

# 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 a ninth and added version of those in existence before, amend the former version by adding a procedure for the Crisis Council and additional structures for debate.

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## **I. General Rules**

### **Art. 1 Application**

- (1) 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:
  - a) First Committee (Disarmament and International Security)
  - b) Second Committee (Economic and Financial)

- c) Third Committee (Social, Humanitarian and Cultural)
- d) Fourth Committee (Special Political and Decolonisation)
- e) Fifth Committee (Administrative and Budgetary)
- f) Sixth Committee (Legal)

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

- a) The Security Council (SC)
- b) The Crisis Council (CC)
- c) The Human Rights Council (HRC)
- d) The Economic and Social Council (ECOSOC) or one of its sub-commissions

(3) If the Security Council is simulated, the rules governing formal debate as explained in *V.* do not apply to said forum to a full extent but differ in compliance with *VII.1.* This also applies to the Crisis Council, that is to be simulated in accordance with the rules noted in *VII.3.*

#### Art. 4 The Conference Theme

- (1) Each MUNOL Conference is to be held under a Conference Theme that lays a focus on a certain issue currently pressing to the international community.
- (2) The Conference Theme is to be established by the Secretaries-General and an according Conference Text is to be written and published.

#### Art. 5 Official Agenda

- (1) The official agenda for a conference shall be published in written form by the Secretaries-General at least ninety days before the official opening of the conference.
- (2) The official agenda has to align with the Conference Theme.

#### 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. 54*). 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. 48*, *Art. 49* and *Art. 50* 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 any member of the executive board or the Chair of the forum the delegate attends.
- (6) Members of the executive team may entertain dress code checks for their according staff. However, the dress code for staff may differ from the official MUNOL dress code in dependence of their duties.

#### Art. 8 Behaviour

- (1) Delegates and all other participants of the conference shall treat each other with respect and decency.
- (2) The usage of electronic devices during debate is only granted in order to write speeches, access the Resolution Editor or research. The use of AI has to be in accordance with the official MUNOL AI Guideline.
- (3) Disregarding paragraph (1) or (2) of this article or *Art. 31.4* or *Art. 32.4* may lead to a reprehension by the responsible authorities in compliance with the hierarchy explained in *II*.

#### 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 or the use of AI which is not in accordance with the official MUNOL AI Guideline 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 Ad-Hoc Meetings

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

## **II. General Bodies of the Conference Organisation**

### **II.1 The Executive Board**

#### Art. 12 The MUNOL-Headquarter

- (1) Room 021 of the “Thomas-Mann-Schule” functions as the official MUNOL Headquarter and therefore as the office of the Executive Board.

#### Art. 13 Election of the Executive Board

- (1) All members of the Executive Board are elected each year by certain members of the official De-Briefing to whom a voting right is appointed according to a statute sanctioned by the MUNOL Association.

#### Art. 14 The Secretaries-General

- (1) The Secretaries-General are the final and sole institution concerning any decisions upon the interpretation of the MUNOL rules of procedure.
- (2) The Secretaries-General are the final authority and instructional institution for any member of the Student Officer Team, including the President of the General Assembly.

- (3) The Secretaries-General have the duty to assign all positions of the Student Officer Team and are the final authority upon any doubts concerning an assignment.
- (4) Further obligations and responsibilities are outlined in the “MUNOL Orga-Handbuch” which is given to the Secretaries-General by the MUNOL Association.
- (5) 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.
- (6) In their performance of duties, the Secretaries-General shall not seek or receive instructions from any person or authority external to the organisation.
- (7) The Secretaries-General are to be addressed either with ‘Your Excellency/Your Excellencies’ or ‘Most/ Highly distinguished [...] Secretaries-General’.

#### Art. 15 The Conference Managers

- (1) The Conference Managers are responsible for the logistical organization of the conference.
- (2) The Conference Managers are the final authority and instructional institution for any member of the Executive Team and the Staff.
- (3) The Conference Managers have the duty to assign all positions of the Executive Team and are the final authority upon any doubts concerning an assignment.
- (4) Further obligations and responsibilities are outlined in the “MUNOL Orga-Handbuch” which is given to the Conference Managers by the MUNOL Association.
- (5) In their performance of duties, the Conference Managers shall not seek or receive instructions from any person or authority external to the organisation.
- (6) The Conference Managers are to be addressed either with ‘Your Excellency/Your Excellencies’ or ‘Most/ Highly distinguished [...] Conference Managers’.

#### Art. 16 The Financial Manager

- (1) The Financial Manager is responsible for the budget of the conference.
- (2) Further obligations and responsibilities are outlined in the “MUNOL Orga-Handbuch” which is given to the Financial Manager by the MUNOL Association.

- (3) In their performance of duties, the Financial Manager shall not seek or receive instructions from any person or authority external to the organisation.
- (4) The Financial Manager is to be addressed either with 'Your Excellency' or 'Most/ Highly distinguished [...] Financial Manager'.

## **II.2 The Student-Officer-Team (StOff)**

### Art. 17 The President of the General Assembly (PGA)

- (1) The PGA has the obligation to open and close the MUNOL conference, therefore they are also the main organiser of the official MUNOL ceremonies.
- (2) The PGA functions as the absolute authority of the GA, their decision is only to be overruled by the Secretaries-General.
- (3) The PGA as head of the GA assists the Secretaries-General in preparing the GA by:
  - a) helping to establish the Agenda of the GA Committees.
  - b) taking part in the process of correcting the research reports for the GA committees.

### Art. 18 The President of the Economic and Social Council (PECOSOC)

- (1) The PECOSOC has the same obligations concerning the ECOSOC as the PGA for the GA. Therefore, the sole difference lies in the PGAs responsibilities for the MUNOL ceremonies.

### Art. 19 Chairs and Presidents

- (1) The Chairs always follow the orders given and rules set out by the Secretaries-General.
- (2) In addition to their role during formal debate (*Art. 40*) the chairs should also ensure social harmony in their forums and the well-being of their delegates.
- (3) Preferably, each forum with the exception of plenaries and the CC (*Art. 69.3*) should have two Chairs, of which one should be international and one local.

### Art. 20 Crisis Writers

- (1) The Crisis Writers are directly subordinate to the Secretaries-General.

- (2) The Crisis Writers are responsible for the content entertained in the CC and its accordance with the procedure elaborated on in *VII.2*.
- (3) In their role they are expected to coordinate the CC's Agenda during the conference in cooperation with the respective Presidents.

### **II.3 Executive Team and Staff**

#### **Art. 21 The Executive Team**

- (1) The Executive Team assists the Conference Managers in the logistical organization of the conference.
- (2) Members of the Executive get their areas of responsibility given to them by the Conference Managers and always follow their orders.
- (3) Certain members of the Executive Team may have Staff, assisting them in their responsibilities.

#### **Art. 22 The Staff**

- (1) The Staff gets their positions assigned to them by members of the Executive Team.
- (2) Members of the Staff always follow the orders given by the Conference Managers and the members of the Executive Team of their area of responsibility. Administrative-Staffs also follow the orders given by the Chairs of their respective forum.

## **III. Procedural Events and Preparation prior to the Conference**

### **III.1 Opening Ceremonies**

#### **Art. 23 General Organisation of the Opening Ceremonies**

- (1) The PGA as main organiser of the Opening Ceremonies in compliance with the Secretaries-General has the right to adjust any recommendations made in the following part to their expectations of the Opening Ceremonies.

#### **Art. 24 Opening Speeches**

(1) Before the conference is declared as opened, it is recommended that opening speeches are held. Therefore, the PGA may grant the floor to several speakers, including:

- a) The members of the Executive Board
- b) The Headmaster of the Thomas-Mann-Schule
- c) A representative of the MUNOL Association

#### Art. 25 Official Opening

(1) The President of the General Assembly declares the conference as opened.

#### Art. 26 Ambassador Speeches

(1) After the conference is declared as opened, selected Ambassadors are asked to hold speeches outlining their country's stance on the conference theme.

(2) The PGA may set a time limit for these speeches and ensures the compliance of the ambassadors.

(3) The PGA decides if and when Points of Information are to be entertained.

### **III.2 Closing Ceremonies**

#### Art. 27 General Organisation of the Closing Ceremonies

(1) The President of the General Assembly fulfills the same duties concerning the Closing Ceremonies as for the Openings as elaborated on in *III.1*.

#### Art. 28 Closing Speeches

(1) Before the conference is declared as closed, it is recommended that closing speeches are held. Therefore, the PGA may grant the floor to several speakers, including:

- a) The members of the Executive Board
- b) The MUN Directors of the Thomas-Mann-Schule

#### Art. 29 Award-Allocation

(1) Before the conference is declared as closed, the Chairs of each forum as well as the Crisis Writer are expected to hold a farewell speech.

- (2) At the end of each speech, the Chairs announce three delegates to whom awards are allocated and two delegates who receive a 'Shoutout'. These awards include:
  - a) One 'Best Delegate of the (*Forum*)'
  - b) Two 'Most Distinguished Delegate'

#### Art. 30 Official Closing

- (1) The President of the General Assembly declares the conference as closed.

### **III.3 Preparation Prior to the Conference**

#### Art. 31 Research Reports

- (1) Prior to the conference, the Chairs of each forum (except for the Crisis Council) are expected to write a research report, which outlines the issues under discussion in set forum.
- (2) The primary objective of research reports is to ensure that all delegates of a forum get a general understanding of the issues and a common ground on which to pursue further research.
- (3) Guidelines on how to write a research report will be published by the Secretaries-General.
- (4) The use of AI has to be in accordance with the official MUNOL AI Guideline.
- (5) All sources must be cited properly. Further specification will be given in the Guideline on how to write a research report.
- (6) The research reports will be checked by the Secretaries-General and the PGA in order to ensure, that:
  - a) the research report is in compliance with the general guidelines given by the Secretaries-General.
  - b) the research report is in compliance with *Art. 31.4*.
  - c) no misleading information is being spread.
- (7) The Secretaries-General will decide when the research reports are to be published, though it should be at least one month before the beginning of the conference.

#### Art. 32 Position Paper

- (1) Prior to the conference, each delegate is expected to write a position paper, in which they outline their country's or organization's stance on the issues of the respective forum. Special requirements exist for delegates of the Crisis Council (*Art. 70*).
- (2) The research reports should be used as a foundation, from which delegates can continue with their own research. Vital aspects of the issues, that are set out in the research report, should also be mentioned in the position paper.
- (3) A general guideline on how to write a position paper can be found on the MUNOL website. Additional requirements may be set out by the respective Chairs.
- (4) The use of AI has to be in accordance with the official MUNOL AI Guideline.
- (5) The Chairs will decide upon a deadline for all delegates to finish and send in their position papers.
- (6) Each delegate is to receive written feedback from their Chairs on their position paper. If the Chairs see a violation of *Art. 32.4*, the concerning delegate is not to receive feedback on their position paper.

### **IV. Rules Governing the Path of a Draft Resolution**

#### Art. 33 Draft Resolutions

- (1) A draft resolution is a document in which delegates write their proposed measures for one of the issues of 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) A guideline on how to write a draft resolution as well as a sample resolution can be found on the MUNOL website.
- (4) No forum may put forward a clause in a resolution whose intention it is to remain actively seized on the matter.

#### Art. 34 Opening Statements

- (1) In their forum, each delegate 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.
- (2) This is done in order to find collaborators for lobbying by enhancing the knowledge of the other delegation's opinions.

#### Art. 35 Lobbying

- (1) During lobbying delegates with similar views on the forum's issues may come together in order to write draft resolutions.
- (2) Delegates may look up their position papers for inspiration, though no prewritten resolutions are to be used.
- (3) When writing draft resolutions, all delegates are encouraged to use the "MUNOL Resolution Editor", which will be provided by the "MUNOL Association".
- (4) The Chairs shall decide upon the time allocated to lobbying.
- (5) All delegates are to stick to the official language during lobbying time.

#### Art. 36 Sponsorship of a Draft Resolution

- (1) The delegation introducing a draft resolution is referred to as 'main-sponsor', said sponsorship can only be held by one delegation per resolution
- (2) Any other delegate signing the draft resolution is referred to as 'co-sponsor'
- (3) Co-sponsoring expresses a delegate's general will to debate a draft resolution, though this does not oblige any co-sponsor to vote in favour of the respective resolution.
- (4) A draft resolution will only be accepted by the Chair, if it is co-sponsored by a minimum of 20% of the members of the forum.
- (5) The main-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 with the Chairs of the committee being the representatives, therefore they read out the operative clauses to the General Assembly.

#### Art. 37 The 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 draft resolutions.
- (2) The Approval Panel may never, under any circumstance, change the substance of a draft resolution.
- (3) Each draft resolution 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 it can enter formal debate.

#### Art. 38 Discussion and Passing of Draft Resolutions

- (1) Each draft resolution is discussed in formal debate (*V.*) in the respective forum.
- (2) Numerous draft resolutions may be passed in each forum.
- (3) The committees of the General Assembly as specified in *Art. 3.1* forward only one of the passed 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 committee. Although not considered a procedural vote, this vote follows the procedure of *Art. 55*. All resolutions forwarded to the General Assembly have to be approved by the Secretaries-General.

## **V. Rules Governing Formal Debate**

### **V.1 General**

#### Art. 39 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.

#### Art. 40 Powers and Duties of the Chair during the Forum Sessions

- (1) The Chair shall declare the opening and closing of each session of the forum
- (2) The Chair directs the discussions in moderated caucus and formal debate by:
  - a) Having complete control of the proceedings within the boundaries given
  - b) According the right to speak
  - c) Setting the time for the different sub-parts of the formal debate
  - d) Deciding about the amount of time allotted to speakers
- (3) The Chair ensures the compliance with the MUNOL Rules of Procedure at any point during the committee sessions
- (4) The Chair, except for the case mentioned in *Art. 49.7 b*), decides upon any doubtful or conflicting interpretation concerning the MUNOL Rules of Procedure.
- (5) The Chair must, in any case, be able to explain in what manner their decision is in complete accordance with the Rules of Procedure.
- (6) For the clarification of a doubtful or conflicting interpretation, the Chair may call upon the Secretaries-General for advice.
- (7) In the case of a serious violation of general rules on behaviour during the committee sessions as elaborated on in *Art. 8*, the chair has the right to make use of the following measures:
  - a) A verbal admonition (call to order),
  - b) The disqualification from any awards,
  - c) An exclusion from the debate for up to 15 minutes depending on the violation and number of previous admonitions,
  - d) In serious cases the delegate may be excluded from the committee and the chairs may call the Secretaries General.

#### Art. 41 Quorum

- (1) 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. 42 Roll Call

- (1) The Chair conducts a roll call at the beginning of every session in order to determine the presence of the quorum (*Art. 41*).

#### Art. 43 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) Notepaper passing is out of order during voting procedures. Furthermore, the Chair may at any point of time suspend notepaper passing.

#### Art. 44 Competence

- (1) Each committee member may question the forum's competence to debate the issue under discussion and can communicate said doubt 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, though in serious cases the Secretaries-General shall decide on the matter.

#### Art. 45 Public Meetings

- (1) All forums have to be open to the public during formal debate.

## **V.2 Formal Debate**

### **Art. 46 Structure of Debate**

- (1) Every formal debate is commenced in closed debate thus consisting of a time in favour and a time against the item under discussion, that is to be set by the Chair.
- (2) If 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.
- (3) 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. 51*), the debating time is to be set after having read out the proposed change to the resolution.
- (4) The Chair sets the time in closed debate on the matter at hand to the same amount in favour as against, this time can be modified through the passing of an according motion

### **Art. 47 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 delegate speaking is not allowed to use any multimedia devices to support their speech by using pictures, graphics, or similar forms of support.
- (3) Following the speech, a delegate may be open for Points of Information (*Art. 42.3 b*), and may limit the number of said to a certain amount they want to entertain, however, they may not exclude certain delegates from presenting a Point of Information.
- (4) At any moment in formal debate, a speaker may ask the chair if the delegate may yield the floor to another delegation, if the chair approves the speaker may do so, however, consecutive yielding is not in order.
- (5) If not to another delegation, the floor is to be yielded back to the Chair

### **Art. 48 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:

- a) Point of Personal Privilege
- b) Point of Information to the Speaker
- c) Point of Order
- d) Point of Parliamentary Inquiry
- e) Point of Information to the Chair

(3) The Points mentioned in paragraph (2) are to be used in the following instances:

- a) 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.
- b) The **Point of Information to the Speaker** allows the delegates to address the speaker in the 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.
- c) 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.
- d) 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.
- e) The **Point of Information to the Chair** allows the delegates to state questions concerning any issue which none of the Points mentioned in paragraph (3) b)-d) refers to. This point may never interrupt a speaker.

#### Art. 49 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 to be decided upon immediately.

- (2) The Motions mentioned in paragraph (4)-(11) are the only ones to be proposed during official MUNOL procedures, except for the Security Council, the Historical Security Council and the Crisis Council, for which differing regulations are set forth in *VII*.
- (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) Motions that are decided upon by the Chair and cannot be seconded or objected are the following:
  - a) **Motion to Follow Up**
    - i) The Motion to Follow Up is a possibility to consecutively use statements clarified in *Art. 48.3 b)-e)*. It is decided upon by the Chair according to the criteria time and content in order to facilitate the debate.
  - b) **Motion for a Right of Reply**
    - i) 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.
  - c) **Motion to Explain the Vote**
    - i) 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.
  - d) **Motion to Amend the Resolution**
    - i) The Motion to Amend the Resolution allows the delegate to introduce an amendment as explained in (*Art. 51*).
  - e) **Motion to Make a Friendly Amendment**
    - i) The Motion to Make a Friendly Amendment allows the delegate to present a Friendly Amendment as explained in (*Art. 51. 8*).
  - f) **Motion to Conduct a Roll Call Vote**
    - i) 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.

(5) 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:

a) **Motion to Suspend the Meeting**

i) The Motion to Suspend the Meeting can interrupt the formal debate for a limited amount of time due to an exceptional reason.

b) **Motion to Close the Debate**

i) The Motion to Close the Debate ends the current discussion and leads directly into voting procedures. It may only be filed in time against the resolution or when in open debate.

c) **Motion to Move into Time Against**

i) The Motion to Move into Time Against immediately ends the time in favour of the item under discussion.

(6) 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:

a) **Motion to Limit/Extend Debating Time**

i) The Motion to Limit/Extend Debating Time allows the Delegates to shorten or prolong the time available for a specific discussion.

b) **Motion to Move into Open Debate**

i) 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 the draft resolution.

c) **Motion to Declare this an Important Question**

i) 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.

d) **Motion to Introduce a Moderated Caucus**

- i) The Motion to Introduce a Moderated Caucus may be used to request a moderated caucus as explained in (*Art. 52*). The delegate filing the motion has to state the topic the moderated caucus should address.

(7) 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:

a) **Motion to Adjourn the Debate**

- i) The Motion to Adjourn the Debate unconditionally terminates the discussion of the item under consideration without entertaining voting procedures.

b) **Motion to Appeal against the Decision of the Chair**

- i) 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.

(8) The Motions that are to be entertained in a particular procedure exclusive to that specific motion are the following:

a) **The Motion to Adopt the Amendment by Acclamation**

- i) 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

b) **The Motion to Extend Points of Information**

- i) The Motion to Extend Points of Information is to be seconded twice to then be decided upon by the Chair it 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.

#### Art. 50 Points and Motions during Speeches and Voting Procedures

- (1) When there is a speaker on the floor, only the following points and motions may be filed:
  - a) Point of Order
  - b) Point of Information to the Speaker
  - c) Motion to Extend Points of Information
  - d) Point of Personal Privilege referring to audibility
  
- (2) During voting procedures, only the following points and motions may be filed:
  - a) Point of Order
  - b) Point of Personal Privilege referring to audibility
  - c) Point of Parliamentary Inquiry

#### Art. 51 Amendments

- (1) The Motion to Amend the Resolution allows delegates to:
  - a) Add an additional operative clause
  - b) Strike out a certain operative clause
  - c) Modify an operative clause by:
    - i) Adding, Striking or Merging sub-clauses
    - ii) Changing the wording or general content of the operative clause, while keeping the general purpose of it. The Chairs maintain the right to veto such an amendment if they do not consider it a modification.
  
- (2) One amendment can only be in regard to one operative clause.
  
- (3) Amendments have to be handed in to the Chairs 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 Chairs via the Administrative Staff. Alternatively, if the Chairs decide to, digital methods (i.e. Google Docs) may be used as well.
  
- (4) Following, the delegate has to raise the Motion/Point-Card in order to put forward the motion. The entertainment of the motion by the Chair depends on the conformity of the proposed amendment with these Rules of Procedure (paragraphs (1) and (2) of this article).

- (5) If a Motion to Amend the Resolution is entertained, the formal debate on the draft resolution is suspended for the duration of a limited time of formal debate on the amendment. The time allocated to the amendment is to be decided upon by the Chair.
- (6) Amendments are discussed following the same rules as draft resolutions (*Ch. IV*).
- (7) Amendments are decided upon by procedural vote (*Art. 55*).
- (8) Friendly Amendments are changes made to the draft resolution or to an amendment that are non-substantive matters, including but not limited to grammatical or spelling mistakes and the resolution format, which are decided upon by the Chair in agreement with the draft resolution's sponsor. Formatting mistakes may be corrected by the Chair 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. 49.4 e*).
- (9) An amended part of a draft resolution may be further amended.

#### Art. 52 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 by using set motion (*Art. 49.6 d*), stating the topic of the moderated caucus. The Chair shall finally decide whether or not such a caucus is introduced and how much time will be allocated to 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 (*Art. 49.6 a*) may be used to extend/limit the debating time for the moderated caucus, while the Motion to Close the Debate (*Art. 49.5 b*) may be used to end the moderated caucus.
- (4) After the moderated caucus has ended, the forum proceeds in normal debate.

### **V.3 Voting Procedures**

#### Art. 53 General

- (1) Except for those mentioned in *Art. 50.2*, all points and motions are out of order during voting procedures.
- (2) Conferring voting rights is not in order under any circumstances.

- (3) During voting procedures, neither delegates nor guests may leave or enter the room. Notepaper passing is out of order. If there are violations of this rule, the vote is to be repeated.
- (4) Each delegate, who has voting rights, may either vote in favour, vote against or abstain from the vote. Abstentions are always in order.
- (5) If a considerable number of delegates, possessing voting rights, did not vote, the Chair may repeat the voting procedures.

#### Art. 54 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. NGOs, IGOs and observer states are not allowed to vote.
- (3) To reach a majority, only the votes in favour and the votes against are taken into account.
- (4) All draft resolutions require a simple majority to be passed, except for important questions, which require a two-thirds majority. Important questions are those declared as such by the forum (*Art. 49.6 c*) or the Secretaries-General.

#### Art. 55 Procedural Vote

- (1) The vote is regarded as procedural when referring to a motion or an amendment.
- (2) Each delegate of the forum has one vote. NGOs, IGOs and observer states are allowed to vote.
- (3) To reach a majority, only the votes in favour and the votes against are taken into account.
- (4) All amendments and motions that are voted upon by the forum require a simple majority to be passed, except for those mentioned in *Art. 49.7*.

#### Art. 56 Differing Regulation

- (1) Special voting procedures for the Security Council are set forth in *Art. 64*.

## **VI. Plenaries**

### **VI.1 The General Assembly**

#### **Art. 57 Special Procedures of the General Assembly**

- (1) Each Committee forwards one resolution to the General Assembly to be discussed. This resolution is 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, all delegates are accorded an appropriate amount of time to get familiar with the text of the resolution that is to be discussed.
- (3) The General Assembly is moderated by the PGA therefore every procedure that is not part of a closed debate upon an item is to be moderated by the President.
- (4) Prior to debate upon a resolution the delegate of the according committee whose delegation is the main sponsor of the item under discussion reads out the resolution and explains the ideas and measures in a short opening statement. Afterwards questions in the form of POIs are to be answered however the PGA may limit said. The closed debate upon the resolution starts with time in favor after all POIs in order have been answered.
- (5) Each resolution in the General Assembly is discussed in a separate closed debate with the Chairs of each committee ruling the debate about the item forwarded from their committee.
- (6) During the GA if not in a chairing position the PGA oversees the debate and settles disputes. The PGA has an absolute and final authority over the General Assembly. Therefore the PGA can only be appealed against as explained in Art. 49,7 b) if a very clear violation of the MUNOL Rules of Procedure that is agreed by other GA Chairs and proven by an according article occurs.

### **VI.2 The Economic and Social Council**

#### **Art. 58 Special Procedures of the Economic and Social Council**

- (1) 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. Special Forums**

### **VII.1 The Security Council**

#### Art. 59 General

- (1) Rules mentioned in this section are special to the Security Council.
- (2) Except for the cases mentioned in the *Art. 60 - Art. 65*, the standard rules governing formal debate (*V.*) still apply.

#### Art. 60 Primary Right of Consideration

- (1) 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. 61 Special Rights

- (1) The Security Council has the right to send UN Peacekeepers.
- (2) The Security Council may use additional 'Operative Phrases'.

#### Art. 62 Right of Invitation

- (1) 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. 63 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. 34* 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. 64 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 affirmative<sup>1</sup> vote of nine members.
- (3) Decisions of the Security Council on all other matters shall be made by an affirmative 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. 65 Amendments

- (1) Amendments in the Security Council are considered substantive matters and are therefore voted on according to the substantive voting procedure (*Art. 64.3*).
- (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

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

automatically lead to the passing of the originally proposed amendment (first degree). They are treated as substantive matters.

## **VII.2 Historical Security Council**

### **Art. 66 General**

- (1) 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.

### **Art. 67 Right of Invitation**

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

### **Art. 68 Rules of Procedure**

- (1) Except for the cases mentioned in *Art. 66* and *Art. 67*, the same rules apply to the Historical Security Council as to the Security Council (*VII.1*)

## **VII.3 The Crisis Council**

### **Art. 69 General**

- (1) Rules mentioned in this section are special to the Crisis Council.
- (2) Except for the cases mentioned in the *Art. 70 - Art. 75*, the standard rules governing formal debate (*V.*) still apply.
- (3) Preferably, the Crisis Council has a total of three Presidents.

### **Art. 70 Position Paper**

- (1) All delegates of the Crisis Council are expected to write a position paper, in which they give an overview of their country's political and economic situation, list memberships of relevant international organizations and outline their country's relations to other relevant nations. Delegates, who represent NGOs or IGOs, should outline the general purpose of set organization and mention some relevant projects, initiatives and partnerships.

- (2) The Presidents may modify the guideline given in paragraph (1) if they deem it necessary and set out further requirements.

#### Art. 71 Role of the Crisis Writers

- (1) The Crisis Writers are responsible for the general content of the Crisis Council.
- (2) Prior to the conference the Crisis Writers outline their ideas for a crisis, for which they need the approval of the Secretaries-General.
- (3) The Crisis Writers keep the council informed of the crisis via 'Crisis Updates'.
- (4) Additionally, the Crisis Writers take the role of the 'Home Government', as delegates may send in note papers, in which they ask their home government to do specific actions. The Crisis Writers can ultimately decide whether or not they accept these requests, though they should try to keep it partially realistic.

#### Art. 72 General Proceedings

- (1) After each crisis update the President declares an unmoderated caucus and decides upon the time allocated to it.
- (2) Once an unmoderated caucus has ended, delegates may ask for permission to take the floor and deliver a speech (*Art. 47*) regarding the latest crisis update. The President may either set an overall time for these speeches or determine a specified number that will be entertained.
- (3) As the Crisis Council does not have any draft resolutions, delegates may instead propose singular operative clauses via amendments (*Art. 51 (except paragraphs 1b), c), 4 and 9*). Once an amendment has passed, there will be no further debate upon it. The President decides upon the order, in which debates concerning the proposed amendments will be entertained. The order may at any time be changed.
- (4) A passed amendment will be seen as an immediate measure and thus may influence the ongoing crisis. Future crisis updates may refer to them.

#### Art. 73 Unmoderated Caucus

- (1) If there is no speaker on the floor and no ongoing debate upon an amendment, delegates may file a 'Motion to Introduce an Unmoderated Caucus', which requires to be seconded at least twice to be considered and is decided upon by the council with a simple majority under reserve of the President's final assessment.

- (2) During an unmoderated caucus delegates may move freely in the room and talk to all other delegates regarding the content of the Crisis Council. The official language must always be maintained.
- (3) The Motion to Extend/Limit Debating Time (*Art. 49.6 a*) may be used to extend/limit the time for the unmoderated caucus, while the Motion to Close the Debate (*Art. 49.5 b*) may be used to end the unmoderated caucus.

#### Art. 74 Second Degree Amendments

- (1) In the Crisis Council, amendments to an amendment (second degree) are in order. The adoption of an amendment to the second degree does not automatically lead to the passing of the originally proposed amendment (first degree).

#### Art. 75 Special Rights

- (1) The Crisis Council has the right to send UN Peacekeepers.
- (2) The Crisis Council may use additional 'Operative Phrases'.

### **VIII. Closing Remarks**

#### Art. 76 Minute of Silent Prayer

- (1) During a session of a forum each delegate has the right to ask the Chairs to entertain a minute of silent prayer via a notepaper, in which the reason must also be stated.
- (2) The Chairs decide if and when such a request will be granted.
- (3) The President of the General Assembly has the right to hold a minute of silent prayer at the opening and / or closing ceremonies.

#### Art. 77 Additional Forums

- (1) If there are any additional forums simulated at MUNOL, which are not mentioned in the official MUNOL Rules of Procedure, an additional 'Guideline' will be published, regarding set forum.

#### Art. 78 Grading of Delegates' Participation

- (1) We discourage all teachers from grading the participation of their Delegates.

Art. 79 Amendments to these Rules

- (1) These Rules of procedure may only be amended by a decision of the MUNOL Association.