

MODEL UNITED NATIONS OF LÜBECK



RULES OF PROCEDURE

Preface

These Rules of Procedure henceforth manifest the official rules and guidelines governing the conduct of the Model United Nations of Lübeck (MUNOL) conference. They are based on the basic principles set forth in the Charter of the United Nations and adjusted to the settings of an international student conference. Thus, never losing that aim, these Rules of Procedure are especially formed for and based on the experience of the past MUNOL conferences. Therefore specialised in regards to official proceedings, the MUNOL Rules of Procedure must show a unique character.

These rules, being an eighth and added version of those in existence before, amend the former version by adding a gender-neutral character and additional structures for debate.

Lübeck

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Rules of Procedure of the Model United Nations of Lübeck (MUNOL)
Eighth version, added and newly established by the MUNOL Association

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I. General Rules

Art. 1 Application

These Rules of Procedure apply to all forums simulated at MUNOL.

Art. 2 Definition of Terms

- (1) Main Chair/Deputy Chair (in the committees of the General Assembly), President/Vice President (in all other forums): The students, who direct the discussion and oversee the MUNOL forums. When referred to as Chair/Deputy Chair, also Presidents/Vice Presidents are included.
- (2) Simple majority: When voting on a certain item under consideration, a simple majority is reached when more delegates vote in favour than against.
- (3) Two-thirds majority: When voting on a certain item under consideration, a two-thirds majority is reached when more than two-thirds of delegates vote in favour.
- (4) Relative majority: When voting on several items under consideration, the item that gets the most votes in favour in total reaches a relative majority.

(5) Plenary: An assembly of specific Forums, e.g. the committees of the General Assembly.

(6) Forum: A generic term used to describe one of the committees, commissions, councils or special conferences simulated at MUNOL.

Art. 3 Forums

(1) The main committees of the General Assembly (GA), which may be simulated at MUNOL, are the following:

- First Committee (Disarmament and International Security)
- Second Committee (Economic and Financial)
- Third Committee (Social, Humanitarian and Cultural)
- Fourth Committee (Special Political and Decolonisation)
- Fifth Committee (Administrative and Budgetary)
- Sixth Committee (Legal)

(2) Other forums simulated may be forums such as but not limited to:

- The Security Council (SC)
- The Historical Security Council (HSC)
- The Human Rights Council (HRC)
- The Economic and Social Council (ECOSOC) or one of its sub-commissions

(3) If the Historical Security Council is simulated, all rules regarding the Security Council are applied to the Historical Security Council as well unless specified otherwise in Ch. VIII.

Art. 4 Provisional Agenda

The provisional agenda for a session shall be published in written form by the Secretaries-General at least ninety days before the official opening of the session.

Art. 5 Chair

(1) If the presiding Chair finds it necessary to be absent during a meeting or any part thereof, the assisting Chair automatically takes their place as presiding Chair.

(2) A Deputy Chair acting as presiding Chair shall have the same powers and duties as the Main Chair.

Art. 6 Credentials

- (1) All MUNOL participants shall be identified by the official MUNOL badge available during registration. The loss of the badge consequently leads to the loss of all powers of a delegate. This instance must therefore be brought to the attention of the Secretariat immediately, where a new badge can be bought for a fee of five Euros.
- (2) Placards are provided by the Secretariat and are needed for any voting procedure. Non-governmental organisations (NGOs) and inter-governmental organisations (IGOs) as well as non-member states are provided with coloured placards which indicate their observer status without substantive voting rights (Art. 47). In the Security Council, the permanent members are provided with coloured placards in order to indicate their use of their veto power in substantive votes.
- (3) Motion/Point-Cards are distributed to all delegates. Art. 41, Art. 42 and Art. 43 specify their purpose.

Art. 7 Dress Code

- (1) All participants, as well as MUN- Directors, are to be suitably dressed, wearing either long trousers in combination with a jacket, shirt and tie or a trouser-suit, a dress or a coat/blazer in combination with a skirt. Skirts and dresses should not end higher than one palm over the knees. Dresses and shirts must have an appropriate neckline. Shoes must be formal and heels must be of an appropriate height.
- (2) Neither jeans nor sneakers are allowed for any participant. Formal shoes should be worn at all times.
- (3) All participants of MUNOL are to wear their badge provided by the Secretariat visible at all times.
- (4) Non-compliance with the dress code may lead to a reprehension and is to be corrected for the further proceedings of the conference.
- (5) Dress code checks may be done by the Secretaries-General, the Conference Management or the Chair of the forum the delegate attends.

Art. 8 Behaviour

- (1) Delegates and all other participants shall under any given circumstances maintain decorum.
- (2) The usage of electronic devices during debate is only granted in order to research, write speeches or access the Resolution Editor.
- (3) Disregarding paragraph (1) or (2) of this article may lead to a reprehension by the Chair as well as to contacting the Secretaries-General.

Art. 9 Language

- (1) The official language of the conference is English. Accordingly, participants are encouraged to maintain the official language during social events too.

Art. 10 Plagiarism

- (1) Proved plagiarism leads to the exclusion of the relevant document from the discussion.
- (2) The Chair will in this case make use of their power to declare a reprehension and has to inform the Secretaries-General.

Art. 11 General Rules of Conduct

- (1) The Chairs and all members of a forum are to be addressed in third person singular or third person plural only.
- (2) Each delegate refers to themselves in third person singular or first person plural only, when speaking on behalf of their delegation. The same applies to all Chairs while presiding their respective forum.
- (3) The delegates always rise in order to speak and remain standing while speaking and receiving answers.
- (4) There is no dialogue on the floor except as permitted by Art. 50 (4).

Art. 12 Ad-Hoc Meetings

These meetings have the general purpose to inform the forum about general procedures, important announcements and/or changes in the Programme of Events.

Art. 13 Notepapers

- (1) The passing of notepapers is a possibility for the delegates to communicate within their forum solely on agenda-related issues. They have to be written in English and their content has to comply with Art. 8 and Art. 9 of these Rules of Procedure.
- (2) By raising a hand, a delegate signals to be in need of a notepaper or an amendment sheet and is provided with the necessary form by the Administrative Staff. The notepaper will be screened by the Administrative Staff for its compliance with paragraph (1) of this article. If not in order, it is handed over to the Chair for further consideration.
- (3) Any delegate may contact their ambassador using a notepaper and so may the ambassador in reverse, however, there will be no other notepaper passing between forums. Notepapers sent to ambassadors will be screened by the Chairs.
- (4) The Chair may at any point of time suspend notepaper passing.
- (5) Notepaper passing is out of order during voting procedures and the moderated presentation of the working paper procedure (Art. 26 (5)).

II. Secretaries-General and Conference Management

II.1 The Secretaries-General

Art. 14 Position

- (1) The Secretaries-General are the final and sole institution concerning any decisions upon the interpretation of these rules.
- (2) The Deputy Secretary-General possesses the same powers and duties as the Secretary-General. Any references to the “Secretaries-General” apply to both the Secretary General and the Deputy Secretary-General.
- (3) In their performance of duties, the Secretaries-General shall not seek or receive instructions from any person or authority external to the organisation.

- (4) The Secretaries-General are elected each year by members of the Officials De-Briefing to whom a voting right is appointed according to a statute sanctioned by the MUNOL Association.
- (5) The Secretaries-General are to be addressed either with 'Your Excellency/Your Excellencies' or 'Most/ Highly distinguished [...] Secretaries-General'.

Art. 15 Powers

- (1) The Secretaries-General may bring to the attention of the Security Council any matter which in their opinion may threaten the maintenance of international peace and security.
- (2) The Secretaries-General may make either oral or written statements to any forum at MUNOL concerning any question under consideration by it. Delegates can request such a statement by contacting their Chairs, who will determine whether it is useful for the debate to ask the Secretaries General for a statement.

II.2 Conference Management

Art. 16 Conference Manager

- (1) The Conference Management is the final and sole institution concerning any decision upon the organisation of the MUNOL session.
- (2) The Conference Management's office is the MUNOL-Headquarter. The official MUNOL Staff follows his instructions.
- (3) The Conference Management is appointed according to a statute sanctioned by the MUNOL Association.

Art. 17 Secretariat

- (1) The Secretariat shall receive, print and distribute documents, working papers and draft resolutions of all MUNOL forums.
- (2) The Secretariat shall have the custody, proper preservation and distribution of all documents and credentials.
- (3) The Secretariat shall generally perform all other work required by the forums.

Art. 18 Staff Members

The different official MUNOL staff and their activities are announced by the Conference Management.

III. Course of Procedural Events

III.1 Opening Ceremonies

Art. 19 Official Opening

The President of the General Assembly (PGA) declares the session as opened.

Art. 20 Minute of Silent Prayer and Meditation

- (1) Prior to the opening speeches, a delegation may request a minute of silent prayer or meditation. This may be done in a written form.
- (2) The President of the General Assembly, after consulting the Secretaries-General, decides on the matter.

Art. 21 Opening Speeches

- (1) Opening Speeches are held after the official opening of the conference. They allow every ambassador to set forth their delegation's position concerning the items on the agenda. Opening speeches are limited to one minute.
- (2) After every seven opening speeches, Rights of Reply can be entertained by the President. They must clearly refer to one or more points addressed in the past seven speeches. The President of the General Assembly shall upon consideration of appropriateness decide on whether to allow such a Motion.

III.2 Rules Governing the Path to a Draft Resolution

Art. 22 Position Paper

A position paper presents the opinion of a delegation to the topics on the agenda of the respective forum. It has to be written prior to the session and is to be sent to the Chairs of

the forum. Position papers may be uploaded to the MUNOL website to enable other delegates to look up the opinion of certain delegations and prepare working papers.

Art. 23 Working Paper

A working paper is a written form of a country's opinion about one item under discussion, which may be presented in the format of a draft resolution. One working paper for each topic in their forum may be prepared by each delegate prior to the opening of the official conference. Working papers are intended to aid the forum in its discussion and formulation of draft resolutions.

Art. 24 Opening Statements

In their forum, each delegation may be requested by the Chair to present their country's opinion on each of the topics in a brief speech not exceeding one minute. This is done in order to find collaborators for lobbying by enhancing the knowledge of the other country's opinion.

Art. 25 Informal Caucus

In informal caucus, also referred to as lobbying, delegates may merge their working papers in order to ameliorate their positions. Informal caucus is excluded from formal debating rules and offers delegates the possibility to negotiate at their own discretion while maintaining English as the working language (Art. 9).

Art. 26 Moderated Presentation of the Working Paper

- (1) The moderated presentation of the working paper is an informal debate that is obligatory for delegates to attend.
- (2) The sponsors (Art. 36) present the opinions and ideas put down in their working papers regarding an agenda item. Following, they may be open to Points of Information (Art. 41 (2) ii.).
- (3) The purpose of moderated presentation of the working paper is to facilitate substantive debate, for the delegates to lobby for their improved working papers at critical junctures in the discussion, for the different delegations to enlarge their spectrum of input and to enhance the forum's detailed knowledge about the items under discussion.
- (4) Motions are not in order during moderated presentation of the working paper.
- (5) Notepaper-passing is suspended for the duration of moderated presentation of the working paper.

Art. 27 Approval Panel

- (1) The Approval Panel is a panel attended by MUN-Directors. Its purpose includes, but is not limited to, the correction of all grammatical and spelling mistakes in the working papers.
- (2) The Approval Panel may never, under any circumstance, change the substance of a working paper.
- (3) Each working paper has to go through the Approval Panel, after being briefly checked by the Chair. It has to be marked as approved by the Approval Panel before entering the Formal Clearing Office.

Art. 28 Formal Clearing

When approved by the Approval Panel, the working paper is considered by the Formal Clearing Office for a formal correction according to the official sample resolution (cf. appendix) and it may then proceed to the Chair.

Art. 29 Draft Resolution

- (1) A working paper is considered a draft resolution after having been approved and formally cleared according to the sample resolution (cf. annex). It can then be forwarded to the respective forum.
- (2) A draft resolution has to contain a header including the forum's name, the question and the main submitter, a preambulatory section and an operative section. Only those phrases listed in the annex of these Rules of Procedure may be used.
- (3) No forum may put forward a clause in a resolution whose intention it is to remain actively seized on the matter.

III. 3 Rules Governing the Path of a Draft Resolution

Art. 30 Discussion

- (1) Each draft resolution is discussed in formal debate (Ch. IV.2) in the respective committee of the General Assembly, the SC or in any other forum simulated at MUNOL.
- (2) Numerous draft resolutions may be passed in each main committee. The committees of the General Assembly as specified in Art. 3 (1) forward only one of those draft

resolutions to the General Assembly for ultimate consideration. Draft resolutions are forwarded to the General Assembly by the votes of a relative majority in the forum. This vote follows the procedures of Art. 48. All resolutions forwarded to the General Assembly have to be approved by the Secretaries-General.

- (3) Each draft resolution that is passed in any forum not being part of a plenary, is, by that, ultimately accepted.

III.4 Closing Ceremonies

Art. 31 Official Closing

The President of the General Assembly officially declares the conference as closed.

IV. Rules Governing Formal Debate

IV.1 General

Art. 32 General Powers and Duties of the Chair

The Chair shall:

- Direct the discussions in moderated caucus and formal debate
- Ensure the observance of these rules
- Have complete control of the proceedings
- Accord the right to speak
- Decide about the amount of time allotted to speakers
- Declare the opening and closing of each session of the forum

Art. 33 Special Powers of the Chair

- (1) The Chair, except for the case mentioned in Art. 42 (8) ii., decides upon any doubtful or conflicting interpretation concerning these Rules of Procedure.
- (2) The Chair must, in any case, be able to explain in what manner their decision is in complete accordance with the Rules of Procedure of MUNOL.
- (3) For the clarification of a doubtful or conflicting interpretation, the Chair may call upon the Secretaries-General for advice.
- (4) The Chair may declare reprehensions consequent to a delegate's non-compliance with Art. 8. Three reprehensions lead to the delegate's exclusion from the debate for an amount of time to be decided by the Chair. In case of a serious violation of these rules,

the exclusion may come into effect immediately. While excluded from the debate, a delegate may not participate in the voting procedures. Before such an exclusion, the Secretaries-General are to be contacted.

Art. 34 Roll Call

The Chair conducts a roll call at the beginning of every session in order to determine the presence of the quorum (Art. 35).

Art. 35 Quorum

The Chair may declare a forum open and permit debate to proceed when more than one half of the members of the forum are present. There only may be one delegate per delegation per forum, multiple ones in plenary sessions.

Art. 36 Sponsors

- (1) The delegation introducing a working paper or draft resolution is referred to as 'sponsor'. There may only be one delegation being the sponsor.
- (2) Signatories are referred to as 'co-sponsors'.
- (3) Co-sponsoring expresses a delegate's general will to debate a working paper. However, this does not oblige any co-sponsor to vote in favour of the respective resolution.
- (4) A working paper will only be accepted by the Chair and thus become a draft resolution, if it is co-sponsored by a minimum of 20% of the members of the forum.
- (5) The sponsor is always the primary speaker in favour of the introduced draft resolution.
- (6) After having forwarded a draft resolution to the General Assembly, the committee itself is the sponsor. The Chair of the committee, being the representative of the committee, reads out the operative clauses to the General Assembly.

Art. 37 Competence

- (1) Each committee member may question the forum's competence to debate the issue under discussion. The doubt must be communicated to the Chair in written form, indicating plausible reasons.

- (2) The Chair must inform the forum about the incident and explain the decision upon it. In serious cases, the Secretaries-General shall decide on the matter.

Art. 38 Public Meetings

All forums have to be open to the public during formal debate.

IV.2 Formal Debate

Art. 39 Structure of Debate

- (1) Every formal debate is commenced in closed debate, consisting of a time in favour and a time against the item under discussion, to be set by the Chair. Once the forum moves into open debate, representatives may speak for or against the resolution or may express any other opinion about the issue at hand.
- (2) The debating time is to be set after the sponsor has read out the operative clauses of the draft resolution. When discussing an amendment (Art. 44), the debating time is to be set after having read out the proposed change to the resolution.
- (3) There has to be as much debating time in favour as against in closed debate of the item under discussion unless a motion to move into time against has been accepted.

Art. 40 Speeches

- (1) In formal debate, raising the placard after the Chair has asked to do so symbolizes a request for the floor. After having obtained the permission to take the floor, the speaker is to address the Chairs before addressing the house.
- (2) The speech is delivered solemnly in order to support the own or in order to oppose a divergent opinion.
- (3) The delegate speaking is not allowed to use any multimedia devices to support their speech by using pictures, graphics, or similar forms of support.
- (4) Following the speech, a delegate may be open for Points of Information (Art. 41 (2) ii.). The delegate may limit the number of Points of Information they want to entertain; however, they may not exclude certain delegates from presenting a Point of Information.

(5) At any moment in formal debate, a speaker may yield the floor to another delegation, under reserve of the Chair's final assessment. Consecutive yielding is not in order.

(6) If not to another delegation, the floor is to be yielded back to the Chair.

Art. 41 Points

(1) Points, other than the exceptions made in paragraph (2) i. and iii. of this article, have to be made by raising the Motion/Point Card. The delegate has to wait until recognized by the Chair. The delegate must then rise and state the Point.

(2) The following Points are the only ones to be used during official MUNOL procedures:

- Point of Personal Privilege
- Point of Information to the Speaker
- Point of Order
- Point of Parliamentary Inquiry
- Point of Information to the Chair

i. The Point of Personal Privilege may refer to any personal discomfort, which impairs a delegate's ability to participate in the proceedings. A delegate may rise for this Point to request that their discomfort be corrected. The delegates should use this power with the utmost discretion because a Point of Personal Privilege referring to audibility may interrupt a speaker.

ii. The Point of Information to the Speaker allows the delegates to address the speaker in form of a question about the previously held statement. It is up to the speaker to decide on the number of Points they wish to address. If the speaker opens up to any Points of information, the Chair may still limit the number of possible questions.

iii. The Point of Order is used to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chair in accordance with these Rules of Procedure. The Student Officer may rule out those Points that are improper. A delegate rising for a Point of Order may not speak about the substance of the matter under discussion. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.

- iv. The Point of Parliamentary Inquiry allows questioning the Chair about any item regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.
- v. The Point of Information to the Chair allows the delegates to state questions concerning any issue which none of the Points mentioned in paragraph (2) ii.-iv. refers to. This point may never interrupt a speaker.

Art. 42 Motions

- (1) Motions can be made by raising the Motion/Point-Card. The delegate is to wait until recognized by the Student Officer. The delegate must then rise and state the Motion. Every Motion interrupts the formal debating process and has instantly to be decided upon.
- (2) The Motions mentioned in paragraph (4)-(11) of this article are the only ones to be proposed during official MUNOL procedures, except for the Security Council, for which differing regulations are set forth in Article 55.
- (3) The Motions mentioned in paragraph (6) and paragraph (9) of this article can be objected. If an objection is filed, the Motion will not be considered by the Chairs unless they decide to overrule the caveat.
- (4) The Motion that needs to be seconded at least twice and is decided upon by the Chair is the following:
 - Motion to Extend Points of Information

The Motion to Extend Points of Information can be used, if there are still Points of Information, which have not been entertained yet. If entertained, the Chair is to ask if the speaker is still open to Points of Information. The motion can only be filed when the speaker has finished their speech, but still has the floor and not by the delegate who has given the speech.

- (5) Motions that are decided upon by the Chair and cannot be seconded or objected are the following:
 - Motion to Follow Up
 - Motion for a Right of Reply
 - Motion to Explain the Vote
 - Motion to Amend the Resolution

- i. The Motion to Follow Up is a possibility to consecutively use statements clarified in Art. 41 (2) ii.-v. It is decided upon by the Chair according to the criteria time and content in order to facilitate the debate.
 - ii. The Motion for a Right of Reply is a delegate's option to state a complaint about a possibly offending or insulting diction or behaviour of a previously heard speaker. The Chair is to decide whether that was the case and how to further proceed.
 - iii. The Motion to Explain the Vote may be put forward by any delegate of the forum and can only be put forward after voting procedures. With this motion, delegates can request an explanation from any other delegate in the forum why they voted the way they did in the last voting procedure.
 - iv. The Motion to Amend the Resolution is explained in Art. 44.
- (6) Motions that need to be seconded at least twice to be considered, are decided upon by the Chair and that can be objected are the following:
- Motion to Suspend the Meeting
 - Motion to Close the Debate
 - Motion to Move into Time Against
- i. The Motion to Suspend the Meeting can interrupt the formal debate for a limited amount of time due to an exceptional reason.
 - ii. The Motion to Close the Debate ends the current discussion and leads directly into voting procedures. It may only be filed in time against of the resolution or when in open debate.
 - iii. The Motion to Move into Time against immediately ends the time in favour of the item under discussion.
- (7) Motions that need to be seconded at least twice to be considered and are decided upon by the forum with a simple majority under reserve of the Chair's final assessment as to their conformity with the purposes and principles of MUNOL are the following:

- Motion to Limit/Extend Debating Time
- Motion to Move into Open Debate
- Motion to Declare this an Important Question
- Motion to Introduce a Moderated Caucus

- i. The Motion to Limit/Extend Debating Time allows the Delegates to shorten or prolong the time available for a specific discussion.
- ii. The Motion to Move into Open Debate allows the Delegates to speak either in favour or against the item under discussion. It may only be put forward in time against of the draft resolution.
- iii. The Motion to Declare this an Important Question allows the delegates to make the draft resolution become a matter to be decided upon by the forum with a two-thirds majority. An important question is an issue that is regarding international peace and security, the admission of new members, the suspension of the rights and privileges of membership and the expulsion of members. When the Chair entertains this Motion, the submitting Nation has the floor to explain why this issue should be regarded as one of the topics above. If a resolution has been regarded an important question by a single forum, it is not necessarily an important question when discussed in the plenary.
- iv. The Motion to Introduce a Moderated Caucus may be used to request a moderated caucus as explained in Art. 45. The delegate filing the motion has to state the topic the moderated caucus should address.

(8) Motions that are to be seconded at least twice to be considered and decided upon by the forum with a two-thirds majority are the following:

- Motion to Adjourn the Debate
- Motion to Appeal against the Decision of the Chair

- i. The Motion to Adjourn the Debate unconditionally terminates the discussion of the item under consideration without entertaining voting procedures.
- ii. The Motion to Appeal against the Decision of the Chair applies in cases where the forum doubts decisions made by the Chair. It is a means of the delegates to force the ratification of their

interpretation of the concerned rule. If the forum appeals against the Chair's decision and if the Chair considers the appeal inconsistent with the principles of these Rules of Procedure, the Secretaries-General shall have the final decision to settle the conflict.

- (9) The Motion to Adopt the Amendment by Acclamation can be put forward in order to pass an Amendment consensually without voting procedures. This Motion is never voted on. If objected once, it will not be entertained.
- (10) The Motion to Conduct a Roll Call Vote leads to a revote, in which the name of each delegation present shall be called in alphabetical order, and the representatives shall reply "in favour", "against" or "abstention". The roll-call vote shall start with a random delegation. If put forward, it cannot be objected and the Student Officer immediately decides upon its accomplishment.
- (11) The Motion to Make a Friendly Amendment allows the delegates to present a Friendly Amendment as explained in Art. 44 (6). Friendly amendments can also be handed in in written form.

Art. 43 Points and Motions during speeches and voting procedures

- (1) The Point of Order, the Point of Information to the Speaker, the Motion to Extend Points of information and the Point of Personal Privilege referring to audibility are the only ones that may be used while there is a speaker on the floor.
- (2) The Point of Order regarding the voting procedures and the Point of Personal Privilege referring to audibility are the only Points and Motions allowed during voting procedures.

Art. 44 Amendments

- (1) The Motion to Amend the Resolution allows the delegates to change, strike out, merge and/or add clauses, parts of clauses and/or single words in the operative part of a draft resolution. One Amendment may only change one operative clause or one sub-clause at a time.
- (2) Amendments have to be handed in to the Student Officers in written form. By raising a hand, a delegate signals to be in need of an amendment sheet or notepaper and is provided with the necessary form by the Administrative Staff. After having filled out the form it is delivered to the Student Officers via the Administrative Staff.

- (3) Following, the delegate has to raise the Motion/Point-Card in order to put forward the motion. The entertainment of the motion by the Student Officer depends on the conformity of the proposed amendment with these Rules of Procedure (paragraph (1) of this article). If entertained, the formal debate on the draft resolution is suspended for the duration of a limited time of formal debate on the amendment.
- (4) Amendments are discussed following the same rules as draft resolutions (Ch. IV.2).
- (5) Amendments are decided upon by procedural vote (Art. 48).
- (6) Friendly Amendments are changes made to the draft resolution or to an amendment that are immanently non-substantive matters, including but not limited to grammatical or spelling mistakes and the resolution format, which are decided upon by the Student Officer in agreement with the draft resolution's sponsor. Formatting mistakes may be corrected by the Student Officer without asking the sponsor for permission if they do not change the meaning of a clause. Friendly amendments are indicated by a Motion to Make a Friendly Amendment (Art. 42 (11)) or are handed in in written form.
- (7) An amended part of a draft resolution may be further amended.

Art. 45 Moderated Caucus

- (1) The moderated caucus is similar to open debate, except that the topic of the speeches has been set.
- (2) A moderated caucus may be introduced using the Motion pointed out in Art. 42 (7) iv., stating the topic of the moderated caucus. The Chair shall finally decide on the introduction of such a caucus and on the time to entertain it. If asked by the Chair the proposing delegate has to explain orally why they deem it necessary.
- (3) The Motion to Extend/Limit Debating Time may be used to extend/limit the debating time for the moderated caucus, while the Motion to Close the Debate may be used to end the moderated caucus.
- (4) After the moderated caucus, the forum proceeds in normal debate.

IV. 3 Voting Procedures

Art. 46 General

- (1) All Points and Motions are out of order during voting procedures except the Point of Personal Privilege referring to audibility and the Point of Order with regard to the voting procedures (Art. 43 (2)).

- (2) Conferring voting rights is not in order under any circumstances.

- (3) During voting procedures, no delegate and guest may leave the room or come in. Notepaper passing is out of order. If there are violations of this rule, the vote is to be repeated.

Art. 47 Substantive Vote

- (1) The vote is regarded as substantive when referring to a draft resolution.

- (2) Each member state of the simulated forum has one vote. One may vote in favour, against, or may abstain from the vote. To reach a majority, only those in favour and against are taken into account.

- (3) All draft resolutions need a simple majority to be passed, except for important questions, which need a two-thirds majority to be passed. Important questions are those declared an important question by the forum or the Secretaries-General of MUNOL.

- (4) NGOs, IGOs and observer states may not participate in a substantive vote. However, they can show their opinion by showing their coloured placard, but their vote will not be saved on record.

Art. 48 Procedural Vote

- (1) The vote is regarded as procedural when referring to a Motion or an amendment.

- (2) Each member state and observer represented in one of the simulated forums has one vote. One may vote in favour, against, or may abstain from the vote. To reach a majority only those in favour and against are taken into account.

- (3) All Motions that are voted on by the forum need a simple majority to be passed except for those mentioned in Art. 42 (8).

- (4) NGOs, IGOs and observer states have the right to participate in any procedural vote.

Art. 49 Differing Regulation

Special voting procedures for the Security Council are set forth in Art. 56 (2), (3) and (4).

V. The General Assembly

Art. 50 Special Procedures of the General Assembly

- (1) Each Committee forwards resolutions to the General Assembly to be discussed. The resolutions are chosen in an informal process by the committee with the respective Chair's advice under reserve of the final assessment by the Secretaries General.
- (2) Before entering into formal debate on the item under consideration, delegates are accorded an appropriate amount of time to get familiar with the text of the resolution to be discussed.
- (3) According to the moderated presentation of the working paper procedure (Art. 26) the sponsor, the Chair of the committee as the representative of the forum, will concisely present the idea, the measures and the effects of the resolution. They may refer to specific clauses and may read them out if deemed essential for the understanding of the resolution.
- (4) The house will be allowed to raise Points of Information regarding the content of the resolution. Questions and answers are formulated informally, short dialogues are allowed.
- (5) The Chairs of the respective committee act as expert Chairs being able to explain positions of involved countries, recent events or other relevant information.
- (6) After this moderated presentation, formal debate on the respective resolution ensues.

VI. Economic and Social Council

Art. 51 Plenary session

The Economic and Social Council can be regarded as a plenary comparable to the General Assembly. All rules applied to the General Assembly are used for the Economic and Social Council as well.

VII. The Security Council

Art. 52 General

Rules mentioned in this section are special to the Security Council.

Art. 53 Primary Right of Consideration

While the Security Council is discussing any dispute or situation assigned to it, no other forum shall make any recommendations to the Security Council with regard to that dispute or situation unless the Security Council so requests.

Art. 54 Special Command

Only the Security Council can send UN Peacekeepers, so every other forum cannot recommend the UNSC to do so.

Art. 55 Right of Invitation

The ambassador of any member nation of MUNOL which is not a member of the Security Council, if it is a party to a dispute under consideration by the Security Council, may be invited to speak, without vote, in the discussion relating to the dispute. Delegates can request such an invitation by contacting their Presidents, who will determine whether it is useful for the debate to invite the ambassador in question.

Art. 56 Special Debating Procedures

- (1) Before starting a debate on a new issue, each delegation may be requested by the Chair to deliver a short opening statement on what they want to achieve. It should not exceed one minute. Hence, opening statements as set in Art. 24 are not necessary.
- (2) In formal debate, the operative section of a draft resolution is discussed and voted on clause by clause. Instead of debating a draft resolution as a whole, each clause is introduced separately through an amendment. Only after one amendment has been debated and voted upon, a new amendment with a new clause may be proposed. There will be no final vote on the resolution as a whole.
- (3) Instead of entertaining a certain number of minutes in favour/against, the President may also entertain a specified number of speakers/speeches in favour/against.
- (4) During the discussion of any substantive matter, any permanent member of the Security Council may propose a suspension of the meeting for a P5 caucus. It has to be seconded by all permanent members in order to be entertained. The matter is treated as a motion (“Motion to Suspend the Meeting for a P5 Caucus”).
- (5) During the discussion of any substantive matter, any member of the Security Council may propose a suspension of the meeting for an informal caucus. It has to be seconded at least five times in order to be entertained. The matter is treated as a motion (“Motion to Suspend the Meeting for an Informal Caucus”).

Art. 57 Voting Procedures

- (1) Each member of the Security Council shall have one vote.
- (2) Decisions of the Security Council on procedural matters shall be made by an affirmative¹ vote of nine members.
- (3) Decisions of the Security Council on all other matters shall be made by an affirmative¹ vote of nine members, including at least three of the permanent members. If one of the permanent members votes against, this may not be taken as an automatic veto. The permanent member voting against has to be asked by the President and may accept or decline to use the veto power.
- (4) According to Art. 27 (3) of the UN Charter, members who are part of a conflict have to abstain and are not allowed to use their veto right. The President shall decide, if a member is part of a conflict.

Art. 58 Amendments

- (1) Amendments in the Security Council are considered substantive matters and are therefore voted on according to the substantive voting procedure (Art. 57 (3)).
- (2) Amendments contradicting previously passed Amendments may not be submitted, however, they may modify the previous clause.
- (3) In the Security Council, amendments to an amendment (second degree) are in order. The adoption of an amendment to the second degree in the Security Council does not automatically lead to the passing of the originally proposed amendment (first degree). They are treated as substantive matters.

VIII. Historical Security Council

Art. 59 General

The Historical Security Council debates the items on the agenda exclusively using the information and facts available until the date set in the official description of the Issues on the Agenda by the Secretaries-General. No consequences or later resolutions may be referred to.

¹ In response to the Council's blockade during the Cold War, it has become customary international that, although an expression of skepticism, abstentions by one of the five permanent members are considered affirmative votes

Art. 60 Right of Invitation

There is no right to invite ambassadors or delegations from other forums into the Historical Security Council.

Art. 61 Rules of Procedure

The latest MUNOL Rules of Procedure apply to the Historical Security Council.

IX. Closing Remarks

Art. 62 Amendments to these Rules

These Rules of procedure may only be amended by a decision of the MUNOL Association.

Indent paragraph

Page 1 of 2
Top right position on page

Capital letters

- FORUM: The Formal Clearing Office
- QUESTION OF: The formal aspects of a resolution
- SPONSOR: The Head of Formal Clearing

THE FORMAL CLEARING OFFICE, Address in capital letters

Preambulatory phrases in italics → *Noting with deep concern* that there are some delegates who do not know how to properly write a resolution, Comma at the end of preamb. clause

Recognizing that most faults are only small, but important ones,

Taking note that reading this resolution carefully and using it as a template contributes to avoiding these typical faults,

First letter in a subordination: lowercased → *Recalling* the resolution is structured in: Colons before subordinations

List any subordinations in preambulatory clauses → - preambulatory clauses to describe the problem of the topic and, Commas at the end of subordinations

- operative clauses to express solutions for it,

Fully aware of the fact that, under normal conditions, the content of a resolution has a more important and meaningful role than it has in this resolution,

Operative clauses are numbered → 1. Notes that writing a resolution can be problematic because delegates might have problems in operating: Colons before enumerations and sub-enumerations

Enumerations in operative clauses: a) Word processing programs, such as: First letter in a sub-enumeration: uncapitalised

Sub-enumerations in operative clauses: i. the favoured Microsoft Word, ii. Open Office, iii. WordPad, iv. Microsoft Editor, Comma at the end of (sub-) enumerations

b) Computers in general; Comma at the end of (sub-) enumerations

Underline operative phrases → 2. Requests that all delegates should get help from the members of the Formal Clearing Office or their Chairpersons if there are difficulties or uncertainties with appropriate resolution writing; Semicolon at the end of operative clause

3. Further recommends all delegates to read through the list of preambulatory and operative phrases that can be used at MUNOL in order to only use the correct ones when writing a resolution;
4. Draws the attention to the fact that every delegate has to use the tabulator key to set the same amount of space between the numbers of the operative phrases and the clauses, as well as to move subordinated phrases or words uniformly to the right;
5. Urges all delegates to use the respective amount of blank lines by pressing the enter key and using:
 - a) Only one blank line between the page's position and the next phrase and between all preambulatory and operative clauses,
 - b) Two blank lines between the resolution head and the address in capital letters,
 - c) No blank lines inside of an unfinished preambulatory or operative clause;
6. Confirms that there has to be a comma at the end of a perambulatory clause and a semicolon at the end of an operative one, with a comma after subordinated phrases in the middle;
7. Calls upon all delegates to use only so much paper as it is necessary by writing in Times New Roman, always in size 12;
8. Declares accordingly that a resolution can only be debated in a forum after the main sponsor received a Paper of Approval by the Approval Panel and the Formal Clearing Office, which is only available for delegates who are writing their resolution in a formally cleared way.

Space between numbers and phrases: press the tab key once

First letter in an enumeration: capitalised

Indent paragraph

Indent paragraph

Full stop at end of resolution

Starting Phrases

I. Preambulatory Phrases

| | |
|------------------------------------|----------------------------------|
| <i>Alarmed</i> | <i>Having heard</i> |
| <i>Aware</i> | <i>Having received</i> |
| <i>Believing</i> | <i>Having studied</i> |
| <i>Concerned</i> | <i>Inspired</i> |
| <i>Conscious</i> | <i>Keeping in mind</i> |
| <i>Contemplating</i> | <i>Noting further</i> |
| <i>Convinced</i> | <i>Noting with approval</i> |
| <i>Declaring</i> | <i>Noting with deep concern</i> |
| <i>Deeply regretting</i> | <i>Noting with regret</i> |
| <i>Deploring</i> | <i>Noting with satisfaction</i> |
| <i>Desiring</i> | <i>Observing</i> |
| <i>Disturbed</i> | <i>Persuaded</i> |
| <i>Emphasizing</i> | <i>Reaffirming</i> |
| <i>Expecting</i> | <i>Realizing</i> |
| <i>Expressing its appreciation</i> | <i>Recalling</i> |
| <i>Expressing its satisfaction</i> | <i>Recognizing</i> |
| <i>Fearing</i> | <i>Referring</i> |
| <i>Fulfilling</i> | <i>Regretting</i> |
| <i>Guided by</i> | <i>Seeking</i> |
| <i>Having adopted</i> | <i>Taking into account</i> |
| <i>Having considered</i> | <i>Taking into consideration</i> |
| <i>Having considered further</i> | <i>Taking note</i> |
| <i>Having devoted attention</i> | <i>Welcoming</i> |
| <i>Having examined</i> | |

“Further”, “Fully” or “Deeply” may be used together with every perambulatory phrase.

II. Operative Phrases

Accepts

Affirms

Appeals to all States

Approves

Authorizes (only SC)

Calls

Calls upon

Complements

Condemns (only SC)

Confirms

Congratulates

Considers

Decides (only SC)

Declares (only SC)

Demands (only SC)

Deplores

Designates

Draws the attention

Emphasizes

Encourages

Endorses

Establishes

Expresses

Expresses its appreciation

Expresses its concern

Expresses its hope

Has resolved

Insists

Invites

Notes

Pays tribute to

Proclaims

Proposes

Reaffirms

Recalls

Recommends

Refers

Regrets

Reminds

Renews

Requests

Requests the Secretary-General

Resolves

Solemnly affirms

Suggests

Supports

Takes note of

Transmits

Trusts

Underlines

Urgently requests the committee (only SC)

Urges

“Further” or “Strongly” may be used together with every operative phrase.