



RULES OF PROCEDURE

C'MUN 2024



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Chapter I - General dispositions

Article 1: Concept

1. CMUN (Catalonia Model of United Nations) is a Model of United Nations held yearly in Barcelona, the finality of which is to promote the values of the United Nations, as well as, familiarizing university students with the agenda of the international organizations.
2. The Secretary General, the Director General, the Under-Secretary Generals, and the rest of the CMUN 2024 Team Members are collectively referred to as the Secretariat.
3. Participants will, hereinafter, be referred to as *delegates, representatives, or participants*.
4. Moderators of the debate will, hereinafter, be referred to as *chairs, chairpersons, moderators, or committee directors*.

Article 2: United Nations Charter

Delegations, Moderators and Secretariat should always act in accordance with the articles and principles of the United Nations Charter and the Universal Declaration of Human Rights. Any behavior or comment that goes against the physical and moral integrity of Delegates, Chairs or Secretariat members may result in expulsion from the conference.

Article 3: General Principles

1. The Board of Chairs is composed by the Chairs or committee directors.
2. Every committee will have two Chairpersons with equal power unless the committee's specialties require a deviation from the general organization, which should be explicit in all cases.
3. During sessions, the Chairs or other officers of the Committee should be entrusted by their committee, whenever appropriate, with the conduct of informal negotiations aimed at reaching agreement on specific issues.

Article 4: Language

The official language of the conference is English. Delegates should refrain from using any other languages during the sessions.

Article 5: Dress code

1. The Dress code is formal. Men should wear a formal suit, shirt, and tie or similar. Women should dress equally formally in suits, smart separates, or dresses. Footwear has to be formal as well.
2. Delegates are forbidden from wearing any clothing, jewelry or accessories which may be distracting, inappropriate or call attention to themselves either individually or as a group.



3. Interdictions include, but are not limited to:
 - a. Team accessories and non C'MUN accreditation
 - b. Sports shoes and denim clothes
 - c. Military attire
 - d. Cropped tops and mini skirts

Article 6: Decorum

Representatives should address their fellow Delegates in a formal manner. Any speech held during a formal session should make use of courtesy formulas such as *“Honorable Chairs and Fellow Delegates”* and should be stated as representing the countries views and not the individual opinion of the representative, unless stated otherwise by the Chairs or the Rules of Procedure of the specific Committee.

Article 7: Diplomatic courtesy

1. Representatives must always accord diplomatic courtesy to all other Representatives and Officers.
2. In accordance with Article 2, Delegates who persist in obvious attempts to disrupt the session or use insulting or abusive language, shall be subject to the possibility of being expelled from the Committee by the Chairperson.
3. Decisions of the Chairs on diplomatic courtesy are not appealable.

Article 8: Usage of electronic devices

1. The usage of electronic devices during the sessions will be decided by the Chairs and it will be not appealable.
2. Electronic devices should be used in an appropriate manner. The Chairs may forbid a delegate to use them if such delegate does not use them for the means previously established by the Chairpersons.
3. Cell phones should not be seen or heard in committee, and one may only use their mobile phones during breaks or once the conference is over.



Chapter II - Rights and duties of the committee authorities

Article 9: The Secretariat

1. The Secretary General and Under-Secretary Generals (USG) are collectively referred to as the Secretariat. Their task is to ensure the successful organization and progression of the C'MUN conference.
2. The Secretary General, or a member of the Secretariat designated by them as their representative, may at any time make either oral or written statements to the Committees concerning any question under consideration by it.
3. The Secretary General, or a member of the Secretariat designated by him (or her) as his (or her) representative, will have the final word on questions regarding the Rules of Procedure.

Article 10: Authority of the Chairperson

1. The Chairperson of the Committees should fully implement their authority.
2. The Secretariat shall appoint the Chairpersons of the Committees and shall select any other positions necessary to help to conduct the sessions of C'MUN.
3. The Chairperson may slightly modify these Rules of Procedure, under its own discretion, for the benefit of the debate.
4. Absence of the Chairs
 - a. If a Chairperson finds it necessary to be absent during a meeting, it is important to remember that the remaining Chair in the room shall have the same powers and duties as if there were the required number of Chairpersons in the room.
 - b. A member of the Secretariat, particularly the USG Academics Team or another if the former is not available, will make up for the absence of the missing Chairperson by helping the remaining Chair with their duties in the committee. Under no circumstances will any committee be chaired by only one person.

Article 11: Duties of the Chairperson

1. The Chairperson shall:
 - a. Declare the opening and closing of each meeting of the Committee.
 - b. Direct its discussions.
 - c. Ensure observance of these rules.
 - d. Accord the right to speak.
 - e. Put questions and announce decisions.
 - f. Rule on points of order and subject to these rules.
 - g. Have complete control of the proceedings at any meeting and over the maintenance of order there at.
 - h. Put any motion on the floor. During the discussion of an item.
2. The Chairperson may propose to the Committee,
 - a. The limitation of the time to be allowed to speakers.
 - b. The limitation of the number of times each Representative may speak.
 - c. The closure of the list of speakers or the closure of the debate.



- d. The suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion.
3. The Chairperson, in the implementation of his/her functions, remains under the authority of the Committee.
4. Only the Presidents are empowered to call recesses or adjournments or to suspend the rules. Appeals from the decision of the Presidents are not debatable. Such appeals will be put directly to vote. Two thirds against the Presidents' decision are required for such an appeal to be upheld.



Chapter III - Conduct of the debate

Article 12: Quorum

1. In the Committees
 - a. The Chairperson may declare a meeting open and permit the debate to proceed when at least one quarter of the members of the Committee are present.
 - b. The presence of a majority of the members shall be required for any substantive decision to be taken.
2. In the Security Council and European Council, the quorum might vary. See Annexes 2 and 3.

Article 13: Right to speak

1. All Delegates are entitled to the right to speak but, in formal sessions, its exercise is limited to having been granted permission from the Chairpersons to do so.
2. Cross-talking is forbidden at any moment during a formal session.
3. The Chairs may, under their discretion, interfere with a Delegate's speech in case it is not relevant to the matter being discussed; is regarded as a personal offense against any party; violates or threatens the sovereignty of a Member State; or else is contrary to any disposition within these Rules or to the nature of this Conference.
4. Delegates must always use the third person perspective during debate sessions.
5. The use of I or any other personal pronouns is not allowed unless otherwise previously approved by the Chairs.

Article 14: Notes

1. Written messages or notes are allowed for communicating with the chairs and other delegates in the room during Moderated Caucus and Consultations of the Whole. Once the debate is Closed, no notes will be allowed.
2. The use of this mechanism is strictly related to topics linked to the committee matters.
3. Messages must bear clear FROM and TO designations at the top of the paper. Moreover, notes must be properly addressed to the country which is to receive it on the outside too.

Example:

From:
To:
<i>(Message)</i>



4. Messages not fulfilling the above requirements will not be transmitted.

Article 15. Roll Call

1. After the opening of the session the President or Chairperson will begin with a roll call. During this procedure the Chairperson will call all nations in alphabetical order to declare their presence. Delegates shall establish their presence in either one of the three following manners:
 - a. A Delegate that is declared "Present and voting" shall vote in favor or against on any substantive matter, with no possibility to abstain.
 - b. A Delegate that is declared "Present" shall vote in favor, against or abstain on any substantive matter.
 - c. A Delegate that is declared "Present and not voting" shall have debating privileges, but not the right to vote. This is related only to Non-Council Member Nations (see Article 42)
2. Delegates will, during the debate, be able to change their position sending a note to the Chairs. Under the Chair's discretion they shall entertain such a petition.
3. The Chair's decision on this issue is not appealable.

Article 16: Setting the Agenda

1. After a Roll Call, the President or Chairperson will set the agenda.
2. In case there are several topics in the agenda, Delegates will be able to raise a motion to change the provisional agenda.
3. The Council or committees will establish the daily order of consideration of Agenda topics at the start of each daily session. Once established, this will become the working Agenda for the duration of that day.
4. Only topics set on the Provisional Agenda provided by C'MUN shall be considered by a Council or Committee.

Article 17: Motion to Open the debate

1. Once the Quorum has been met either at the start of committee or after a suspended or adjourned session and delegates are ready to begin, a motion to Open debate is in order.
2. This motion requires a simple majority to pass.

Article 18: General Speaker's List

1. After the agenda is set, the Chairs will entertain a motion to open the General Speakers List.
2. The Delegate raising this motion will be entitled to be the first speaker.
3. The Chairs shall ask the committee for Delegations wishing to be added to the speaker's list.
 - a. If the speakers list is exhausted the debate will automatically be closed and the committee shall proceed into voting procedure of any documents presented.
 - b. At any time during the debate Delegates can ask the Chairs to be added to the speakers list by sending a note.
4. Delegates who have not been recognized by the Chairs will not be allowed to talk.



5. Delegates who do not follow the latter rule or act against the Rules of Procedure in general may be sanctioned.
6. If the floor is open to points or motions and there are none, or none have passed, the debate shall automatically move to the General Speakers List.

Article 18.1: Time limit on speeches

1. Speakers must keep their remarks germane to the subject under discussion.
2. The duration of an intervention is limited to 90 seconds per speaker.
3. This time limit may be changed at the discretion of the President.
4. When a Delegate exceeds his/her allowed time, the President or Chairperson shall call him/her to order immediately.
5. Delegates are entitled to raise a motion to change the time on the General Speakers List if it attains to these rules.

Article 18.2: Yielding

1. A Delegate who was granted the right to speak and has finished speaking before his/her time elapsed, may yield the remaining time in one of the following manners:
 - a. Yield to Questions: if the Delegate yields his time to questions, the questioners shall raise Points of Information. Only time spent answering the question is counted toward the time limit. The number of questions is limited to two questions posed per speaking delegate. Comments or statements instead of questions are out of order.
 - b. Yield to another Delegate: if the Delegate accepts the yield, the Chairperson will recognize him/her for the remaining time.
 - c. Yield to the Chairperson or President: the Delegate may yield the time back to the Chair or President. The Chairperson or President may recognize only one Delegate to deliver a short comment (30 seconds) under the petition to *motion for a short comment*. The comment must pertain to the preceding speech. Yields are not in order following a comment. If there are no short comments, the President or Chairperson will simply move on to the next Speaker on the List of Speakers.
2. It will not be allowed for Delegates to yield the floor two times in a single speech.

Article 19: Motion for the Adjournment of the Debate

1. If passed, this Motion adjourns the meeting for a long time (lunch breaks). The Motion requires a qualified majority (2/3) to pass. The Chairs may rule out this Motion provided it is not close enough in time to the end of the Committee break as set out by the schedule.
2. Delegates raising this motion should state the time of the Adjournment following the C'MUN 2024 schedule.
3. The Motion for the Adjournment of the Debate is debatable.



Article 20: Motion for a Caucusing Break

1. If passed, this Motion adjourns the meeting for a short time (coffee breaks). The Motion requires a simple majority to pass. The Chairs may rule out this Motion provided it is not close enough in time to the end of the Committee break as set out by the schedule.
2. Delegates raising this motion should state the time of the caucusing break following the C'MUN 2024 schedule.
3. The Motion for a Caucusing Break is debatable.

Article 21: Motion to Resume the Debate

1. The Motion to resume the debate will be entertained after the coffee breaks or the lunch break. The Motion requires a qualified majority (2/3 of the Committee) to pass.

Article 22: Motion for the Closure of Debate

1. If passed, the Motion for the Closure of the Debate ends discussion on the agenda, or an Agenda Item and the committee will move into Voting Procedure. The Motion requires a qualified majority (2/3) to pass.
2. The Motion for the Closure of the Debate is debatable to the extent of two speakers for and two against, 30 seconds each, to be followed by an immediate procedural vote on that motion.
3. If there are no objections, the motion to close debate will automatically be adopted and the Committee will move immediately to voting procedure.

Article 23: Motion to Reopen the Debate

1. The Motion to reopen the debate will be entertained after the debate is closed and will be passed by a 2/3 majority of the Committee. It remains dependent on the Chair's discretion the acceptance or refusal of the proposal of this motion.

Article 24: Motion for the Suspension of the Meeting

1. If passed, the Motion for the Suspension of the Meeting ends the meeting for the rest of the day or until the next conference. The Motion requires a qualified majority (2/3) to pass. This Motion may be ruled out by the Chairs provided it is not close enough in time to the end of the Committee meeting as set out in the Conference schedule.
2. The Motion for the Suspension of the Meeting is debatable.



Chapter IV - Procedure during formal session: Motions

Article 25: General Concept

1. A motion is a proposal for debate which will eventually be voted upon.
2. Motions can only be introduced once the Chairperson has indicated that the floor is open to points or motions.
3. The Chairperson reserves the right to rule any motion out of order at any given time.
4. Delegates can appeal this, and other decisions of the Chairs based on article 40 as long as they are within the scope of these Rules of Procedure.
5. Motions will be voted using the criteria established in Chapter V. The Chairperson has the discretionary power to modify the order in which motions are voted.

Article 26: Acceptance of motions

1. When enough motions have been raised by the Delegates, the Chairpersons will close the Floor for more points and motions and will start the voting procedure with the most disruptive one.
 - a. The term disruptiveness refers to the order in which motions are voted. The most disruptive one will be the one voted first as for the Rules of Procedure this is the most competitive one.
 - b. When a similar motion is proposed, the general and speaker's time will be used as an element of disruptiveness.
2. The Chairpersons will ask the Floor for "seconds". If none are presented, the motion shall not pass. If at least one Delegate "seconds" the motion, the Chairpersons will ask the Floor for "objections". If none are presented, the motion immediately passes. If at least one Delegate "objects", the motion shall be put to vote.
3. Since it is a procedural voting, all members shall vote for or against the motion once it has been "seconded". The motion will pass if a majority is reached.

Article 27: Motions in procedural debate

1. The following table establishes the possible motions and the order in which they are voted following the concept of disruptiveness. It also sets the majorities needed to pass and the specificities of the motions.
2. Table with the entertaining motions in order of disruptiveness:

Motion	Vote	Procedural particularities.
Motion for a minute of silence	None	A Delegate may raise a Motion for a Minute of Silence, prayer or meditation prior acceptance of the Chairs. This motion is only in order at the beginning and at the end of a Committee session.
Points	None	Chapter V



Motion to Open the Debate	Simple Majority	
Motion to set the agenda	Simple Majority	
Motion to appeal the chairperson's decision	Qualified Majority (2/3 majority)	
Motion to Adjourn the Meeting	Qualified Majority (2/3 majority)	Possibility to entertain 2 speakers in favor and 2 against.
Motion to Suspend the debate	Qualified Majority (2/3 majority)	Possibility to entertain 2 speakers in favor and 2 against.
Motion for a Caucusing Break	Simple Majority	
Motion to reopen the debate	Qualified Majority (2/3 majority)	Once the debate has been closed and before voting procedure has started, Delegates can choose to re-open the debate if serious difficulties arise. There is a possibility to entertain 2 speakers in favor and 2 against.
Motion to resume the Debate	Simple Majority	
Motion to divide the House	Simple Majority	Article 44.2
Motion to vote clause by clause	Simple Majority	
Motion to vote by acclamation	Qualified Majority (2/3 Majority)	
Motion for a roll call vote	Simple Majority	
Motion to close the debate	Qualified Majority (2/3 majority)	Possibility to entertain 2 speakers in favor and 2 against.
Motion for a P-5 caucus	Affirmative vote of all P-5 members	
Motion to introduce a draft resolution	Qualified Majority (2/3 majority)	May call for a motion for a Panel of Authors.
Motion to extend a previous caucus	Simple majority	See article 31 for motion to extend the timing of the previous caucus.
Motion for an unmoderated caucus	Simple majority	If two are raised, the longest general time will be voted before.



Motion for a panel of experts	Simple majority	If two are raised, the longest general time will be voted before.
Motion for a Consultation of the Whole	Simple majority	If two raised, the longest general time will be voted before
Motion for a Tour de Table	Simple majority	If the general time is the same or two or more motions for a Tour de Table are raised simultaneously, the motion with the longest time per speaker will be considered the most disruptive one.
Motion for an moderated caucus	Simple majority	If two are raised, the longest general time will be voted before. When two are coincident on this criterion, Caucus with the longest time per speaker are voted before.
Motion to open the general speakers list	Simple majority	
Motion to invite a representative	Qualified Majority (2/3 majority)	Where applicable, the house may call for a representative of another country to ask questions about a certain topic.

3. For other motions of the same type, the voting will be in order of introduction.
4. No modification to the voting requirements of the motions will be allowed.
5. Raising motions not mentioned here shall remain under the Chairs' discretion.

Article 28: General aspects of caucusing

1. Caucuses are the main form of debate during the conference and include two main variations, Moderated (article 28.1) and Unmoderated Caucuses (article 28.2)
2. Moderated caucuses are a formal type of debate on a specific topic set in advance. Therefore, Delegates remain in their places and can only intervene once the chair has recognized them.
3. Unmoderated caucuses are an informal type of debate in which Delegates can leave their seats and discuss openly with the committee. Delegates are free to start writing working papers, form draft resolutions or write amendments in this time, and must mediate, debate, and negotiate to develop their stand points as well as gather sponsors on their work.

Article 28.1: Moderated Caucus

1. A motion for a Moderated Caucus is in order during formal debate at any time when the floor is open, prior to closure of debate.
2. A Delegate who moves for Moderated Caucus must specify the purpose for the Moderated Caucus, the total time limit, which must not exceed 20 minutes, and the time limit allowed for individual speeches, which must not exceed 1 minute.



3. The time limit is subject to the Chairperson's approval.
4. Chairs will firstly ask for seconds. If no other Delegate seconds, the proposal shall not pass. The Chairs will secondly ask for objections. If no Delegates object, the motion will be entertained without voting.
5. If the motion passes, the Council will enter formal debate whereby the President will recognize Delegates who raise their placards to speak about the issue at hand.
6. The Delegate who raised the motion for such Moderated Caucus is entitled to be the first or last speaker if he wishes to.

Article 28.2 Unmoderated Caucus

1. A motion for an Unmoderated Caucus is in order during formal debate at any time when the floor is open, prior to closure of debate.
2. A Delegate who moves for an Unmoderated Caucus must specify the total time limit which must not exceed 30 minutes. This form of caucusing does not require any subject or other specifications.
3. The time limit is subject to the Chairperson's approval.
4. Chairs will firstly ask for seconds. If no other Delegate seconds, the proposal shall not pass. The Chair will secondly ask for objections. If no Delegates object, the motion will be entertained without voting.
5. If the motion passes the Chairs will cease to be the moderating agents of the debate, and Delegates will be able to move freely and discuss as they wish amongst themselves.

Article 29: Consultation of the Whole

1. This motion, if passed, enables the Committee during formal debate to be consulted to discuss particular topics raised with a non-established order of delegate interventions.
2. The Representative who introduces this motion must specify a general time limit which must not exceed 15 minutes. There won't be a time limit for individual speeches.
3. The Delegate that has raised the motion will be recognized the right to speak first as well as the discretion on which way will the Consultation of the Whole be moderated.
4. The Consultation of the Whole can be moderated with the following procedures:
 - a. In successive order (*pin-point*). After a Delegate finishes their speech, they will follow up with the recognition of the next speaker, that at its time, will decide upon the subsequent. This procedure continues until the motion elapses
 - b. By the Delegate. The Delegate who raised the motion has the right to moderate the Consultation of the Whole, that is, it will remain under that Delegate's discretion the recognition of the next speaker.
 - c. By the Chairs. When a Delegate ends its discourse, it will remain under the Chair's discretion the recognition of the next speaker.
5. The time limit and moderation technique are subject to the Chair's approval.
6. To mark the end of a Delegate's intervention, the Delegate must yield the time to either a Delegate of their choosing, the Delegate directing the Consultation of the Whole or to the Chairs, according to the established procedure.



Article 30: Tour de Table

1. The Delegate who has raised the Motion for a Tour de Table must make one precise question and propose a time limit per speaker, which must not exceed 1 minute.
2. If the motion passes, the Chairs will call on every representative in alphabetical order, and they will be asked to answer the raised question within the established time.

Article 31: Extensions

1. Motion to Extend Debate
 - a. During the discussion of any matter, a representative may move for the prolonging of the debate on the item under discussion.
 - b. The time of the extension shall not exceed the timeframe of the former one.
 - c. The Representative proposing the motion must briefly explain its purpose and propose a time limit.
 - d. The Chairperson may limit the time to be allowed to speakers under this rule.
 - e. It needs second approval and in case of any objections, it is necessary to vote on the motion.
2. Motion for Caucusing Break
 - a. A motion for a Caucusing Break is in order during formal debate at any time when the floor is open, prior to closure of debate.
 - b. A Delegate who moves for Caucusing break must briefly explain its purpose and specify a time limit for the caucus, which must not exceed 20 minutes.
 - c. The time limit is subject to the President's/Chairperson's approval.
 - d. It needs second approval and in the case of any objections it is necessary to vote on the motion.

Article 32: Withdrawal of motions

1. A motion may be withdrawn by its proposer at any time before voting on it has commenced.
2. To withdraw a motion a note must be sent to the Chairs stating it.
3. A motion thus withdrawn may be reintroduced by any member.

Article 33: Failed motions

Motions which have not passed cannot be reintroduced. If the Chair deems appropriate that they are tackled it can encourage the Delegate raising the motion to rephrase it.



Chapter V - Procedure during formal session: Points

Article 34: General Concept

1. Points are tools used by Delegates to communicate with the Chairs on the instances specified below.
2. All points in the Floor must be entertained by the Chairs before any Motion or speaker.
3. Any point referred in this Chapter may be raised by any Delegate at any moment through sending a note to the Chairs or raising their placard.
4. Unless it is truly necessary, raising a point during another Delegate's speech must be avoided.
5. After the Chairpersons have granted a Delegate the possibility to speak, it is allowed to state the name of the point.
6. Once the point has been entertained by the Chairs, Delegates will be able to state it in full terms.

Article 35: Point of Order

1. A Point of Order is raised by a Delegate if they believe the Rules of Procedure are being infringed by the Chairs or another Delegate.
2. Delegates must raise their placard and state "Point of Order".
3. Once a Point of Order has been recognized, the Chairs will ask the Delegate to elaborate, and will correct the action if the Rules of Procedure have indeed been infringed.
4. In case the Rules of Procedure have not been infringed, the point will not be entertained.
5. If a Delegate feels the Chairs wrongly decided to grant or not grant a Point of Order, they may approach the secretariat.

Article 36: Point of Information

1. During the General Speakers List, a Representative may question a speaker by raising a Point of Information. It shall be directed to the Speaker who has the Floor and has indicated that they are willing to yield their time to questions.
2. A Point of Information must be formulated as a question, e.g. "Is the Speaker aware that..." or "Does the Speaker (not) realize that..." etc. A short introductory statement or reference may precede the question, e.g. "The Delegate stated in their speech that... Are they not aware...?" A series of questions from the same questioner will not be in order.
3. Questions must be directed through the Chair and may be made only after the Speaker has yielded its time to questions.
4. A maximum of two Points of Information may be raised after the Speaker has concluded their intervention.
5. Representatives may not interrupt a Speaker on a Point of Information.
6. Points of Information also can be raised after a P-5 caucus (Annex 3) or a Panel of Authors (Article 50.2).



Article 37: Point of Parliamentary Inquiry

1. A Point of Parliamentary Inquiry is raised to the Chair/President if a Representative wishes to obtain a clarification of procedure or a statement of the matters before the Committee/Council.
2. Representatives may not interrupt a speaker on a Point of Parliamentary Inquiry.

Article 38: Point of Personal Privilege

1. A Delegate may raise a Point of Personal Privilege in order to inform the Chairperson/President of a physical discomfort he or she is experiencing, which impairs his/her ability to participate in the proceedings. These include high room temperature, inability to hear the speaker, or need to temporarily abandon the room.
2. A point of Personal Privilege may interrupt a speaker, if unavoidably necessary.
3. Delegates should use this power with the utmost contention.

Article 39: Right of Reply

1. If, at any time during a speech, a Delegate harms the national dignity and sovereignty of another country, said country will be entitled to a Right of Reply.
2. Such a right can be exercised by sending a note to the Chairs stating the harmful comment, or by verbally expressing the right by raising the placard once the speech has finished.
3. The Chairs will have discretionary power to accept or not this right.
4. The Right of Reply shall consist of a speech of 60 seconds.
5. A response to the Right of Reply will be allowed if the speech meets the criteria of the right of reply. There shall be no further replies after this response.

Article 40: Motion to Appeal the Decision of the Chairs

1. The Chairs' decisions regarding procedural matters during the Debate will prevail unless the contrary is explicitly stated in the Rules of Procedure in force.
2. The request for an appeal must be made immediately after the decision of the Chairs through a Motion to Appeal the Decision of the Chairs.
3. The acceptance of this motion implies that the Delegate will be granted 45 seconds to explain the questioning of the appeal to the chairs.
4. After the appeal is explained, the motion will be voted upon, and it needs a qualified majority to pass.



Chapter VI - Procedure during formal session: Voting

Article 41: Voting rights

1. Each member of the General Assembly, the Security Council, the ASEAN, the Futuristic European Council and UNEP shall have one vote.
2. The Committee members shall normally vote by raising placards except the delegates have raised a motion to change voting procedure or under the Chairs discretion.

Article 42: Non-Council Member States, Observer States, and invited members

1. Non-Council Member States, Observers and invited members shall not have voting rights on substantive matters.
2. Non-Council Member States, Observers and invited members are only allowed to vote on procedural matters.
3. Recalling Article 15, a Delegate that is declared “Present and not voting” shall have debating privileges, but not the right to vote. This is related only to Non–Council Member Nations.

Article 43: Voting procedures

1. Committees will entertain two types of voting procedures: Substantive Voting and Procedural Voting.
2. Any motion to change the Voting Procedure of the final document shall be raised before the closure of the Debate and, unless stated otherwise, will be considered procedural voting, and will require a simple majority to pass.

Article 43.1: Procedural voting

1. Procedural voting shall be used when voting procedures such as setting an agenda, postponing an item, limiting a speaker's time, or introducing documents to a Committee.
2. Abstentions are not allowed in procedural matters.

Article 43.2: Substantive voting

1. Substantive voting shall be used regarding formal proposals that introduce a course of action for consideration, such as voting to pass treaties, amendments, resolutions, and other documents.
2. The Chairperson may permit members to explain their votes (see Article 44.1), after the voting except when the vote is taken by secret ballot.
3. Declaring oneself present shall allow the Delegate to vote for, against or abstain in substantive matters.
4. Declaring oneself present and voting shall force the Delegate to vote for or against on substantive matters.

Article 44: Voting options on substantive matters

Article 44.1 Roll Call

1. On substantive matters, Delegates may raise a Motion for a Roll Call Vote if they want to proceed with such.



2. A roll call shall be taken for voting on the final document of the Committee session, following the English alphabetical order of the official names of the Member States.
3. The name of each Member shall be called in the roll call, and its Representative shall reply "yes", "no", "abstention", "yes with rights" or "no with rights".
 - a. Voting "with rights": a Delegation that has voted "yes with rights" or "no with rights" will have the right to explain their decision after the Voting Procedure.
4. The Speaker's time will be at the Chairperson's discretion but shall not exceed 45 seconds.

Article 44.2 Motion to divide the house

1. A Motion to Divide the House can only be raised during substantive voting after a voting has resulted in the rejection of the subject at hand and delegates have abstained.
2. Once this motion is raised, Delegates have to immediately vote upon it.
3. This motion is considered procedural and passed by simple majority.
4. This motion shall force the House to vote only for or against the subject that has been previously voted upon.

Article 44.3: Motion to vote close by clause

1. A Motion to Vote Clause by Clause allows the Committee to vote on the proposed document clause by clause.
2. The voting method will be by raising placards.

Article 45: Voting conduct

Article 45.1: During the debate

1. As stated at this Rules of Procedure, for certain motions such as caucusing motions, chairs will ask for seconds and objections.
2. If there are seconds and no objections, motion will automatically pass.
3. If there are seconds and objections, motion will be voted. (Majorities required shown at table in Article 27).

Article 45.2: After the closure of the debate

1. After the Chairperson has announced the beginning of voting, no Representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting or point of personal privilege.
2. Voting shall begin upon the Chair's declaration "we are in voting procedure," and end when the results of the vote are announced.
3. Doors will be closed, and no delegations will be allowed to leave the room without explicit permission of the Chairs.
4. The usage of any type of electronic device different from the used during the debate is forbidden during voting.
5. Note passing will be forbidden.



Article 46: Majorities

1. Simple majority: there is one more vote in favor than against.
2. Qualified majority: is reached by 2/3 of the committee.
3. Unanimity: all members of the committee are in favor/against.



Chapter VII - Documents

Article 47: General Aspects

1. The final and practical purpose of a Committee is to elaborate a Resolution that can be implemented by the Member States of such Committee to address a specific issue.
2. There are two main types of document to facilitate the creation of the aforementioned Resolution, which vary in format and purpose: Working Papers and Draft Resolutions.
3. Under no circumstances a document that has not been previously introduced through a motion can be discussed during formal debate.

Article 48: Signatories and Sponsors

1. Signatories are the ones supporting the discussion regarding a Draft Resolution on the floor and bear no further obligation. Chairpersons will set the required minimal number of Signatories according to each Committee. In absence of such clarification made by the Chair, the number of signatories should never be below 20% of the members of the Committee.
2. The ones recognized as the writers of the Draft Resolution are called Sponsors. Chairpersons will set the required minimal number of Sponsors according to each Committee. In absence of such clarification made by the Chair, the number of sponsors should never be below 10% of the members of the Committee
3. A Member State cannot be Sponsor and Signatory at the same time.
4. A Member State can be Signatory of more than one Draft Resolution at the same time.
5. Non-Council Member States, Observer States, and invited members can be Signatories but never Sponsors.

Article 49: Working papers

1. Working papers are intended to aid with the work of the Committee and especially the Draft Resolution, as well as to present the viewpoints of the delegates and the potential solutions to the topic.
2. Any Delegate can introduce a Working Paper for the consideration of the Committee by sending it to the chair. The Working Paper has to be approved by the Chairpersons before its distribution.
3. Working paper does not require any Signatories or Sponsors. However, it should bear the name of the delegate or delegates who proposed it.
4. There is no set format for the Working Paper, i.e. the Working Paper does not have to be introduced in the resolution format. The Working Paper is referred to by its designated number given by the Chairs.
5. Any document of the United Nations or other organizations as well as charts and tables can be introduced as a Working Paper as long as they are relevant to the topic discussed. It is at the discretion of the Chairs to withdraw a Working Paper which is deemed inappropriate or not contributing to the discussion.



Article 49.1 Motion to Introduce Working Paper

1. The Working Paper must be introduced through a motion and this motion must pass in order for the committee to be able to discuss such a Working Paper.
2. Always, before introducing the Working Paper, the document must be revised and corrected by the Chairs.

Article 50: Draft Resolutions

1. A Draft Resolution is a document drafted in the official format of the resolution: committee logo, sponsors and signatories, country's official names, operative and preambulatory clauses.
2. Draft Resolutions will follow the standards of each Committee and be referred by the name given to such in every distinct Committee by the Chairs.
3. No Draft Resolution shall be circulated without the previous approval of its required format and number of Sponsors and Signatories by the Chairpersons.
4. Once the Draft Resolution has been correctly introduced Delegates cannot add themselves to the list of Sponsors anymore. However, they can be removed from the list by passing a request in written form to the Chairs.
5. If the Draft Resolution does not have the number of Sponsors required, the document will be removed from the floor immediately.
6. Preambulatory clauses state the reasons for why the committee is acting on a given topic. It should highlight relevant legal precedents, former relevant United Nations resolutions and past international actions on the issue.
7. Operative Clauses are actionable solutions to the problems raised in the preambulatory clauses. Operative phrases are action oriented.

Article 50.1: Motion to Introduce Draft Resolution

1. A Sponsor of the Draft Resolution shall introduce it upon passing of the Motion to Introduce the Draft Resolution. The motion needs 2/3 of the votes in the Committee to pass and needs to be revised previously by the Chairs.
2. Always, before introducing the Draft Resolution, the document must be revised and corrected by the Chairs.

Article 50.2: Motion for a Panel of Authors

1. After the Introduction of a Draft Resolution, the Sponsors or any Delegate can ask for the Operative Clauses to be read on the floor.
2. Subsequently, the Sponsors or any Delegate has the right to ask for a panel of authors for no more than 7 minutes, aimed at clarifying the content of the draft resolution. During it, Sponsors should respond to inquiries regarding the clarification of the Draft Resolution. Any substantive statements regarding the Draft are not in order during the Inquiries Session.



3. It is at the discretion of the Chairs to provide any comments, objections, or suggestions for improvement to the Draft Resolution.

Article 50.3: Motion to Reorder Draft Resolutions

1. A Delegate may introduce a Motion to Reorder Draft Resolutions in the case a committee has more than one Draft Resolution.
2. If passed, this motion will allow the reordered Draft Resolution to be voted upon first.
3. This motion passes with a qualified majority.



Chapter VIII - Amendments

Article 51: General concept

1. An amendment is any form of modification to a Draft Resolution once it has been introduced.
2. Amendments can be a modification, suppression, or addition of a clause.
3. The formatting of an amendment shall be subjected to the same formal requirements as the operative clauses of a Draft Resolution.
4. Amendments to a Draft Resolution will be accepted once it is introduced and until the Floor is closed.
5. Amendments must be approved by the Chairs and introduced before being discussed or voted upon.
6. Amendments can be withdrawn by the Sponsors of that amendment.

Article 52: Structure of an Amendment

1. Amendments shall require a minimum number of Sponsors accorded by the Chairs and this amount shall always be of at least 2 Delegates or the 10% of the delegations present at the committee.
2. An amendment must contain the following aspects for it to be eligible for introduction:
 - a. list of Sponsors;
 - b. the Draft Resolution it is addressed to;
 - c. the type of amendment, which can be of suppression, addition or modification;
 - d. and the body of the amendment.

Example:

Sponsors:

Draft Resolution and clause addressed to:

Type of Amendment:

(Complete Clause with the modification) // (Complete clause that wants to be added) // (Complete clause that wants to be suppressed)

Article 53: Types of Amendments

There are three different types of amendments that can change the content of a Draft Resolution: addition, suppression and modification. Some of them can be combined in one single proposal or be complementary to each other if presented by the same group of delegates.

Article 53.1: Amendment of Addition

1. The Delegates presenting this type of amendment shall indicate which clause, sentence or word they would like to add, and where exactly would they place it in the Draft Resolution.



Article 53.2: Amendment of Suppression

1. The Delegates presenting this type of amendment shall indicate which clause, sentence or word they would like to eliminate from the Draft Resolution.

Article 53.3: Amendment of Modification

1. The Delegates presenting this type of amendment shall indicate which clause, sentence or word they would like to modify from the Draft Resolution and what would be the exact change/replacement in the document to implement the amendment.

Article 54: Friendly and unfriendly amendments

1. Sponsors to the Draft Resolution will be able to mark the amendments as friendly or unfriendly
2. An amendment will be considered “friendly” if all Sponsors of the Proposal of the Draft Resolution are also Sponsors to the amendment or if all Sponsors agree with the proposed amendment.
 - a. No vote is required to add a friendly amendment to the Proposal of the Draft Resolution which is directly included to the Draft Resolution.
3. An amendment, which is not supported by all the Sponsors of the Proposal of the Draft resolution, is considered “unfriendly”.
 - a. Unfriendly amendments will be put directly into the voting procedure.
 - b. Amendments to unfriendly amendments are out of order.

Article 55: Voting of amendments

1. The voting of amendments is considered a substantive voting.
2. The voting of amendments is subject to the provisions of these Rules of Procedure.
3. 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 Committee shall first vote on the amendment that has been proposed first.
4. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote.



Annex 1: General Assembly

General Aspects

1. The General Assembly shall follow the Rules of Procedure previously explained despite differing in the aspects presented in this Annex.
2. This Committee will work in two different ways. Firstly, it will work under a resolution already provided by the chairs, which delegates should debate in order to modify, suppress and add any clause. This type of debate will be referred to as “Resolution debate”.
3. On the other hand, the General Assembly will face an Emergency Meeting.
4. This type of meeting resolves that if the Security Council, because of lack of unanimity of the permanent members, fails to exercise its primary responsibility for the maintenance of international peace and security in any case where there appears to be a threat to the peace, breach of the peace, or act of aggression, the General Assembly shall consider the matter immediately with a view to making appropriate recommendations to Members for collective measures.

Conduct of the Debate

1. The provisional agenda shall be drawn up by the Secretary-Generals (Chairs) and communicated to all delegations prior to the start of the conference.
2. The provisional agenda of the conference will include relevant documents and reports as well as the order in which the issues will be considered at the conference. The second topic area is considered only after the committee has dealt with a resolution regarding the first topic area or tabled the topic.
3. At the Resolution debate, debate will also follow the structure previously presented in these Rules of Procedure.
4. At the Emergency meeting, debate the structure previously presented in these Rules of Procedure.

Documents

1. In this committee the Chairs will have presented a Resolution for the Delegates to discuss.
2. The result of the debate should be a modified version of the resolution mentioned above.
3. Working papers in the Resolution debate should be the drafts of the modified versions of the resolution and will follow the structure presented at articles 48 and 50.
4. In the Emergency meeting, a Resolution will be also made following the procedures and structure expressed in these Rules of Procedure.

Amendments

1. Amendments in the General Assembly must abide by articles 50 to 51 from these Rules of Procedure. Therefore, the structure and Sponsor requirements remain as stated in those articles.
2. Since one of the Draft Resolutions will be already presented, the delegations stated as Sponsor in it will be the ones to choose if amendments presented are friendly or unfriendly.



Voting

1. In the case that consensus cannot be achieved, meaning that no draft resolution is passed, debate can either be tabled (No-Action) or closed (Voting).
2. Amendments are voted upon first, then resolutions.
3. Once the resolution is voted upon, the committee can move to the next topic on the agenda.



Annex 2: Futuristic European Council

General Aspects

The Futuristic European Council shall follow the Rules of Procedure previously explained despite differing in the aspects presented in this Annex.

Documents

1. The final Resolution is referred to as a “Conclusion of the European Council”. The format of the Conclusion will be slightly different from the UN Resolutions. The Chairs will offer support in instructing the formatting, yet it is encouraged that Delegates research and read previous European Council Conclusions.
2. In a Conclusion of the European Council there are neither Sponsors nor Signatories because the whole Council works with only one Draft Conclusion.
3. The introduction of the Draft Conclusion shall be made through a Motion to Introduce the Draft Conclusion (in substitution to Article 49.2). Any Member of the European Council will be entitled to submit the document after it has been approved by the Chairs.

Panel of Experts

1. Since there are no Sponsors to defend the Draft Conclusion during a Panel of Experts, three Delegates will be chosen by Chairs or Delegates to function as the defendants of the document.

Amendments

3. Amendments in the European Council must abide by articles 50 to 51 from these Rules of Procedure. Therefore, the structure and Sponsor requirements remain as stated in those articles.
4. Since the Draft Conclusion has no Sponsors, amendments in the European Council will not be deemed Friendly or Unfriendly and will be directly put to vote once the Chairs present them to the Floor, after the Debate has been closed and the Committee is under Voting Procedure.
5. Amendments shall pass by unanimity.

Voting

1. Delegates can vote in favor, against or abstain. The last one will only be available if the Delegation stated at the Roll Call that they were “Present”.
2. The voting method to pass substantial voting, which includes the voting of amendments and the Draft Conclusion, is by unanimity, meaning that one vote against will automatically fail the possibility of passing the final Conclusion.



Annex 3: Security Council

General Aspects

1. Once all introductory statements on topics or Resolutions have been presented, the Security Council will begin its deliberations.
2. After a Resolution has been presented to the Security Council, the Chair will recognize Delegates wishing to make statements.

Quorum

1. In the Security Council a quorum is made up of all member Delegations. To begin a Council session all members must be present.

Duties of the presidents of the Security Council

1. The Presidents of the Security Council shall be the Chairpersons at all Council sessions and shall exercise the powers conferred to the Chairpersons in these rules.
2. In addition to exercising the powers conferred upon him/her elsewhere in these rules, the Presidents shall:
 - a. Set the agenda for the Security Council session.
 - b. Declare the opening and closing of each meeting.
 - c. Decide on the order in which resolutions are debated and direct discussions.
 - d. Ensure the observance of the rules, accord the right to speak, put questions to vote and announce decisions.
 - e. Rule on points of order and subject to these rules.
 - f. Have complete control of the proceedings at any meeting and over the order maintenance at formal meetings.
 - g. Propose limitations of debated time, a limitation on the number of times each Delegate may speak on any question and on the closure of debate.
 - h. In the interest of debate, or to work towards consensus, the Presidents may call upon a particular delegation to speak, even if they have not requested the floor. The Presidents may also, for the same purposes, restrict the speaking time of an individual Delegate.
3. Only the Presidents are empowered to call recesses or adjournments or to suspend the rules. Appeals from the decision of the Presidents are not debatable. Such appeals will be put directly to vote. Nine votes against the Presidents' decision are required for such an appeal to be upheld.

P-5 Caucus

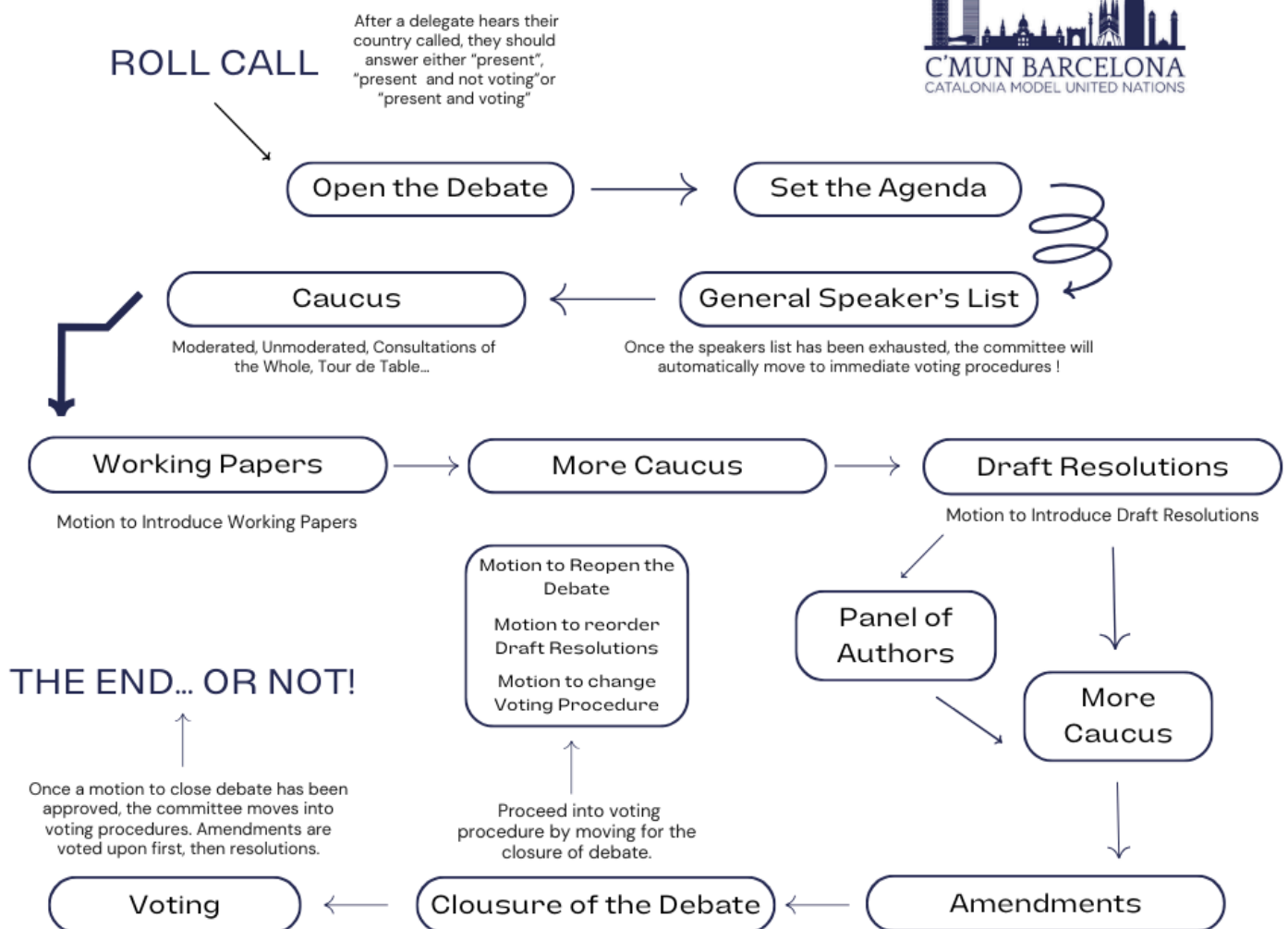
1. Before the Voting Procedure in the Security Council and before a clause or a Draft Resolution is concerned to be vetoed, any of the P5 Member States may raise a Motion for a P-5 Caucus.
2. The duration of a P-5 caucus shall not exceed 7 minutes.
3. Afterwards, the P5 Representatives will be required to leave the room accompanied by one of the Committee Presidents.
4. The Delegates will have to discuss the clause in question by deciding on its amendment to avoid the veto.
5. Once the time has elapsed, one of the P5 Members will have 3 minutes to explain to the Security Council the changes made.

Voting

1. Decisions on procedural matters require nine affirmative votes for adoption
2. Decisions on substantive matters (i.e. voting on Draft resolution or amendments) in the Council require affirmative votes from nine Members, including the concurring votes of the five permanent members.
3. The five permanent members will hold veto power. They need to vote either in favor or abstain so that the Resolution is adopted by the Council.

Annex 4: Flow of the Debate

1. Below, a small scheme of the flow of the debate is presented.
2. Remember that some committees work differently (see Annex 1, 2 and 3).
3. More motions such as Adjourn the Debate (Art. X), Resume the Debate, Minute of Silence can be used during the debate. This scheme is only a mere simplification to clarify the basic steps of an MUN flow.
4. Any doubts, do not hesitate to contact your chairs or the Academics Team.



In case of doubts, please contact academics@cmunbcn.org