



GerMUN 2016

German Model United Nations | Weimar | February 24th - 28th

RULES OF PROCEDURE *of the* **UNITED NATIONS GENERAL ASSEMBLY**

Introduction

1. These rules shall be the only rules which apply to the General Assembly at German Model United Nations (GerMUN) and shall be considered adopted by the Committee prior to its first meeting.
2. For purposes of these rules, the President, Vice-President, Rapporteur, and the rest of the GerMUN staff members, are designates and agents of the Secretary-General and Deputy Secretary-General, and are collectively referred to as the "Secretariat."
3. Interpretation of the rules shall be reserved exclusively to the Secretary-General or her/his designate. Such interpretation shall be in accordance with the philosophy and principles of GerMUN and in furtherance of the educational mission of that organization.
4. For the purposes of these rules, "President" shall refer to the Chair or acting Chair of the Committee, which can be any member of the Secretariat or their designate.
5. For the purposes of these rules, "proposal" means any working paper, draft resolution, an amendment thereto, or a portion of a draft resolution divided out by motion.
6. The General Assembly at GerMUN shall be a resolution-writing committees.
7. The practice of striving for consensus in decision-making shall be encouraged. GerMUN also acknowledges it may sometimes be necessary for a Member State to abstain or vote against a draft resolution it cannot support for policy reasons.

I. SESSIONS

Rule 1 – *Dates of convening and adjournment*

The Committee shall meet every year in regular session, commencing and closing on the dates designated by the Secretary-General.

Rule 2 – *Place of sessions*

The Committee shall meet at a location designated by the Secretary-General.

II. AGENDA

Rule 3 – *Provisional agenda*

The provisional agenda shall be drawn up by the Deputy Secretary-General and communicated to the members of the Committee at least sixty days before the opening of the session.

The provisional agenda for each Committee can be found in the Committee Background Guide.

Rule 4 – Adoption of the agenda

The agenda provided by the Deputy Secretary-General shall be considered adopted as of the beginning of the session. The order of the agenda items shall be determined by a majority vote of those present and voting.

The vote described in this rule is a procedural vote and, as such, observers are permitted to cast a vote. For purposes of this rule, those present and voting means those Member States and observers, in attendance at the meeting during which this motion comes to a vote. Should the Committee not reach a decision by conclusion of the first night's meeting, the agenda will be automatically set in the order in which it was first communicated.

Rule 5 – Revision of the agenda

During a session, the Committee may revise the agenda by adding, deleting, deferring or amending items. Only important and urgent items shall be added to the agenda during a session. Debate on the inclusion of an item in the agenda shall be limited to three speakers in favor of, and three against, the inclusion. Additional items of an important and urgent character, proposed for inclusion in the agenda less than thirty days before the opening of a session, may be placed on the agenda if the Committee so decides by a two-thirds majority of the members present and voting. No additional item may, unless the Committee decides otherwise by a two-thirds majority of the members present and voting, be considered until a commission has reported on the question concerned.

For purposes of this rule, the determination of an item of an important and urgent character is subject to the discretion of the Deputy Secretary-General, or his or her designate, and any such determination is final. If an item is determined to be of such a character, then it requires a two-thirds vote of the Committee to be placed on the agenda. The votes described in this rule are substantive votes, and, as such, observers are not permitted to cast a vote. For purposes of this rule, —the members “present and voting” — means members (not including observers) in attendance at the session during which this motion comes to vote.

Rule 6 – Explanatory memorandum

Any item proposed for inclusion in the agenda shall be accompanied by an explanatory memorandum and, if possible, by basic documents.

Each explanatory memorandum should have the same structure and length of a topic within the Committee Background Guides provided by the Secretariat.

III. SECRETARIAT

Rule 7 – Duties of the Secretary-General

The Secretary-General or her/his designate shall act in this capacity in all meetings of the Committee. The Secretary-General, in cooperation with the Deputy Secretary-General, shall provide and direct the staff required by the Committee and be responsible for all the arrangements that may be necessary for its meetings.

Rule 8 – Duties of the Secretariat

The Secretariat shall receive and distribute documents of the Committee to the Members, and generally perform all other work which the Committee may require.

Rule 9 – Statements by the Secretariat

The Secretary-General or her/his designate, may make oral as well as written statements to the Committee concerning any question under consideration.

Rule 10 – Selection of the President

The Secretary-General or her/his designate shall appoint, from applications received by the Secretariat, a President who shall hold office and, *inter alia*, chair the Committee for the duration of the session, unless otherwise decided by the Secretary-General.

Rule 11 – *Replacement of the President*

If the President is unable to perform her/his functions, a new President shall be appointed for the unexpired term at the discretion of the Secretary-General or her/his designate.

IV. LANGUAGE

Rule 12 – *Official and working language*

English shall be the official and working language of the Committee during scheduled sessions (both formal and informal) of the Committee.

Rule 13 – *Interpretation (oral) or translation (written)*

Any representative wishing to address any body or submit a document in a language other than English shall provide interpretation or translation into English.

This rule does not affect the total speaking time allotted to those delegates wishing to address the body in a language other than English. As such, both the speech and the interpretation must be within the set time limit. The language should be the official language of the country you are representing at GerMUN.

V. CONDUCT OF BUSINESS

Rule 14 – *Quorum*

The President may declare a meeting open and permit debate to proceed when representatives of at least one-third of the members of the Committee are present. The presence of representatives of a majority of the members of the Committee shall be required for any decision to be taken.

For purposes of this rule, ‘members of the Committee’ means the total number of members (not including observers) in attendance at the first night’s meeting (session).

Rule 15 – *General powers of the President*

In addition to exercising the powers conferred upon him or her elsewhere by these rules, the President shall declare the opening and closing of each meeting of the Committee, direct the discussions, ensure observance of these rules, accord the right to speak, put questions to vote and announce decisions. The President, subject to these rules, shall have complete control of the proceedings of the Committee and over the maintenance of order at its meetings. He or she shall rule on points of order. The President may propose to the Committee the closure of the list of speakers, a limitation on the speaker’s time and on the number of times the representative of each member may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.

Included in these enumerated powers is the power to assign speaking times for all speeches incidental to motions and amendment. Further, the President is to use her/his discretion, upon the advice and at the consent of the Secretariat, to determine whether to entertain a particular motion based on the philosophy and principles of GerMUN. Such discretion should be used on a limited basis and only under circumstances where it is necessary to advance the educational mission of the Conference and is limited to entertaining motions.

Rule 16 – *Authority of the Committee*

The President, in the exercise of her or his functions, remains under the authority of the Committee.

Rule 17 – *Voting rights on procedural matters*

Unless otherwise stated, all votes pertaining to the conduct of business shall require a favorable vote by the majority of the members “present and voting” in order to pass.

For purposes of this rule, the members present and voting mean those members (including observers) in attendance at the meeting during which this rule is applied. Note that observers may vote on all procedural votes; they may, however, not vote on substantive matters. Every delegation must cast a vote in procedural votes. Further, there is no possibility to abstain or pass on procedural votes

Rule 18 – Points of order

During the discussion of any matter, a representative may rise to a point of order, and the President in accordance with the rules of procedure shall immediately decide the point of order. A representative may appeal against the ruling of the President (referred to as “Appeal the Chair”). The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Such points of order should not under any circumstances interrupt the speech of a fellow representative. They should be used exclusively to correct an error in procedure. Any questions on order arising during a speech made by a delegate should be raised at the conclusion of the speech, or can be addressed by the President, sua sponte (on her/his own accord), during the speech. For purposes of this rule, the members present and voting mean those members (including observers) in attendance at the meeting during which this motion comes to vote.

Rule 19 – Speeches

No representative may address the Committee without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

In line with the philosophy and principles of GerMUN, in furtherance of its educational mission, and for the purpose of facilitating debate, the time limit for all speeches may be amended by the Committee through a vote if the President, at his or her discretion, allows the Committee to decide. The content of speeches should be pertinent to the agenda as set by the Committee.

Rule 20 – Speakers’ List

Upon the discussion of a new topic, the President will open a speakers’ list and invite representatives to add their names to the list. Representatives cannot appear more than once on the list at any one time. On completing a speech, the representative may request to be added to the speakers’ list again. The speakers’ list can be closed and reopened by a vote of the Committee. When there are no more speakers on the list, the President shall declare the debate closed which will result in the Committee moving immediately to voting procedure.

The decision to announce the speakers’ list is at the discretion of the President and should not be the subject of a motion by the Committee. A motion to close the speakers’ list or reopen (if the list has already been closed) is within the purview of the Committee and the President should not act on her/his own motion.

Rule 21 – Right of reply

If a remark impugns the integrity of a representative’s State, the President may permit that representative to exercise her/his right of reply following the conclusion of the controversial speech, and shall determine an appropriate time limit for the reply. No ruling on this question shall be subject to appeal.

For purposes of this rule, a remark that impugns the integrity of a representative’s State is

one directed at the governing authority of that State and/or one that puts into question that State's sovereignty or a portion thereof. All interventions in the exercise of the right of reply shall be addressed in writing to the Secretariat and shall not be raised as a point of order or motion. The representative only upon approval of the Secretariat shall read the reply to the Committee, and in no case after voting has concluded on all matters relating to the agenda topic, during the discussion of which, the right arose. The right of reply will not be approved should it impugn the integrity of another State.

Rule 22 – Suspension of the meeting

During the discussion of any matter, a representative may move the suspension of the meeting, specifying a time for reconvening. Such motions shall not be debated but shall be put to a vote immediately, requiring the support of a majority of the members present and voting to pass. Representatives should not state a purpose for the suspension.

This motion should be used to suspend the meeting for lunch or at the end of the scheduled committee session. Delegates should properly phrase this motion as “suspension of the meeting,” and provide a length of time when making the motion.

Rule 23 – Adjournment of the meeting

During the discussion of any matter, a representative may move to the adjournment of the meeting. Such motions shall not be debated but shall be put to the vote immediately, requiring the support of a majority of the members present and voting to pass. After adjournment, the Committee shall reconvene at its next regularly scheduled meeting time.

As this motion, if successful, would end the meeting until the Committee's next regularly scheduled session the following year. In accordance with the philosophy and principles of GERMUN and in furtherance of its educational mission, the President will not entertain such a motion until the end of the last meeting of the Committee.

Rule 24 – Adjournment of debate

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. Two representatives may speak in favor of, and two against, the motion, after which the motion shall be immediately put to the vote. The President may limit the time to be allowed to speakers under this rule.

Adjournment of debate will result in the immediate end of debate on the topic currently under consideration the Committee will move on to the second agenda topic. This requires speakers for and against and a simple majority to pass. Should adjournment of debate pass, the Committee will set aside all work and open up a new speakers' list for consideration of the next topic. Should the body wish to discuss the adjourned topic, a motion for reconsideration is required.

Rule 25 – Closure of debate

A representative may at any time move for closure of debate on the item under discussion, whether or not any other representative has signified her/his wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be put to the vote immediately. Closure of debate shall require a two-thirds majority of the members present and voting. If the Committee favors the closure of debate, the Committee shall immediately move to vote on all proposals introduced under that agenda item.

Rule 26 – Order of motions

Subject to Rule 18, the motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:

1. To suspend the meeting;
2. To adjourn the meeting;

3. To adjourn the debate on the item under discussion;
4. To close the debate on the item under discussion.

Rule 27 – *Proposals and amendments*

Proposals and amendments shall normally be submitted in writing to the Secretariat. Any proposal or amendment that relates to the substance of any matter under discussion shall require the signature of twenty percent of the members of the Committee [sponsors and signatories]. Sponsors of proposals are the primary authors of the proposal; signatories are delegations that wish to debate the proposal.

The Secretariat may, at its discretion, approve the proposal or amendment for circulation among the delegations. As a general rule, no proposal shall be put to the vote at any meeting of the Committee unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of amendments or of motions as to procedure, even though such amendments and motions have not been circulated.

If the sponsors agree to the adoption of a proposed amendment, the proposal shall be modified accordingly and no vote shall be taken on the proposed amendment. A document modified in this manner shall be considered as the proposal pending before the Committee for all purposes, including subsequent amendments.

For purposes of this rule, all proposals shall be in the form of working papers prior to their approval by the Secretariat. Working papers will not be copied, or in any other way distributed, to the Committee by the Secretariat. The distribution of such working papers is solely the responsibility of the sponsors of the working papers.

Along these lines, and in furtherance of the philosophy and principles of GerMUN and for the purpose of advancing its educational mission, delegates should not directly refer to the substance of a working paper during formal speeches, as they have not been circulated to the entire body. Delegates may, however, refer to the general issues contained within the working paper by highlighting their priorities and goals for the topic at hand.

After approval of a working paper, it becomes a draft resolution and will be copied and distributed to the Committee by the Secretariat. Once approved as a draft resolution, it is permissible to refer to the document in a formal speech. Draft resolutions are the collective property of the Committee and, as such, the names of the original sponsors will be removed. The copying and distribution of amendments is at the discretion of the Secretariat, but the substance of all such amendments will be made available to all delegates in some form. Should delegates wish to withdraw a working paper, draft resolution, or amendment from consideration, this requires the consent of all sponsors.

Rule 28 – *Withdrawal of motions*

A motion may be withdrawn by its proposer at any time before voting has commenced. A motion thus withdrawn may be reintroduced by any member.

Rule 29 – *Reconsideration of a topic*

When a topic has been adjourned, it may not be reconsidered at the same session unless the Committee, by a two-thirds majority of those present and voting, so decides. Reconsideration can only be moved by a representative who voted on the prevailing side of the original motion to adjourn. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote immediately. The President may limit the time to be allowed to speakers under this rule.

Rule 30 - *Invitation to silent prayer or meditation*

In the immediate period after the opening of the meeting and preceding the closing of the final

meeting, the President may invite the representatives to make a motion to observe a moment of silence

If this motion is made, delegates should not state a specific purpose for the moment of silence. The Dais will grant the moment of silence for a short period of time and then continue with formal session.

VI. VOTING

Rule 31 – Voting rights

Each member of the Committee shall have one vote.

This rule applies to substantive voting on amendments, draft resolutions, and portions of draft resolutions divided out by motion. Observers are not permitted to cast votes on substantive matters.

Rule 32 – Request for a vote

A proposal or motion before the Committee for decision shall be voted upon if any member so requests. Where no member requests a vote, the Committee may adopt proposals or motions without a vote.

For purposes of this rule, proposal means any draft resolution, an amendment thereto, or a portion of a draft resolution divided out by motion. Just prior to a vote on a particular proposal or motion, the President may ask if there are any objections to passing the proposal or motion by acclamation, or a member may move to accept the proposal or motion by acclamation. If there are no objections to the proposal or motion, then it is adopted without a vote. Adoption by “acclamation” or “without a vote” is consistent not only with the educational mission of the conference but also the way in which the United Nations adopts a majority of its proposals.

Rule 33 – Majority required

1. Unless specified otherwise by the Secretariat in the Committee Background Guide, decisions of the Committee shall be made by a majority of the members present and voting.
2. For the purpose of tabulation, the phrase “members present and voting” means members casting an affirmative or negative vote. Members that abstain from voting are considered as not voting.

All delegates declaring that they are “present and voting” during the attendance roll call for the meeting during which the substantive voting occurs, must cast an affirmative or negative vote, and cannot abstain on substantive votes.

3. Should the Secretariat inform the Committee that decisions will be made by consensus, this shall apply to matters of substance. If consensus is not attainable when an issue comes up for decision, the President shall make every effort to facilitate achievement of consensus. If the President determines that consensus is not possible, the Committee shall take the decision by a two-thirds majority of the members present and voting.

The Committee Background Guide will detail whether or not the Committee will make decisions by consensus. Further, the Secretariat will announce this during Committee session.

Rule 34 – Method of voting

The Committee shall normally vote by a show of placards, except that a representative may request a roll-call, which shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is randomly selected by the President. The name of each member shall be called in any roll-call, and one of its representatives shall reply “yes,” “no,” “abstention,” or “pass.”

Only those members who designate themselves as present or present and voting during the attendance roll call, or in some other manner communicate their attendance to the President and/or Secretariat, are permitted to vote and, as such, no others will be called during a roll-call vote. Any delegate replying “pass” must, when requested a second time, respond with either “yes” or “no.” A pass cannot be followed by a second pass for the same proposal or amendment, nor can it be followed by an abstention on that same proposal or amendment. At the final plenary sessions held at the United Nations for GerMUN, roll call votes are replaced by a recorded vote (if mechanical means available) instead of calling out the names of the members.

Rule 35 – Explanations of vote

Following the completion of voting, sponsors of a proposal who voted against their proposal may make a brief statement in explanation of their vote if the proposal has been amended by an unfriendly amendment or changed by a division of the question. Explanations of the vote must be submitted to the Dais before voting procedure begins.

Explanation of the vote allows a sponsor of a draft resolution to explain why they voted against a draft resolution after it has been amended with an unfriendly amendment or changed by division of the question. All explanations of vote must be submitted to the President in writing before voting procedure begins, except where the sponsor was unaware of the amendment or division, in which case the explanation of vote must be submitted to the President in writing immediately after voting on the topic ends.

Rule 36 – Conduct during voting

After the President has announced the commencement of voting, no representatives shall interrupt the voting except on a point of order in connection with the actual process of voting.

For purposes of this rule, there shall be no communication among delegates, and if any delegate leaves the Committee room during voting procedure, they will not be allowed back into the room until the Committee has concluded voting procedure. Should a delegate who is also serving as Head Delegate leave the room, they may reenter but they may not retake their seat and participate in the vote.

Rule 37 – Division of proposals and amendments

Immediately before a proposal or amendment comes to a vote, a representative may move that parts of a proposal or an amendment should be voted on separately. If there are calls for multiple divisions, those shall be voted upon in an order to be set by the President where the most radical division will be voted upon first. If an objection is made to the motion for division, the request for division shall be voted upon, requiring the support of a majority of those present and voting to pass. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment that are approved shall then be put to a vote. If all operative parts of the proposal or of the amendment have been rejected, the proposal or amendment is considered rejected entirely.

For purposes of this rule, most radical division means the division that will remove the greatest substance from the draft resolution, but not necessarily the one that will remove the most words or clauses. The determination of which division is most radical is subject to the discretion of the Secretariat, and any such determination is final.

Rule 38 – Amendments

An amendment is a proposal that adds to, deletes from, or revises part of another proposal.

Permission to speak on the amendment shall be given only to two speakers in favor and two speakers against.

An amendment to a draft resolution can add, change, or delete operative clauses (including sub-clauses), but cannot in any manner add, amend, delete, or otherwise affect preambular clauses. An amendment may not divide out all operative clauses of a draft resolution. An amendment to a draft report segment can add, change, or delete paragraphs within the Conclusions and Recommendations section, but cannot in any manner add, change, delete or otherwise affect the Introduction or Mandate sections. The President may limit the time allotted to speakers under this rule. These speeches are substantive in nature.

Rule 39 – Voting on amendments

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed there from, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on.

For purposes of this rule, furthest removed in substance means the amendment that will have the most significant impact on the draft resolution. The determination of which amendment is furthest removed in substance is subject to the discretion of the Secretariat, and any such determination is final.

Rule 40 – Order of voting on proposals

If two or more proposals, other than amendments, relate to the same question, they shall, unless the Committee decides otherwise, be voted on in the order in which they were submitted.

VII. CREDENTIALS

Rule 41 – Credentials

The credentials of representatives and the names of members of a delegation shall be submitted to the Secretary-General prior to the opening of a session.

Rule 41 – Authority of the General Assembly

The Committee shall be bound by the actions of the General Assembly in all credentials matters and shall take no action regarding the credentials of any member.

VII. PARTICIPATION OF NON-MEMBERS OF THE COMMITTEE

Rule 42 – Participation of non-Member States

The Committee shall invite any Member of the United Nations that is not a member of the Committee and any other State, to participate in its deliberations on any matter of particular concern to that State. A State thus invited shall not have the right to vote, but may submit proposals which may be put to the vote on request of any member of the body concerned.

If the Committee considers that the presence of a Member invited, according to this rule, is no longer necessary, it may withdraw the invitation. Delegates invited to the Committee according to this rule should also keep in mind their role and obligations in the Committee that they were originally assigned to. For educational purposes of the GerMUN Conference, the Secretariat may thus ask a delegate to return to his or her board when his or her presence in the Committee is no longer required. Delegates may request the presence of a non-member of their board simply by informing the President that this is the desire of the body, there is no formal procedural process.

Rule 43 – Participation of national liberation movements

The Committee may invite any national liberation movement recognized by the General Assembly to participate, without the right to vote, in its deliberations on any matter of particular concern to that movement.

National liberation movements are only represented at GerMUN in two ways: (1) if their delegation has been assigned explicitly the national liberation movement itself; or (b) in the case that the Security Council wishes to hear from a representative of the movement in their deliberations, the Secretariat shall provide the appropriate representative.

Rule 44 – Participation of non-governmental organization and intergovernmental organizations

Representatives of non- governmental organizations/intergovernmental organizations accorded consultative observer status by the Economic and Social Council and other non-governmental organizations/intergovernmental organizations designated on an ad hoc or a continuing basis by the Committee on the recommendation of the Bureau of the Economic and Social Council, may participate, with the procedural right to vote, but not the substantive right to vote, in the deliberations of the Committee on questions within the scope of the activities of the organizations.