

**Model United Nations
Bilkent University 2026**

RULES OF PROCEDURE



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SECTION A: GENERAL CONSIDERATIONS

Article 1: Scope of the Rules

Clause 1.1: These Rules of Procedure shall apply to all General Assembly (GA) committee sessions of Model United Nation Conferences. Special committees that follow an adjusted set of rules shall be explored further in their respective handbooks, provided by the secretariat.

Clause 1.2: Delegates shall, at all times, act in accordance with the articles and principles outlined in the United Nations Charter. There are no other procedures, regulations or guidelines that are applicable. In the case of an unforeseen circumstance that is not covered by the established Rules of Procedure, the ultimate decision on which procedures to implement will be determined by the Secretariat.

Article 2: Official Language

Clause 2.1: English will be the official and working language of the conference. If a delegate wishes to present any document or part therein written in a language other than English, the chair may at their discretion permit the introduction of the document alongside a full English translation of the document to be distributed to the entirety of the committee. Delegates may not carry out any activities relevant to their committees in any language other than English, which includes discussing committee topics in unmoderated caucus or outside of committee. This is to prevent the creation of language-based blocs that may exclude non-speakers of a language.

Article 3: Representation

Clause 3.1: Member States are participants who constitute the parliamentary discussion within the Committees individually.

Clause 3.2: Each Member State shall be represented by one delegate, having one vote.

Clause 3.3: Observer States are participants who are allowed to join and participate in the sessions. They have an equal status with the Member States except for the right to vote on substantive matters.



Clause 3.4: Observers are the participants who are allowed to join the sessions, but they do not represent any State or Organization. Thus, they are deprived of any official contribution to sessions or informal talks. They only observe the process of the entire Conference in addition to being responsible for their Delegation.

Article 4: Credentials

Clause 4.1: The credentials of all delegations have been accepted upon registration.

Clause 4.2: Actions relating to the modification of rights, privileges, or credentials of any Member may not be initiated without the written consent of the Secretary-General.

Clause 4.3: Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

Clause 4.4: All participants shall be identified by an official conference badge provided during registration. Participants are required to visibly have their approved credentials with them at all times during the conference. Should the Participants not wear one, they shall be denied entry into an area where the meeting is held. The Secretary-General shall be the final arbiter of the validity of all credentials.

Clause 4.5: Placards are provided for all Delegates and are required for all voting procedures, Points, and Motions throughout the debates.

Article 5: Diplomatic Courtesy

Clause 5.1: All participants shall show diplomatic courtesy at all times.

Clause 5.2: Participants behaving in a crude manner may be subject to academic warnings, restricted rights, or expulsion based on the decision of the Secretary-General.

Article 6: Dress Code

Clause 6.1: The Dress Code is formal business attire and is mandatory during the conference.



Clause 6.2: Non-compliance with this article may lead to a reprehension, and to denial of entry into an area where the meeting is held and must be corrected for the further proceedings of the conferences.

Clause 6.3: The dress code is not a strict one-to-one imaging procedure, as seasonal necessities and other external factors might dictate a discretionary course of action in terms of temporary grants and reconsiderations.

Clause 6.4: The Secretary-General shall be the final arbiter in case of a dispute.

Article 7: Mandate of the Secretariat

Clause 7.1: For purposes of these rules, the Under-Secretary-General and Academic Assistants, who are designated, Academic Advisors and agents of the Secretary-General and Deputy Secretary-General are collectively referred to as the Secretariat.

Clause 7.2: The Secretary-General, the Deputy Secretary-General or a member of the Secretariat designated by them, at any time may deliver either written or oral statements to the Committees. The Secretariat shall receive, approve, print, and distribute documents, reports, and resolutions of the Committee to the members, approve directives and deliver crises and updates to the Special Committees.

Clause 7.3: Under Secretaries General reserves the right to strip the chair board, or any of its individual members, of any and every authority provided under the rules of procedure.

Paragraph 7.3.1: This decision requires explicit authority from the Secretary General, upon direct consultation.

Clause 7.4: The decisions of the Secretariat shall not be appealed.

Article 8: Director-General and the Organization Team

Clause 8.1: The Director-General of the MUN conference shall act in their all capacities throughout the conference.



Clause 8.2: The Secretariat and the Organization Team shall assist the Secretary-General and the Director-General.

Clause 8.3: Modification of rights, privileges or credentials of any Participant may not be done without the written approvals of the Secretary and Director Generals.

Clause 8.4: Participants behaving in a crude manner may be subject to academic warnings, restricted rights, or expulsion based on the decision of the Secretary and Director Generals.

Article 9: The Secretary-General

Clause 9.1: The Secretary General will officially declare the opening and closing of the conference, shall act in full capacity during the conference, and shall perform other functions as are entrusted to them by the organs of the United Nations in accordance with Article 98 of the United Nations Charter.

Clause 9.2: In any instance where the Secretary-General fails to attend the session, the Deputy Secretary-General will act on their behalf and will have the authority as same as the Secretary-General.

Clause 9.3: Delegates may contact their Chairs for approval to request an oral or written statement by the Secretary-General or Deputy Secretary-General concerning any question under consideration by their forum.

Clause 9.4: The Secretary-General shall refrain from any actions that might undermine their position as an international official responsible only to the Conference in accordance with Article 100 of the UN Charter.

Clause 9.5: Each delegation undertakes to exclusively respect the international character and the responsibilities of the Secretary-General and their staff and not to seek to influence them in the discharge of their responsibilities in accordance with Article 100 of the UN Charter.

Clause 9.6: The decisions taken by the Secretary-General are final.



SECTION B: GENERAL RULES ON THE COMMITTEE: COMPOSITION AND THE SESSIONS

Article 10: Definition

Clause 10.1: In these Rules of Parliamentary Procedure, the Committee shall refer to all the committees of the conference, unless otherwise stated in an external handbook regarding the committee proceedings, prepared by the responsible Under Secretary General.

Article 11: Quorum

Clause 11.1: The committees may declare a meeting open and permit the debate to proceed when at least 2/3rds of the members of the committee are present.

Clause 11.2: The presence of a majority of the members shall be required for any decision on a substantive motion.

Clause 11.3: A quorum will be assumed to be present during sessions, unless specifically challenged and shown to be absent or deemed as such by the Committee Board Members.

Clause 11.4: A quorum can only be challenged in the very beginning of a session, and before moving on to the substantive voting procedure. Challenging a quorum shall be done by using a Point of Parliamentary Inquiry, Point of Order, or via a message paper sent to the Chair Board.

Article 12: Members of the Committee

Clause 12.1: The Committee consists of Delegates referred to in Article 3 and the Chair Board.

Article 13: Delegates

Clause 13.1: Each Member State will be represented by one Delegate with one vote in each Committee.

Article 14: Chair Board Members



Clause 14.1: The Chair Board consists of the President Chair, Co-Chair, Vice-Chair, and Rapporteurs.

Clause 14.2: The Chairs will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection unless there is a motion to appeal to the decision of the Chairs as per.

Clause 14.3: The Chair, subject to these rules, will have complete control of the proceedings at any meeting. The Chair shall declare the opening and closing of each formal meeting, moderate the discussions in the meetings, direct the flow of debate, grant the right to speak and to use the floor, ask questions, announce decisions, rule on points of order, and ensure compliance with the Rules of Procedure; if necessary and given no objections, the Committee Chairs may choose to suspend the rules in order to clarify a certain substantive or procedural issue. The Committee Chair also has the right to interrupt the flow of debate in order to show a presentation.

Clause 14.4: The acting chair will reserve their right to exercise discretion, unless explicitly revoked by the Under Secretaries General, or the Secretary General. Chair discretion refers to the Committee Chair's discretionary power to deviate, with reasonable justification, from established rules of procedure to a limited extent, exercised without an immediate obligation to provide detailed justification to the present delegates.

Paragraph 14.4.1: The Chair's discretion is not absolute and must be judiciously applied, considering the situation's context. Deviation from rules is allowed only to the extent necessary for the committee's efficient functioning.

Paragraph 14.4.2: The Chair must announce the use of discretion immediately during its application, ensuring transparency and delegate awareness of the deviation from standard procedure.

Paragraph 14.4.3: While immediate explanation is not obligatory, a reasonable justification must exist. If requested, the Chair must provide this justification at the earliest opportune moment, elucidating the unaltered course of action set aside due to discretion.



Paragraph 14.4.4: A singular discretion usage not subject to appeal is the rejection of an appeal to its usage. This provision grants the Chair unquestionable authority should it be necessary, ensuring expeditious and effective committee functioning.

Clause 14.5: Decisions under chair discretion are appealable by delegates within the committee, enabling them to question and challenge the Chair's use, promoting transparency and accountability.

Paragraph 14.5.1: Each instance of chair discretion must be meticulously recorded, serving as a transparent record for delegates, ensuring clarity and accountability.

Paragraph 14.5.2: The Chair must inform the Under Secretary General promptly about the use of discretion, providing an additional layer of oversight and transparency.

Clause 14.6: The Under Secretaries General retain the right to veto potential discretion use, acting as a check and balance to ensure alignment with committee goals and guidelines.

Paragraph 14.6.1: The Chair's discretion should not significantly alter rules without prior consultation with the Under Secretaries General. This collaborative approach ensures deviations align with the committee's overarching objectives.

Paragraph 14.6.2: The acting chair will reserve their right to exercise discretion unless explicitly revoked by the Under Secretaries General or the Secretary General.

Clause 14.7: The Chair can choose to temporarily transfer their duties to another member of the Chair Board Members.

Clause 14.8: No handouts may be circulated to the committee body without the knowledge and explicit approval of the Chairs.

Clause 14.9: Committee Chairs will lead the Draft Resolutions Approval Board and be responsible for maintaining order in the locations where the corresponding organ, commission, committee, or simulated organization operates.



Clause 14.10: Co-Chairs of all the Committees shall have the same rights and obligations as other co- chairs and President-chairs unless otherwise is stated.

Clause 14.11: The Vice-Chairperson will replace the President-Chair in case of their absence. They will assist the President-Chair in their functions during the development of the meetings.

Clause 14.12: Chairs shall be part of the Draft Resolutions Approval Board, in which the projects are evaluated and corrected before being presented.

Clause 14.13: The Rapporteur will support the tasks of the Chairs in the formal meetings. They will record the votes of the Delegations and resolve the inconveniences that are presented to the delegations. They will facilitate the communication of the latter through written messages, as long as the Chairs authorizes them, for which it will have the power to receive from the admins the messages, to determine if their content is inappropriate and take them to the attention of the Chairs.

Clause 14.14: The Chairs and the Rapporteur will coordinate the work of the admins.

Clause 14.15: In the exercise of these functions, the Chair Board Members will be at all times subject to the Rules of Procedure and responsible to their Under-Secretary-General and the Secretary-General.

Clause 14.16: The Chair Board shall refrain from any action that might undermine their credibility and impartiality within their position as an international official responsible only to the Conference.

Article 15: Appeal to the Chair Boards' Decisions

Clause 15.1: Any decision of the Chair Board may be appealed immediately by a Delegate with the exception of matters that are explicitly stated to be non-appealable. Appealing to a decision is done by raising a motion to appeal. The Chair Board cannot overrule such a motion if the decision is appealable.



Clause 15.2: The Board Members may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Board Members will stand unless overruled by a two-thirds majority of the Committee. A ‘Yes’ vote indicates support of the Chair’s ruling; a ‘No’ vote indicates opposition to that ruling.

Clause 15.3: The decisions of the Chair Board not to sign a resolution or amendment are never appealable.

Article 16: Communication

Clause 16.1: Written notes to Message Papers are the means of formal communication between Delegates, or between Delegates and the Chair Board during formal sessions. The official language to be used for the written communication means is English.

Clause 16.2: Notes are to be distributed by the Administrative Staff present in each Committee. Delegates may not convey message papers to other delegates themselves. Except for personal excuses to be delivered to the Chair Board, the content of the message shall be relevant to the ongoing discussion in the committee. In case the note does not fulfill

Clause 16.3: the above-mentioned criteria, the Administrative Staff may take the note to the Committee Board Members for investigation and the Committee Board Members may decide not to pass the note if the language or the content is found to be inappropriate.

Clause 16.4: Note-passing is automatically suspended during roll-call, unmoderated caucuses and voting procedures. The Chair Board reserves the right to suspend note-passing upon Board decision. This decision is not appealable.

Article 17: Electronic Devices

Clause 17.1: The use of any electronic devices during the formal debate or moderated caucus is strictly prohibited.

Clause 17.2: The usage of electronic devices falls under the moderated discretion of the chair board.



Clause 17.3: The delegates have the right to write a message paper, communicating their necessity for the usage of their electronic devices, and it falls to the decision of the chair board whether they will be allowed to or not.

Paragraph 17.3.1: The terms of the delegate's temporary or permanent lift of prohibition from using electronic devices shall be set by the chair board and presented to the delegate in written form, as a response to their request.

Clause 17.4: The Committee Board Members may allow the Delegates to use electronic devices for substantive drafting.

SECTION C: COURSE OF PROCEDURAL EVENTS

Article 18: Official Opening

Clause 18.1: The Secretary-General holds the responsibility of officially declaring the conference as opened in the opening ceremony.

Article 19: Rollcall

Clause 19.1: At the beginning of each session, the Chair Board Members shall record the statuses of the members present and determine the required majorities.

Clause 19.2: The roll-call shall be performed in English alphabetical order of the names of the Member States.

Clause 19.3: Delegates shall establish their presence in the Committee by raising their placards and declaring themselves as 'Present' or 'Present and Voting'.

Paragraph 19.3.1: Stating the status as 'present' allows the delegate to abstain in substantive matters.

Paragraph 19.3.2: Stating the status as 'present and voting' indicates that the delegate will not abstain, and they shall either vote in favor or against in substantive matters.



Clause 19.4: Delegates who were absent during the roll-call, or that have not replied to the roll-call, will be treated as absentees until they send a message paper to the Committee Board stating their status as either present or present and voting.

Clause 19.5: Delegates marked absent may not join the debate or vote until their status is changed by the Chair Board.

Clause 19.6: Delegates that have missed more than half of the time allocated for the session cannot alter their statuses from absent. Such Delegates cannot join the debate, nor exercise their voting rights.

Article 20: Setting the Agenda

Clause 20.1: Each Committee shall begin its first meeting with the consideration of the agenda after the roll-call is taken and the opening speeches have been heard for the agenda(s).

Paragraph 20.1.1: If the Committee has only one topic, the agenda is automatically adopted with the declaration of the Chair Board without the requirement of a motion for its consideration.

Paragraph 20.1.2: If the Committee has multiple agendas to discuss, there shall be a consideration of the order of the agendas to order the discussion. For committees with multiple agenda items to discuss, the agenda shall be set by a motion to set the agenda raised by any Delegate or the Chair Board.

Clause 20.2: Motions to set an agenda out of scope are immediately overruled by the Chair Board, this decision is not appealable.

Clause 20.3: A Speakers List will be established 'for' and 'against' the motion to set the agenda. Speaker 'for' will speak in support of the topic area suggested, speakers 'against' will speak in favor of the other topic area.

Paragraph 20.3.1: In the cases where there is no against speakers, this rule shall not apply, and the agenda item will be automatically set.



Paragraph 20.3.2: In the cases where there are for and against speakers, the Committee Board first invites the for speakers and then against speakers to the floor to deliver their statements.

Paragraph 20.3.3: A motion to close the debate will be in order after the Committee has heard at least two speakers for and at least two speakers against the motion for the consideration of the agenda.

Sub-Paragraph 20.3.3.1: In cases where there is no party against the motion to close the debate among the delegations, the motion for the closure of the debate automatically passes.

Sub-Paragraph 20.3.3.2: In cases where there are parties against the motion to close the debate the Committee Board shall allow two speakers against the motion to close the debate.

Clause 20.4: In the event that no speakers are entertained for the closure of the debate, the debate is assumed to be automatically closed.

Clause 20.5: In the event there are speakers entertained for the closure of the debate, having heard the speakers against the motion to close the debate, the Committee Board shall move to a procedural vote, which will require a vote of two-thirds of the members.

Paragraph 20.5.1: After the closure of the debate, the Committee will conduct a procedural voting upon the motion to set the Agenda Item. In the cases where the voting fails, the second Agenda Item is adopted automatically.

Clause 20.6: A motion to proceed to the second topic shall thereafter be in order only after the Committee has voted on a resolution on the first topic or motion to table the agenda is given. A motion to proceed to the second Agenda Item is debatable to the extent of one speaker in favor and one speaker against. This motion requires a simple majority to pass. If no motion is given, the Chair Board may declare the second agenda to be adopted.

Clause 20.7: All motions for caucuses shall be ruled out during the consideration of the agenda.



Clause 20.8: No yields can be made during speeches made for the consideration of agenda or the speeches for the closure of the debate motion.

Article 21: Speeches

Clause 21.1: No Delegate may address the Committee without the permission of the Committee Board.

Clause 21.2: When a Delegate exceeds the allotted time, the Committee Board may call the speaker to order.

Clause 21.3: Speeches made by Delegates must be relevant to the topic of discussion. The Committee Board may interrupt or even terminate the speech of the delegate and call for the order if there is no relevance with the current topic or the remark of the Delegate is offensive. This decision of the board is not appealable.

Clause 21.4: During the three readings, the discussions may take place in three different types of debates: The General Speakers' List, Moderated Caucus, Unmoderated Caucus.

Article 22: Debate and the General Speakers' List

Clause 22.1: General Speakers' List will be established after an Agenda Item is set. Speakers may speak generally on the topic. Unless interrupted by procedural motions and amendments, the session proceeds with the General Speakers' List.

Clause 22.2: General Speakers list shall at all times have at least one delegate registered for the agenda item through the debates, The Speakers' List is continuously open.

Clause 22.3: The allotted time for delegates to conduct speeches within the General Speakers' List is one and a half minutes. The Committee Board may use their discretion to alter the time limit for speeches conducted within Speakers' List under the provision of the Secretary-General or the Deputy Secretary-General.

Clause 22.4: Yields shall be in order for speeches conducted within the General Speakers' List.



Clause 22.5: Committee Board Members will ask for any delegates that wish to be added to the list at the beginning of every session and when deems necessary. If a Delegate wishes to enter the ongoing General Speakers' List, may enter by sending a Message Paper to the Committee Board.

Clause 22.6: Once a resolution has been introduced, it remains on the floor and may be debated until it fails, the Committee postpones debate on it, or the Committee moves to the next topic.

Clause 22.7: Every draft resolution is treated as a separate Agenda Item. Only one draft resolution may be discussed at once, and upon introduction, a new Speakers' List has to be established.

Article 23: Yields

Clause 23.1: Yields can only be made during the General Speaker's List.

Clause 23.2: Yields are to be declared by the conclusion of the speeches.

Clause 23.3: No yields are allowed during procedural speeches or if the Delegate's time has expired.

Clause 23.4: Only one yield can be made per speech.

Clause 23.5: A Delegate granted the right to speak on a substantive issue may yield its remaining time of speech to another Delegate, to questions, or to the Chair Board.

Paragraph 23.5.1: If the remaining time of a speech is yielded to another Delegate; this Delegate can deliver their remarks upon the Agenda Item provided that they accept the yield. If the yield is not accepted, the floor is automatically yielded to the Chair Board.

Paragraph 23.5.2: If the remaining time of a speech is yielded for questions, the Chair Board shall entertain questioners.



Sub-Paragraph 23.5.2.1: Questioners are granted one question each. If there are no more questions, follow-up questions may be allowed.

Sub-Paragraph 23.5.2.2: Only the speaker's answer shall be deducted from the speaker's remaining time.

Sub-Paragraph 23.5.2.3: A delegate has the right to either accept the question or refuse the question. If the delegate refuses the question, the Chair Board will again look for any questioners, if there are none, time is automatically yielded to Chair Board.

Sub-Paragraph 23.5.2.4: The Chair Board has the right to call to order any Delegate whose question is, in the opinion of the Chair Board, irrelevant or offensive.

Paragraph 23.5.3: If the remaining time of a speech is yielded to the Chair Board, the Chairs will then move on with the session.

Article 24: Right of Reply

Clause 24.1: A Delegate whose personal or national integrity has been infringed by another Delegate may submit a right of reply either via a silent placard raise or in writing to the Chair Board.

Paragraph 24.1.1: The message paper sent by the Delegate asking for a right of reply should comprise of what part of the given speech breaches the Delegate's personal or national integrity, and the response that the Delegate wishes to give.

Paragraph 24.1.2: If the submission of a right of reply is submitted via placard the Chair Board will grant the right of reply on their discretion and a Delegate granted a right of reply would not address the Committee except at the request of the Chair Board



Paragraph 24.1.3: If the submission of a right of a reply is submitted via writing the Chair Board will grant the right of reply on their discretion and a Delegate granted a right of reply would not address the Committee except at the request of the Chair Board.

Article 25: Moderated Caucus

Clause 25.1: Moderated caucus is a caucus that takes place within the formal proceeding of the Committee's session. Its purpose is to facilitate the debate on specific issues.

Clause 25.2: A Moderated Caucus shall be proposed by a Motion for a Moderated Caucus, which requires a simple majority to pass.

Clause 25.3: A Moderated Caucus temporarily suspends the General Speakers' List for a specified time.

Clause 25.4: A Motion for Moderated Caucus is in order when the floor is open for points and motions.

Clause 25.5: The Delegate making the motion must briefly explain the purpose of the Moderated Caucus and specify a total time limit, not to exceed twenty minutes; and a time limit for the individual speeches, not to exceed the time limit per speakers in the General Speakers' List. The Chair Board may request to alter the time limit and the limit for individual speeches.

Clause 25.6: The Delegates may ask at any time for their motion to be withdrawn.

Clause 25.7: The Chair Board may rule the motion out of order and this decision is not subject to appeal.

Clause 25.8: If the motion passes, the Chair Board shall call upon Delegates, who signify their desire to speak by raising their placards. The order of speakers shall be determined at the discretion of the Chair Board.

Clause 25.9: During the Moderated Caucuses each speaker may speak according to the time limit and on the topic set out in the motion.



Clause 25.10: Right after the time limit for the Moderated Caucus expires, a Delegate may introduce a Motion to Extend the Moderated Caucus.

Paragraph 25.10.1: Motion to Extend the Moderated Caucus requires a simple majority to pass.

Paragraph 25.10.2: The extension shall never exceed the time determined for the original caucus.

Clause 25.11: A Moderated Caucus can only be extended once.

Clause 25.12: During the extension of a Moderated Caucus, the individual speaker time shall remain the same as the original caucus.

Clause 25.13: The Caucus may be closed or suspended before its natural conclusion at the discretion of the Chair Board if the circumstances so warrant.

Clause 25.14: At any time after the halfway point of a Moderated Caucus, any delegate may raise a motion for the termination of the caucus. This motion shall immediately be put to a vote.

Clause 25.15: For a motion for the termination of the caucus to be given, the Chair Board does not have to announce that the floor is open.

Paragraph 25.15.1: The motion requires a simple majority to pass.

Paragraph 25.15.2: The Committee Board may overrule this motion and this decision is non-appealable.

Clause 25.16: If there are no motions to extend the Moderated Caucus is given or the extension motions fail, or at the discretion of the Chair Board, or following the passing of a termination of the caucus, the General Speakers' List is resumed.

Article 26: Unmoderated Caucus



Clause 26.1: Unmoderated caucus is a caucus that takes place within the formal proceeding of the Committee's session. Its purpose is to facilitate a formal lobbying time for working on Committee documents.

Clause 26.2: An Unmoderated Caucus shall be proposed by a Motion for an Unmoderated Caucus.

Paragraph 26.2.1: The motion shall be in order when the floor is open, however a Motion for an Unmoderated Caucus cannot be given as the first motion of the session. At least one motion for a Moderated Caucus shall be entertained prior to the entertaining of an unmoderated caucus.

Paragraph 26.2.2: When giving a motion for an Unmoderated Caucus, the delegate must explain the purpose of the caucus and set a time limit, not exceeding twenty minutes and not less than five minutes. The Chair Board may request to alter the time limit for the caucus.

Paragraph 26.2.3: The motion for an Unmoderated Caucus will require a simple majority to pass.

Paragraph 26.2.4: The Committee Board may rule the motion out of order and appealing their decision is not possible.

Clause 26.3: In accordance with Article 16, Delegates are strictly forbidden to access any electronic device that is not used for the purpose of drafting a document (i.e., cell phones) during the Unmoderated Caucuses.

Clause 26.4: Upon entering into an Unmoderated Caucus, the General Speakers' List shall be suspended.

Clause 26.5: When the time allocated for an Unmoderated Caucus has passed, motions for extensions are in order. Motion for an extension shall be given right after a caucus has lapsed.



Paragraph 26.5.1: A Member may introduce a Motion to Extend the Unmoderated Caucus. This motion requires a simple majority to pass.

Paragraph 26.5.2: The extension of an Unmoderated Caucus shall never exceed the time determined for the original caucus.

Paragraph 26.5.3: A Moderated or an Unmoderated caucus can only be extended twice.

Paragraph 26.5.4: The Committee Board may overrule this motion, especially prominent when it is presented a second time, and this decision is non-appealable.

Clause 26.6: When the time allotted to the Unmoderated Caucus lapses and there are no motions to extend the Unmoderated Caucus is given or the extension motions fail, or at the discretion of the Chair Board, or following the passing of a termination of the caucus, the General Speakers' List is resumed.

Article 27: Closure of Debate

Clause 27.1: A Delegate may propose a motion for closure of debate at any time when the floor is open to close a motion debate or the debate on amendments.

Clause 27.2: The Chair Board may rule such a motion out and their decision is not subject to appeal.

Clause 27.3: Upon the motion, the Chairs may recognize up to two speakers against the motion. No speaker in favor of the motion shall be recognized.

Clause 27.4: Closure of debate necessitates a two-thirds majority.

Clause 27.5: Once a motion to close the debate has passed, the debate shall be closed immediately and none of the speakers still on the list of speakers shall have the possibility to give their speech. After the closure of debate, the Chair proceeds to an immediate vote on the resolutions and amendments on the floor.

Article 28: Suspension and Adjournment of the Meeting



Clause 28.1: A Delegate may propose a motion for a suspension of the meeting for a specified time and purpose to suspend all Committee functions until the next session.

Clause 28.2: A Delegate may propose a motion for the adjournment of the meeting to suspend all Committee functions for the duration of the Conference.

Clause 28.3: The Chair Board may rule such motions out of order and these decisions are not subject to appeal.

Clause 28.4: There are no debates for these motions, for they are immediately put to vote and will require a simple majority to pass.

Clause 28.5: Given there is an objection by a Delegate to either the suspension or the adjournment, the Chair Board cannot declare the session to be suspended/adjourned.

Clause 28.6: A motion to adjourn the meeting will be out of order until three-quarters of the time allotted for the last session has elapsed.

Article 29: Tabling and Resumption of Debate

Clause 29.1: A motion to table the debate is always in order during a debate.

Paragraph 29.1.1: This motion requires a two-thirds majority to pass and will be debatable to the extent of one speaker in favor and one against.

Clause 29.2: No debate or action will be allowed on any resolution on which debate has been postponed.

Clause 29.3: A motion to resume debate on a resolution or a substantive amendment is in order after a debate has been tabled. The motion for the Resumption of Debate requires a simple majority to pass and will be debatable to the extent of one speaker in favor and one against.

Article 30: Reconsideration

Clause 30.1: A motion to reconsider is in order when a resolution or substantive amendment has been adopted or rejected.



Clause 30.2: The Chair Board shall recognize two speakers opposing the motion after which the motion shall be immediately put to a vote.

Clause 30.3: A two-thirds majority of the members present is required for reconsideration.

Clause 30.4: If the motion for the reconsideration passes, the procedure continues from when the voting procedure started.

Article 31: Procedural Voting

Clause 31.1: Procedural voting is in order in all cases except for voting on a resolution or substantive amendment.

Clause 31.2: All members shall enjoy equal voting rights on procedural voting.

Clause 31.3: Procedural voting does not accommodate abstaining, thus requires all delegations to cast an affirmative vote or a negative vote. In the event that the counted votes are less than the number of Delegates present, the Chair Board shall take the vote repetitively until the number is met.

Clause 31.4: Note passing is automatically suspended during Procedural Voting.

Clause 31.5: Procedural voting procedures that require simple majority or two-thirds majority will be exercised firstly through Voting by Acclamation, and if there are any objections will be continued with Voting through Placards.

Paragraph 31.5.1: For motions that require both simple majority and 2/3 majority to pass; the Chair Board shall ask for first seconds and then objections for three times.

Sub-Paragraph 31.5.1.1: If there are no seconds raised, the motion shall automatically fail.

Sub-Paragraph 31.5.1.2: If there are no objections raised, the motion shall automatically pass without a voting procedure.



Sub-Paragraph 31.5.1.3: If there are both seconds and objections, then the Chair Board will proceed with Voting Through Placards.

Article 32: Substantive Voting

Clause 32.1: The only substantive voting is on final documents or substantive amendments.

Clause 32.2: All members shall enjoy equal voting rights on substantive voting.

Clause 32.3: Note passing is automatically suspended during Substantive Voting.

Clause 32.4: Each vote may be a 'yes', 'no'; or 'abstain' if the delegate stated their position as "Present" during roll-call.

Clause 32.5: All matters will be voted upon by placards.

Clause 32.6: A tie in the number of for and against votes designates a failure for the substantive document.

Clause 32.7: Abstentions shall be added to both for and against votes.

Clause 32.8: Abstentions shall not damage consensus.

Clause 32.9: After the Chair Board has announced the beginning of voting, no delegate shall interrupt the voting except on a point of personal privilege or on a point of order in connection with the conduct of the voting.

Article 33: Passing with Acclamation

Clause 33.1: Motion to Vote with Acclamation is immediately in order after the debate on the draft resolution paper is closed.

Clause 33.2: The Chair Board will ask if there are any objections for 3 for the passing of the draft document. If there are no objections to passing of the draft document, then the resolution is adopted without a vote.

Article 34: Reordering Resolutions



Clause 34.1: Delegates may propose to reorder the order in which resolutions are voted on for strategic purposes.

Clause 34.2: A motion to reorder resolutions requires a simple majority to pass and shall be debated to the extent of one for and one against speech.

Article 35: Roll Call Voting

Clause 35.1: Motion to have a roll-call vote is immediately in order after the debate on the draft resolution paper is closed.

Clause 35.2: A motion for a roll-call vote is in order only for draft resolutions and substantive amendments.

Clause 35.3: A motion for a roll-call vote requires a simple majority of the votes to pass.

Clause 35.4: In a roll-call vote, the Chair Board will call countries in alphabetical order.

Clause 35.5: In the first sequence, Delegates may vote ‘Yes’, ‘No’, ‘Abstain’, or ‘Pass’.

Paragraph 35.5.1: A delegate may request the right to explain their vote only when the Delegate is voting against the policy of his or her country; such a vote is termed ‘with Rights’. The Delegate may only explain an affirmative or negative vote, not an abstention from voting.

Paragraph 35.5.2: A Delegate who passes during the first sequence of the roll call must vote, may not abstain or pass, during the second sequence. The same Delegate may not request the right to explain his/her vote.

Paragraph 35.5.3: All Delegates who had requested the right of explanation will be granted time to explain their votes.

Sub-Paragraph 35.5.3.1: The speaking time will be set at the discretion of the Chair Board, not to exceed forty-five seconds.



Sub-Paragraph 35.5.3.2: The Chair Board may call the Delegate to order if the substance of the speech is not pertaining to their vote.

Clause 35.6: The Chair Board will then announce the outcome of the vote.

Article 36: Dividing the Question

Clause 36.1: Motion to Divide the Question is immediately in order after the debate on the draft resolution paper is closed.

Clause 36.2: A motion for the division of the question is in order only for voting draft resolutions.

Clause 36.3: A motion for the division of the question requires a simple majority of the votes to pass.

Clause 36.4: The delegate raising the motion shall indicate how they wish to divide the draft resolution that is to be voted for and group the operative clauses accordingly.

Clause 36.5: If the motion passes the draft resolution shall be voted on segment by segment first, which is procedural voting; and then voted as a whole, which is substantive voting.

Clause 36.6: Segments which are voted in favor will stay in the draft resolution and Segments which are voted against will be deleted from the draft resolution.

Article 37: Dividing the House

Clause 37.1: Motion to Divide the House is immediately in order after the debate on the draft resolution paper is closed or a resolution paper failed due to too many abstaining delegates.

Clause 37.2: A motion for the division of the house is in order only for voting draft resolutions.

Clause 37.3: Delegates may propose a motion to divide the house if the number of for votes added up with the number of abstentions would yield a majority.



Clause 37.4: Motion for the division of the house requires two-thirds majority of votes in order to pass.

Clause 37.5: If the motion passes, abstentions shall not be in order for the voting procedure of the draft resolution. Delegates cannot stay abstain during voting procedures of Draft Resolutions such as roll-call voting and division of the question even if they stated their status as “Present” during the roll-call at the beginning of the session.

Article 38: Official Closing

Clause 38.1: The Secretary-General holds the responsibility to officially declare the conference as closed.

SECTION D: RULES GOVERNING POINTS

Article 39: Point of Personal Privilege

Clause 39.1: Delegates may refer to any personal discomfort impairing a Delegate's ability to participate in the proceedings, such as the room temperature or audibility by raising a Point of Personal Privilege.

Clause 39.2: Points of Personal Privilege may be raised at any point during the proceedings.

Clause 39.3: The point of personal privilege due to audibility is the only point that may interrupt the speaker, delegates are kindly requested to raise the point with the utmost discretion.

Article 40: Point of Order

Clause 40.1: During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper parliamentary procedure.

Clause 40.2: The Chair Board will rule on the point's admissibility, and if necessary, take remedial action as soon as possible in accordance with the Rules of Parliamentary Procedure.



Clause 40.3: The Chairs may rule out of order the points that are improper.

Clause 40.4: A Delegate rising to a point of order may not speak on the substance of the matter under discussion unless the Chair Board specifically requests the delegate to do so in a limited amount of time specified by the Chair Board.

Clause 40.5: A point of order may only interrupt a speaker if the speech is not following proper parliamentary procedure. A point of order concerning other parliamentary procedures shall be raised after the Delegates have finished their speech.

Article 41: Point of Parliamentary Inquiry

Clause 41.1: A delegate may rise to a point of parliamentary inquiry to ask the Chair a question regarding the rules of the procedure.

Clause 41.2: This point cannot interrupt a speaker.

Article 42: Point of Information

Clause 42.1: The Point of Information to the Chair allows the Delegates to state questions concerning any issue not covered by any of the other Points aforementioned in Section D of the Rules of Procedure. Such a point is Delegate may request the Chair to explain a term or an abbreviation that one uses.

Paragraph 42.1.1: This Point cannot interrupt a speaker.

Clause 42.2: The Point of Information to the Speaker allows the Delegates to address the speaker in form of a question about the previously held statement.

Paragraph 42.2.1: This Point may only be raised upon the Chair's request, after a speech has taken place. It is up to the speaker to decide on the number of Points they wish to address bounded by the allotted time. If the speaker opens themselves up to any Points of Information, the Chair may still limit the number of possible questions.

Paragraph 42.2.2: This Point cannot interrupt a speaker.



SECTION E: RULES GOVERNING COMMITTEE DOCUMENTS

Article 43: Working Papers

Clause 43.1: Delegates may propose working papers for the consideration of the Committee. They are intended to direct and elaborate the discussion or to specify the position of a certain Delegation or Delegations.

Clause 43.2: Working papers can be an individual effort of a Delegate, or collectively prepared.

Clause 43.3: Working papers do not have to be formulated within the Committee sessions.

Clause 43.4: Working papers do not require signatories or sponsors to be presented to the Committee.

Clause 43.5: Working papers are not subject to resolution formatting rules.

Clause 43.6: The working papers are not official documents, but they still need to be approved by the Chair to be made available to the whole Committee.

Clause 43.7: An approved working paper needs a motion to be introduced to the Committee, yet the motion shall not be put to vote, shall pass immediately.

Clause 43.8: Working Papers shall not be voted upon following their introduction.

Article 44: Final Documents of the Committees

Clause 44.1: The final document of the General Assembly Committees will be a resolution.

Clause 44.2: The Rules of Parliamentary Procedure shall apply to all forms of final documents unless otherwise is explicitly provided.

Article 45: Draft Resolution



Clause 45.1: A draft resolution may be introduced when it is approved by the Secretariat and signed by one-fifth of the number of delegations that are present at the beginning of the Committee session.

Clause 45.2: Signing a draft resolution does not automatically amount to support the resolution, but it just indicates the will of the signatory Delegation to bring that resolution on the floor.

Clause 45.3: There are no official sponsors of resolutions.

Clause 45.4: Introducing either pre-written resolution prior to the Committee sessions or resolutions that are formulated by other delegates outside the Committee is forbidden and will not receive the approval of the Chair Board. All the documents presented will be scanned against plagiarism.

Article 46: Introducing a Draft Resolution

Clause 46.1: After the approval of the Chair Board, the draft resolution needs to be made available to all Delegations of the Committee before it can be entertained on the floor.

Clause 46.2: A motion to introduce a draft resolution requires a simple majority to pass.

Clause 46.3: Once the motion to introduce a draft resolution passes one of the signatory Delegations may rise to introduce the resolution. The content of such an introduction will be limited to reading the operative clauses of the resolution. This introduction is a procedural matter and thus is not subject to yields.

Clause 46.4: Upon the introduction of the resolution by one of the signatory Delegations, it is debatable.

Clause 46.5: The introduced draft resolution is considered to be a separate Agenda Item, and a new Speakers' List should be established.

Clause 46.6: A resolution remains on the floor until debate on that specific resolution is postponed or closed. The floor will not be open for any motions during this period except when the Committee Board declares that the committee is in amendment procedure.



Clause 46.7: Debate on resolutions proceeds according to the Speakers' List. Debate on resolutions must be closed with a Motion for Closure in order for the Committee to move on with the voting of the Draft Resolution.

Article 47: Competence

Clause 47.1: A motion to question the competence of the Committee to discuss a resolution or amendment is in order only immediately after the draft resolution has been introduced.

Clause 47.2: This motion needs a simple majority to pass and is debatable to the extent of one speaker for and one against.

Clause 47.3: If the motion to question the competence of the Committee passes, the substantive document subject to the questioning shall automatically fail.

Article 48: Amendments

Clause 48.1: Amendments may be proposed by any Delegate to make changes to the legislative proposal under discussion. An amendment may delete, alter, or add to any substantive part of resolution that has been introduced.

Clause 48.2: Amendments must be submitted in written form.

Clause 48.3: Amendments to amendments are out of order.

Clause 48.4: Amended parts of a resolution may be further amended in parts.

Paragraph 48.4.1: Delegates may not amend a clause they already amended, however may amend a sub-clause of the clause that has another amended sub-clause.

Clause 48.5: One Amendment may only concern one Operative Clause at a time.

Clause 48.6: The signatory states are not official sponsors.

Clause 48.7: Pre-ambulatory clauses cannot be amended.



Clause 48.8: The Chair Board shall set time restrictions for submitting amendments, after which no amendments shall be accepted. In exceptional circumstances, the Chair Board may decide to accept late amendments or to change the amendment deadline.

Clause 48.9: The procedural and substantive amendments are the two kinds of amendments used in MUN conferences.

Paragraph 48.9.1: An amendment is procedural if it only aims to change the grammar mistakes or typing errors and voting on such amendments is considered to be procedural voting.

Sub-Paragraph 48.9.1.1: The delegates are not allowed to abstain as in all procedural votes.

Paragraph 48.9.2: A substantive amendment, on the other hand, changes the content of a clause, subtracts, or adds new clauses to the resolution introduced.

Sub-Paragraph 48.9.2.1: Voting on such amendments is substantive and delegates are allowed to abstain.

Clause 48.10: Amendments can be sent to the Chair Board electronically or via message papers.

Clause 48.11: Amendments shall clearly state whether they are adding a clause, striking a clause, or changing a clause.

Paragraph 48.11.1: In the case of adding a new clause, the amendment should specify the exact location within the draft resolution such amendment will be added.

Clause 48.12: Prior to amendments being introduced, all amendments shall be evaluated with regard to the procedural requirements by the Chair Board as representatives of the Secretariat. Any amendment violating the procedural requirements may not be accepted for debate.

Article 49: Introducing an Amendment



Clause 49.1: Amendments are debated in the order in which they are submitted to the Chair Board. If two or more contradictory amendments relate to the same clause, the amendment which is the furthest removed in substance from the original proposal shall have priority over the others and shall be discussed first, at the Chair Board's discretion.

Clause 49.2: Upon the approval by the Chair Board and signatures of one-eighth of the delegations, the amendment may be brought to the floor through a motion to introduce an amendment.

Clause 49.3: When the motion to introduce an amendment is raised, the Chair Board shall read the amendment in means of introducing the amendment before putting it on vote. Upon introduction the Chair Board shall, by Acclamation, ask first for favors of the motion.

Paragraph 49.3.1: If there are no favors, the motion fails.

Paragraph 49.3.2: If there are favors for the motion, the Chair Board shall then ask for the objections, if none, the motion passes.

Paragraph 49.3.3: If there are both favors and objections, the motion is put to a vote, the motion to introduce an amendment requires a simple majority to pass. Delegates may not abstain.

Clause 49.4: When an Amendment is entertained, formal debate on the draft resolution as a whole is suspended for the duration of a limited time dedicated to formal debate on the Amendment, the duration of which is to be decided by the Chair Board.

Clause 49.5: After introduction, the Chair Board shall give the floor to Members who wish to speak against and in favor with a maximum of ninety seconds per speech, adjustable with the Chair Board's discretion. The Chair Board shall entertain two speakers in favor and two speakers against the amendment.

Paragraph 49.5.1: If the need is obvious, they may use their discretion to allow more speakers.



Paragraph 49.5.2: If no Delegates have given a speech in favor of the amendment, the motion to close the debate is not required and the debates are automatically closed, the amendment automatically fails without moving to a voting procedure.

Paragraph 49.5.3: If no Delegates have given a speech against the amendment, the motion to close the debate is not required and the debates are automatically closed, the amendment automatically passes without moving to a voting procedure.

Paragraph 49.5.4: A motion to close debate is in order after the Committee has heard at least one speaker for the amendment and one against. Motion to close the debate requires a two-thirds vote.

Clause 49.6: When the debate is closed on the amendment as a natural course or upon a closure motion, the Committee will move to an immediate vote of introduction of the amendment.

Paragraph 49.6.1: 2/3 majority is required to pass an amendment.

Clause 49.7: Where the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote.

Clause 49.8: After the vote, debate will continue in accordance with the Speakers' List or the general flow of the session.

Article 50: Adoption of a Resolution

Clause 50.1: Resolutions require a simple majority of the Delegations to pass, and the vote is substantive in the Committees.

Clause 50.2: Once a resolution has been adopted by the Committee, no other substantially contradictory resolution may be addressed to the Committee.

SECTION F: Precedence

Article 51: Precedence of Points and Motions

Clause 51.1: Points shall always have precedence over motions.



Clause 51.2: The precedence of points and motions is as follows:

- i. Point of Personal Privilege
- ii. Point of Order
- iii. Point of Parliamentary Inquiry
- iv. Point of Information
- v. Motion to Adjourn the Meeting
- vi. Motion to Suspend the Meeting
- vii. Motion to Close the Debate
- viii. Motion to Table (Postpone) the Debate
- ix. Motion to Resume the Debate
- x. Motion for Reconsideration
- xi. Motion to Reorder the Resolutions
- xii. Motion to Divide the House
- xiii. Motion to Divide the Question
- xiv. Motion to Conduct a Roll Call Voting
- xv. Motion to Introduce a Draft Resolution
- xvi. Motion to Introduce an Amendment
- xvii. Motion to Question the Competence
- xviii. Motion to Extend Previous Caucus
- xix. Motion to Moderated Caucus
- xx. Motion to Unmoderated Caucus



Clause 51.3: Upon the proposal of multiple moderated caucuses, the unmoderated caucus motion with a longer duration shall be put to the vote first.

Paragraph 51.3.1: If the total lengths of the proposed moderated caucuses are also the same, the one with the longer individual speakers' time shall be put to vote first.

Clause 51.4: Upon the proposal of multiple unmoderated caucuses, the unmoderated caucus motion with a longer duration shall be put to the vote first.

Clause 51.5: Upon the proposal of multiple methods to divide the question, the most disruptive one shall be put to the vote first.

SECTION G: Special Committees

Article 52: Definition

Clause 52.1: The term “special committees” refers to committees that deviate from the existing or simulated United Nation bodies.

Clause 52.2: Special committees follow either an entirely different set of rules for their proceedings or fall under amendments of already established definitions of the Rules of Procedure document.

Paragraph 52.2.1: No special committee may deviate from Section A, with the notable exception of Article 3.

Paragraph 52.2.2: The existence of a bespoke “Handbook” for a committee explicitly implies deviation from the Rules of Procedure.

Sub-Paragraph 52.2.2.1: In the case of a conflict between the two official documents, upon the approval of the Secretary General and Under Secretaries General of the committee in question, the handbook shall be followed.

Article 53: Pre-determined Special Committees



Clause 53.1: There will be certain special committees that will be explained in Section G of the Rules of Procedure, for these committees and these committees only, the existence of a Handbook does not automatically invalidate the defined Articles in this document.

Paragraph 53.1.1: These Committees shall be listed in Sub-Paragraph 53.1.1.1.

Sub-Paragraph 53.1.1.1: Crisis Committees, Joint Crisis Committees, NATO.

Sub-Paragraph 53.1.1.2: Joint Crisis Committees are a super-set of Crisis Committees, which means all rules stated under the section regarding Crisis Committees, also apply for Joint Crisis Committees.

Article 54: Crisis Committees

Clause 54.1: For Crisis Committees, Section C, Article 19 applies with the exception of the procedure “Present and Voting”.

Paragraph 54.1.1: The usage of “Present and Voting” falls under the discretion of the Under Secretaries General of the Crisis Committee in question.

Paragraph 54.1.2: The quorum of the Crisis Committees may be subject to change, upon explicit approval of the Secretary General.

Clause 54.2: Introduction Speeches are, similar to Paragraph 54.1.1, are not mandatory.

Clause 54.3: In Crisis Committees, unless explicitly stated otherwise by the Under Secretaries General, Moderated Caucuses are invalid, and are replaced by Semi-Moderated Caucuses.

Paragraph 54.3.1: During Semi-Moderated Caucuses, the delegates/individuals reserve their respective rights to interrupt a speaker.

Paragraph 54.3.2: By default, the participants of the committee may speak without prior confirmation from the chair board.



Paragraph 54.3.3: There will not be an individual speaker's time set for the motion, only a total time.

Clause 54.4: The scope of rights and discretions of the Chair Board in a Crisis Committee shall be a super-set of Clause 14.4.

Paragraph 54.4.1: The authority of the chair board may be subject to certain external influencing factors, such as but not limited to the reasons listed in Sub-Paragraph 54.4.1.1.

Sub-Paragraph 54.4.1.1: Political Position in the Committee, e.g., Chief of Staff/ Prime Minister/ President etc., Temporary Restriction Placed due to canonical reasons.

Paragraph 54.4.2: The chair board reserves the right to, with adequate reasoning, exercise discretion outside their immediate authority as their allocated role, but as the legitimate chair board of the MUN committee.

Clause 54.5: A crisis committee, under normal circumstances, does not produce a final document, but during their entire proceedings, their substantive work is limited to "Directives"

Paragraph 54.5.1: There exist 3 types of directives, personal, joint, and committee directives.

Sub-Paragraph 54.5.1.1: Personal Directives are a single individual's, including the chair board members' expression of authority, and allow them to take individual action, independent of the will of the committee as a whole.

Sub-Paragraph 54.5.1.2: Joint Directives are similar to individual directives as they make use of the combined authority of multiple, at least 3, individuals and are also independent of the will of the committee.



Sub-Paragraph 54.5.1.3: Personal and Joint directives need not be voted upon and may be confidential with the exception of the chair board.

Sub-Paragraph 54.5.1.4: Committee Directives exercise full authority of the committee/cabinet in question and are substantive documents of the committee. They pass with a consensus upon voting, unless stated otherwise by the Under Secretaries General.

Sub-Paragraph 54.5.1.5: All directives of the committee must be detailed and do not leave any questions upon a full read regarding their contents.

Sub-Paragraph 54.5.1.6: All directives must be approved by the chair of the committee before being sent to the secretariat for consideration.

Article 55: NATO

Clause 55.1: General proceedings in a NATO type committee shall not deviate from the Rules of Procedure for non-special Committees with the exception of Section E.

Clause 55.2: The official substantive document created by the committee is a communiqué, and it is nothing, but the compiled substantive documents produced in the duration of the committee.

Clause 55.3: The communiqué shall include all the directives, press releases and clauses written and voted upon and accepted by the committee.

Clause 55.4: Each and every single member of NATO reserves the right to veto a substantive document with no provided justification.

Paragraph 55.4.1: This Clause is subject to the discretion by the Chair Board, under the supervision and within the approval of the Under Secretaries General of the committee.

