



RULES OF PROCEDURE

#GhentMUN2020



DISCLAIMER: All references to people in the male gender in these Rules will be understood as made indifferently to both male and female gender.

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I. GENERAL RULES

RULE 1. LANGUAGES

English will be the official and working language of Ghent Model United Nations 2018; hereinafter, GhentMUN.

RULE 2. INTERPRETATION OF THESE RULES OF PROCEDURE

The interpretation of these Rules falls within the competences of the Chairs of each Committee. Should there be a conflict in the interpretation of the rules of procedure, the question shall be raised immediately to the Secretary-General, who has the faculty of deciding upon the correct interpretation.

RULE 3. BEHAVIOUR AND ETIQUETTE

1. All GhentMUN participants should behave in a correct and respectful manner, treating others always in a polite way. Punctuality shall be respected and delegates will not be allowed to eat or drink during the sessions of the Committee, except for food or drinks provided by the staff team of the MUN. The use of laptops, tablets and other electronic devices is permitted for the sole purpose of committee related tasks.

2. Participants shall respect the required etiquette.

RULE 4. THE SECRETARY-GENERAL

The Secretary-General will be the highest authority of GhentMUN, together with the Director-General, and can be replaced by the Deputy Secretary-General in cases of absence or necessity. He will focus on the coordination of the Committees' work and the Press Team. Among his faculties, the following are included:

1. The appointment of all participants, as well as their replacement, or removal if contempt is shown against these Rules or against the dignity of the MUN.

2. The resolution of appeals about the application of these Rules, addressed to him using the procedure described on Rule 31.

3. The possibility of addressing any committee orally or in writing at any time.

4. To give instructions to the participants.

RULE 5. THE DIRECTOR-GENERAL



The Director-General will be the highest authority of the MUN, together with the Secretary-General, and can be replaced by the Deputy Director-General in cases of absence or necessity. He will focus on the material organization of the sessions. Among his faculties, the following are included:

1. The appointment of all participants, as well as their replacement, or removal if contempt is shown against these Rules or against the dignity of the MUN.
2. The possibility of addressing any committee orally or in writing at any time.
3. To give instructions to the participants and conference crew.

RULE 6. THE CHAIRS

1. The Chairs of each Committee will hold a hierarchical position of equality and will take their decisions by consensus. Their independence and authority shall be respected.
2. The Chairs will direct and guide the Committee under the authority of these Rules. They should open and suspend the Session, guide the discussions, ensure the respect of the forms and procedures, give the floor, conduct voting procedures and announce the decisions of the Committee.

The Chairs will also be in charge of closing the Speakers' List, set the speaking time, adjourn or close the debates, advise delegates on their participation and carry out any other task established for them.

3. In the Committee, the Chairs can reprimand orally or call to order any participant who breaks these Rules or interferes with the smooth running of the Session. Those who have been called to order in two or more occasions in the course of the same day can be expelled from the room for the time deemed necessary by the Chairs.
4. If the Chairs find it opportune, they can start a vote to see if access to the Committee is permitted for an unpunctual delegate.

RULE 7. THE SECRETARIES

The secretaries will assist the Committee with organisational aspects.

RULE 8. MEMBER STATES AND OBSERVER MEMBER STATES

Delegates belonging to observer Member States cannot appear as sponsors of draft resolutions or amendments. They will not have the right to vote these kind of documents either. That said, they will have the same rights as delegates representing Member States of the United Nations.

RULE 9. QUORUM



1. The Committee will only be allowed to start or resume the work if one third of the members are present. At the beginning of each Session day, the Chairs will announce that the Committee is open and will take roll call in alphabetical order of the names of the Member States as they are written in their placards.

2. In the roll call Delegates can indicate their presence by stating "Present" or "Present and voting". The second option means they will not be able to abstain in substantive matter.

RULE 10. RAISING MOTIONS

1. Whenever the floor is open, the Chairs can ask the members of the Committee if they wish to raise a motion. Once accepted by the Chairs, the Committee will consider motions in the order established in the following rule.

2. When a motion is considered, the Chairs will ask for seconds and/or objections. If there is at least one member in favour and none against, the motion will be passed without voting. If there are no members in favour, it will be rejected.

3. If there are members of the Committee in favour and others against, the motion will be voted upon.

4. The proceeding of the previous sections will continue until the Committee passes a motion or until all raised motions have been rejected, in which case the Committee shall return to the General Speakers' List (see Rule 16).

5. This rule will be applied when raising, discussing and voting upon all motions if these Rules do not establish other specific prescriptions.

RULE 11. PRIORITY OF MOTIONS AND INTRODUCTIONS

1. The order of motions that can be raised when the floor is open is, in order of priority for consideration, the following:

1. motion to suspend the Session (rule 24);
2. motion to close the Debate (rule 23);
3. motion to adjourn the Session (rule 21);
4. motion to resume the Session (rule 22);
5. introducing draft resolutions (rule 36);
6. introducing amendments (rule 39);
7. motion for unmoderated caucus (rule 26);
8. motion for general consultation (rule 27);
9. motion for moderated caucus (rule 25)
10. motion to call a representative of other State (rule 28).



2. If there are two motions of the same kind, the one raised first will be considered in the first place. In the event of having raised both at the same time, the Chairs will rule in favour of considering first the motion which, at their discretion, contributes to a better ending for the debate.

RULE 12. WITHDRAWAL OF MOTIONS AND INTRODUCTIONS

1. Any motion or introduction could be withdrawn by the delegate that raised it, or by all delegates that have sponsored it, before the Committee votes upon it.
2. The withdrawal will be requested to the Chairs by sending a note with the corresponding signatures or, in urgent cases, by raising a personal privilege point (rule 30).

II. AGENDA

RULE 13. CONCEPT OF AGENDA

The Agenda will gather all topics and issues that have to be dealt with by a Committee during a Session.

Following the Agenda will be binding for the Chairs, who could advise but not impose its alteration.

RULE 14. PROVISIONAL AGENDA

1. A Provisional Agenda will be drafted by the Chairs and sent to all the delegates of the Committee well before the beginning of the Session.
2. The Provisional Agenda will be the starting point from which a definitive version will be drafted and adopted. The topics and issues included in the Agenda could be removed or its order changed according to the following rule. The introduction of new items will only be admitted, at any moment of the Session, if the unforeseeable nature of a topic to be dealt with by the Committee has provoked important changes since the Provisional Agenda was sent.

RULE 15. ADOPTION OF THE AGENDA

1. After taking roll call at the beginning of the Session, the first item to be dealt with by the Committee will be the adoption of the Agenda. To do so, a Speakers' List will be opened to which delegates that wish to raise proposals will be called. If there are no proposals or none of them is accepted, the Provisional Agenda will be adopted
2. Once the debate on the previous section has finished, the voting on the raised proposals will be carried out. The winning Agenda will be adopted as the definitive Agenda of the Committee.
3. If it is not possible to adopt an Agenda in a reasonable period of time and according to the proceeding mentioned previously, the Chairs would have the power to implement their initial proposal and continue with the activities of the Committee.

III. SPEECHES



RULE 16. GENERAL SPEAKERS' LIST

1. The General Speakers' List is the default format of debate and committee will proceed with speeches until a delegate makes a motion to change up the debate format. It will deal with the topic selected for the Committee in a general manner. The General Speakers' List cannot be exhausted, as this will automatically close the debate and move the Committee onto the voting procedure.
2. Immediately after the adoption of the Agenda, the Chairs will establish a General Speakers' List, which will remain open during the whole Session. The function of this list will be to establish the order of the interventions in the formal debate. The Chairs will always keep a written and updated copy of this list.
3. When establishing the General Speakers' List, the Chairs will invite delegates that want to take part in it to raise their placards, writing them down in the order in which they do so. If delegates wish to be added to the General Speakers' List, they will place their placard vertically in a visible manner for the chairs.
4. No delegate or delegation can appear more than once in the General Speakers' List. If they wish to be written down again, they should place their placard vertically in front of them for Chairs to add them to the General Speakers' List.

RULE 17. TAKING THE FLOOR

1. Throughout the Session, no delegate will take the floor without prior permission from the Chairs. The Chairs will set the time to be allocated to each speaker, always guaranteeing the equality of all speakers.
2. Delegates can be orally admonished or called to order if in their intervention they exceed the allocated time, do not stick to the topic of the debate or make offensive statements.

RULE 18. YIELDS

If a speaker finishes his intervention during the General Speaker's List having used only part of the allocated speaking time, the rest of it could be yielded.

1. To another delegate explicitly appointed who cannot yield it again. This other delegate can accept or refuse the yield.
2. To questions from delegates who wish to ask about his position on the debate. Such questions should be short and its sole aim should be to obtain information. Time will only be deducted from the speakers' remaining time when answering questions.
3. To the Chairs, who will give the floor to the next speaker.

RULE 19. RIGHT OF REPLY



1. Any delegate whose personal or national dignity has been attacked by another delegate could raise a right of reply immediately after the insulting speech. To do so, the delegate must raise the placard and ask the Chairs, who will make a decision before giving the floor to a new speaker. If the right of reply is granted, the delegate who asked for it will have a minute to speak.

2. It will not be allowed to raise or grant a right of rejoinder.

IV. MOTIONS

RULE 20. MOTION TO OPEN THE DEBATE

1. The opening of the Debate will determine the beginning of the work of the Committee in the first edition of GhentMUN.

2. This motion can only be accepted by the Chairs when it coincides with the moment marked by the schedule of the MUN.

RULE 21. MOTION TO ADJOURN THE SESSION

1. The adjournment of the Session will temporarily suspend the work of the Committee due to a scheduled break or until the following day. The delegate that raises this motion should point out when the activity will be resumed.

2. This motion cannot be accepted by the Chairs when it deviates significantly from what has been established by the schedule of the Model.

RULE 22. MOTION TO RESUME THE SESSION

1. The resuming of the debate will continue with the session which had previously been adjourned (see rule 21).

2. This motion can be reasonably rejected by the Chairs if considered seriously harmful for the task of the Committee.

RULE 23. MOTION TO CLOSE THE DEBATE

1. The closing of the debate will put an end to the discussion over the topic on the Agenda, proceeding then to voting upon the draft resolutions that had been previously accepted by the Chairs.

2. This motion can be reasonably rejected by the Chairs if considered seriously harmful for the task of the Committee.

3. The closing of the debate has to be passed by a two-third majority. Chairs will ask for a maximum of two speakers in favor and two against the closure of the debate, who will each have thirty seconds to make their statement. After this the motion will be voted upon.



RULE 24. MOTION TO SUSPEND THE SESSION

1. The suspension of the Session will determine the ending of the work of the Committee in the first edition of GhentMUN until next year's edition.
2. This motion can only be accepted by the Chairs when it coincides with the moment marked by the schedule of the MUN.

RULE 25. MOTION FOR A MODERATED CAUCUS

1. A moderated caucus will temporarily suspend the proceeding based on the General Speakers' List.

The delegates will be able to ask for the floor by raising their placards when the Chairs say so. The interventions will be granted on the basis of equality and smooth running of the Committee. The delegate or delegation that raises this motion should specify the speaking time for each intervention, the duration of the debate and the topic.

2. This motion can be reasonably rejected by the Chairs if considered seriously harmful for the task of the Committee.

RULE 26. MOTION FOR AN UNMODERATED CAUCUS

1. An unmoderated caucus will temporarily suspend the proceeding based on the General Speakers' List.

The delegates will be able to discuss freely inside and outside the room. The delegate or delegation that raises this motion should specify the duration and topic of the unmoderated caucus.

2. This motion can be reasonably rejected by the Chairs if considered seriously harmful for the task of the Committee.

RULE 27. MOTION FOR A GENERAL CONSULTATION

1. A general consultation will temporarily suspend the proceeding based on the General Speakers' List. The delegates will be able to discuss freely inside the room, while remaining seated. The delegate that raises this motion should specify the duration of the debate and the topic.

2. This motion can be reasonably rejected by the Chairs if considered seriously harmful for the task of the Committee.

RULE 28. MOTION TO CALL A REPRESENTATIVE OF ANOTHER STATE

1. The call of another State will allow the visit of a representative of any Member State of the United Nations that has no presence in the Committee. This visit shall be limited to the explanation of its position and to answer the questions posed by the delegates. The delegate that raises this motion should specify a particular topic, the duration of the explanation and that of the question time, if any and the State to be called.

2. This motion can be reasonably rejected by the Chairs if considered seriously harmful for the task of the Committee.



V. POINTS

RULE 29. RAISING POINTS

1. Points can be raised by any delegate, at any moment of the Session and always when they do not interrupt another speaker, with the exceptions set forth in the next rule. They will have priority over any motion.
2. Delegates who wish to raise a point should raise their placards and ask for it orally to the Chairs, who will grant or deny it before making any other decision.

RULE 30. POINT OF PERSONAL PRIVILEGE

1. If, due to any circumstance, a delegate's correct participation in the Session is hindered, he can raise a point of personal privilege. The delegate will explain the reasons for his complaint when asked to do so by the Chairs, who will solve it immediately.
2. The Chairs will only accept points of personal privilege related to the temperature of the room, the inability to see what is being shown on a screen or other similar situations.
3. A point of personal privilege can only interrupt an intervention if the complaint is the inability to hear the speaker.
4. During the Session, a delegate can raise a point of personal privilege if another delegate is openly and repeatedly acting against the diplomatic stance of the said delegation. The point in this section can only be raised sending a note to the Chairs, who will solve the problem with utmost discretion.

RULE 31. POINT OF ORDER

1. A delegate can raise a point of order to highlight a mistake in the parliamentary proceedings, whether it has been made by another delegate or by the Chairs. The delegate will explain the reasons for his complaint when asked to do so by the Chairs, who will solve it immediately. The delegate who raises this point cannot interrupt the speaker.
2. If the mistake has been allegedly made by the Chairs, their decision can be appealed against by the same delegate who has raised the point of order by raising his placard. The Chairs will grant him 30 seconds to explain the reason of his appeal and how he proposes the Chairs should proceed in the circumstance which is being appealed. The Chairs will then have as much time as they deem necessary to explain their stance on the issue. Finally, the proposal made by the appealing delegate will be put to a vote in the Committee, and will need a qualified majority of two thirds to pass.

RULE 32. POINT OF PARLIAMENTARY ENQUIRY



A delegate can raise a point of parliamentary enquiry to solve issues related to the Rules of Procedure. He will explain the reasons for his doubt when asked to do so by the Chairs, who will clarify the matter immediately. The delegate who raises this point cannot interrupt the speaker.

VI. RESOLUTIONS

RULE 33. CONCEPT OF RESOLUTION

1. The resolution is the most important document of all which appears during the Session, as it is the means through which adopted agreements on the Committees are materialized. The body that passes the resolution is the Committee, always within the framework established by the topics and issues of the Agenda. Drafting and debating these texts will start with an initiative of the delegates, in accordance with these Rules of Procedure.

In spite of what has been said in the previous paragraph, passing a resolution is not the only aim of the work of a Committee. It should be the result of a series of consensus which might have not been reached due to the diversity of the diplomatic stances.

2. Formally, resolutions will follow the conventional model of the United Nations, always respecting the division between preambulatory and operative clauses. Resolutions will necessarily have to follow the official template, which shall be distributed by the Chairs.

RULE 34. WORKING PAPERS

1. Working papers are non-official documents that will be used to help the Committee in the debate and drawing up of resolutions. They are only subjected to keeping clarity and correction in writing.

2. Delegates will submit their working papers to the Chairs electronically at any moment, together with a note notifying them of the submission.

3. Chairs will examine working papers once submitted by delegates in the same order as they receive them. If the content and format are adequate, the Chairs will give the delegate who sent the working paper the green light to introduce it as a draft resolution (see next rule).

RULE 35. DRAFT RESOLUTIONS

1. Draft resolutions are official documents that gather all material and formal characteristics of a resolution and are ready to be proposed, discussed and voted upon from the moment the Chairs accept them. They can be forwarded to the Chairs electronically at any moment during the Session.

2. To be accepted by the Chairs, a draft resolution will have to be signed by:

1. At least two sponsors, who are those States that have cooperated in the drafting of the text and support it as a whole.

2. At least three signatories, who are those delegates that, regardless of their support to the text, are favourable to its introduction to the Committee for discussion.



3. Before accepting a draft resolution, the Chairs will assess the content to check whether it conforms to the topics and issues on the Agenda and if it respects the competencies that the United Nations rules assign to each Committee. The presentation of texts which include clauses that are seriously against the values of the Universal Declaration of Human Rights or that, in any other way, threaten the integrity of GhentMUN will not be valid.

RULE 36. INTRODUCTION OF DRAFT RESOLUTIONS

1. After having been accepted by the Chairs, the draft resolution will be introduced to the Committee. To do so, one of the delegates that has sponsored it will raise his placard and, after having been given the floor by the Chairs, will briefly mention the title, topic, sponsors and signatories of the text. It shall be automatically accepted by the Presidency if such draft resolution has previously been given the green light by the Chairs.

2. The intervention set forth in the previous section will also help to specify which delegate or delegates, up to three, are in charge of reading the clauses of the draft resolution and answer the questions put by the rest of the delegates on the content of the text. Both the reading and question time will be done from the stand or another relevant place in the room and for the time deemed appropriate by the Chairs.

3. Several draft resolutions can be accepted. The introduction of those will be made in the order in which they have been forwarded to the Chairs, who will also decide whether the different texts are compatible or not. Should they not be compatible, a favorable vote of one of them at the beginning of the voting procedure will automatically discard the second and consecutive incompatible draft resolutions.

VII. AMENDMENTS

RULE 37. CONCEPT OF AMENDMENT

Amendments add, delete or modify operative clauses of a draft resolution, and are added to it if passed by the Committee. The correction of formal, syntactic or grammatical imperfections will be carried out by the Chairs, or by the sponsors themselves following the Chairs' instructions.

RULE 38. DRAFT AMENDMENTS

1. Draft amendments are official documents that, gathering all material and formal characteristics of the operative clauses of a resolution, are ready to be proposed, discussed and voted upon from the moment they are passed by the Chairs. They can be forwarded to the Chairs electronically when the draft resolution to which they refer has been presented to the Committee but not voted upon.

2. To be accepted by the Chairs, a draft amendment has to be signed by the same number of sponsors and signatories that are required for draft resolutions (section 2 of rule 35).

RULE 39. INTRODUCTION OF AMENDMENTS



1. Draft amendments can only be introduced up to the moment when the debate is closed (rule 23), and before entering the voting procedure. Once accepted by the Chairs, the draft amendment will be introduced to the Committee. To do so, one of the delegates that has sponsored it will raise his placard and, after having been given the floor by the Chairs, will briefly read who the sponsors and signatories of the text are.

2. The proceeding of the previous section will also be used to read the clauses of the draft resolution which are affected by the amendments and, where relevant, the text which is proposed. After that, the delegate will answer the questions put by the rest of the delegates about the content of the amendment. Both the reading and the question time will be done for the time deemed appropriate by the Chairs.

3. Several draft amendments can be accepted at the same time. The introduction of those will be made in the order in which they have been forwarded to the Chairs, who will also decide whether the different texts are compatible or not.

RULE 40. FRIENDLY AND UNFRIENDLY AMENDMENTS

Amendments proposed by all the sponsors of the draft resolution to which they refer will be considered friendly and therefore automatically included into the text, once accepted by the Chairs, who will announce them without opening a debate or voting procedure. Amendments that fail to be approved and incorporated into the draft resolution by all sponsors will be deemed unfriendly and put to vote by the committee, which will need a simple majority.

VIII. VOTING PROCEDURES

RULE 41. CONCEPT OF MAJORITY

All decisions will be taken by simple majority, more votes in favor than against, except when the opposite is established in these Rules of Procedure.

RULE 42. VOTING DRAFT RESOLUTIONS

1. Draft resolutions will be voted upon after the amendments regarding that text have been presented. It is possible to vote in favour, against or abstention, except for delegates who stated at the beginning of the session "present and voting", in which case they cannot abstain.

2. Voting will be carried out by raising of placards, except of what is set forth in rule 43.

3. Any delegate or delegation can ask for the possibility of explaining the reason of the vote in the moment of casting it, using the expressions "yes, with rights", or "no, with rights". The explanation will take place immediately after the voting, if the Chairs wish to authorize it.

4. If there are two or more draft resolutions that are still to be voted upon, the voting will be carried out in the order in which they have been introduced to the Committee. In the case of texts that have been declared incompatible, passing one of them will have the others not voted upon.

5. In the Security Council, draft resolutions will only be passed if they have received the following number of votes in favour:



1st. Nine, if the delegates of all Member States are present.

2nd. Eight, if only the delegates of thirteen or fourteen Member States are present.

3rd. Seven, if only the delegates of eleven or twelve Member States are present.

4th. Six, if only the delegates of ten Member States are present.

In any case, the five permanent Member States of the Security Council have right of veto regarding draft resolutions.

RULE 43. VOTING UPON PROCEDURAL MATTERS

1. The rest of the questions will be voted when it is established in these Rules. Votes can only be cast in favour or against.

2. Voting will be carried out by raising the placards when asked to do so by the Chairs.

RULE 44. ROLL CALL VOTE

1. Immediately before starting the voting procedure, any delegate can raise his placard and ask for a roll call vote. If it is to vote upon a draft resolution, the request will be automatically accepted.

2. The order of the previous section will be the names of the Member States in alphabetical order as they are written on the placards.

3. In a roll call vote, delegates can decide not to vote in the first round by saying “pass”. However, in the second round, they will have to vote when it is their turn and they cannot abstain.

RULE 45. VOTING ORDER OF DRAFT RESOLUTIONS AND AMENDMENTS

Any delegate or delegation can raise a motion to change the order in the moment immediately prior to starting the voting which is to be affected. To do so, he will have to raise the placard and ask for it orally to the Chairs, who will give him the floor to explain how to organise the voting of the draft resolutions or amendments.

IX. PRESS TEAM

RULE 46. SCOPE OF THE PRESS TEAM

1. The members of the Press Team can attend all meetings of the Committees throughout the Session and take part in the unmoderated caucuses and general consultations. However, the Chairs can ask the journalists to leave the room at any moment if that would be essential to ensure the smooth running of the debates.

2. Outside the Committees, the performance of the members of the Press Team is free and only subjected to their Chair and to these Rules.