



Challenges for a Dynamic World

RETHINKING POLITICAL DIALOGUE
ACROSS BORDERS

OFFICIAL RULES OF PROCEDURE

3rd – 7th April 2017

UNIVERSITÀ COMMERCIALE “LUIGI BOCCONI”
MILAN, ITALY

Content

I. GENERAL PROVISIONS	4
1. Rules of Procedure: definition	4
2. Interpretation	4
3. Working Language	4
4. Personal Conduct	4
5. Attendance.....	4
II. SECRETARIAT	4
6. Secretary-General.....	4
7. Chairpersons.....	5
8. Media Manager	5
9. Executive Committee	5
III. COMMITTEE RULES	5
10. Representation and Credentials.....	5
11. Membership.....	5
12. Participation of Non-Members.....	6
13. Chair’s discretion	6
14. Roll Call	6
15. Quorum	6
IV. RULES GOVERNING THE AGENDA.....	7
16. Provisional Agenda	7
17. Setting of the Agenda	7
V. RULES GOVERNING DEBATE	7
18. Debate Modes.....	7
19. Formal Debate.....	7
20. Moderated Caucus.....	8
21. Unmoderated Caucus	8
22. Speeches.....	8
23. Yields.....	8
24. Right of Reply	9
VI. POINTS	9
25. Raising Points	9
26. Point of Personal Privilege.....	9
27. Point of Parliamentary Inquiry.....	9
28. Point of Order.....	9
VII. MOTIONS	10
29. Proposing Motions	10
30. Motion to Verify the Quorum.....	10
31. Motion to Modify the Provisional Agenda	10
32. Motion to appeal the decision of the Chairpersons.....	10
33. Motion to Change the Speaking Time on the General Speakers’ List	11
34. Motion for Moderated Caucus	11
35. Motion for Unmoderated Caucus.....	11

36. Motion for Closure of the Debate	11
37. Motion for the Suspension of the Meeting.....	12
38. Motion for the Adjournment of the Meeting.....	12
39. Order of Precedence of Motions	12
VIII. RULES GOVERNING WRITTEN PROPOSALS	12
40. Documents	12
41. Working Papers	13
42. Draft Resolutions	13
43. Introducing Draft Resolutions.....	13
44. Withdrawal of Draft Resolutions	13
45. Amendments.....	14
46. Introducing Amendments	14
IX.DECISION-MAKING RULES	14
47. Voting on the Documents on the Floor.....	14
48. Voting Procedure	15
49. Motion for Roll Call Vote.....	15
50. Motion to Divide the Question.....	15
51. Motion to Reorder Draft Resolutions.....	15

I. GENERAL PROVISIONS

1. Rules of Procedure: definition

The Rules of Procedure (hereinafter “RoP”) have been approved by the Secretary-General prior to the Conference and are not subject to change. The RoP shall regulate the working of the Conference.

2. Interpretation

Interpretation of the RoP shall be reserved exclusively for the Secretary-General and Chairpersons. The Secretary-General’s interpretation of the RoP shall prevail over all other interpretations. Such interpretation shall be in accordance with the spirit, purposes and principles of the Charter of the United Nations and shall seek to further the educational mission of Milan International Model United Nations (MILMUN).

3. Working Language

English shall be the official working language of the Conference. Everyone will be obliged to speak in English when interacting with each other at all times including the evening program.

4. Personal Conduct

1. All participants and Staff Members shall maintain a respectful and courteous behavior during the entire duration of the Conference, with special regard to formal sessions.
2. Any participant who feels that he or she is not being treated with due respect shall immediately inform the Chairpersons who will then take the appropriate measures.
3. The Chairperson shall call to order any Representative who fails to abide by these rules, if deemed appropriate.
4. Chairpersons have the power to suspend Representatives, who violating these rules repeatedly.
5. The Secretary-General may permanently remove Representatives, who commit grave violations of these rules.
6. All participants are expected to observe the MILMUN dress code, which is business formal attire. An exception shall be granted concerning any formal dress code considered as appropriate in the culture of a participant’s country of origin or country as represented in the simulation.

5. Attendance

Attendance to the committee sessions is mandatory for all participants of the conference. If a participant is, for specific reasons, unable to attend committee sessions, this must be communicated to the chairpersons.

II. SECRETARIAT

6. Secretary-General

1. The Secretary-General is entitled to adopt measures not stated herein, if deemed necessary for the good functioning of the Conference.
2. The Secretary-General may at any time address a Committee by means of oral or written statements concerning any topic and may be invited by Representatives in order to answer questions. If the Secretary-General wishes to address a given committee, the debate shall be suspended upon the Chairperson’s discretion and the floor shall be given to the Secretary-General. Once the Secretary-General finishes a statement, the debate shall resume from the moment it was suspended.
3. The Secretary-General shall also:
 - a) assist the Chairpersons;

- b) receive, correct and circulate documents;
 - c) have custody of the documents in the archives;
 - d) perform any other action necessary for the good functioning of the Conference.
4. The Under Secretary-General shall be considered a direct extension of the Secretary-General and shall have all rights and responsibilities the Secretary-General has. The decisions of the Under Secretary-General shall be open for review from the Secretary-General only.

7. Chairpersons

1. The Secretary-General has assigned two Chairpersons for each Committee, who shall ensure the observance of these rules. Both chairpersons shall be considered as equal before the committee.
2. The Chairpersons, subject to these rules, shall have complete control over the proceedings of the Committee and maintain order at its meetings. The Chairpersons shall declare the opening and closing of each committee session, keep track of presence, direct the discussion, accord and withdraw the right to speak, open the floor to points and motions, put questions to the vote and announce decisions.
3. The Chairpersons may advise the Representatives on procedural and substantive matters in order to enable the good functioning of the Committee.
4. The Chairpersons have the right to suspend the Committee Session for a limited time. This right is not subject to appeal.
5. The Chairpersons shall assist the Secretary-General in receiving, correcting and circulating documents.
6. The Chairpersons' interpretation of the RoP shall prevail except as provided in Rule 2.

8. Media Manager

1. The Media Manager is responsible to moderate the work of the team of journalists for the International Center for Journalists (hereafter ICFJ).
2. Prior to the conference, the Media Manager shall draft a code of conduct that will be applicable, in addition to these rules of procedure, to journalists during the conference.
3. The Media Manager shall be independent from the Secretary-General and Under Secretary General.

9. Executive Committee

1. The Executive Committee (hereafter ExCom) is the organizing team of the conference and in that capacity shall be responsible for all organizational and logistical aspects of the conference.
2. If not specifically stated otherwise, they shall not be subject to the rules of procedure.

III. COMMITTEE RULES

10. Representation and Credentials

1. The term 'Representative' refers to Delegates, International Organizations, Non Governmental Organizations or any relevant Non-State actors that are taking part in the Conference.
2. The Secretariat has accepted the credentials of all Representatives prior to the opening of the Conference.
3. Actions related to the alteration of rights or credentials of Representatives may exclusively be initiated by the Secretary-General.

11. Membership

1. The United Nations Charter and the Rules of each Committee shall regulate the procedures to assign seats to Member States in each Committee.

2. The Members of the current Committees have been acknowledged by the Secretariat prior to the beginning of the Conference, communicated to Governments of each Member State and publicly made available through appropriate means.
3. Representatives of the Governments of Member State shall have the right to speak on all matters and to cast their vote on substantive matters, in compliance with the RoP.
4. The Membership of each Council shall remain unaltered for the entire duration of the Conference; actions related to the alteration of any Council, its Membership or its working may be initiated by the Secretary-General exclusively.

12. Participation of Non-Members

1. Accredited Observers, if present, have been previously granted permission to attend the Conference and shall represent:
 - a) any State that is not currently a Member of the Committee;
 - b) any International Organization, Non-Governmental Organization or any relevant non-State actor.
2. Observers shall have the right to speak on all matters.
3. Observers may vote on procedural matters but may not vote on substantive matters and may not sponsor any substantive document.

13. Chair's discretion

1. The chairs can use their discretion to make decisions without the participants voting on it.
2. The following elements can be decided upon, proposed or overruled at the chair's discretion:
 - a) All motions,
 - b) All elements of time within the motions,
 - c) The topics proposed within the motions, or specific elements thereof.
3. The Chairpersons shall only use their discretion, if it is in the interest of the smooth functioning of the proceedings and in full accordance with the present RoP.

14. Roll Call

1. At the beginning of each Committee session the Chairpersons shall call on Member States in English alphabetical order to state their status of attendance and calculate the majorities.
2. When the Chairpersons perform a roll call, Representatives are required to reply by stating 'present' or 'present and voting,' where 'present and voting' means that the Member State cannot abstain on substantive votes.
3. Representatives not responding to the roll call shall be considered absent and shall not take part in the debate.
4. If a Representative wishes to modify the statement made during the roll call, this may be accomplished by sending a written note to the Chairpersons, who shall inform the Council at their best convenience.
5. Observers can only declare themselves 'present' and not 'present and voting'.
6. Representatives, who arrive late, must submit a note to the Chairpersons declaring their presence; otherwise they must not address the Committee or vote.

15. Quorum

1. The Chairpersons may declare a Committee open and permit debate to proceed if at least one-third of the members of the Committee are present.
2. The Chairpersons shall verify the quorum independently and may inform the Representatives upon request (Rule 30).
3. Participants that are officially registered but do not regularly attend shall not be counted for the establishment of the quorum.

IV. RULES GOVERNING THE AGENDA

16. Provisional Agenda

The Secretariat shall propose a Provisional Agenda prior to the beginning of the Conference for each Committee.

17. Setting of the Agenda

1. On the first day of the Conference at the beginning of the first session, the Chairpersons of each Committee shall present the Provisional Agenda formally. The first order of business for the Committee will be the consideration of the order in which Agenda items shall be discussed; the only motion in order at this time will be a motion to modify the agenda (Rule 31). Setting the Agenda is considered a Procedural Matter.
2. In case of a motion to modify the agenda, Chairpersons will ask for (2) speakers in favor, and two (2) speakers against the provisional agenda. They will be given the floor by the Chairpersons.
3. If there is no motion to modify the agenda, the Chairpersons shall declare the Provisional Agenda adopted and shall move to the first item on the adopted Agenda.
4. In the event of an international crisis or emergency, the Secretary-General may call upon a Committee to table the debate on the current Agenda item in order to address the urgent matter.

V. RULES GOVERNING DEBATE

18. Debate Modes

1. The Debate may take place in different modes:
 - a) Formal Debate
 - b) Moderated Caucus
 - c) Unmoderated Caucus
2. If not decided upon differently, the Council is in Formal Debate.
3. Cross-talking is at no time permitted during formal debate, moderated caucus and voting procedure.

19. Formal Debate

1. During formal debate the Chairpersons shall keep a Speakers' List, which will determine the order of speakers with a specific time per speech. The default speaker's time on the General Speaker's List shall be determined by the Chairpersons and communicated to the committee upon opening of the first session. Representatives may raise a Motion to Change the Speaking Time on the General Speakers' List should they feel that extending or reducing the time limit would be beneficial to the debate (Rule 33).
2. A Representative may request to have the name of the Delegation added to the Speakers' List by raising the placard upon general invitation of the Chairpersons, by sending a note to them or putting their placard in vertical position.
3. If circumstances do not allow to determine clearly which Representative has requested to be included in the Speakers' List first, the Chairpersons shall decide on the order of the speakers by taking into account considerations of equity and the good functioning of the Committee.
4. A Representative whose Delegation's name is already included in the Speakers' List shall not be added again until given the floor or asks to be removed from the Speakers' List.
5. The General Speakers' List shall remain open and Representatives will be able to be added to the General Speakers' List until a Motion for Closure of Debate (Rule 36) has been accepted by the committee.

6. Should the Speakers' List elapse, the debate on the agenda item shall be considered finished and the Committee shall move into voting procedure.

20. Moderated Caucus

1. A Moderated Caucus interrupts Formal Debate for a limited time to discuss a single aspect of the topic before the Committee. A list of speakers shall not be kept during a Moderated Caucus and a Representative may signal the desire to speak by raising the placard upon general invitation of the Chairpersons.
2. The Chairpersons shall entertain speakers taking into consideration equity and the good functioning of the Committee.

21. Unmoderated Caucus

1. An Unmoderated Caucus interrupts Formal Debate for a limited time and suspends moderation by the Chairpersons. Representatives are allowed to group or move around the room freely.
2. As with all other forms of Debate, Representatives may not leave the room without permission from the Chairpersons during an Unmoderated Caucus.
3. Notwithstanding the suspension of moderation, Representatives shall respect the rules governing personal conduct (Rule 4).

22. Speeches

1. Representatives may not address the Committee without having previously obtained permission from the Chairpersons.
2. The Chairpersons may at their discretion call a Representative to order if his or her speech exceeds the allotted time, is not relevant to the subject under discussion, is considered personally offensive to any party or infringes upon the sovereignty of a Member State. The Chairpersons shall ensure the observance of the time limit during speeches.
3. Representatives are requested to stand while addressing the Committee.
4. Representatives are requested to refer to themselves using the 3rd person singular or the 1st person plural.

23. Yields

1. A Representative who was granted the right to speak by the Chairpersons during Formal Debate and does not utilize the entire allotted time shall specify what to do with it. Remaining time may be yielded:
 - a) to questions. In this case, the Representative is required to remain standing and the Chairpersons shall ask the Committee if there are any questions to the Representative. The remaining time shall only be counted down during the yielding Representative's answer. Chairpersons may call to order at their discretion any Representative, whose question is rhetorical or not intended to obtain information;
 - b) to another Representative, the Representative in question shall be given the choice to accept or decline the time yielded to them. If they accept the yield, they shall have the floor for the remaining time. If they do not accept the yield, the floor shall automatically return to the Chairpersons. Yielding speaker's time that has been yielded to them shall not be in order.
 - c) to the Chairpersons, the Chairpersons will simply continue with the proceedings. If a Representative does not specify, where he or she wants to yield the time to, the time is automatically yielded to the Chairpersons.
2. A Representative who is on the General Speakers' List but is not present when called upon, will automatically have his or her time yielded to the Chairpersons.

24. Right of Reply

1. During Formal Debate only, a Representative whose personal or national integrity has been infringed by another Representative may raise his or her placard and request a Right of Reply at the end of the latter's speech, providing a brief explanation of the reason for the request.
2. The Chairpersons shall decide upon the request immediately and their decision is not subject to appeal.
3. If the Right of Reply is granted, the wronged Representative may be given the floor for an appropriate time limit set by the Chairpersons in order to clarify why the speech being replied to has infringed his personal or national integrity.
4. A Right of Reply to a Right of Reply is not in order.

VI. POINTS

25. Raising Points

1. Points may be raised by any Representative at any time provided that it does not interrupt any speech, unless otherwise specified in these Rules of Procedure.
2. Representatives wishing to raise a point shall raise their placards at the opportune time stating the point they wish to raise and wait for the Chairpersons to recognize them. Chairpersons shall then take all actions required according to the Rules below.
3. Points shall be recognized before any motion or speakers.

26. Point of Personal Privilege

1. A Representative may raise a Point of Personal Privilege at any time to remove a personal discomfort, which impairs the ability to participate fully in the debate and working of the Committee. The Representative shall rise when called by the Chairpersons and explain the grievance.
2. A Point of Personal Privilege may interrupt a speech only if the Representative raising the point cannot hear the speaker.

27. Point of Parliamentary Inquiry

1. A Representative may raise a Point of Parliamentary Inquiry at any time to clarify a technical aspect regarding the RoP. The Representative shall rise when called by the Chairpersons and state the nature of the inquiry.
2. The Chairpersons shall respond to the Representative's concern immediately and attempt to clarify the matter without causing excessive disruption to the working of the Council.
3. Points of Parliamentary Inquiry may under no circumstances interrupt the speech of a fellow Representative.

28. Point of Order

1. A Representative may raise a Point of Order at any time to signal an instance of non-adherence to the RoP either by the Chairpersons or by another Representative, which has escaped the Chairpersons' scrutiny. The Representative shall rise when called by the Chairpersons and briefly explain the breach of one or more rules.
2. The Point of Order shall be immediately decided by the Chairpersons in accordance with the RoP. A representative may appeal against the ruling of the Chairperson (Rule 32).
3. A Representative may not, in raising a Point of Order, speak on the substance of the Topic under discussion.
4. Points of Order may under no circumstances interrupt the speech of a fellow Representative.

VII. MOTIONS

29. Proposing Motions

1. The Chairpersons may ask for any Motions at any point when the floor is open. When recognized by the Chairpersons the Representative shall rise, state the nature of the Motion and briefly explain the Motion itself. Substantial statements are not in order at this time.
2. The Chairpersons may, at their discretion, stop asking for Motions at any time and move to vote on those already raised; this decision of the Chairpersons is not subject to appeal.
3. The Chairpersons will subsequently entertain the raised Motions one by one, starting from highest in the order of preference (Rule 39), i.e. the most disruptive. If the Motion fails the Chairpersons shall move to the next most disruptive Motion. This continues until a Motion is passed or the floor returns to the General Speakers' List.
4. If a Motion passes, all other Motions previously raised automatically fail and are removed from the floor.
5. The Chairpersons may at their discretion rule out any Motion, providing a brief explanation to the Representative on the reasons of their ruling. The decision of the Chairpersons to rule out a motion is subject to appeal unless otherwise specified in these Rules.
6. Before putting a motion to a vote, the Chairpersons shall ask for objections to the motion. In case of objections, the motion will be put to a vote. In case there are no objections, the motion passes without a vote. This rule only applies to motions that do not require debate.
7. Representatives cannot abstain from this vote. Unless differently established a simple majority will be required for the vote to pass.

30. Motion to Verify the Quorum

1. When the Chairpersons open the floor for Motions, any Representative may raise a Motion to Verify the Quorum. Upon this request, the Chairpersons shall immediately communicate the total number of Representatives present.
2. Should the quorum be inferior to one third of the Representatives according to Rule 15, the session shall be suspended until the Quorum is re-established.

31. Motion to Modify the Provisional Agenda

1. The Motion to Modify the Agenda allows Representatives to change the order of items of the Provisional Agenda as deemed appropriate.
2. The Motion to Modify the Agenda is a procedural motion. This motion requires two (2) speakers in favor and two (2) speakers against with a speakers' time of one (1) minute each.
3. This Motion requires a two-thirds (2/3) majority to pass.
4. If the Motion to put an Agenda item first fails, the other Agenda item will automatically be placed first on the Agenda.
5. If there are no proposals on the Floor, the Chairpersons shall declare the Provisional Agenda adopted.

32. Motion to appeal the decision of the Chairpersons

1. A Representative may raise a Motion to appeal the Chairpersons' decision except those that are not open to appeal according to these rules.
2. The Motion to appeal the Chairpersons' decision is a procedural Motion. This motion requires the Chairperson to speak in defense of the decision and the Representative who raised the motion in favor of the appeal. The time allotted to each speech may not exceed one (1) minute.
3. The Chairperson's ruling shall stand unless overruled by a two-thirds majority of the Representatives.
4. The following decisions by the Chairpersons are not subject to appeal:

- a) amount of motions being introduced at once
- b) Chairpersons' decision to suspend the meeting
- c) Overruled Motion to Change the Speaking Time on the General Speakers' List
- d) Overruled Motion for Moderated Caucus
- e) Overruled Motion for Unmoderated Caucus
- f) Overruled Motion for the Adjournment of the Meeting

33. Motion to Change the Speaking Time on the General Speakers' List

A Representative deeming that extending or reducing the time limit for individual speeches on the General Speakers' List would be beneficial to the debate may raise a Motion to Change the Speaking Time on the General Speakers' List at any time when the floor is open. This motion does not require debate and needs a simple majority to pass. The Chairpersons may, at their discretion, rule this motion out of order. The decision of the Chairpersons is not subject to appeal.

34. Motion for Moderated Caucus

1. A Representative may introduce a Motion for a Moderated Caucus at any time when the Floor is open. The Representative proposing the Motion shall briefly indicate a topic to be addressed in the Moderated Caucus, specifying its total duration and a time limit for individual speeches.
2. The Motion for a Moderate Caucus is a procedural Motion
3. This motion does not require debate and needs a simple majority to pass.
4. A Motion for the Extension of a Moderated Caucus is in order for a duration not exceeding the total duration of the previously proposed Moderated Caucus. The extension of a Moderated Caucus already extended is out of order.
5. The Chairpersons may rule the Motion out of order if they feel that the Motion is not constructive to debate at that point in time. The decision of the Chairpersons is not subject to appeal.
6. In case the motion passes, strict adherence to the topic initially proposed is necessary. The Chairpersons may call to order any Representative, who does not talk on the topic of the caucus.

35. Motion for Unmoderated Caucus

1. A Representative may introduce a Motion for an Unmoderated Caucus at any time when the Floor is open. The Representative proposing the Motion shall briefly explain the purpose of the Moderated Caucus, specifying its total duration.
2. The Motion for an Unmoderated Caucus is a procedural Motion
3. This motion does not require debate and needs a simple majority to pass.
4. A Motion for the Extension of an Unmoderated Caucus is in order for a duration not exceeding the total duration of the previously proposed Unmoderated Caucus. The extension of an Unmoderated Caucus already extended is out of order.
5. The Chairpersons may rule the Motion out of order if they feel that the Motion is not constructive to debate at that point in time. The decision of the Chairpersons is not subject to appeal.

36. Motion for Closure of the Debate

1. A Motion for the Closure of the Debate on a given Agenda item requests the immediate termination of all discussions on the topic under consideration. If the Motion for the Closure of the Debate passes the Committee moves into voting procedures on all substantive proposals introduced during the debate.
2. A Representative may introduce a Motion to Close the Debate at any time when the Floor is open.
3. This motion requires two (2) speakers speaking against and two (2) speakers in favor of this motion, who will be given the floor by the Chairpersons for one (1) minute each. After the speakers, the motion shall immediately be put to a vote, where it needs a two-thirds (2/3) majority to pass.

4. The Chairpersons may rule the Motion out of order. The Decision of the Chairpersons is subject to appeal.

37. Motion for the Suspension of the Meeting

1. A Motion for the Suspension of the Meeting requests the suspension of the meeting for a given period of time.
2. This motion is only in order if an interruption of the meeting is called for in the MILMUN 2017 schedule.
3. The Motion for the Suspension of the Meeting is a procedural Motion.
4. This motion does not require debate and needs a simple majority to pass.
5. The Chairpersons may rule the Motion out of order. The Decision of the Chairpersons is subject to appeal.

38. Motion for the Adjournment of the Meeting

1. A Motion for the Adjournment of the meeting requests the closure of the Committee's work for the 2017 edition of MILMUN.
2. The Motion for the Adjournment of the Meeting is a procedural Motion. This motion does not require debate and needs a simple majority to pass.
3. The Chairpersons will not entertain this Motion until the end of the last session of the Committee. The decision of the Chairpersons on whether to entertain this Motion is not subject to appeal.

39. Order of Precedence of Motions

1. The order of priority of Motions which may be raised while the floor is open, from the most to the least disruptive, is:
 - a) Motion to Appeal the decision of the Chair (Rule 32)
 - b) Motion for the Adjournment of the Meeting (Rule 38)
 - c) Motion for the Suspension of the Meeting (Rule 37)
 - d) Motions for Closure of the Debate (Rule 36)
 - e) Motions for a Unmoderated Caucus (Rule 35)
 - f) Motions for a Moderated Caucus (Rule 34)
 - g) Motion to Change the Speaking Time on the General Speakers' List (Rule 33)
2. The order of priority of Motions which may be raised only during Voting Procedure, from the most to the least disruptive, is:
 - h) Motion to Reorder Draft Resolutions (Rule 51)
 - i) Motion to Divide the Question (Rule 50)
 - j) Motion for a Roll Call (Rule 49)
3. If a Motion with higher precedence is approved, all other Motions on the Floor are automatically ruled out and shall not be voted upon.
4. A Representative, who had moved for a Motion, which has been ruled out, may propose it again, when the Floor is open.

VIII. RULES GOVERNING WRITTEN PROPOSALS

40. Documents

All documents which have not been approved by the Chairpersons may not be used during Sessions. If one or more Representatives wish to introduce a document to the attention of the Committee, the document has to be submitted to the Chairpersons for approval, in accordance with the relevant following Rules.

41. Working Papers

1. Working Papers are documents intended to further the discussion of the Committee. Working Papers are unofficial documents that need not be written in Resolution format and do not require Sponsors or Signatories.
2. Representatives may propose Working Papers for Committee consideration by sending it to the Chairpersons for approval through the most efficient means available. Upon approval, the document is assigned a number. The Chairpersons shall officially distribute the Working Paper to all the Representatives. The Chairpersons may suspend debate in order to grant Representatives time to familiarize them with its content.
3. The Secretary-General reserves the right to withdraw one or more Working Papers, should they be evaluated inappropriate or of no interest for the purpose of the debate.

42. Draft Resolutions

1. Draft Resolutions are documents drafted in the official format set by the Secretariat for each Committee prior to the Conference and require Representatives expressing explicit support by signing it as Sponsors or Signatories. A Representative may not at the same time be a Sponsor as well as a Signatory of a given Draft Resolution.
2. The Sponsors are recognized as writers of the Draft Resolution. The number of Sponsors required to introduce a Draft Resolution will be set by the Chairpersons according to the size of the Committee.
3. The Signatories support the discussion of the Draft Resolution and do not have further obligations. The number of Signatories required to introduce a Draft Resolution will be set by the Chairpersons according to the size of the Committee.
4. The number of Sponsors and Signatories supporting a Draft Resolution shall not be in any case inferior to one-fifth of the Members of the Committee.
5. A Representative may request that his or her country name be added or removed from the list of Sponsors or Signatories at any time during the debate. The request should be submitted in written form to the Chairpersons. If the Draft Resolution does not have the required number of Sponsors and Signatories in any moment, it will be removed from the Floor immediately.
6. If a Draft Resolution is not amended in accordance with Rules 45 and 46 the Sponsors are obliged to vote in favor of it during voting procedure.
7. More than one Draft Resolution may be on the Floor at any given time but only one final Resolution may be passed per Agenda item.

43. Introducing Draft Resolutions

1. No motion is required to introduce a Draft Resolution. The draft will be automatically introduced by the Chairpersons, if the requirements are met.
2. The Chairpersons, under the supervision of the Secretary-General, are requested to verify that the document meets the requested number of sponsor and signatories and the special requirements established for each Committee. The Secretary-General shall read and provide comments, remarks, objections and suggestion to the Committee on the Draft Resolution as soon as possible, with the purpose of improving the quality of the document.
3. Once a Draft Resolution has been approved by the Chairpersons and the Secretary-General, it is assigned a number in relation to the item of the agenda under consideration and officially introduced to all the Representatives.
4. Subsequently, the Sponsors will entertain a Question and Answer Session to answer questions of clarification regarding the content or meaning of the Draft Resolution.

44. Withdrawal of Draft Resolutions

A Draft Resolution may be withdrawn by all its Sponsors together at any time before the voting upon it has commenced. This request should be submitted in written form to the Chairpersons.

45. Amendments

1. An Amendment is a proposal that adds to, deletes from or revises operative clauses of a Draft Resolution. A Representative may propose Amendments on any Draft Resolution that has been formally introduced. Amendments to Preambulatory Clauses are not in order once the Draft Resolution has been formally introduced.
2. Editorial errors in Draft Resolutions will be corrected without a vote.
3. The final decisions on corrections are at the discretion of the Chairpersons and the Secretary General.

46. Introducing Amendments

1. Representatives wishing to introduce amendments will have to do so in writing, before the committee closes debate and moves into voting procedure, specifying exactly, which clauses are affected by the amendments. Once the amendment is approved by the Chairpersons, it shall be distributed in the Committee. An Amendment may not be referred to in a debate before it has been distributed to all delegations.
2. As soon as the amendment is distributed in the Committee, the Sponsor shall read out the content of the amendment.
3. The Chairperson shall declare the opening of the debate on a given amendment and establish a separate Amendment Speaker's List for the purpose of this debate containing two speakers in favor of the amendment and two speakers against it.
4. Amendments are considered friendly if all Sponsors of the Draft Resolution to be amended are in favor of the amendment. It is up to the Chairpersons to verify if all Sponsors are in favor. Friendly amendments are included immediately and without a vote into the Draft Resolution.
5. Amendments are considered unfriendly if at least one Sponsor of the Draft Resolution opposes the amendment. In that case, the amendment will be put to a vote to the Committee during voting procedure before voting on the Draft Resolution in question. During the vote on amendments, the same rules apply as for the votes on Draft Resolution.
6. If an Amendment fails, it cannot be re-introduced.
7. An Amendment to an Amendment and to an already amended Clause is out of order.

IX.DECISION-MAKING RULES

47. Voting on the Documents on the Floor

1. In the case of exhaustion of the Speakers' List or when a Motion for Closure of Debate passes, Draft Resolutions on the Floor will be put to vote. If no Draft Resolution is on the Floor, the Council shall move to the next item on the agenda.
2. If there are no other items on the agenda, the Council is adjourned by the Chairpersons to the next scheduled meeting.
3. During Voting Procedures, the Chairpersons secure the doors and nobody may leave or enter the room except the Secretary-General, the Under Secretary-General and persons particularly authorized by the Secretary-General. Representatives having left the room will not be allowed to reenter.
4. During Voting Procedures, Representatives must refrain from communicating with one another in any form.
5. The Voting Procedure must not be interrupted except for when a Representative wishes to raise a Point of Order, a Point of Personal Privilege, a Point of Parliamentary Inquiry or when the Floor is open to Points and Motions upon request of the Chairpersons. In case the voting procedure is interrupted according to the above provision the Chairpersons shall recommence.

48. Voting Procedure

1. If not decided upon differently, Representatives vote by raising their placards. In a substantive vote Representative may vote, 'In Favor', 'Against' or 'Abstain'.
2. Members 'present and voting' cannot abstain, as stipulated in Rule 14. Observers may not vote, in accordance with Rule 12.
3. The Sponsors of a Draft Resolution shall vote in favor of it if the text has not been amended unfriendly.
4. If Unfriendly Amendments to the original text are approved, the Sponsors can vote against the Draft Resolution or abstain from voting.

49. Motion for Roll Call Vote

1. The Motion for a Roll Call Vote will be in order immediately after the Closure of Debate, but before the Committee starts voting on any of the Draft Resolutions. The Motion for Roll Call Vote is a procedural Motion.
2. This motion does not require debate and needs a simple majority to pass.
3. If the Motion passes the Chairpersons shall, during the substantive vote, call each Member State in English alphabetical order.
4. The Representatives shall reply 'In Favor', 'In Favor with Rights', 'Against', 'Against with Rights', 'Abstain' or 'Pass'. A Representative may pass only once but must subsequently vote either 'In Favor', 'In Favor with Rights', 'Against' and 'Against with Rights', when called for the second time by the Chairpersons.
5. Representatives who have voted 'In Favor with Rights' or 'Against with Rights' shall be granted 1 minute to explain the reason of their vote once the voting procedure is completed and, in any case, before the announcement of the result.
6. Abstention is not allowed if a Representatives has stated 'Present and Voting' during the last Roll Call (Rule 14).

50. Motion to Divide the Question

1. A Motion to Divide the Question requests that specific clauses of the Draft Resolution are voted upon separately. The Motion will be in order immediately after the Closure of Debate, but before the Committee starts voting on any of the Draft Resolutions.
2. This motion does not require debate and needs a simple majority to pass.
3. If the motion passes the Draft Resolution is divided into different parts accordingly, and a separate substantive vote will be taken on each divided part. Parts of the Draft Resolution that are approved by the Committee will be recombined into a final document and put to a substantive vote as a whole.

51. Motion to Reorder Draft Resolutions

1. If there are two or more Draft Resolutions on the Floor, the Council shall vote upon the Draft Resolution with the most Signatories first.
2. A Motion to Reorder Draft Resolutions requests to change the order in which Draft Resolutions are voted upon. The Motion will be in order immediately after the Closure of Debate, but before the Committee starts voting on any of the Draft Resolutions.
3. This motion does not require debate and needs a simple majority to pass.
4. If the motion passes the Draft Resolutions on the floor will be voted upon accordingly.

Developed by: Philipp Zieten and Walter Minissale