

## **General Rules**

### Rule 1: Competence and authority of Secretary-General

The Secretary-General reserves the right to make the final decision on any matter pertaining to the Conference, his or her decision is not subject to appeal.

To that end, the final interpretation of the Rules of Procedure is held exclusively by the Secretary-General.

Any change to Directors' roles or country allocation for delegates is subject to the approval of the Secretary-General.

The Secretary-General may at any time make an oral or written Statement to the Committee.

The Secretary-General may designate members of the Secretariat to exercise represent him/her in any rules or duties as established in the Rules of Procedure.

### Rule 2: Competence and authority of Committee Directors

The Committee Directors are responsible for the observance of the Rules of Procedure and in ensuring that the Sessions facilitate diplomatic, consensus-building and productive debate.

The Committee Directors may rule any motions to be unconstructive to debate except the Motion to Appeal the Decision of the Director.

The Committee Directors may call to order any delegate who they deem to be not complying with the Etiquette (see Rule 4) expected of all participants of the Conference. Repeated breaches of Rule 4 will lead to the delegate being removed by the Secretary-General or designated Secretariat.

### Rule 3: Language

The official working language of the conference will be English, all speeches should be made and all documents should be written in English.

### Rule 4: Etiquette

All participants of the Conference will be polite, courteous and respectful at all times to everyone involved with the Conference, not only Directors, fellow delegates and the Secretariat, but also those indirectly involved with the conference such as but not limited to site staff, sponsors, guests.

The Dress Code during Sessions will be formal western business attire, failure to comply with this will potentially result in sanctions as decided by your Committee Directors.

National and political symbols are not permissible, either in your attire or as an accessory, this will be arbitrated by your Committee Directors.

### Rule 5: Participation of non-members

All non-members (Observers) are permitted to participate fully in the Sessions, with the exception that they are not able to sign or vote on substantive matters (ie the final Resolution).

### Rule 6: Silent Prayer

Prior to the start of the first session, at the discretion of the Directors, an invitation for Silent Prayer can be proposed orally. The reason for this Silent Prayer must be stated, the maximum time is 1 minute.

### Rule 7: Electronic Devices

Use of any electronic devices will be arbitrated by your Committee Directors, their decision is not subject to appeal.

### Rule 8: Plagiarism

Plagiarism is strictly not tolerated. With the exception of Working Papers, evidence of plagiarism in any document submitted will

invalidate the document and the main Signatory risks further sanction, as decided by the Secretary-General.

### **Committee Rules**

#### Rule 9: Motion to Appeal

This motion may be made if a delegate wishes to appeal a decision made by the Director. This motion requires a second. The Director then has 1 minute to make a speech justifying their decision. A 2/3 majority is required to overrule the Director's decision. Any decision which the Director makes under consultation with the Secretary-General or designated Secretariat member, however, is not subject to this Motion. Also if stated specifically in the Rules that a Director's ruling is final and not subject to appeal, this motion does not qualify for that specific Rule.

#### Rule 10: Roll Call

At the beginning of every committee session, the Director will firstly begin by calling on all Member States and Non-Member States in alphabetical order to state their attendance. Member States may state they are either „Present“ or „Present and Voting“, „Present and Voting“ means that the Member State is declaring that they will not abstain on substantive votes.

In accordance with Rule 5, Non-Member States can only state that they are „Present“.

#### Rule 11: Quorum

The Director may declare a session open and begin debate when at least one third of total number of the committee is present.

In the sessions that follow, Quorum will be one third of the number of Member States present from the first opening session.

For a substantive motion to be taken, the majority (>50%) of the Member States present from the first opening session must be present.

With a Point of Order, Quorum can be challenged. In doing so, this triggers a Roll Call to establish whether Quorum has or has not been met.

### **Rules Governing the Agenda**

#### Rule 12: Setting the Agenda

The first motion for the Committee will be to establish the order of debate on the Agenda Topics. If there are no Motions to Set the Agenda, the Director will assume that the Committee is automatically adopting the order of debate as set out in the Agenda.

If a delegate makes this motion, they must orally state which Topic they propose to debate first. This motion requires a second. If there are no objections, then the Topic proposed will automatically be adopted. If there are objections, a speakers' list is established and this motion is debatable to the maximum extent of two speakers for and two speakers against.

When the speakers' list elapses, the Committee will move directly into voting procedure. This Motion requires a simple majority to pass, in the event that this Motion fails – the Committee will move into debating the second Topic.

If there is only one Topic on the Agenda, Setting the Agenda is not required and the single Topic is automatically adopted.

The topics on the Agenda cannot be modified and no other topics may be added.

### **Rules Governing Debate**

#### Rule 13: General Speakers List

Once the Agenda has been decided, one continuous General Speakers List will be established to facilitate general debate. Delegates may use this time to speak about the topic in general, and may discuss any working papers, draft resolutions or amendments that are on the floor. The

Speakers' Time is decided by the discretion of the Director.

The Director will call on delegates who wish to be added to the Speakers List, the Director may at any time stop calling on delegates, thereafter if they wish to be added to the Speakers List they must send the Director a note, until the Director decides to call on delegates to be added to the Speakers List again.

Delegates may not be on the Speakers List more than once at any given time, that is they cannot be added onto the Speakers List if they are already on it.

If the Speakers List elapses, in that there are no remaining delegates left on the list wishing to speak, the debate is considered automatically closed (see Rule 21).

If a delegate wishes to change the Speakers' Time (for the General Speakers List) they must Motion to Change the Speakers' Time, orally state the new time, this is automatically put to a vote and passes with a simple majority.

#### Rule 14: Yields

If during the General Speakers List, a delegate finishes their speech and there is still time remaining, the delegate has the following options:

- a) Yield to Points of Information – the delegates opens themselves to questions from the floor. The Director will welcome Points of Information, then select a speaker to ask a short question to the delegate currently on the floor, who then has the right to answer this question. No subsequent follow up questions are permitted. The Director reserves the right to call to order any delegate who they believe is asking an unconstructive question.

- b) Yield to another Delegate – remaining time will be transferred to the nominated delegate, who is thus granted the floor to speak. It is not in order for any further yields of this nature to occur.
- c) Yield to the Director – the remaining time automatically elapses and the Director will move on to the next speaker on the General Speakers List.

#### Rule 15: Proposing Motions and Speeches

The General Speakers List may be interrupted when the floor is open and if a delegates wishes to make a Motion. As with any speech made in Committee, delegates must first obtain permission from the Director before the take the floor for a speech. The process of proposing a motion and making a speech is thus to first raise your placard, if the Director recognises you, then you may stand to propose a motion or make a speech.

Once a motion has been voted on, the other motions expire and delegates must propose the motion again in order to have it voted on.

It is the Directors' discretion, unless it contradicts the list of precedence, as to what order they wish to vote on a list of motions. Their decision is final and not subject to appeal.

The list of precedence and the full list of motions are below.

#### Rule 16: Withdrawing Motion

If a delegate wishes to withdraw a proposed motion for any reason, they must be recognized and then orally state they wish to withdraw their motion.

#### Rule 17: Motion for a moderated caucus

When the floor is open, this motion can be made. The delegate proposing the motion must briefly state the purpose of the caucus, the total duration of the moderated caucus

and the speakers' time limit. This motion requires a second. In the event there is no objection, the moderated caucus automatically passes. In the event there is an objection and once the Director has stopped accepting motions, delegates go into voting. A simple majority is required for this Motion to pass.

The maximum time for any moderated caucus is 15 minutes.

Once a motion elapses, it is possible to Motion for an Extension to the previous moderated caucus. The time limit of the extension must not exceed the original motion. Thereafter, no further extensions are in order.

#### Rule 18: Motion for an unmoderated caucus

When the floor is open, this motion can be made. The delegate proposing the motion must briefly state the purpose of the caucus and the total duration of the unmoderated caucus. This motion requires a second. In the event there is no objection, the unmoderated caucus automatically passes. In the event there is an objection and once the Director has stopped accepting motions, delegates go into voting. A simple majority is required for this Motion to pass.

Once a motion elapses, it is possible to Motion for an Extension to the previous unmoderated caucus. The maximum total time for any unmoderated caucus, whether that be a single unmoderated caucus, or an extended unmoderated caucus is 30 minutes.

#### Rule 19: Motion to adjourn the debate (tabling the debate)

When the floor is open, a delegate may propose to adjourn (table) the debate on the current topic, and in doing so automatically move on to the other topic. This motion requires a second. In the event that there is an objection, this motion will be debatable to the extent of two speakers in favour and two speakers against. This motion requires 2/3

majority in order to pass. Once this motion passes, no further debate or votes will be allowed on the Topic in question.

#### Rule 20: Motion to resume debate

When the floor is open, a delegate may propose to resume debate on a previously adjourned (tabled) motion. This motion requires a second. In the event that there is an objection, this motion will be debatable to the extent of two speakers in favour and two speakers against. This motion requires a simple majority in order to pass. Once this motion passes, no further debate or votes will be allowed on the Topic in question, instead the Committee will revert back to the adjourned (tabled) Topic.

#### Rule 21: Motion for the closure of debate

When the floor is open, a delegate may propose this motion. This motion will close all debate on the Topic being discussed, and in doing so will trigger voting procedure on draft resolutions. This motion requires a second. In the event that there is an objection, this motion will be debatable to the extent of two speakers in favour and two speakers against. This motion requires 2/3 majority to pass, with the exception of certain Committees as specified in the Annex.

#### Rule 22: Motion for the suspension or adjournment of the meeting

- a) When the floor is open, a delegate may propose to suspend the meeting. This motion will suspend the session of the Committee until its next session. Normally, this motion will occur in accordance with the official Schedule of the conference.

This motion requires a second. In the event of an objection, this will go to a vote which requires a simple majority to pass. The Director may rule this out of order. Their decision is final and not subject to appeal.

- b) When the floor is open, a delegate may propose to adjourn the meeting. This motion will adjourn the session of the Committee until KAMUN 2016. However, this motion is not permissible until three quarters of the final session has passed. This motion requires a second. In the event of an objection, this will go to a vote which requires a simple majority to pass. The Director may rule this out of order. Their decision is final and not subject to appeal.
- c) The Director or the Secretary-General may suspend or adjourn the meeting at any time, according to their discretion.

#### Rule 23: Order of Precedence

The order of priority of motions when the floor is open, from the most to least superseding, are as follows

- a) Motion to adjourn the meeting
- b) Motion to suspend the meeting
- c) Motion for the closure of debate
- d) Motion to adjourn the debate
- e) Motion to resume the debate
- f) Introducing a Draft Resolution
- g) Introducing Amendments
- h) Introducing Working Papers
- i) Unmoderated Caucus
- j) Moderated Caucus
- k) Motion to Appeal

#### **Rules Governing Speeches/Points**

##### Rule 24: Right to Speak

No delegate can speak on the floor unless having first obtained the permission of the Director (with the exception of unmoderated caucuses). Likewise, The Director has the right to call to order any delegate they believe is infringing any of the Rules or is making a speech which is contrary to the spirit of KAMUN.

##### Rule 25: Time Limits

Every speech (with the exception of unmoderated caucuses) must have a time limit. This should be stated whilst the motion is proposed and the Director reserves the right to change the time limit, if they believe it is conducive to constructive debate. Their decision on this matter is final and not subject to appeal. The responsibility to keep speeches within the allotted time limit falls on the delegate. In the even that a speech exceeds the allotted time limit, they must come to order at the request of the Director.

##### Rule 26: Right of Reply

A delegate who believes that their national honour or integrity has been challenged by another delegate. The request must be made in writing and submitted to the Director as soon as the perceived offence has been made. Clearly state the offending remarks. It is at the Director's discretion to grant a Right of Reply or not. Their decision is final and not subject to appeal. If allowed, a delegate is permitted 30 seconds to correct the perceived offence. A subsequent right of reply is not in order.

This point should not be made for factual corrections.

##### Rule 27: Point of Personal Privilege

At any point during a committee session, if a delegate is experiencing discomfort – for example if the room is too hot or too cold, or if a delegate is unable to clearly hear another delegate, then this point is in order. Delegates should use this point sparingly, and only interrupt the speaker if they are having serious trouble hearing them.

##### Rule 28: Point of Order

If a delegate feels that there has been an instance of improper parliamentary procedure, in strict accordance to KAMUN Rules, they may make this point. Please state the incident and the Director will rule on whether the Point of Order, by correcting the

delegate or by rectifying their mistake. Please allow your Director a moment to check the Rules. This point may not interrupt the speaker.

#### Rule 29: Point of Parliamentary Inquiry

If a delegate requires clarification about any of the Rules used at KAMUN, they may make this point. Phrase your Inquiry as a question, and the Director will clarify the rule. This point may not interrupt the speaker.

### **Rules Governing Proposals**

#### Rule 30: Working Paper

A working paper is a document with no official format which are used to aid debate and discussion on the Topic.

A delegate may propose a Working Paper to the floor by making a Motion to Introduce Working Paper. They can only do so once the Director has approved and numbered (for example Working Paper 1.1, 1.2 etc) the Working Paper in question. This process of proposing follows the same procedure as set out in Rule 15. Following the Introduction of this document, the delegate who submitted it has the right to read it aloud to the committee, if they so wish.

This motion does not require a second and requires a simple majority to pass.

Working Papers do not require sponsors or signatories, there can be more than one on the floor at any given time and they cannot be amended.

#### Rule 31: Draft Resolution

In order for a Motion to Introduce Draft Resolution to be made, the document must have a minimum of 2 signatories and 4 sponsors in total (this does not apply to UNSC – see Special Rules). Sponsoring a draft resolution does not oblige the delegate to support the resolution. Also, this motion can only be entertained once the Director has

approved and numbered (for example Draft Resolution 1.1, 1.2 etc) the Draft Resolution in question.

This process of Introducing the Draft Resolution follows the same procedure as set out in Rule 15. This does require a second and if there is an objection, this immediately goes to a vote. A simple majority is needed. Following the Introduction of this document, any signatory has the right to read it aloud, if they so wish.

Please note that more than one Draft Resolution can be on the floor, but only one Resolution can be passed per agenda item.

#### Rule 32: Panel of Authors

Immediately after the introduction of a Draft Resolution, any signatory may call for a Panel of Authors to be held. It is the Director's discretion on whether to grant a Panel of Authors or not.

If allowed, the Director will propose a time limit not exceeding 15 minutes for the Panel to be held.

The purpose of the Panel is to clarify any non-substantive matters related to the Draft Resolution submitted. The purpose of the Panel is, thus, not to quiz the Panel on any of the substantive content of the document – only to clarify, for example, any abbreviations, terminology/phrases which a delegate does not fully understand, or the general meaning of any part of the document.

#### Rule 33: Amendments

An amendment is a proposal submitted to the Director (who will decide on the process of submission) which adds/revises/deletes parts of a draft resolution.

In order for a Motion to Introduce Amendment to be made, the document must have a minimum of 1 signatory and 2 sponsors in total (this does not apply to UNSC – see Special Rules). Sponsoring an amendment

does not oblige the delegate to support the amendment. Also this motion can only be entertained once the Director has approved and numbered (for example Amendment 1.1, 1.2 etc) the Amendment in question.

This process of proposing follows the same procedure as set out in Rule 15. This does not require a second and if there is an objection, this immediately goes to a vote. A simple majority is needed. Following the Introduction of this document, any sponsor has the right to read it aloud, if they so wish.

If this motion is entertained then a new speaker's list is established for the amendment and this is debatable to the extent of 4 speakers for and 4 speakers against. The Director will determine the maximum time for each speech. After hearing all the speakers, the committee will move to an immediate vote. A simple majority is needed for the amendment to pass, thus to be added to the main body of the resolution.

An amendment to an amendment is not in order and pre-ambulatory clauses may not be amended. Also failed amendments may not be re-introduced.

#### Rule 34: Friendly Amendments

If an amendment is signed by all sponsors and signatories of the Draft Resolution, then it can be considered a friendly amendment. Once motioned (as per Rule 15), the friendly amendment is read out and then immediately it goes to a vote, in order to decide whether to include it in the main body of the resolution, or not. This requires a simple majority to pass.

If a friendly amendment fails, it can be re-introduced as a general Amendment.

#### Rule 35: Competence

This motion is used if a delegate believes that it is not in the mandate of the Committee to discuss the material proposed by the document. If this motion passes, the operative

clauses in question will automatically be struck from the document.

A delegate may motion to question the Competence of the committee to discuss a Draft Resolution or Amendment before these documents have been formally introduced, that is after it has been read out and before the vote to Introduce the document has taken place. The delegate should state orally the operative clauses in question. This motion requires a second and if there are objections, a 2/3 majority is needed for this motion to pass. It is debatable to the extent of 1 speaker for and 1 speaker against.

#### **Rules Governing Voting**

##### Rule 36: Procedural Vote

All members of the Committee, including Non-Member States have one vote for procedural motions. For these votes, a delegate may only vote for or against, abstentions are not in order. All votes except the vote on the final draft resolution are procedural.

##### Rule 37: Division of the Question

This motion allows delegates to vote separately on the operative clauses. After debate has been closed (Rule 21), and before voting procedure on the final resolution, a delegate may Motion to Divide the Question. If there are calls for multiple divisions, the Director will order them and they shall be voted on with the most radical division being voted on first,

This motion requires a second, if there is an objection, it immediately goes to voting procedure and a simple majority is needed to pass. This motion is debatable to the extent of 1 speaker for and 1 speaker against. If this motion passes, the resolution will be divided accordingly and a separate procedural vote will be taken on each divided part. This will decide what divisions will be included in the final substantive vote.

##### Rule 38: Substantive Vote

The only substantive vote in KAMUN is the final vote on the Draft Resolution triggered by Rule 21. In this vote, a delegate may vote 'Yes', 'No', or 'Abstain', delegate must vote in accordance to Rule 10. Voting takes place by raising your placard. Rule 5 applies to this substantive vote.

Alternatively, a delegate may Motion to vote by Roll Call. This requires a second and passes with a simple majority. The Director will randomly choose a starting point from the list of delegates and then ask each delegate their vote. In this type of voting, delegates may also 'Pass'.

- If a delegates votes 'Pass', they defer their vote until everyone else has voted, then the Director will ask them once more for their vote. By stating 'Pass' you lose your right to abstain, regardless of how you stated your presence with regard to Rule 10.

You may also vote 'Yes with rights' or 'No with rights'.

- If you vote 'with rights', once everyone has voted and before announcing the result, the Director will permit you 30 seconds to justify your voting decision. Voting 'with rights' normally only occurs when a delegate has seemingly gone against their national policy or if they are voting against a Draft Resolution they sponsored.

Unless stated otherwise in the Special Rules, a Draft Resolution needs simple majority to pass. Only 'Yes' and 'No' count towards the vote, an 'Abstain' is not counted as either a positive or negative vote. In the event of a tie, the document fails.

Delegates may only interrupt voting with a Point of Personal Privilege or Point of Order. Delegates may not leave the room during voting.

### **Special Rules**

### *United Nations Security Council*

#### Rule 1: Voting

In the UNSC, procedural votes pass with a simple majority and substantive votes require a 9/15 majority to pass. During substantive votes, the Permanent Five (P5) Members reserve the right to veto. This is enacted by a 'No' vote, in the event of which the Draft Resolution automatically fails. If a P5 members votes 'Abstain', this is not a negative vote.

*The right to veto is the only difference in the voting procedure as outlined in Rule 32 of the main Rules of Procedure.*

#### Rule 2: P5 Caucus

A member of the P5 is able to make this motion. They would need to raise this motion (as stated in Rule 15 of the main Rules of Procedure) and state a time for the duration of this caucus.

In doing so, the P5 would leave to discuss matters in a separate room. It is the Director's discretion to entertain to motion or not, this decision is final and not subject to appeal.

#### Rule 3: Consultation of the house

This motion would nominate a delegate to lead/chair the discussion for the duration of any given moderated caucus. The nominee for "House Chair" would need to raise this motion (as stated in Rule 15 of the main Rules), follow the Rule 17 of the main Rules to introduce a moderated caucus. This requires a second, and if there are objections it goes immediately into voting procedure. This is a procedural vote.

#### Rule 4: Motion to declare a motion substantive

A member of the P5 is able to make this motion. They would need to raise this motion (as stated in Rule 15 of the main Rules of Procedure)



In doing so, any procedural vote becomes subject to the veto rights of the P5. It is the Director's discretion to entertain to motion or not, this decision is final and not subject to appeal.

#### Rule 5: Presidential Statements

In accordance with Chapter VI and VII of the UN Charter, this body may propose non-binding Presidential Statements. This is an alternative to Resolutions, and the purpose of this document is to show that the UNSC has reached consensus on the Topic, and serves as a press release.

#### Rule 6: Invitation of Ambassadors

UNSC Members can request to call on a specific ambassador from any UN committee or a UN Special Representative to question. The purpose of this question would be to ascertain more information on a specific part of the topic. Delegates would need to raise this motion (as stated in Rule 15 of the main Rules of Procedure) then state the specific ambassador and briefly explain the purpose. It is the Directors discretion on whether to make the invitation. The Directors will set the time limit for the interview.

#### Rule 7: Closed Door Session

UNSC Members have the right to eject Non-Member States and Press Team for a set period of time. In order to do so a delegate should raise the motion (as stated in Rule 15 of the main Rules of Procedure), this motion requires a second. Then the delegate should state the time limit. If there are objections, then this is a procedural vote.

#### Rule 8: Documents

For a Draft Resolution, the UNSC needs a minimum of 1 signatory and 3 sponsors.

For an Amendment, the UNSC needs a minimum of 1 signatory and 1 sponsor.