

# Warsaw Model United Nations 2016

## Rules of Procedure

The following Rules of Procedure (later referred to as The Rules) are the imperative guidelines of procedures to be followed throughout Warsaw Model United Nations 2016 (later referred to as the conference).

The following Rules cannot be changed or undermined by anyone with the exception of the Secretary General and the President of General Assembly.

### I General Rules

#### **Article 1: The Secretariat**

1. The Secretary General, The President of the General Assembly, as well as the Under-Secretary Generals are collectively to be called the Secretariat.
2. The Secretariat is officially responsible for supervising the course of the conference.
3. The decisions undertaken by any member of the Secretariat are imperative and may not be discredited by any participant of the conference.
4. The Secretariat shall coordinate the work of the Committee sessions and the General Assembly, and perform any administrative work or aid with the procedures in the Committees.
5. Any member of the Secretariat has the privilege to make an oral statement in front of a Committee at any given time.
6. The Secretariat is to choose the members of staff , as well as Committee Chairs.
7. Any uncertainties related to the understanding of the Rules must be resolved by the Secretary General, the President of General Assembly or any person indicated by either of them.

#### **Article 2: Code of Conduct**

1. The official working language of Warsaw Model United Nations 2016 is English, all speeches and documents must be provided in English.
2. The use of any other language is permitted under the condition that a complete translation to English is provided.

3. The Delegates must at all times show proper courtesy and respect towards other delegates, as well as the Secretariat, Chairs and Staff of the conference.
4. Any acts of disrespect, harassment or discrimination will be condemned by the Secretariat. Any person to commit such an act will face a punishment issued by the Secretary General.
5. The official dress code of the conference is Western business attire. Traditional attire of the represented State is also permitted for the delegates.
6. Delegates must at all times refer to themselves, as well as other delegates, the Secretariat or Chairs, in the third person.
7. Plagiarism of documents is strictly prohibited. The delegates engaged in the acts of plagiarism shall meet disciplinary measures conducted by the Secretary General.
8. The use of electronic devices (such as portable computers, tablets or mobile phones) is allowed only by the permission of the Chair or President of General Assembly.
9. The use of electronic devices as means of entertainment is prohibited during the conference.
10. If the Rules of Procedure are harshly violated, a Chair or any member of the Secretariat may decide to exclude that delegate from their Committee.

## II Rules of debates

In the following chapters the President of General Assembly will be referred to as the President.

### **Article 3: Attendance**

1. At the beginning of every sitting, the Chair or President will call all the Member States in English alphabetical order to state their attendance. The delegates must state whether they are present or present and voting, remembering that if they state to be present and voting the delegate may not abstain in any substantive vote.
2. For the Chair or President to be able to establish quorum, two-thirds of the Member States must be present or present and voting.
3. If quorum is not constituted, the Chair or President may not open the debates.
4. Any delegate not present during the roll call will automatically obtain the status of an observer until the next roll call is conducted, the delegates may challenge the quorum by raising a Motion to Challenge the Quorum (this motion requires simple majority to pass).

5. The status of attendance during roll call can only be changed by the conduction of the next roll call.

#### **Article 4: Agenda**

1. After the roll call procedure is conducted, the Motion to Set the Agenda is in order.
2. Upon setting the agenda, the delegates shall decide which of the topics, previously chosen and prepared by the Chairs, shall be discussed first. This shall be decided by a given motion. If there is an objection to the motion about the issue to be discussed, two speeches in favour and against shall be presented (each lasting not longer than 60 seconds). The motion shall be then voted upon by the Member States.

#### **Article 5: General Debate**

1. After the Agenda is set, a Motion to Open the General Speakers' List should be adopted. The motion must include information about the time allowed for each speech.
2. All delegates wishing to be added to the List must inform the Chairs or the President of their will by raising their placard when ordered to do so.  
If a delegate wishes to be added to the List after the speeches have begun, they may do so by delivering a page note to the Chairs or Presidency.
3. Each Member State may be put on the List only once. After having spoken and their Member State being deleted from the Speakers' List, a delegate may wish to be re-added to the List.
4. The Motion to Close the Agenda is in order at any time the floor is open.
5. If the Speakers' List is exhausted, the List is to be considered closed and the Committee will move to the voting procedure concerning the issue of discussion unless any Motion is raised.
6. Once having finished their speech, a delegate must yield the floor back to the Chair, President or another delegate.  
Delegates may address the audience and raise points and motions only when given the floor by the President, the Chair or previous delegate.
7. The motions and points in order during the conference are listed and described in Chapter V. The President of the General Assembly and the Chair of the Committee has the authority to call to order delegates whose speeches are irrelevant or inappropriate.

### **Article 6: Unmoderated Caucus**

1. Unmoderated Caucus may synonymously be referred to as Informal Debate.
2. Motion for Unmoderated Caucus is in order any time the floor is open.
3. Unmoderated Caucus is the most informal form of debates during which the Delegates are obliged to create Working Papers and Draft Resolutions.
4. The time of the Unmoderated Caucus should be suggested by the delegate raising the motion. The time cannot exceed thirty minutes, yet a Motion to Extend the Unmoderated Caucus is in order after the set time is exhausted. The Motion needs simple majority to pass.

### **Article 7: Moderated Caucus**

1. Moderated Caucus may synonymously be referred to as Formal Debate.
2. Motion for Moderated Caucus is in order any time the floor is open.
3. The delegate raising a Motion for Moderated Caucus is to state the time of the caucus, time per speaker and the purpose of the Debate (its topic).
4. A moderated caucus must not exceed 20 minutes.
5. The Motion requires simple majority to pass.
6. In the process of a Formal Debate no Speakers' List shall be created. All delegates wishing to speak may inform the Chair or President of their will by raising their placard when asked to do so, the delegate then may speak for the time set in the motion.
7. Yields of Floor to another delegate, as well as Points of Information are out of order during Moderated Caucus, as all delegates may speak freely during the debate.

## **III Substantive matters**

Substantive matters are those regarding Working Papers, Draft Resolutions, Amendments and Resolutions.

### **Article 8: Working Papers**

1. The Member State submitting a Working Paper is to be called the sponsor while the States that wish to discuss upon it, are the signatories.

2. The maximum of three sponsors is permitted for a Working Paper.
3. Working papers are to be prepared by the delegates during unmoderated caucus.
4. Any delegate may submit their working paper to the Chairs or Presidency and it is at their discretion to decide whether to accept them.
5. Working papers do not require signatories in order to be accepted.
6. As Working Papers are not legal documents, they do not have to be written in Resolution format.

### **Article 9: Draft Resolution**

1. In order for a Working Paper to become a Draft Resolution, the approval of the Chairs or Presidency, as well as signatures of at least 20% of present Member States are mandatory.
2. If these conditions are fulfilled, a Draft Resolution may be presented to the Committee.

### **Article 10: Amendments**

1. Amendments to a Draft Resolutions should be submitted by special Amendment Notes and delivered to the Chairs or Presidency through Pages.
2. The Chair or President should proceed to the received Amendments whenever the floor is open.
3. Three types of Amendments are to be accepted. Amendments to add, delete or innovate a part of a Draft Resolution are in order.
4. An amendment to add allows for a delegate to add a new point or a part to any of the already existing points to a Draft Resolution. Such amendments must consist of the full text that is ought to be added, as well as the specific space at which they should be placed.
5. Amendments to delete are an opportunity to delete a point of a Draft Resolution or its part. The point or part that is to be deleted must be clearly specified in the Amendment Note.
6. Amendments to innovate are amendments that change an already exist- ing point of a Draft Resolution. In such an amendment, a delegate is obliged to state the part that is to be changed and the exact replacement text.
7. All Amendments require approval from the Chairs or Presidency.
8. The Chair or President may decline an Amendment if above conditions are not fulfilled, they may also do so in case of illegibility of the submitted Amendment.

9. If an Amendment is accepted by all sponsors of a Draft Resolution, it should be treated as a friendly amendment and be accepted without further debate or voting.
10. If an amendment is not recognised as friendly it should become the subject of a Moderated Caucus with duration set by the Chairs or Presidency (without the possibility of extension), after the debate is conducted the House moves to the voting procedure upon the discussed amendment, simple majority is required for an amendment to be implemented.
11. Second order amendments (amendments to amendments) are out of order.

#### **Article 11: Resolution**

1. When the floor is open, a delegate may raise a Motion to Move to Voting Procedure, the motion requires simple majority, if the motion passes, the House proceeds to voting upon a Draft Resolution currently under discussion.
2. If there were no unfriendly amendments applied sponsors of the Draft Resolution are obliged to vote in favour, signatories don't face such an obligation.
3. Delegates are to state whether they are in favour or against, one may also abstain from the vote, yet only if the delegate has not previously stated to be present and voting.
4. A Draft Resolution requires a two-thirds majority in voting in order to be accepted.
5. The voting is to be assisted by at least two speeches in favour and to against the Draft Resolution. The default duration of speech is 90 seconds.
6. A Motion to Split the House can be raised in order to repeat the voting procedure. In this voting no Member State is allowed to abstain from voting. The motion requires simple majority to pass.
7. A Draft Resolution that passes a vote becomes a Resolution.

### **IV Voting**

Two types of voting are to be recognised: substantive and procedural. Substantive votes are those concerning the matters of Working Papers, Draft Resolutions and Amendments. Procedural votes regard all remaining motions and issues.

#### **Article 12: Procedural Votes**

1. All participants of a Committee have the right to vote in procedural votes.
2. No abstentions are allowed on procedural votes.

3. Procedural matters are to be voted upon by acclamation, the delegates raising their placards at the Chair's or President's demand. This may be changed by a Motion to Vote by Roll Call.

### **Article 13: Substantive Votes**

1. All participants of a Committee have a right to vote in substantive votes.
2. In substantive votes a Member State may vote in favour, against or abstain from a vote. However, if during roll call a delegate has stated to be present and voting, they may not abstain from any substantive vote.
3. Substantive matters are to be voted upon by roll call, stating the vote after the Member State is called out by the Chair or President. This may be changed by a Motion to Vote by Acclamation.

## **V Points and motions**

The points and motions that are to be accepted during Warsaw Model United Nations 2015 are as follows:

1. Point of Information
2. Point of Personal Privilege
3. Point of Order
4. Point of Parliamentary Inquiry
5. Right of Reply
5. Motion of Censure
6. Adjournment of the Meeting
7. Suspension of the Meeting
8. Unmoderated Caucus
9. Moderated Caucus
10. Adjournment of Debate
11. Division of the Question
12. Appeal
13. Splitting the House
14. Moving to the Voting Procedure
15. Explanation of a Vote
16. Motion to Vote by Acclamation
17. Motion to Vote by Roll Call

### **Article 14: Point of Information**

1. Point of Information is a point addressed to the statement of the previous speaker.

2. A Point of Information must be stated in the form of a question.
3. A Point of Information may not interrupt other speakers.
4. Points of Information are out of order during Moderated and Unmoderated Caucus.

#### **Article 15: Point of Personal Privilege**

1. Point of Personal Privilege is a point referring to personal discomfort of a delegate.
2. A Point of Personal Privilege may interrupt other speakers if it is relevant at that time.

#### **Article 16: Point of Order**

1. Point of Order aims to indicate the inappropriate application of the Rules of Procedure.
2. The relevancy of the raised point is to be assessed by the Chair or President.
3. A Point of Order may interrupt other speakers if it is relevant at that time.

#### **Article 17: Point of Parliamentary Inquiry**

1. Point of Parliamentary Inquiry is addressed to the Chair or President with the intention of clarification of the Rules of Procedure.
2. A Point of Parliamentary Inquiry may not interrupt other speakers.

#### **Article 18: Right of Reply**

1. A Right of Reply may be raised by delegates whose national integrity or sovereignty has been ended by another delegate's speech.
2. A Right of Reply must not interrupt other speakers, it may be raised after a speech or during it via Page notes.
3. The relevancy of the raised Right of Reply is up to the decision of the Chair or President.
4. Rights of Reply to Rights of Reply are out of order.

#### **Article 19: Motion of Censure**

1. Motion of Censure is raised to censure a delegate who violates the Rules of Procedure.
2. The Motion of Censure may interrupt other speakers if it is relevant at that time.

3. The Chair or President may censure a delegate who violates the Rules even if no such Point has been raised by any delegate.
4. The delegate raising the Motion of Censure must supply specific reason and explanation for their Point as well as the duration of the censure.
5. The relevancy of the raised Motion of Censure is to be assessed by the Chair or President. The duration of censure is also at Chair's or President's discretion.

#### **Article 20: Adjournment of the Meeting, Suspension of the Meeting, Adjournment of Debate**

1. Motion to Adjourn the Meeting closes the current meeting.
2. Motion to Suspend the Meeting suspends the current meeting for a specified period of time. The time must be specified in the motion.
3. Motion to Adjourn the Debate closes the debate on the currently discussed topic.
4. The Motions may be raised only when the floor is open.
5. The Motions require simple majority to pass.
6. The Motions may be discredited by the Chair or President.

#### **Article 21: Unmoderated and Moderated Caucuses**

1. For the explanation of these motions see Articles 6 and 7.

#### **Article 22: Division of the Question**

1. Motion to Divide the Question allows to vote for separate operative clauses of a Draft Resolution instead of the document as a whole.
2. The Motion requires simple majority to pass.
3. The delegate raising the motion must specify the consecutive clauses of a Draft Resolution that are ought to be voted upon. They may decide to Divide all of the clauses of the Draft Resolution.
4. After the House decides which operative clauses to include, a new Draft Resolution must be written consisting of the chosen clauses and then voted upon as a whole.

### **Article 23: Appeal**

1. Motion of Appeal questions the decision of a Chair on a specific matter.
2. The decision upon the relevancy of the motion is at the discretion of the President of General Assembly or any person indicated by them.

### **Article 24: Splitting the House, Moving to the Voting Procedure**

1. For the explanation of these motions see Article 11.

### **Article 25: Explanation of a Vote**

1. Motion to Explain the Vote may be raised by a delegate who perceives another delegate's vote as inappropriate or incomprehensible and wishes to hear the explanation of the vote of the indicated delegate.
2. The decision upon the relevancy of the Motion is at the Chair's or President's discretion.
3. The motion may be raised after the voting procedure is completed. The motion must not interrupt the voting procedure.

### **Article 26: Motion to Vote by Acclamation, Motion to Vote by Roll Call**

1. For the explanation of these motions see Articles 12 and 13.
2. These motions require simple majority to pass.