



*Rules of Procedure*

# Table of Contents

<b>I. General Aspects</b>	<b>3</b>
Rules of Procedure	3
Interpretation	3
Language	3
Courtesy	3
Dress Code	3
Delegates	4
Chairpersons	4
Secretary General and Deputy Secretary General	4
<b>II. Procedure of Debate</b>	<b>5</b>
Quorum	5
General Speakers' List	5
Speeches	5
Yields	6
Majorities	6
Points	6
Motions	7
<b>III. Written Documents</b>	<b>11</b>
Working Papers	11
Draft Resolutions	11
Amendments	11
<b>IV. Voting</b>	<b>13</b>
General Aspects	13
Voting Procedure	13
Order of Voting	13
Motions	14

# I. General Aspects

## *Rules of Procedure*

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

## *Interpretation*

Interpretation of the Rules of Procedure shall be reserved exclusively for the Secretariat or designated members of the Secretariat. 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 Galati Model United Nations.

## *Language*

English is the official language of the Conference. The use of other languages is prohibited during the Committee Sessions. No documents in languages other than English may be introduced in the Committee.

## *Courtesy*

All Partakers shall show courtesy to other Partakers. If one does not comply, the Chairpersons shall call them to order. Should they persist, the case would be communicated to the Secretariat. The Secretariat may expel any Partakers for failing to adhere to this rule.

## *Dress Code*

The Dress Code for the Conference is business attire. In the event of a Delegate wearing inappropriate attire, the Chairpersons have the right to take appropriate measures. The rule applies to all Partakers.

## *Delegates*

- a. Delegates are expected to have carefully read these Rules of Procedure and to have thoroughly prepared for every Session.
- b. Delegates are required to write a position paper and in the case that they fail to do so until the deadline, they are no longer eligible for any award.

## *Chairpersons*

- a. The Chairpersons are responsible for the application of the Rules of Procedure.
- b. The Chairpersons may rule out any Point or Motion that is irrelevant or does not contribute to the work of the Committee.
- c. The Chairpersons may suggest or introduce to the Committee any Motions that they consider would improve the work of their Committee, at any time.
- d. The Chairpersons have the right to take all the measures they deem appropriate in order to ensure that the Delegates represent the positions of their countries or characters accurately.
- e. The Chairpersons may, at any time, suspend the procedure within the Committee in order to clarify and agree on internal matters.

## *Secretary General and Deputy Secretary General*

- a. Their interpretation of the ROP shall prevail over all other interpretations. In the interpretation of the ROP, they shall take into consideration equality of treatment and the good functioning of the Conference.
- b. They are entitled to adopt measures not stated herein, if deemed necessary for the good functioning of the Conference.
- c. They may at any time address a Committee by means of oral or written statements concerning any topic and may be called upon by Partakers in order to clarify any misinterpretations.
- d. They shall also:
  - a. assist the Chairpersons;
  - b. receive, correct and circulate documents;
  - c. have custody of the documents in the archives.

## II. Procedure of Debate

### *Quorum*

- a. The Quorum must be established at the beginning of every Session and requires one-third (1/3) of the Members to be present before entering into debate. The option to change that number is at the discretion of the Secretariat.
- b. In order to establish the Presence, the Chairpersons shall proceed to a roll call prior to the opening of the Meeting. The roll call shall take place in English Alphabetical Order.
- c. Delegates may state present or present and voting. Delegates stating present and voting cannot abstain when voting on substantive matters.

### *General Speakers' List*

- a. During formal debate the Chairpersons shall keep a Speakers' List, which will determine the order of Speakers with a specific time per speech, set at 90 seconds.
- b. Delegates 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. The decision to grant the Motions will be at the discretion of the Chairpersons.
- c. A Delegate may request to be added to the Speakers' List by raising the placard upon general invitation of the Chairpersons or by sending a note to them
- d. One whose Delegation's name is already included in the Speakers' List shall not be added again until given the Floor.
- e. Should the Speakers' List elapse, the debate on the Agenda item shall be considered finished and the Committee shall move into voting procedure.

### *Speeches*

- a. No Delegate may address a Committee, in formal debate, without having previously been recognised by the Chairpersons.
- b. Should a Delegate address the Committee without permission, exceed the allotted time for the speech, make irrelevant or offensive statements, or violate the Galmun Rules in any other way, the Chairpersons may call them to order.

## *Yields*

At the end of a formal speech (during the General Speakers' List) a Delegate is required to yield their remaining time. They may:

- a. *Yield to the Chairpersons.*
- b. *Yield to Another Delegate:* A Delegate may yield their time to another Delegate. The later can accept or reject the yield. If they accept, the time cannot be extended nor yielded to another Delegate.
- c. *Yield to Questions:* A Delegate may yield their time to questions. The Chairpersons will ask the Committee if there are any Points on the Floor, at which time, Delegates may raise a Point of Information. The Chairpersons will pause the time in order for the question to be phrased. The Speaker will have the remaining time to answer the question.

## *Majorities*

- a. Presumed Majority - when the Chairpersons deem that a Motion passes by an "Overwhelming Majority".
- b. Simple Majority - requires a Majority of  $\frac{1}{2} + 1$  of all Delegates "Present and voting" to be in Favour.
- c. Qualified Majority – requires a Majority of  $\frac{2}{3}$  (two thirds) of all Delegates to be in Favour.

## *Points*

### *1. Point of Personal Privilege*

It is the only Point that may interrupt a Speaker. A Delegate may raise a Point of Personal Privilege in order to correct an issue that impairs their full and proper participation in the Committee. Unless it is ruled out, the Chairpersons shall try to address the source of impairment.

### *2. Point of Order*

This Point may not interrupt a Speaker. A Delegate may raise a Point of Order if they believe the Rules of Procedure have not been followed correctly. The Chairpersons will rule on the Point immediately.

### *3. Point of Parliamentary Inquiry*

This Point may not interrupt a Speaker. A Delegate may raise a Point of Parliamentary Inquiry in order to request a clarification on the Rules of Procedure from the Chairpersons.

#### 4. *Right of Reply*

- a. A Delegate may ask for a Right of Reply if they consider that their personal or national integrity has been infringed upon by the speech of another Delegate and only immediately after this speech.
- b. It is at the discretion of the Chairpersons if they grant the Right of Reply or not. If the Chairpersons grant the Right of Reply, the Delegate that infringed the personal or national integrity of the other Delegate may call for a Right of Defense or apologize.

#### 5. *Point of Information*

- a. This Point may not interrupt a Speaker. A Delegate may raise a Point of Information, if and only if, the Floor is yielded to Questions. Statements or comments that do not constitute a question are not in order.
- b. The Crisis Committee is the only one which allows Points of Information allowed in moderated caucus.

### *Motions*

#### *General Aspects*

- a. The Chairpersons may open the Floor at any time for Point or Motions. When a Delegate is recognised, they will state the nature of the Motion and briefly explain the Motion itself.
- b. After the motion is raised, the Chairpersons shall ask if there are any Seconds, and if there is at least one Second, then Objections. If there are no Objections, the Motion passes without a vote. If there are Objections or no Seconds, the Chairpersons will ask if there are any other Motions.
- c. The Chairpersons may, at their discretion, stop asking for Motions at any time and move on to vote on those already raised. The Chairpersons will subsequently entertain the raised Motions one by one, from the most to the least disruptive one.
- d. When a Motion 'can be debatable', it implies that there may be time in Favour and time Against the Motion, which are decided at the discretion of the Chairpersons.
- e. A Motion can be debated / voted upon only if it receives a Second.

#### 1. *Motion to Verify the Quorum*

- a. At the beginning of each Meeting a Motion to Verify the Quorum should be proposed. The Chairpersons shall call in alphabetical order on all Member States in order to state their status of attendance. Delegates may reply "present" or

“present and voting”. Delegates stating just “present and voting” shall have no right to abstain from any vote on the substantial matter.

- b. If any of the Delegates were not present during the Roll Call, upon their arrival they shall send a note to the Chairpersons clarifying their status of presence.

## *2. Motion to Set the Agenda*

- a. The Author of the Motion must specify the Topic the Committee should address. The Delegates may not add new Topics on the Agenda or eliminate proposed Topics.
- b. The Motion can be debatable and shall be voted upon (1/2 Majority).
- c. If no Motion gathers the required support from the Committee, the topics shall be considered in the order proposed by the Secretariat prior to the beginning of the Conference.

## *3. Motion to Split the Topic Area*

- a. This Motion enables the Committee to debate on subtopics within the Agenda and produce a Resolution for each one of them.
- b. This Motion can be debatable and shall be voted upon (2/3 Majority).

## *4. Motion for a Moderated Caucus*

- a. Moderated Caucuses allow Delegates to focus on a specific sub-topic and are mediated by the Chairpersons,
- b. A Delegate may propose a Motion for a Moderated Caucus when the Floor is open to any Points or Motions, it is not debatable and shall be voted upon (1/2 Majority).
- c. The Author of the Motion needs to specify (1) the duration of the Moderated Caucus, (2) its purpose and (3) time per Speaker.

## *5. Motion for an Unmoderated Caucus*

- a. Unmoderated Caucuses allow Delegates to walk around and talk without being recognised by the Chairpersons,
- b. A Delegate may propose a Motion for a Moderated Caucus when the Floor is open to any Points or Motions, it is not debatable and shall be voted upon (1/2 Majority).
- c. The Author of the Motion needs to specify (1) the duration of the Unmoderated Caucus and (2) its purpose.

## *6. Motion for the Extension of the Caucus*

- a. At the end of the Moderated or Unmoderated Caucus, any Delegate may propose this Motion to extend its duration, it is not debatable and shall be voted upon (1/2 Majority).



- b. The Author of the Motion needs to specify the duration of the Extension and it may not exceed the duration of the Caucus extended.
- c. A Caucus may be extended twice and the second extension cannot exceed the duration of the first.

*7. Motion to Close the Debate (move into Voting Procedure)*

- a. This Motion enables the immediate termination of all discussion regarding the Topic Area and moves the Committee into voting procedure on the introduced Draft Resolutions.
- b. It can be introduced at any time, even without the exhaustion of General Speaker's List.
- c. This Motion can be debatable and shall be voted upon (2/3 Majority).

*8. Motion to Appeal the Decision of the Chairpersons*

- d. A Delegate may raise a Motion to Appeal the Decision of the Chairpersons with regards to any decision, except those that are not open to appeal according to these rules.
- e. The Chairperson may speak in defense of the decision and the Delegate in defense of the appeal. The time allotted to each speech may not exceed 1 minute.
- f. The Chairperson's ruling shall stand unless overruled by a 2/3 Majority.

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

- a. A Delegate 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.
- b. The decision to grant the Motions will be at the discretion of the Chairpersons.

*10. Motion for a Minute of Silence*

- a. A Delegate may propose a Motion for a Minute of Silence before the start of a Committee Session.
- b. They must indicate the reason behind the minute of silence. This Motion is immediately adopted unless deemed out of order by the Chairpersons.
- c. This Motion may be proposed once per Session, only in case of an extreme situation. (ex. When a country surrenders, after a lost battle etc.)

*11. Motion to Suspend the Meeting*

- a. A Delegate may propose a Motion to Suspend the Meeting in order to suspend the activity of the Committee until the next scheduled Session.
- b. The Motion is not debatable and it shall be voted upon (2/3 Majority).

*12. Motion to Adjourn the Meeting*

- a. The Delegates may propose a Motion to Adjourn the Meeting in order to permanently cease the activity of the Committee in question.
- b. The Motion is not debatable and it shall be voted upon (2/3 Majority).

## III. Written Documents

### *Working Papers*

- a. Working Papers are unofficial documents intended to further the discussion of the Committee and do not require Sponsors or Signatories.
- b. Delegates may propose Working Papers for Committee consideration by sending them to the Chairpersons for approval through the most efficient means available.
- c. The Secretariat reserves the right to withdraw any Working Paper, should they be deemed it inappropriate or of no interest to the purpose of the debate.

### *Draft Resolutions*

- a. Draft Resolutions are documents drafted in the official format set by the Secretariat for each Committee prior to the Conference and require Sponsors or Signatories.
- b. The Sponsors are recognised as Authors of the Draft Resolution. The Signatories support the discussion of the Draft Resolution and do not have further obligations.
- c. The number of Sponsors and Signatories required to introduce a Draft Resolution will be set by the Chairpersons according to the size of the Committee. A Sponsor may not be at the same time a Signatory of a given Draft Resolution.

### *Amendments*

#### *General Aspects*

- a. Amendments are written proposals that add, strike out or change the Operative Clauses of a Draft Resolution. Delegates may propose Amendments on any Draft Resolution that has been formally introduced.
- b. Grammatical, spelling and formatting errors in Draft Resolutions will be corrected without a vote.
- c. Amendments to Preambulatory Clauses are not in order and shall be removed at the discretion of the Chairpersons.

### *1. Introducing Amendments*

- a. Once an Amendment has been approved by the Chairpersons, it is then officially introduced to the whole Committee.
- b. The Sponsors of the Draft Resolution will determine whether the Amendment is Friendly or Unfriendly. If deemed Friendly, the Amendment automatically passes, and if deemed Unfriendly the Chairpersons shall then establish a separate Speakers' List to discuss the Amendment.
- c. The number of Speeches in Favour and Against, as well as the time per Speaker, will be decided at the discretion of the Chairpersons.
- d. Once the Speakers' list on the Amendment has been exhausted, debate on the Amendment automatically closes. The Committee shall then vote on the implementation of the Amendment part of the Draft Resolution or not.

### *2. Withdrawing Amendments*

An Amendment may be withdrawn by its Sponsor at any time before voting procedure commences. This request shall be submitted in written form to the Chairpersons.

## IV. Voting

### *General Aspects*

- a. Lobbying, cross-talking and Substantive Debate are not permitted and electronics must be turned off.
- b. Observers and Members of Staff and Press are required to leave the room.
- c. Doors shall be 'sealed', which implies that no Delegate may enter or leave the room.
- d. All Points are allowed during voting procedure.
- e. Members that are 'Present and Voting' cannot Abstain.
- f. Sponsors may not vote Against if the Draft Resolution has not been amended.

### *Voting Procedure*

- a. In the event that the General Speakers' List elapses or when a Motion to Close the Debate has been passed, Draft Resolutions on the Floor will automatically be put to vote.
- b. If not decided upon differently, Delegates vote by raising their placards.
- c. It is a substantive vote and Delegates may vote:
  1. Yes: a substantive vote in Favour.
  2. No: a substantive vote Against.
  3. Yes, with Rights: a substantive vote in Favour that allows the Delegate to explain their vote, for 30 seconds, after the voting has ended.
  4. No, with Rights: a substantive vote Against that allows the Delegate to explain their vote, for 30 seconds, after the voting has ended.
  5. Abstain: neither a vote in Favour nor Against.
  6. Pass: upon declaring a pass, the Chairpersons will continue with the voting; after all other Delegates have voted, the Chairperson will again call on the Delegate who passed to vote; however, those who have passed are no longer able to Abstain.

### *Order of Voting*

If there are more Draft Resolutions on the Floor concerning the same issue, they shall be voted upon in the order they were introduced unless there is a Motion to Re-order the Draft Resolutions.

## *Required Majority*

- a. A Procedural or Substantive matter requiring Simple Majority shall be passed when half plus one (50% + 1) of the Delegates vote in Favour. If the number of votes is equally divided, the matter shall automatically fail.
- b. A Procedural or Substantive matter requiring a Qualified Majority shall pass by two thirds (2/3) of the present Delegates. If the voting is divided exactly, the matter shall be regarded as passed.

## *Motions*

### *1. Motion for Roll Call Vote*

- a. This Motion will be in order immediately after the Closure of Debate, but before the Committee starts voting on any of the Draft Resolutions.
- b. This Motion is not debatable and shall be accepted at the discretion of the Chairpersons.
- c. If the Motion passes the Chairpersons shall, during the substantive vote, call on each Delegate in English Alphabetical Order.

### *2. Motion to Re-order the Draft Resolutions*

- a. Without this Motion, the first Resolution which passes takes precedence, therefore, the order in which the draft Resolutions are voted upon is critical.
- b. This Motion resets the order in which Delegates vote upon Draft Resolutions.
- c. This Motion is not debatable and shall be voted upon (2/3 Majority).

### *3. Motion to Split the House*

- a. This Motion shall only be requested if the number of Abstains votes could sway the vote and requires that there be no Abstentions during the voting procedure.
- b. The Motion will be in order immediately after the Closure of Debate, but before the Committee starts voting on any of the Draft Resolutions.
- c. This Motion is not debatable and shall be voted upon (2/3 Majority).

### *4. Motion to Divide the Question*

- a. This Motion requests that specific clauses of the Draft Resolution are voted upon separately.
- b. The Motion will be in order immediately after the Closure of Debate, but before the Committee starts voting on any of the Draft Resolutions.
- c. This Motion is debatable and shall be voted upon (1/2 Majority).
- d. 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.