegate may pose questions to the delegate under questioning. Questions shall have no introduction.

It is at the discretion of the delegate under questioning how many questions they are prepared to accept, but no more than five (5) shall be allowed for a single question and answer period.

The delegate under questioning may refuse to answer any of the questions.

The time allotted to answering each question must not exceed one (1) minute.

#### **4.6 Un moderated Caucus**

Delegates may move for an un moderated caucus. The motion shall include the duration of the proposed caucus, with a maximum of 30 minutes. This motion requires seconds.

An un moderated caucus suspends formal debate. It shall be used for informal debates and negotiations, lobbying for their interests, resolving difficult questions about the topic on the agenda, and writing working papers, final documents, and amendments.

For the duration of the un-moderated caucus, delegates shall be allowed to move and speak freely around the room in an orderly manner, but may not leave the committee room without prior permission of the chair.

Delegates may move to extend the un-moderated caucus. Any un-moderated caucus can only be extended once.

#### **4.7 Suspending the Meeting**

Delegates may move to suspend the meeting, specifying the date and time at which the session shall resume. Such a motion requires seconds and is implemented at the discretion of the chair.

#### **4.8 Adjourning the Debate**

Delegates may move to adjourn the debate. This motion requires seconds. If such a motion passes, the chair shall adjourn the debate on the matter at hand and move to the next matter on the agenda.

#### **4.9 Reconsidering a Question**

Where a motion to adjourn the debate has been passed, and where the debate on the previous matter on the agenda has been closed, delegates may move to reconsider a question. This motion requires seconds. If such a motion passes, the debate on the matter adjourned shall resume.

#### **4.10 Introducing a Written Proposal**

Delegates may move to introduce a written proposal in the form of a working paper. This motion does not require seconds. After the motion passes, the working paper shall be displayed to the whole and shall be read out loud in full by one of its sponsors. Once presented, the working paper shall become a draft resolution.

In case of two or more working papers the one with the highest number of signatures is to be presented.

#### **4.11 Case of an international Crisis or Emergency**

In the event of an international crisis or emergency, the secretary-general or their representative may call upon the committee to table the debate on the current topic so that the more urgent matter may be attended to immediately. Under such circumstances, a delegate shall motion to table the topic and temporarily set the agenda to the crisis situation. After a resolution has been passed on the crisis, the committee will return to debate on the tabled topic. Until a resolution has passed, the committee may return to debate on the tabled topic only at the discretion of the secretary-general, their representative or the presidency.

## CHAPTER V

### POINTS

#### **5.1 Point of Personal Privilege**

A delegate may rise to a point of personal privilege if a matter impairs them from participating fully in committee activities. The chair shall try to effectively address the source of impairment. This point may interrupt a speaker.

#### **5.2 Point of Order**

A delegate may rise to a point of order if a rule of procedure is not properly observed by a delegate or by the presidency. The presidency will rule on the validity of the point. The presidency may rule out of order those points that are dilatory or improper. Such a decision cannot be appealed. A point of order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.

#### **5.3 Point of Parliamentary Inquiry**

When the floor is open, a delegate may rise to a point of parliamentary inquiry to request an explanation on the rules of procedure by the presidency. This point may not interrupt a speaker.

#### **5.4 Right to Reply**

A delegate whose personal or national integrity has been impugned by another delegate's comments may rise to a right to reply. The presidency will recognize the right of reply at their discretion as well as decide on how to resolve the motion. This point may not interrupt a speaker but should be addressed the moment they have finished their speech. Should the presidency rule the right to reply out of order, their decision cannot be appealed. No delegate may call for a right to reply on a right to reply. The delegate that has been granted the right to reply, shall have two (2) minutes to reply to an insult.

#### **5.5 Point of Information**

Delegates may, when another delegate yielded the floor to points of information, raise such a point for no more than fifteen seconds, which shall not be subtracted from the remaining time. The point shall be phrased as a question to the delegate.



## CHAPTER VI

### RESOLUTIONS OF THE COMMITTEE

#### 6.1 General

A Delegate is forbidden from bringing any pre-written documents in the form of a working paper or resolution, to the conference and is required to draft all of them at the conference.

#### 6.2 Working Paper

A working paper is an informal document used by committee delegates to work on building a draft resolution. Working papers are intended to aid the committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers are not official documents, and do not require formal introduction.

#### 6.3 Resolutions

##### (A) Format

Draft resolutions must be properly formatted according to the general guidelines for writing resolutions.

##### (B) Sponsor

The main writer(s) of the draft resolution is/are recognised as the sponsor(s). The sponsor(s) must be present for a draft resolution to be introduced to the floor. The sponsor(s) must agree to support a resolution, unless major changes have been introduced through the amendment process. A delegate cannot be sponsor and signatory at the same time. There may only be a maximum of two (2) sponsors per draft resolution.

##### (C) Signatory

Signing a resolution need not indicate support of the resolution, and the signatory has no further rights or obligations and may sign more than one draft resolution.

##### (D) Introduction of a draft resolution

Delegates may move to introduce a draft resolution. The content of the introduction shall be limited to the reading of the draft resolution as a whole whereupon the sponsor(s) of the draft resolution shall be granted the floor for the allotted time limit.

Immediately after a draft resolution has been introduced and distributed, the presidency may entertain non-substantive clarificatory points, typically used to address typographical, spelling, or punctuation errors.

#### 6.4 Amendments

##### (A) General

During debate on a draft resolution, a delegate may move to introduce an amendment, which will add to, strike out from, or modify a part of the draft resolution. The amendment has to be approved by the presidency first.

It is at the discretion of the presidency to define the period of time, during which the floor will be open to amendments.

The amendments shall be written on the note paper or sent by email to the presidency. The note shall also include information about the type of the amendment, the co-sponsor and in the case of the friendly amendment, the approval of the sponsor of the draft resolution.

(B) Non-Substantive Amendments

Amendments correcting grammatical, spelling or formatting mistakes will be automatically adopted without vote from the committee at the discretion of the presidency. Following the initial reading of the draft resolution by its sponsor, delegates are permitted to point out any such problems to the presidency.

(C) Substantive Amendments

All amendments require approval from the presidency to be introduced. Amendments will be put to a vote prior to the vote on the resolution as a whole. Amendments to amendments are out of order.

(C-1) Friendly Amendments

Substantive amendments approved by the sponsor(s) of a draft resolution shall automatically be integrated to the draft resolution without the need to be put to a vote from the committee. Amendments to friendly amendments are out of order.

(C-2) Unfriendly Amendments

Substantive amendments to a draft resolution not approved by the sponsor(s) of the draft resolution are considered unfriendly and require prior approval from the presidency to be introduced. Unfriendly amendments will be put to a vote prior to the vote on the draft resolution as a whole. Amendments to unfriendly amendments are in order.

1. An approved amendment may be introduced when the floor is open. General debate will be suspended and the committee will hear one or two speakers in favour and against the amendment.
2. When the debate is closed on the amendment, the committee shall move to an immediate vote.
3. Votes on amendments are substantive votes (votes that have the potential for action outside the debate).
4. After the vote, debate shall return to the general speakers list.

## **CHAPTER VII**

### **RULES GOVERNING VOTING**

#### **7.1 General**

Delegates vote when voting is announced by the presidency.

#### **7.2 Procedural Votes**

The procedural vote shall be triggered upon the proposal of any motion. All delegates present shall cast their vote by a show of placards. Abstentions shall not be permitted. Unless stated otherwise in the appropriate rule, simple majority shall apply.

#### **7.3 Substantive Votes**

Substantive votes shall be considered those referring to the outcome documents of the committee and unfriendly amendments. During substantive votes, delegates may either vote 'in favor', 'against' or 'abstain'. Delegates that declared themselves as 'Present and voting' during the initial quorum verification (roll call) cannot abstain.

Only members of the secretariat, delegates and the presidency shall be present in the committee room during substantive votes. Note-passing and points or motions with an exception of point of order and point of personal privilege shall be suspended. No delegate shall leave the room.

#### **7.4 Seconds and Objections**

If any of these rules of procedure specify that a motion requires seconds, the presidency shall ask the committee if there are any seconds. If there are none, the motion shall automatically fail. If there is at least one second, the presidency shall ask for objections. If there are none, the motion shall pass automatically. If there is at least one objection, the voting procedure shall apply in accordance with the specific rule governing the specific motion.

# ANNEX I

## SPECIALISED RULES OF PROCEDURE FOR THE SECURITY COUNCIL

### **1 Permanent Members**

The United States of America, the United Kingdom of Great Britain and Northern Ireland, the French Republic, the Russian Federation and the People's Republic of China are the five permanent members of the security council. These members have the right to veto any substantive matter.

### **2 Authority**

The security council is the organ of the United Nations authorised to discuss urgent matters or disputes relevant to international peace and security. No other forum shall make any recommendations to that dispute unless the security council requests so.

### **3 Quorum**

Quorum in the security council is established at nine delegations present including all permanent members of the council.

### **4 Invitation to Ambassadors**

In accordance with Article 31 of the Charter of the United Nations, the ambassador of any member state relevant to the dispute that is not a member of the council is allowed to participate in the deliberations of the council, without right to vote on the matter.

Delegates may move to invite the ambassador of such a member state under.

### **5 Caucus of the Permanent Members**

Any permanent member of the security council may move to constitute a caucus with all permanent members and one of the chairs. This motion requires a second from all permanent members of the council.

This motion is designed to avoid a potential veto on a resolution and enables the permanent members to discuss the matter privately for a maximum of 10 minutes. All other discussions in the council shall be halted for the duration of the caucus.

### **6 Resolutions**

Pursuant to Article 25 of the Charter of the United Nations, the member sStates of the United Nations have agreed to carry out the decisions of the security council, making the operative clauses of its resolutions legally binding upon all members of the United Nations.

### **7 Presidential Statements**

The security council may adopt presidential statements if its members cannot reach consensus on the topic at hand. Presidential statements are not legally binding and do not distinguish between preambulatory and operational clauses.

Presidential statements shall be adopted by consensus.

### **8 Voting in the Security Council**

In accordance with Article 27 of the Charter of the United Nations, all votes, procedural or substantive, require at least nine votes in favour in order for the matter to pass.

In a substantive vote, a vote against from any of the permanent members automatically means that the substantive matter fails.

Any permanent member of the council may move to declare a vote substantive. This is in order for procedural vote, but is subject to approval by the chair.

*Prepared by Anja Pavšič*

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