

Model United Nations of Bucharest
10th Edition



Rules of Procedure

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Foreword

The Model United Nations of Bucharest (MUNOB) conference is an academic simulation of the diplomatic endeavours conducted within the United Nations. The annual event is held in Bucharest with its plenary sessions taking place in “Mihai Viteazul” National College.

The Rules of Procedure of the Model United Nations of Bucharest (MUNOB) have been written in compliance with the Charter of the United Nations and are to be applied to all committees and councils simulated at MUNOB without exception.

The Secretariat of MUNOB has the right to rectify the Rules of Procedure before and at any time during the conference, with the permission of the Secretary-General and the President of the General Assembly. The modifications will automatically be adopted to the procedures of the debates and will immediately be announced by the Secretariat.

Chapter I Committees and Councils within the General Assembly

The rules stated in the Rules of Procedure are to be applied to:

- I. General Assembly Committee I – Disarmament and International Security (GA1)
- II. General Assembly Committee II – Economic and Financial (GA2)
- III. General Assembly Committee III - Social, Humanitarian & Cultural (GA3)
- IV. General Assembly Committee IV - Special Political & Decolonization (GA4)
- V. United Nations Office on Drugs and Crime (UNODC)
- VI. Human Rights Council (UNHRC)
- VII. Commission on Science and Technology for Development (CSTD)
- VIII. World Health Organization (WHO)
- IX. Security Council (SC)
- X. Crisis Committee (CC)

The General Assembly committees are the following: Disarmament and International Security (GA1), Economic and Financial (GA2), Social, Humanitarian & Cultural (GA3), Special Political & Decolonization (GA4). Only one resolution from each of these committees shall be debated and voted upon by the General Assembly.

The committees that are not part of the General Assembly shall each present one resolution or action plan without the members of the General Assembly voting upon the respective document.

The resolution or action plan will be chosen informally by the members of each committee or council, once the general debate on the topics has come to an end.

Chapter II The Secretariat

Chapter II. I – Secretary-General & Deputy Secretary-General:

Article II. I. 1:

The Secretary-General shall officially open and adjourn the conference;

Article II. I. 2:

The Secretary-General represents the ultimate authority of the conference. He/she has the power to overrule any decision of any other conference attendee or member of the Organizing Team and to decide upon each and every question regarding the conference;

Article II. I. 3:

The Secretary-General is absolutely independent; he/she shall thus not receive any kind of command from any other person involved in the organizing of the conference or any participant;

Article II. I. 4:

Whenever the Secretary-General is in a formal debating session, he/she has to be the first to be addressed when delivering a speech. The form of addressing is either Your Excellency or Most Distinguished Mr./Mrs. Secretary-General;

Article II. I. 5:

The Secretary-General has complete authority in taking oral or written statements to any forum of the conference regarding any issue;

Article II. I. 6:

The Secretary-General may designate his/her Deputy to act on his/her behalf with all of his/her rights and responsibilities;

Article II. I. 7:

The Secretary-General shall deal with any misunderstanding that cannot be solved by consulting the Rules of Procedure;

Article II. I. 8:

The Secretary-General has the right to issue a Diplomatic Warning consisting in the withdrawal of the chance to win an award in the case that a delegate persists in violating the Rules of Procedure and undermining the authority of the Chair/President/President of the General Assembly/Secretary-General. This should only occur in the presence of the MUN Director of the respective delegate;

Article II. I. 9:

The Secretary-General has the right to exclude any member of the conference in case of serious and persistent misbehaviour only after a Diplomatic Warning has been issued and the MUN Director of the respective delegate has been informed and consulted;

Article II. I. 10:

The Secretary-General has the right to interrupt a committee/council session in order to make announcements.

Chapter II. II – President of the General Assembly & Deputy President of the General Assembly:

Article II. II. 1:

The President of the General Assembly has the right to call upon the Secretary-General, the Deputy Secretary-General or the Deputy President of the General Assembly during any type of session;

Article II. II. 2:

The President of the General Assembly has the right to overrule a decision made by any Chair or President of the Main Committees or any of the councils if his/her argumentation is in conformity with the Rules of Procedure;

Article II. II. 3:

The President has the right to condemn any violation of the Rules of Procedure, but is obliged to offer proper argumentation for his/her remarks;

Article II. II. 4:

The President of the General Assembly has the right to interrupt a committee/council session in order to make announcements;

Article II. II. 5:

The President of the General Assembly has the right to friendly amend any resolutions debated in the General Assembly;

Article II. II. 6:

The President of the General Assembly has the following rights during the moderation of the General Assembly and Opening Ceremony:

- i. Determine the opening and closing of each debate and speech,
- ii. Decides the program of the Opening Ceremony and the General Assembly,
- iii. Announce the adjournment of the meeting,
- iv. Announce decisions and news,
- v. Rule on Points and Motions,
- vi. Accord the right to speak,
- vii. Limit the speaking time,
- viii. Allow maximum one Follow-up for each Point of Information;

Article II. II. 7:

The President of the General Assembly has the right to interrupt any speaker taking the floor in the General Assembly in order to:

- i. Warn about the time limit and kindly ask the speaker to approach his/her closing remarks,
- ii. Make announcements of utmost priority,
- iii. Ask the General Assembly members to be silent, in case the rules of conduct are not respected;

Article II. II. 8:

The President of the General Assembly has the following obligations during the moderation of the General Assembly and the Opening Ceremony:

- i. Yield the floor to delegates wishing to address the house,
- ii. Ensure that each action is in conformity with the Rules of Procedure,
- iii. Admit his/her mistake and apologize in front of the house if a valid Point of Order is called,
- iv. Offer reasons for each decision he/she makes on Motions, Points and Calls;

Article II. II. 9:

The President must yield the floor to the Secretary-General whenever the latter has an announcement to make;

Article II. II. 10:

The President is the final authority of the conference during the Opening Ceremony and the General Assembly. He/she has the final decision on any procedural matter and shall rule in accordance with the Rules of Procedure;

Article II. II. 11:

The President is the leader of the team of Chairs and Presidents and shall be responsible for their activity;

Article II. II. 12:

The President shall preside over the Chair briefings and debriefings;

Article II. II. 13:

The Deputy President of the General Assembly may be endowed by the President of the General Assembly with all the rights and duties of the President of the General Assembly;

Article II. II. 14:

The President of the General Assembly has the right to call upon the Secretary-General to issue a Diplomatic Warning or to exclude a delegate from the conference in the situations covered in Article II. I. 8 and Article II. I. 9;

Article II. II. 15:

The President of the General Assembly must preside over the Opening Ceremony and the General Assembly.

Chapter III The Organizing Team of the Conference

Chapter III. I – The Executive Committee and the Head Executive Manager:

Article III. I. 1:

The Head Executive Manager is the Chief of the Executive Committee, whose primary objective aims at ensuring an effectual communication and a smooth cooperation within the organizational structure, especially between the distinct departments of the conference and the Secretariat;

Article III. I. 2:

The Head Executive Manager has the right to call upon the Secretary-General, the Deputy Secretary-General, the President of the General Assembly, or the Deputy President of the General Assembly during any phase whatsoever, thus properly monitoring and further facilitating the suitable parliamentary flow of the conference;

Article III. I. 3:

The Head Executive Manager has the right to scrutinize the committee sessions for the sake of identifying, evincing, and eventually rectifying any inconvenience or misunderstanding with special regard to the procedural matters in foro interno. Hence, the Head Executive Manager is rightfully entitled to condemn any violation whatsoever of the Rules of Procedure and report it to the Secretariat;

Article III. I. 4:

In case of gross misbehaviour exhibited either by members of the inner circle, or by delegates, the Head Executive Manager shall legitimately exercise his/her authority by warning the individuals concerned, as well as by bringing the situation into the attention of the Secretariat;

Article III. I. 5:

Other duties attributed to the Head Executive Manager encompass project planning, managing and overseeing the administrative operations undertaken by each department, and collaborating with the Secretariat on procedural and executive matters.

Chapter III. II – The Staff Department:

Article III. II. 1:

The Chiefs of the Staff Department are responsible for the activity undertaken by the Staff Department and the Staff Team and hence shall report any misbehaviour or noncompliance to the Secretariat;

Article III. II. 2:

The Chiefs of the Staff Department are the leaders of the Staff Team and thus shall monitor and coordinate its entire activity throughout the committee sessions;

Article III. II. 3:

The official duty attributed to the Staff Department led by the Chiefs of Staff is to direct the activity of the Staff Team including the Committee Staff, Supervisor Staff, Secretariat Staff and Mobile Staff and further consisting of:

- i. Conducting the registration process on the first day of the conference,
- ii. Providing all the conferences attendees with the necessary credentials including the official booklet of the conference, badges, bracelets or any other official documents and materials;

Special Article III. II. 4 regarding the Administrative Staff:

- i. There will be two members of the Administrative Staff in each Committee and Council;
- ii. They will be responsible for notepaper and amendment passing, vote counting, and other procedural issues ruled by the Chairs/Presidents.

Chapter III. III – The Sponsorship Department:

Article III. III. 1:

The Chiefs of Sponsorship are responsible for the activity undertaken by the Sponsorship Department and hence shall report any misbehaviour or noncompliance to the Secretariat;

Article III. III. 2:

The primary duties of the Sponsorship Department read as follows:

- i. The Sponsorship Department shall attract the funds necessary for the organization of the conference,
- ii. The Sponsorship Department shall by any means contact and attract external sponsors in order to support the financing of the conference,
- iii. The Sponsorship Department shall ensure the adequate collaboration with the official sponsors of the conference,
- iv. The Sponsorship Department must provide the official sponsors of MUNOB 2023 with:
 - a) The sponsorship contract including the legal provisions that should be respected and executed in good faith by both sides,
 - b) An official presentation of the conference if requested by the sponsors,
 - c) Information concerning any aspect whatsoever pertaining to the activity being sponsored.

Chapter III. IV – The Press Department:

Article III. IV. 1:

The Chiefs of the Press Department are responsible for the activity undertaken by the Press Department and hence shall report any misbehaviour or noncompliance to the Secretariat;

Article III. IV. 2:

The primary duties of the Press Department and its constituent bodies read as follows:

- i. *The Team of Photography* of the Press Department shall take photos during the Opening Ceremony, the committee session, the Diplomat Soiree, the General Assembly, the Closing Ceremony, as well as during any informal event scheduled for MUNOB 2023. Besides, the *Team of Photography* must make sure that each conference attendee has at least one photo of him- or herself and that each forum benefits from a decent number of pictures,
- ii. *The Team of Video Editing* of the Press Department shall capture the dynamism of the conference by making the official videoclips of the conference
- iii. *The Journalism Department* of the Press Department shall write articles regarding the activity of the conference and further design and publish the official newspaper of MUNOB 2023.
- iii. *The Design Team* of the Press Department shall create the designs for the official booklet of the conference, badges, bracelets or any other official documents and materials.

Chapter III. V – The IT Department:

Article III. V. 1:

The Chiefs of the IT Department are responsible for the activity undertaken by the IT Department and hence shall report any misbehaviour or noncompliance to the Secretariat;

Article III. V. 2:

The primary duties of the IT Department read as follows:

- i. The IT Department shall ensure that the official website of the conference can be properly accessed and explored by any conference participant and beyond
- ii. The IT Department shall provide technical assistance throughout the conference and ensure that all equipment from the conference rooms is functioning
- iii. The IT Department is in charge of organising the draft resolutions and action plans during the conference.

Chapter III. VI – The Housing Department:

Article III. VI. 1:

The Chiefs of the Housing Department are responsible for the activity undertaken by the Housing Department and hence shall report any misbehaviour or noncompliance to the Secretariat;

Article III. VI. 2:

The primary duties of the Housing Department read as follows:

- i. The Housing Department is responsible for the accommodation of all international attendees, by:

- a) providing host families for every delegation which has announced their wish to be accommodated by one, prior to the start of the conference
 - b) ensuring that the host families are aware of the guest's preferences and allergies
 - c) confirm that there are no mishaps between the host families and delegate
- ii. The Housing Department shall communicate to the host families and their guests the specific regulations needed to be followed during the delegations' stay.

Chapter III. VII – The Entertainment Department:

Article III. VII. 1:

The Chiefs of the Entertainment Department are responsible for the activity undertaken by the Entertainment Department and hence shall report any misbehaviour or noncompliance to the Secretariat;

Article III. VII. 2:

The Entertainment Department shall be in charge with organizing the official party of MUNOB 2023, as well as with ensuring the safety of the conference attendees during any activities organized outside of the conference.

Chapter IV Chairs and Presidents

Article IV. I. 1:

The debates within the councils and committees of MUNOB are to be moderated by Chairs/Presidents respectively;

Article IV. I. 2:

The Chairs/Presidents shall open and close the debating sessions;

Article IV. I. 3:

The Chairs/Presidents shall ensure the Delegates' conformation to the Rules of Procedure;

Article IV. I. 4:

The Chairs/Presidents shall announce information, decisions or news that are of the delegates' interest;

Article IV. I. 5:

As far as the debate is concerned, the Chairs/Presidents have the duty to:

- i. Direct the debating sessions,
- ii. Give delegates the right to speak,
- iii. Rule on points and motions - according to the Rules of Procedure,
- iv. Propose limitations to the debating time,
- v. Limit a Delegate's speaking time,
- vi. Propose the adjournment of the session,
- vii. Invite a guest speaker to their council or committee if required by the topic under discussion, with the approval of the guest speaker and the Chairs/Presidents of the guest speaker's committee;
- viii. Attend the Chair briefings and debriefings;

Article IV. I. 6:

The Chairs/Presidents have the obligation to explain and justify their decisions if required by any Delegate;

Article IV. I. 7:

They shall explain any point of the Rules of Procedure, if the delegates are uncertain about it;

Article IV. I. 8:

There shall be one President/Main Chair in each committee. He/she shall be aided by one or two Vice-presidents/Deputy Chairs;

Article IV. I. 9:

The President/Main Chair has following rights and duties:

- i. He/she shall represent the final authority within the committee,

- ii. He/she shall be responsible to the Secretariat for the entire activity of the committee or council and shall call upon the Secretary-General or the President of the General Assembly when in doubt of any procedural matter or other pressing issue,
- iii. He/she may yield the presidency to any of his/her Vice-presidents/Deputy Chairs;

Article IV. I. 10:

The Vice-president/Deputy Chair has following rights and duties:

- i. He/she shall aid the President/Main Chair in any way possible,
- ii. He/she is responsible for the entire activity of the committee in the case that the President/Vice-president is unable to exercise his/her duties.

Chapter V Delegate

Chapter V. I – Credentials:

Article V. I. 1 regarding Badges:

All MUNOB participants, including delegates, MUN Directors, Organization members and guests will wear their official badge. The badge is personalized and, therefore, not transferable. The access to all the conference Venues will be only possible with the official badge. In this instance the Executive Managers must be informed immediately in case of its loss or theft.

Article V. I. 2 regarding Placards:

They are provided by the organizers and are needed for identification during debating sessions. Placards shall not be removed from the venues under any circumstances.

Article V. I. 3 regarding Flags:

They are provided by the organizers, and they can be found throughout the venues during the conference. Flags shall not be removed from the venues by any circumstances.

Chapter V. II – Dress Code:

Article V. II. 1:

Male Delegates shall wear long trousers, suit jacket, shirt and tie. Bowties will not be allowed;

Article V. II. 2:

Female Delegates shall wear trouser-suit or skirt and coat and shirt;

Article V. II. 3:

The skirt/dress shall not be shorter than one palm above the knee;

Article V. II. 4:

No tennis-shoes, jeans or casual clothes are allowed. Boots are in order in case of unpleasant weather;

Article V. II. 5:

The colour of the Delegates' blazer must be blue, black or grey and their shirt white or black.

Chapter V. III – Official Language:

Article V. III. 1:

The official language of MUNOB is English. Therefore, any formal communication, either oral or written, must be held in English. Delegates who violate this rule shall be called to

order by the chairs or presidents. Greetings of the country represented may be spoken in its national language.

Chapter V. IV – Addressing the House:

Article V. IV. 1 regarding General Rules:

- i. Each Delegate having the floor shall address firstly H.E. Mr./Mrs. Secretary-general (if present), H.E. Mr./Mrs. Deputy Secretary-General (if present), Chairs/Presidents (President of the General Assembly and Deputy President of the General Assembly first, if present), Delegates, guests (special guests with His/her Excellency) before beginning the speech,
- ii. Each Delegate shall refer to himself/herself only by using the third person singular or the first-person plural, when speaking on behalf of his/her delegation or nation; the delegate always has to rise when speaking and has to remain standing while speaking or receiving answers,
- iii. There shall be no dialogue on the floor;

Article V. IV. 2 regarding Speeches during the Opening Ceremony:

- i. The speeches during the Opening Ceremony delivered by the Ambassadors of each represented country shall not exceed 90 seconds,
- ii. Since the official language is English, only greetings may be stated in the national language of the represented country,
- iii. Only the President, in case of time elapsing, or Points of Personal Privilege may interrupt the speaker while delivering his/her speech,
- iv. Not all countries will hold an ambassador speech; the Secretariat has the right to choose the countries delivering speeches;

Article V. IV. 3 regarding Speeches during Committee Sessions:

- i. In order to take the floor, a Delegate must raise his/her placard and be recognized by the Chair/President,
- ii. Before beginning his/her speech, the delegate has to respect the order designated by the Presidency,
- iii. Speeches should relate to the discussed issue only. The Chair/President may interrupt the Delegate, in case his/her speech does not concern the matter under discussion or if the debating time has elapsed,
- iv. If the Delegate being addressed a Point of Information does not understand the question, he/she will kindly ask the Chairs/Presidents to invite the Delegate addressing the Point of Information to repeat or rephrase his/her question;

Article V. IV. 4 regarding Yielding the floor:

- i. During the committee session, after the Delegate has finished his/her speech and answered the points of information, he/she shall yield the floor to the Chair/President or to another delegate with the approval of the Presidency,

- ii. The Main Submitter has the right to yield the floor to another Delegate, belonging to the Co-Submitters,
- iii. The Chair/President may ask the Delegate at any given time to yield the floor back;

Article V. IV. 5 regarding Official Notepapers:

- i. The official notepapers represent the only way of written communication among the delegates. They should be written only in English, and they should refer only to Agenda-related matters,
- ii. If the message contains any type of insult about any delegate, member of the Secretariat, Staff, MUN-Director or guest, it will be passed to the Chairs/Presidents and the sender may be excluded from the conference,
- iii. When a delegate raises a hand, the Administrative Staff will provide him/her the necessary form,
- iv. Notepaper passing among the committees is in order,
- v. The Chairs/Presidents may suspend the notepaper passing at any given moment of the Committee Session,
- vi. During the Voting Procedures notepaper passing is suspended.

Chapter V. V – Rights and Duties:

Article V. V. 1:

The delegates must act properly, in accordance with the Charter of the United Nations, as well as these Rules of Procedure;

Article V. V. 2:

The delegates must be present at all the debating sessions of their committee unless they have received official permission to be absent;

Article V. V. 3:

Delegates must be in time for the sessions. If a delegate is late, the Chairs/Presidents have the right to decide whether he/she is to receive a sanction in the form of a Point of Entertainment or not;

Article V. V. 4:

Water and other beverages are allowed during sessions. Alcohol is strictly prohibited. However, if delegates disturb the session in any manner while drinking, the Chairs/Presidents have the right to limit the allowance;

Article V. V. 5:

Delegates shall:

- i. Show respect to the other members of their council or committee,
- ii. Use appropriate language during their speeches,
- iii. Use English as the official language of the conference,
- iv. Respect the Chairs'/Presidents' decisions,

- v. Maintain a formal atmosphere and act according to the country's policy,
- vi. Stand while speaking or while receiving an answer to their question.

Chapter V. VI – Plagiarism:

Article V. VI. I:

Demonstrated plagiarism will result in the disapproval of the document under discussion and possible exclusion from the conference of the person found guilty.

Chapter VI Committee Session

Chapter VI. I – Quorum:

Article VI. I. 1:

In order for a session to be declared “open” by the Chair/President, a majority (half plus one) of the total number of Delegates shall be present.

Chapter VI. II – Roll Call:

Article VI. II. 1:

The Chair/President shall call all the members of the house, including NGOs and Observers in alphabetical order to check the attendance;

Article VI. II. 2:

Every delegate has to raise his/her placard and say “Present!”;

Article VI. II. 3:

The Roll Call takes place at the beginning of every session and whenever there is a change in the number of the delegates.

Chapter VI. III – Flow of the Debate:

The committee or council session will start with an informal meeting, in which the delegates will have to present themselves; the issues on the Agenda will be discussed in the order determined by the Presidency; this decision cannot be revoked or appealed. Each session will start with a Roll Call.

Article VI. III. 1 regarding General Debate:

- i. The session will start with the General Debate, where delegates have the opportunity to express their countries' opinions on the topics which will be discussed;
- ii. Each Delegate can state their concerns and suggest optional ways as solutions regarding the Agenda issues;

- iii. Once the time on the General Debate has elapsed, the house shall move on to Lobbying.

Article VI. III. 2 regarding Lobbying:

- i. Lobbying is the stage of the discussion when delegates are to collaborate and prepare Working Papers or clauses for action plans. The Working Papers are to be submitted via the Approval Panel. During the Lobbying delegates are allowed to:
 - a. Leave the committee room,
 - b. Have informal discussions,
 - c. Use the computer rooms,
 - d. Use personal computers, if any;
- ii. Delegates are not allowed to exit “Mihai Viteazul” National College without the Chairs’/Presidents’ permission,
- iii. The time for the Lobbying is set by the Chair/President to his/her discretion. When the Lobbying time elapses the session shall start on time with a Roll Call;
- iv. The result of the Lobbying time will be a Working Paper that has to be sent to the Approval Panel in order to be discussed in the Committee Session as a Draft Resolution or amendments containing clauses for the action plan.

Article VI. III. 3 regarding the Debate on Draft Resolutions:

- i. The order of debating on the Draft Resolutions will be set by the Presidency according to the following principles:
 - a. The Draft Resolution with the highest total number of co-submitters and signatories shall be discussed first,
 - b. In the case of equal total numbers of co-submitters and signatories, the Draft Resolution with the highest number of co-submitters shall be discussed,
 - c. In the case that the aforementioned criteria cannot determine which Draft Resolution is to be discussed first, the Presidency has the right to choose;
- ii. It is possible that due to the lack of time some Draft Resolution may not be discussed,
- iii. Once the order of the Draft Resolutions is declared, the Chair/President sets the debate time, which shall be equal for time in favor and time against,
- iv. The first speaker of time in favor shall be the Main Submitter of the first Draft Resolution, who has to:
 - a. Introduce the submissions to the house,
 - b. Read all the Operative Clauses of his/her Draft Resolution,
 - c. Deliver a speech,
 - d. Reply to a minimum of 3 Points of Information, if any;
- v. During the time in favor, Delegates who wish to support the resolution are recommended to express their opinions and hold a speech, by requesting the floor from the Chairs/Presidents – raising their placards;
- vi. Following the time in favor the house shall move on to the time against in which nations in opposition are recommended express their opinions concerning the Draft

Resolution, Amendments are to be introduced in time against the Draft Resolution,
vii. Once the debate time has elapsed the house shall move to the voting procedure on the Draft Resolution as a whole. In this moment Delegates are allowed to propose Motions regarding the voting procedures, only if there is no Motion to Move into Open Debate;

viii. If the Draft Resolution gains at least a simple majority of the votes and passes, the debate on the issue is ended and the house will continue with the next Item on Agenda. Every nation has the right to vote in favor, against or abstain. NGOs are not allowed to vote;

Article VI. III. 4 regarding Open and Closed Debates:

- i. The debate is considered open if no restrictions are imposed on the nature of the speeches;
- ii. The debate is considered closed if the content of the speeches is restricted as in favor or against;
- iii. The status of the debate can be decided by the Chairs/Presidents or by the Delegates, through motions. The default status of the debate will be closed;

Article VI. III. 5 regarding the Main Submitter:

- i. The Main Submitter of the resolution is the representative who is responsible for the submission. Once the Draft Resolution is brought to the floor, the Main Submitter has the right to introduce it to the house and deliver the opening speech of the debate. NGOs and Observers are not allowed to be Main Submitters of a resolution;
- ii. A Delegate must not be the Main Submitter of more than one Draft Resolution per topic;
- iii. The Main Submitter of a Resolution debated or presented in the General Assembly shall be called upon by the President of the General Assembly to present the respective Resolution.

Article VI. III. 6 regarding Co-Submitters:

- i. The Co-Submitters of a Draft Resolution are the representatives firmly in support of the submission and wish to represent the content in the committee, council or program and the General Assembly, if the case,
- ii. NGOs and Observers may be listed as Co-Submitters of a Draft Resolution,
- iii. A delegate must not be the Co-Submitter of more than one Draft Resolution per issue.

Article VI. III. 6 regarding Signatories:

- i. The Signatories of a Draft Resolution are the representatives that would like the respective Draft Resolution to be debated, but does not necessarily agree with its provisions,
- ii. NGOs and Observers may be listed as Signatories of a Draft Resolution,
- iii. A delegate must not be the Signatory of more than one Draft Resolution per issue.

Chapter VII Resolution & Action Plan

Chapter VII. I – Position Paper:

Article VII. I. 1:

The Position Paper is an official document that depicts the position one country adopts with respect to the discussed topic. The aim of the Position Paper is to bring into discussion a certain problem and to contribute to the formation of the draft resolution;

Article VII. I. 2:

The Position Paper will be written by every Delegate before the beginning of the official debates and will be presented to the House during the committee/council session.

Chapter VII. II – Working Paper:

Article VII. II. 1:

The Working Paper is an ensemble of solutions Delegates propose for the discussed topic;

Article VII. II. 2:

In order for a Working Paper to be a draft Resolution and be debated in the committee/council, it must:

- i. Be approved by the Approval Panel,
- ii. Be sealed and signed by the Secretary – General;

Article VII. II. 3:

In order for a Working Paper to be submitted for approval, it needs to have at least 20% of the number of the nations present in the committee/council as Co-Submitters;

Article VII. II. 4:

Chairs and Presidents must read it carefully before sending it to the AP, checking accordance to the UN Charter, as well as writing, formatting and use of language.

Chapter VII. III – Draft Resolution:

The Draft Resolution is the Approved form of the Working Paper. Its structure includes the heading, the Preambulatory Clauses and the Operative Clauses.

Article VII. III. 1:

The heading is the beginning part of the resolution and should contain:

- i. The name and title of the committee/council,
- ii. The agenda item it concerns,
- iii. The main submitter,
- iv. The co-submitters,
- v. The Signatories;

Article VII. III. 2:

The Preambulatory Clauses may include:

- i. Former resolutions,
- ii. Depiction of the main issues concerning the country or region discussed in the resolution,
- iii. References to past and future events, treaties, meetings, summits that relate to the topic of the resolution;

Article VII. III. 3:

The beginning of each Preambulatory Clause is written in italics;

Article VII. III. 4:

The Preambulatory Clauses are separated from one another using a comma (,);

Article VII. III. 5:

All Preambulatory Clauses must begin with one of the following structures:

Acknowledging	Emphasizing	Keeping in mind
Affirming	Expecting	Noting further
Alarmed by	Expressing its appreciation	Noting with appreciation
Approving	Expressing its satisfaction	Noting with approval
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting with regret
Believing	Fully aware	Noting with satisfaction
Confident	Fully believing	Observing
Congratulating	Further deploring	Pointing out
Contemplating	Further recalling	Reaffirming
Convinced	Guided by	Realizing
Declaring	Having adopted	Recalling

Deeply concerned	Having considered	Recognizing
Deeply conscious	Having considered further	Referring
Deeply convinced	Having devoted attention	Taking into account
Deeply disturbed	Having examined	Taking into consideration
Deeply regretting	Having heard	Taking note
Deploring	Having received	Viewing with appreciation
Desiring	Having studied	Welcoming

Article VII. III. 6:

The Operative Clauses represent the main body of the resolution as they consist of the recommended solutions for the issue under discussion. These are specific actions that all submitters intend to carry out in order to solve the problem;

Article VII. III. 7:

Each Operative Clause must be numbered with Arabic digits;

Article VII. III. 8:

All the sub-clauses must be numbered with small letters of the alphabet and all sub-sub-clauses with Roman numerals;

Article VII. III. 9:

The beginning of each operative clause, the operatory phrase, is written in bold, is underlined and contains only one action phrase;

Article VII. III. 10:

Operative clauses are separated from one another by a semicolon (;);

Article VII. III. 11:

Operative sub-clauses are separated from one another by a comma (,);

Article VII. III. 11:

Operative sub-sub-clauses are separated from one another by a comma (,);

Article VII. III. 12:

Full stop “.” shall only be used at the end of the resolution itself;

Article VII. III. 13:

Times New Roman, font size 12 should be used;

Article VII. III. 14:

All Operative Clauses must begin with the following structures:

Accepts	Encourages	Recommends
Affirms	Endorses	Regrets

Approves	Expresses its appreciation	Requests (Security Council only)
Asks	Expresses its hope	Resolves
Authorizes (Security Council only)	Further invites	Seeks
Calls for	Further proclaims	Strongly affirms (Security Council)
Calls upon	Further recommends	Strongly condemns (Security Council only)
Condemns (Security Council only)	Further requests (Security Council only)	Strongly urges (Security Council only)
Confirms	Further resolves	Suggests
Congratulates	Hopes	Supports
Declares accordingly	Invites	Transmits
Deplores	Proclaims	Trusts
Decides (Security Council only)	Proposes	Urges (Security Council only)
Designates		

Article VII. III. 15:

A Draft Resolution will be debated in the committees/councils as explained in *VI. Committee Session, VI. III. Flow of the Debate* and be put to vote (in conformity with *IX. Voting Procedures*) at the end of the debate;

Article VII. III. 16:

If there is more than one passed Draft Resolution at the end of the debate, then the one to enter the General Assembly will be voted upon by Roll Call vote. When a delegate is called, it will announce which resolution it wants to support in the General Assembly and the Chairs/Presidents will select the resolution that has the most votes and present it to the Secretariat. NGO's are allowed to vote; this decision can also be made by the Secretariat.

Chapter VII. IV – Approval Panel:

Article VII. IV. 1:

The Approval Panel has the right to improve the language of the Draft Resolution and modify words or phrases that result in ambiguous structures;

Article VII. IV. 2:

The Approval Panel shall invite the Main Submitter of the resolution for consultation during the correction of the Draft Resolution;

Article VII. IV. 3:

The Approval Panel has the right to approve the Draft Resolution and send it to the Secretary General to be sealed;

Article VII. IV. 4:

The Approval Panel has the right to strike out any Operative Clause which violates by means the UN Charter or the Rules of Procedure.

Chapter VII. V – Action Plan:

Article VII. V. 1:

The Action Plan is a document that consists of a series of Operative Clauses submitted by Delegates and voted upon by the committee/council as separate amendments;

Article VII. V. 2:

The Action Plan must be sent to the Approval Panel only after the vote on the Action Plan as a whole determined that the Action Plan has passed;

Article VII. V. 3:

The Action Plan does not contain Preambulatory Clauses;

Article VII. V. 4:

The Action Plan does not have a Main Submitter, Co-Submitters or Signatories;

Article VII. V. 5:

Both member states and non-member states and organizations may submit Operative Clauses to the Action Plan through Amendments, but only member states are allowed to vote on the respective Amendments.

Chapter VIII Amendments

An Amendment is an official document which proposes the modification of a Draft Resolution or Action Plan.

Article VIII. 1:

An Amendment may only refer to the Operative Clauses of the Draft Resolution or Action Plan under discussion;

Article VIII. 2:

An Amendment for a Draft Resolution will only be proposed during time against the Draft Resolution as a whole or during Open Debate; Amendments for Action Plan may be proposed any time the presidency allows;

Article VIII. 3:

The Delegate that has proposed the Amendment may withdraw his/her Amendment until it is put to vote;

Article VIII. 4:

As an Amendment is proposed, the Chairs/Presidents will set the time in favor and against the Amendment;

Article VIII. 5:

An Amendment is proposed by the following means:

- i. Filling in an Amendment Sheet,
- ii. Sending it to the Chairs/Presidents in digital form;

Article VIII. 6:

An Amendment Sheet asks for the following pieces of information:

- i. Topic under discussion,
- ii. Delegation proposing the Amendment,
- iii. Committee or Council,
- iv. Type of Amendment,
- v. Description of the Amendment.

Article VIII. 7:

There are three types of Amendments:

- i. Unfriendly Amendment – by means of which a Delegate can propose one of the following actions:
 - a. Change an Operative Clause or Sub-Clause (in the case of an Action Plan, this kind of Amendments should be treated as Second Degree Amendments),
 - b. Strike out an Operative Clause or Sub-Clause (in the case of an Action Plan, it is only possible to strike out Sub-Clauses, as each Clause is voted upon like an

Add Operative Clause Amendment),

c. Add an Operative Clause or Sub-Clause,

ii. Amendment of the Second Degree – by means of which a Delegate can propose an Unfriendly Amendment to an Unfriendly Amendment already under discussion;

iii. Friendly Amendment – by means of which a Delegate may correct a grammatical error without modifying the meaning of the clause. Friendly Amendments to a Draft Resolution are not to be voted upon and shall immediately pass if the Main Submitter of the Draft Resolution agrees. In the case of an Action Plan, the Amendment shall immediately pass if the Submitter of the respective Operative Clause agrees. The Presidency may also friendlily amend a Draft Resolution;

Article VIII. 8:

An Amendment of the Second Degree is to be proposed and discussed during the time against the initial Unfriendly Amendment. The Chairs/Presidents will set the time in favor and against the Amendment of the Second Degree. When the time against the Amendment of the Second-Degree elapses, the Amendment of the Second Degree is put to vote. If the Amendment of the Second Degree fails, the house returns to the debate of the initial Unfriendly Amendment, in time against; if the Amendment of the Second-Degree passes, the whole Unfriendly Amendment passes;

Article VIII. 9:

Amendments higher than the Second Degree shall not be entertained;

Article VIII. 10:

An Unfriendly Amendment can only be amended twice in the case of a Draft Resolution. An Amendment of an Action Plan can be amended multiple times if time allows and the Presidency permits it;

Article VIII. 11:

An Amendment to a Draft Resolution shall not modify Preambulatory Clauses.

Chapter IX Voting Procedures

All voting procedures shall be ruled by the Chair/President. When the Chairs/Presidents request, all members of the house have to vote by raising their placards at the adequate moment. The Roll Call Voting represents an exception, as in that case the representatives have to vote one by one.

Chapter IX. I – The Outcome of the Voting:

Article IX. I. 1:

Simple majority: Simple majority is calculated by dividing the total number of delegates present and with the right to vote by two (2) and then taking the integer part of the result which is then incremented by one (1);

Article IX. I. 2:

Two-thirds majority: To pass by two-thirds majority means, there has to be at least twice as many votes in favor as against, abstentions counting as against;

Chapter IX. II – Substantive Voting:

Article IX. II. 1:

When voting on an Amendment, a Draft Resolution, or an Action Plan, Substantive Voting is implied;

Article IX. II. 2:

When the debate on a topic finishes the committee/council moves directly into Voting Procedure;

Article IX. II. 3:

The number of Delegates abstaining may not exceed the half plus one of the number of nations entitled to vote. In this case, the Presidency must Divide the House;

Article IX. II. 4:

In case of Substantive Voting, only Member States are allowed to vote. NGOs, Observers and guests may not express their opinions on the subject of the voting during the Voting Procedure;

Article IX. II. 5:

Each question on Substantive Voting requires a simple majority to pass.

Chapter IX. III – Procedural Voting:

Article IX. III. 1:

The Procedural Voting is used for Motions;

Article IX. III. 2:

At a procedural voting all members of the house have to vote including NGOs and Observers, exclusively in favor or against;

Article IX. III. 3:

Abstentions are out of order at procedural voting.

Chapter IX. IV – Roll Call Voting:

Article IX. IV. 1:

Roll Call voting can be proposed by the Chair/President or by any of the delegates via raising a motion to vote by roll call;

Article IX. IV. 2:

During a Roll Call Voting all members present in the committee/council will be called by the Chair/President individually in alphabetical order, following the English alphabet. Hearing their names members shall answer according to the nature of the voting;

Article IX. IV. 3:

Guests may not vote under any circumstances.

Chapter X Points and Motions

Chapter X. I – Points:

Article X. I. 1 regarding the General Procedure:

- i. All points except for the Point of Personal Privilege are not to interrupt the speaker;
- ii. All points except for the Point of Information will be directly addressed to the Chairs/Presidents;
- iii. The Point of Information will be addressed directly to the speaker,
- iv. Points are not put to vote.

Article X. I. 2 regarding the Point of Personal Privilege:

- i. Is used to draw the attention of the Chair/President regarding an urgent matter of personal comfort, safety or well-being of the Delegate;
- ii. May interrupt the speaker in case of emergency;

Article X. I. 3 regarding the Point of Information:

- i. Is used to address a question to the speaker referring to his/her speech,
- ii. Must be stated as a question;
- iii. A brief introductory statement or reference is accepted;
- iv. Is granted by the Chair/President with the agreement of the speaker;

Article X. I. 4 regarding the Point of Order:

Is used to draw the attention of the Chair/President if the Rules of Procedure were inappropriately applied;

Article X. I. 5 regarding the Point of Parliamentary Inquiry:

Is used to inquire information relating to the Rules of Procedure and the debate;

Chapter X. II – Motions:

Article X. II. 1 regarding the General Procedure:

- i. If the motion is seconded at least twice and not objected at all, it will pass;
- ii. The first Delegate to object to one of the motions which fail if objected must take the floor and explain his/her decision. However, provided that the Chairs/Presidents consider the reason for objecting tacit, it will not be mandatory for the Delegate to explain his/her objection;

- iii. Delegates will propose Motions by raising their placard;
- iv. The Chairs/Presidents may overrule any motion except the Motion to appeal to the Chair's decision; Appropriate explanation must be provided;

Article X. II. 2 regarding the Motion to appeal to the Chair's decision:

- i. Is to be raised in case the Delegate feels the Presidency has made a recent mistake on ruling;
- ii. This Motion shall only be raised after a Point of Order has been raised on the same issue;
- iii. It shall be entertained in any case. Once the Delegate has explained their reasons for raising the Point, the Presidency invites the Secretary-General to make an immediate decision on the matter, inspecting the state of affairs. The judgement of the SecretaryGeneral shall be considered peremptory.

Article X. II. 3 regarding the Motion to Go into Q&A Session:

- i. Is proposed if a Delegate wishes to enter a Question & Answers session with another Delegate. The Question & Answers session is a dialogue between the Delegate taking the floor and the Delegate proposing the motion which is moderated by the Chairs/Presidents;
- ii. The Questions and Answers session will only be entertained if the Delegate having the floor gives his/her consent;
- iii. Other delegates have the possibility to join the Questions and Answers session, by raising a Motion to join the Q&A Session; the consent of the Delegate having the floor is needed;
- iv. This Motion cannot be objected by any Delegate, except the one on the Floor;
- v. This Motion must be seconded at least twice in order for it to pass;
- vi. The Chair/Presidents shall decide whether to entertain this Motion;
- vii. The Chairs/Presidents shall set a number of questions per Delegate, in accordance with the time remaining;

Article X. II. 4 regarding the Motion to Extend/Limit the Debating Time with X minutes:

- i. Is proposed if a Delegate wishes to prolong/reduce the debate time set by the Chair/President, ii. If objected, the Chair/President will decide whether it is beneficial for the flow of the debate to pass or fail this motion;

Article X. II. 5 regarding the Motion to Move into Informal Caucus/Lobbying Time for X minutes:

- i. Is proposed if a Delegate wishes to go on a less formal, unmoderated debate for a specified period of time in order to finish/modify/improve a resolution or amendment,
- ii. Voted upon if objected,

- iii. Requires a simple majority to pass;

Article X. II. 6 regarding the Motion to Move into Time Against of the Amendment/Resolution:

- i. Is proposed if a Delegate wishes to debate against the Amendment/Resolution,
- ii. It must be seconded at least twice,
- iii. Fails if objected;

Article X. II. 7 regarding the Motion to Move Directly into Voting Procedure:

- i. Is proposed if a Delegate wishes the house to vote upon the Amendment/Resolution,
- ii. It must be seconded at least twice,
- iii. Fails if objected;

Article X. II. 8 regarding the Motion to Divide the House:

- i. Is proposed if a Delegate wishes to summon the other delegates to vote either in favor or against the Amendment/Resolution,
- ii. Abstentions are not permitted,
- iii. The voting procedure should be by Roll Call;

Article X. II. 9 regarding the Motion to Adopt the Amendment by Acclamation:

- i. Is proposed if a Delegate wishes to pass an amendment without proceeding with the entire General Debate,
- ii. Fails if objected;

Article X. II. 10 regarding the Motion to Table the Amendment:

- i. Is proposed if a Delegate wishes to end the General Debate on the amendment by automatically declaring it failed,
- ii. Fails if objected;

Article X. II. 11 regarding the Motion to Exclude the Public:

- i. Is proposed if a Delegate wishes to have the guests and NGO members leave the room,
- ii. Voted upon if objected,
- iii. Requires a two-thirds majority to pass;

Article X. II. 12 regarding the Motion to Move into Open Debate:

- i. Is proposed if a Delegate wishes to proceed to the stage of debate where speeches may be both in favor as well as against the Resolution/Amendment,
- ii. Voted upon if objected, iii. Requires a simple majority to pass; **Article X. II. 13 regarding the Motion to Vote by Roll Call:**

- i. Is proposed if a Delegate wishes all the members of the house to vote by Roll Call,
- ii. If objected, the Chair/President will decide whether it is beneficial for the flow of the

debate to pass or fail this motion;

Article X. II. 14 regarding the Right of Reply:

- i. Is proposed if a Delegate wishes the speaker to apologize in front of him/her for affirming pieces of information considered inappropriate,
- ii. The delegate that has stated the allegedly offensive remarks is offered the chance to a Right of Response, through which he/she may reflect and further explain his/her remarks;
- iii. Requires the accord of the Chairs/Presidents in order to be entertained;
- iv. The decision of the Chairs/Presidents is final;
- v. In the case that the Delegate who is asked by the Presidency to apologize does not comply, the Ambassador of the respective Delegation is summoned (if an Ambassador of the respective Delegation has been designated) and the Members of the Secretariat and the Presidents of the General Assembly may be called to solve the conflict;

Sanctions may be applied in special cases included in these Rules of Procedure;

Article X. II. 15 regarding the Request for a Follow-up:

- i. Is proposed if a Delegate wishes to obtain the permission of the Chairs/Presidents to ask the speaker another question,
- ii. Only one Follow-up is in order for each Point of Information, iii. Requires the accord of the Chairs/Presidents in order to be entertained;

Chapter XI Rules of the Security Council

Chapter XI. I – General Debate:

Article XI. I. 1:

The Security Council consists of 15 members, 5 of which are permanent: the French Republic, the People’s Republic of China, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, the United States of America;

Article XI. I. 2:

During the first session of the Security Council, all Members of the Security Council must hold Opening Speeches/Position Papers; Non-Member States may also present their Position Papers/Opening Speeches with the approval of the Presidency;

Article XI. I. 3:

Once the time on the General Debate elapsed the house shall move on to the Lobbying.

Chapter XI. II – Lobbying:

Article XI. II. 1:

In the lobbying time the delegates must collaborate and prepare their resolution which later on must be submitted to the Presidents of the Security Council. During Lobbying delegates are free to:

- i. Leave the committee room, but remain in the school,
- ii. Have informal discussions,
- iii. Use the computer room,
- iv. Use personal computer, if owned;

Article XI. II. 2:

The time for the Lobbying is set by the Presidency. When the time for Lobbying elapses, the following session will start with a Roll Call.

Chapter XI. III – Debate on the Draft Resolution:

Article XI. III. 1:

After Lobbying, the Security Council will start its formal session to discuss the Draft Resolutions;

Article XI. III. 2:

The order of the debating on the Draft Resolutions will be decided upon by the Presidency;

Article XI. III. 3:

Once the order of the Draft Resolutions is declared, the Main Submitter of the first resolution to be discussed will be asked to denounce the Operative Clauses of the resolution and deliver a speech about it;

Article XI. III. 4:

The Resolution shall be discussed and voted Clause by Clause;

Article XI. III. 5:

After speeches on the resolution are finished, the Presidency will set the debating time;

Article XI. III. 6:

Every time moving into a new clause, the Main Submitter of the resolution may give a speech about the specific clause or appoint any of the Co-Submitter to act on the Main-Submitter's behalf;

Chapter XI. IV – Voting Procedure:

Article XI. IV. 1:

Permanent Members must be present for the Voting Procedure to take place;

Article XI. IV. 2:

Every Substantial vote needs nine votes in favor to pass, without any negative votes from Permanent Members;

Article XI. IV. 3:

During the voting procedure, Veto Power applies for the 5 Permanent Members. As such, a negative vote from Permanent Member equates with the respective Amendment, Clause or Resolution failing;

Article XI. IV. 4:

Before the Veto Power is used, delegates must notify the Council with an acceptable reason stating why they would need to veto a specific idea or clause. If the problem cannot be solved during the formal debate, any P5 members have the right to call for a P5 meeting, which is also known as the P5 Caucus. A P5 Caucus is an informal meeting in the Security Council that puts the debate on a temporary hold. All P5 members leave the council's room into a separated area, accompanied by the President of the Security Council. There they are allowed to discuss a certain aspect of the resolution without needing to speak in the third person. The P5 Caucus generally happens when one of the P5 Members considers voting against (vetoing) a clause that other P5 delegates are in favor of. In the caucus, the P5 delegates discuss whether the clause is worth being enclosed to the resolution or it should be struck

out; **Article XI. IV. 5:**

To ask for a P5 Caucus, a Permanent Member must raise a Motion to Enter a P5 Caucus. All P5 Members and the Presidency must agree in order for this Motion to be entertained. Only the P5 Members may raise such a Motion;

Article XI. IV. 6:

When the clause by clause debate is finished, the house shall vote on the Resolution as a whole;

Chapter XII Rules of the General Assembly

The General Assembly is a meeting of all the committees and councils of the conference, the purpose of which is to debate the resolutions passed in the Main Committees and approve any that pass as a result of the voting procedure. The Resolutions and Action Plans of the other Committees/Councils may be presented and debated, but there will be no vote upon them. These rules shall also apply to the Opening Ceremony.

Article XII. 1:

Each and every Delegate, Ambassador, Chair, President and member of the Organizing Team must attend the General Assembly;

Article XII. 2:

The General Assembly will be moderated only by the President of the General Assembly and Deputy President of the General Assembly, who will act in accordance with the Rights and Obligations of the President of the General Assembly, will be responsible for any situations that occur during the meeting and will be the final authority on any matter;

Article XII. 3:

Only resolutions passed in the Main Committees (MC I - Disarmament and International Security Committee; MC II – Economic and Financial Committee; MC III - Social, Humanitarian; Cultural Committee and MC IV - Special Political and Decolonization Committee) will be debated and voted upon in the General Assembly;

Article XII. 4:

No more than one passed resolution of each Main Committee will be debated in the General Assembly;

Article XII. 5:

The Resolutions passed in the Councils will only be read out and the Main Submitter will hold a speech. There will also be the possibility to entertain further speeches if there are no time constraints;

Article XII. 6:

Before debating any resolution, one Chair or President of the forum that proposed the resolution being discussed, will be called upon to take the floor and read out the Operative Clauses of the resolution to the house;

Article XII. 7:

All Delegates and Ambassadors attending the General Assembly are allowed to speak in favor or against a resolution, to vote in favor or against or to abstain, or to raise a motion and abide by the procedural rules of their committees/councils;

Article XII. 8:

No unfriendly amendments will be entertained and maximum of five friendly amendments

per resolution will be entertained by the President of the General Assembly;

Article XII. 9:

During the General Assembly, only the following Points and Motions are in order:

- i. Point of Information
- ii. Request for a Follow-Up
- iii. Right of Reply
- iv. Point of Parliamentary Inquiry
- v. Point of Order
- vi. Motion to Divide the House;

Article XII. 10:

Yields shall be ruled by the Presidency.

Chapter XIII Closing Remarks

The Rules of Procedure can only be amended by means of an official decision made by the Secretariat; in this case, the Secretariat shall immediately make the changes known to all participants.