Rules of **Procedure**

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Flow of Debate

Note: the conference will take place on the virtual platform Zoom.

I.   General Debate on Issue on Agenda

This debate does not include a resolution. You can let the other present nations know what your position on the issue on the agenda is and learn about theirs. You can determine which countries have the same interests as you and therefore pair up with them to write a resolution during lobbying. In order to present your position on a topic, please use the 'raise hand' feature and the floor will be yielded to you by the Chair.

II.   Informal Lobbying

There is no formal debate, delegates may use this time to communicate through the private chat function. It is also possible to be put into further breakout rooms for further informal debating. Resolutions can be merged, changed and co-submitted. In order to submit a draft resolution to the approval panel, at least five co-submitters are required.

III.   Draft Resolution Introduction

1. Read out Operative Clauses
2. Opening Speech by Main Submitter: this speech sets the tone for the entire debate. The main submitter clarifies the clauses and puts them into context, explains the benefits it would have for nations and addresses counter-arguments before other delegates can.

IV.   Open Debate on Draft Resolution

1. Submission of Amendments
   Amendments up to the second degree are in order.

V.   Closed Debate

1. Time in favor: In order to make a speech in favour of a clause/resolution/amendment, the 'raise hand' function should be used and the Chair will yield the floor to the delegate.
2. Time against: In order to make a speech against a clause/resolution/amendment, the 'raise hand' function should be used and the Chair will yield the floor to the delegate.

VI. Voting Procedures on Draft Resolution

When the chairs announce voting procedures, please use the 'raise hand' function to vote either for or against the resolution.

Points / Motions / Requests

To address the chair or other delegates and to raise any concerns, it is important to use the following points and motions. In order to make a motion, use the 'raise hand function'. The following motions are possible:

Motions	Meaning
Motion to Move into Voting Procedure	When a delegate wants to vote on the current clause or resolution.
Motion to Call for the Order of the Day	If delegates want to put an order for the topics on the agenda.
Motion to Table the Debate	The topic in question will be put to the side and discussed later.
Motion to Resume Debate	When delegates want to reopen the discussion on the tabled question.
Motion to Exclude the Public	When granted, all outside guests, observers, admins and people not part of the Committee are required to leave.
Motion to Reintroduce Public	Outside people are allowed back into the room/call if granted.
Motion to Move into Previous Question	When a delegate wants to skip to the next step of the debate whether it is: - During Closed debate: Time for into Time against, Time against into Voting - Open debate: Move from speeches to Immediate Voting
Motion to Move into Question and Answer session	This motion is used to ask questions to the delegate speaking. Anyone can ask the delegate about the current topic, their viewpoint, etc. using the 'raise hand function'.
Motion to Move into Lobbying Time	If the chair grants the motion, delegates are allowed to lobby, freely communicate with each other through the personal chat function or personal calls. This can be used, for example, to find co-signers for a resolution.

Motion to Move into a Moderated Caucus	Suspend the formal session and move into an informal debate.
Motion to Move into Closed Debate	This motion is used when a delegate wishes to hear both arguments for and against.
Motion to suspend Session	A break / recess, which the Chair sets a time for.
Motion to extend Debate Time	If a delegate wants to further discuss a topic which the time has already passed for.
Motion to Vote by Roll Call	If a delegate feels the votes were counted incorrectly, this motion enables each delegate to be called to state their vote.
Motion to divide the house	This motion restricts the use of an abstention, this is often used when there are many abstentions and the delegates then must vote in favour or against.
Motion to Appeal to the Decision of the Chair	If a delegate believes the Chair made a wrong decision, this motion is used. The Secretary General will be called in to consult and make the decision.

Important: Speaking and note passing, meaning messaging other delegates through the personal chat function, is not permitted during voting procedures. Voting will be done again through the 'raise hand' feature.

Points	Meaning
Point of Information	A question to a delegate speaking, has to be granted by chair.
Point of Information to the Chair	A question to the Chair.
Point of Personal Privilege	A question regarding personal wellbeing - audibility, leaving the call, poor internet connection, etc.
Point of Order	When a delegate wishes to address an action. against the Rules of Procedure.
Point of Parliamentary Enquiry	Questions about the Rules.

Requests	Meaning
Request to follow up	When a delegate wants to ask a second question, this request is asked.

Resolution Approval Process

- A draft resolution can be prepared previously at home or written during the provided lobbying time
- Delegates need to find at least **3 countries** who are willing to co-sign their draft resolution
- The resolution should be sent to the chair who will decide whether it will be up for debate
- Once approved by the chair, he or she will forward them to the approval panel who will check spelling, grammar and formalities
- The draft resolution will be sent back to the main submitter who will correct the mistakes
- The approval panel will repeat the correction process
- The chair then determines which resolutions will be debated upon and in which order

How to write a Resolution

A) Heading

1. Full committee name
2. The discussed topic
3. Country name
4. Co-submitting country names
5. Full committee name, (again)

Example:

> **FORUM:** General Assembly Third Committee,
> **QUESTION OF:** Women's Rights
> **SUBMITTER:** France
> **CO-SUBMITTERS:** (...)
> **THE GENERAL ASSEMBLY THIRD COMMITTEE,**

B) Preambulatory Clauses

- They state the reason why the committee is addressing the topic
- Each clause begins with a cursive present participle (-ing) and ends with a comma

They may include content such as:

- Statements made by the UN Secretary-General or a relevant UN body / agency
- Recognition of efforts of a regional or non-governmental organization which is dealing with the issue
- References to the UN Charter or other applicable legal frameworks
- General statements on the topic in terms of its relevance and impact

- Citations of past UN resolutions or treaties on the topic under discussion

Example of a Preambulatory Clause:

Taking into consideration the 12 million children that are married below 18 annually

C) Operative Clauses

- State solutions which the resolution proposes to resolve the issue
- Should address issues raised by preambulatory clauses
- Sub-clauses should be used to further elaborate what is meant by the main operative clauses
- Begins with underlined verb in the third person singular

Stock Phrases (that the General Assemblies and the security Council can use):

Appeals	Expresses its	Recommends
Appreciates	Further invites	Regrets
Asks	Further proclaims	Reminds
Calls	Further recommends	Renews
Calls for	Further reminds	Requests
Calls upon	Further resolves	Resolves
Commends	Further requests	Seeks
Congratulates	Has resolved	Strongly urges
Considers	Hopes	Suggests
Deplores	Invites	Supports
Designates	Notes	Takes note of
Draws the attention	Offers	Transmits
Emphasizes	Proclaims	
Encourages	Proposes	
Endorses	Reaffirms	

Stock Phrases (that only the Security Council can use):

Accepts	Condemns	Solemnly affirms
Affirms	Confirms	Strongly condemns
Approves	Declares accordingly	
Authorises	Demands	

Example of an Operative Clause:

<u>Urges</u> all countries to co-sign the nuclear non-proliferation treaty

Guide to Amendments

If a delegate wishes to change something about a clause or resolution, he / she must make an amendment. There are two types of amendments:

- **Friendly amendment:** a correction to spelling or wording
- **Formal amendment:** a change to the resolution / clause
    - → striking a clause
    - → adding a clause
    - → updating a clause

Each amendment must be written in the format of the clause / resolution sent to the Chair via private chat. Once the amendment is added, the delegate must hold a speech (only if it is a formal amendment). The amendment will be debated and then voted on.

Striking a clause:
<u>Supports</u> vaccinations of children starting from birth, if allowed by parents.

Amendment submitted by: X
(Put a line through the part of the clause you want eliminated)
<u>Supports</u> vaccinations of children starting from birth, ~~if allowed by parents.~~

Adding a clause:

Amendment submitted by: X
Write any clause you wish to add in the correct format of an operative clause.

Updating a clause:
<u>Calls upon</u> meetings for updates on x every 2 years, to discuss progress and see what else can be changed.

Amendment submitted by: X
(Replace what you want to, eg. replace **2 years** with **year**)
<u>Calls upon</u> meetings for updates on x every **year**, to discuss progress and see what else can be changed.

Guide to Note Passing

If a delegate wishes to communicate with another, he or she must write to the delegate via the private chat function on Zoom. Notes to the Chair are also possible via private chat.

Important rules to remember:

- Inappropriate notes that offend people and are not relevant to the debate will not be tolerated and can result in suspension of note passing.
- It is not allowed to communicate with other delegates during voting procedures or when the Chairs say not to.
- The disruption of the calls on purpose and the sharing of offensive and inappropriate material during the conference within the committee and general assembly is not allowed.
- Please remember to be kind and respectful to others during the conference.