



Rules of Procedure [RoP]

Adopted by the Secretariat of KAMUN – The Black Forest Summit 2021



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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 Chairperson's roles or country allocation for representatives 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 represent him or her in any role or duty as established in the Rules of procedure.

Rule 2: Competence and authority of Chairperson

The Chairperson shall declare the opening and closing of each meeting of the committee, direct its discussions, ensure observance of these rules, accord the right to speak, put questions and announce decisions. The Chairperson shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The Chairperson may, in the course of the discussion of an item, propose to the committee the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak, the closure of the list of speakers or the closure of the debate. The Chairperson may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion.

The Chairman, in the exercise of his or her functions, remains under the authority of the committee.

Rule 3: Language

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

Any representative may make a speech in a language other than the languages of the General Assembly. In this case, this representative shall provide for interpretation into one of the languages of the General Assembly or of the committee concerned.

Rule 4: Etiquette

All representatives are expected to be polite, courteous and respectful to everyone involved with the Conference, not limited to Chairpersons, fellow representatives and the Secretariat, but also those indirectly involved with the conference such as but not limited to site staff, sponsors and guests. The dress code during plenary meetings will be formal western business attire. Failure to comply will potentially result in sanctions as decided by the Chairperson.

Rule 5: Participation of non-members

All non-members (Observers) are permitted to participate fully in the plenary meetings, except for signing of draft resolutions and voting on substantive matters (i.e. the final Resolution).

Rule 6: Silent Prayer

Immediately after the opening of the first plenary meeting and immediately preceding the closing of the final plenary meeting of each plenary meeting of the General Assembly, the President shall invite the representatives to observe one minute of silence dedicated to prayer or meditation.





Rule 7: Electronic Devices

Use of any electronic devices will be arbitrated by the Chairperson, their decision is not subject to appeal.

Rule 9: Extended Rules of Procedure

If not specified differently by the rules of procedure of KAMUN – The Black Forest Summit, the rules of procedure apply as defined by

- a) [A/520/Rev.17](#) apply to the General Assembly,
- b) [S/96/Rev.7](#) apply to the Security Council,
- c) [A/AC.96/187/Rev.8](#) apply to the High Commissioner for Refugees Executive Committee,
- d) [E/5715/Rev.2](#) apply to the Economic and Social Council.

Committee Rules

Rule 9: Motion to Appeal

During the discussion of any matter, any representative may rise to a point of order, and the point of order shall be immediately decided by the Chairperson in accordance with the rules of procedure. Any representative may appeal against the ruling of the Chairperson. The appeal shall be immediately put to the vote, and the Chairman's ruling shall stand unless overruled by a 2/3 majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Rule 10: Roll Call

At the beginning of every plenary meeting, the Chairperson will firstly begin by calling on all Member States and Observers in English alphabetical order to state their attendance. Member States may state they are either „Present“ or „Present and Voting“. For the purposes of these rules, the phrase “members present and voting” means members casting an affirmative or negative vote. Members which

abstain from voting are considered as not voting.

Rule 11: Quorum

The Chairperson may declare a plenary meeting open and begin debate when at least one third of the total number of the representatives are present. In the plenary meetings that follow, the minimum Quorum will be one third of the number of Member States present from the first plenary meeting. For substantive motions to be taken, the majority (>50%) of the Member States present from the first opening plenary meeting must be present. With a Point of Order, the Quorum can be challenged. In doing so, it triggers a Roll Call to establish whether the Quorum has or has not been met.

Rules Governing the Agenda

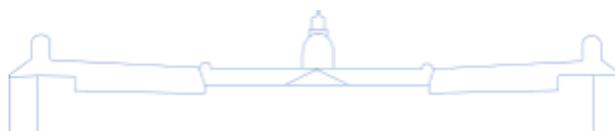
Rule 12: Setting the Agenda

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 Chairperson will assume that the Committee is automatically adopting the order of debate as set out in the Agenda. If a representative 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, if this Motion fails – the Committee will move into debating a second Topic.

Rules Governing Debate

Rule 13: List of speakers

Once the Agenda has been decided, one continuous list of speakers will be established to facilitate general debate. Representatives may use this time to speak about a 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 Chairperson. The Chairperson will call on representatives who wish to be added to the list of speakers. The Chairperson may at any time stop calling on delegates, thereafter if they wish to be added to the list of speakers they must send the Chairperson a note. This applies until the Chairperson decides to call on representatives to be added to the list of speakers again. Representatives may not be on the list of speakers more than once at any given time and cannot be added onto the list of speakers if already on it. If the List of speakers elapses, in that there are no remaining representatives left on the list wishing to speak, the debate is considered automatically closed in accordance with Rule 21. If a representative wishes to change the speakers' time (for the list of speakers) a Motion to Change the Speakers' Time is in order, 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 debate, a representative finishes a speech and there with time remaining, this representative has the following options:

- a) Yield to Points of Information: The representative opens to questions from the floor. The Chairperson will welcome Points of Information, then select a speaker to ask a short question to the representative currently on the floor, who then has the right to answer this question. No subsequent follow up questions are permitted. The Chairperson reserves the right to call to order any representative who they believe is asking an unconstructive question.
- b) Yield to another Representative: The Remaining time will be transferred to the nominated representative, granted the floor to speak. It is not in order for any further yields of this nature to occur.

- c) Yield to the Chairperson: The remaining time automatically elapses, and the Chairperson will move on to the next speaker on the list of speakers.

Rule 15: Proposing Motions and Speeches

The list of speakers may be interrupted when the floor is open and if representatives wishes to make a motion. As with any speech made in general debate representatives must first obtain the floor from the Chairperson before taking the floor for a speech. The process of proposing a motion and making a speech is thus to first raise the placard. If recognized by the Chairperson, the representative may rise to propose a motion or hold a speech. Once a motion has been voted on, the other motions expire, and representatives must propose the motion again in order to have it voted on. It is the Chairperson's 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 full list of motions and The list of precedence are outlined in rules 16 to 23.

Rule 16: Withdrawing Motion

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion thus withdrawn may be reintroduced by any member.

Rule 17: Motion for a moderated caucus

The proposing representative 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 Chairperson has stopped accepting motions, representatives 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 caucus 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

The proposing representative 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 Chairperson has stopped accepting motions, representatives 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 time for any moderated caucus is 15 minutes. Once a caucus 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 19: Motion to adjourn the debate (tabling the debate)

A representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favor of, and two against, the motion, after which the motion shall be immediately put to the vote. The Chairman may limit the time to be allowed to speakers under this rule. This motion requires 2/3 majority in order to pass.

Rule 20: Motion to resume debate

A representative may propose to resume debate on a previously adjourned (tabled) motion. This motion requires a second. If there is an objection, this motion will be debatable to the extent of two speakers in favor and two speakers against. This motion requires a simple majority in order to pass. Once this motion passes, the Committee will revert to the adjourned (tabled) Topic.

Rule 21: Motion for the closure of debate

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. If there is an objection, this motion will be debatable to the extent of two speakers in favor and two speakers against. This motion requires 2/3 majority to pass, except for certain Committees as specified in the Annex.

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

a) A suspension of the meeting will, if passed, suspend the plenary meeting of the Committee until its next plenary meeting. 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 Chairperson may rule this out of order. The Chairperson's decision is final and not subject to appeal.

b) An adjournment of the meeting will, if passed, adjourn the plenary meeting of the Committee until next KAMUN – The Black Forest Summit. However, this motion is not permissible until three quarters of the final plenary meeting 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 Chairperson may rule this out of order. Their decision is final and not subject to appeal.

c) The Chairperson 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 precedence of motions from the most to least superseding, is defined 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 representative may address the General Assembly without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if remarks are not relevant to the subject under discussion.

Rule 25: Time Limits

Every speech (except for unmoderated cauci) must have a time limit. This shall be stated whilst the motion is proposed and the Chairperson reserves the right to change the time limit, if it is believed 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 representative. If a speech exceeds the allotted time limit, the representative must come to order at the request of the Chairperson.

Rule 26: Right of Reply

Any representative believed to be challenged in national honor or integrity may request a right of reply. This request must be made in writing and submitted to the Chairperson as soon as the perceived offence has been made clearly stating the offending remarks. It is at the Chairperson's discretion to grant a right of reply. Their decision

is final and not subject to appeal. If allowed, a representative is permitted 30 seconds to correct the perceived offence. A subsequent right of reply is not in order. This point shall not be made for factual corrections.

Rule 27: Point of Personal Privilege

At any point during a Committee plenary meeting, if a representative is experiencing discomfort – for example if the room is too hot or too cold, or if a representative is unable to clearly hear another delegate, then this point is in order. Representatives shall use this point sparingly, and only interrupt the speaker in case of serious trouble of hearing the speaker.

Rule 28: Point of Order

If there has been an instance of improper parliamentary procedure, in strict accordance to KAMUN – The Black Forest Summit Rules of Procedure, any representative may raise a Point of Order. After stating the incident, the Chairperson will rule on the Point of Order by correcting the representative or by rectifying their action. The Chairperson may reserve a moment to refer to the rules or contact the secretariat. This point may not interrupt the speaker.

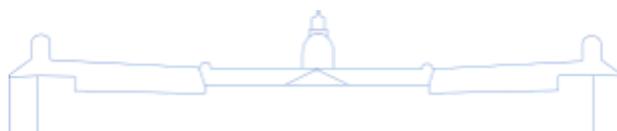
Rule 29: Point of Parliamentary Inquiry

Any representative requiring clarification about the Rules of procedure used at KAMUN – The Black Forest Summit, may raise a point of parliamentary inquiry. This point shall be phrased as a question and the Chairperson 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 used to aid debate and discussion on the topic. A representative may propose a Working Paper to the floor by making a Motion to Introduce a Working Paper. This motion can only be conducted once the Chairperson has approved and numbered the Working Paper in





question. The process of proposing follows the same procedure as set out in rule 15. Following the introduction of a document, the representative which submitted the document owns the right to read it aloud to the committee, if desired. This motion requires a simple majority to pass. Working Papers do not require sponsors or signatories. There can be more than one Working Paper on the floor at any given time and they cannot be amended.

Rule 31: Draft Resolution

For a motion to introduce a draft resolution, the document must have a minimum of 10 % of the Quorum members as sponsors and 20 % of the Quorum members as signatories (this does not apply to UNSC – see Special Rules). Signing a draft resolution does not oblige the representative to support the resolution. Also, this motion can only be entertained once the Chairperson has approved and numbered 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. There may be more than one Draft Resolution on the floor, but only one Resolution can be passed.

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 Chairperson's discretion on granting a Panel of Authors. If allowed, the Chairperson 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 not to quiz the Panel on any of the substantive content of the document – only to clarify, for example, any abbreviations, terminology or phrases which a representative 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 Chairperson (who will decide on the process of submission) which adds, revises or deletes parts of a draft resolution. For a motion to introduce an amendment to be made, the document must have a minimum of 5% of the Quorum members as sponsors and 10% of the Quorum members as signatories (this does not apply to UNSC – see Special Rules). Signing an amendment does not oblige the representative to support the amendment. Also, this motion can only be entertained once the Chairperson has approved and numbered the amendment in question. This process of proposing an amendment follows the same procedure as set out in rule 15. This does require a second and in case of objections, it 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 Chairperson 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 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 adapted to the Draft Resolution.





Rule 35: Competence

The Special Committee [Committee on the Rules of Procedure] also wishes to emphasize that the text of a draft resolution should not go beyond the competence of the Committee in which it is submitted. Where, however, it is suggested that a draft resolution does so, the Special Committee feels that it is up to the Committee concerned to take a decision in the matter.

Rules Governing Voting

Rule 36: Procedural Vote

All members of the Committee, including Non-Member Organizations have one vote for procedural motions. For these votes, a representative 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

A representative may move that parts of a proposal or of an amendment should be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are approved shall then be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Rule 38: Substantive Vote

The only substantive vote in KAMUN – The Black Forest Summit is the final vote on the Draft Resolution triggered by Rule 21. In this vote, a representative may vote ‘Yes’, ‘No’, or ‘Abstain’. Each representative must vote in accordance to Rule 10. Voting takes place by raising the placard. Rule 5 applies to this substantive vote. Alternatively, a representative may motion to vote by Roll Call. This requires a second and passes with a simple majority. The Chairperson

will randomly choose a starting point from the list of representatives and then ask each representative for their vote. In this type of voting, representatives may also ‘Pass’, ‘Yes, with rights’ and ‘No, with rights’.

If a representative votes ‘Pass’, this representative defers the vote until all representatives have voted. The Chairperson will then ask once more for representatives vote. By stating ‘Pass’ representatives lose the right to abstain, and to vote with rights regardless of the presence stated about Rule 10.

If a representative votes ‘with rights’, once everyone has voted and before announcing the result, the Chairperson will permit the representative 30 seconds to justify the voting decision. Voting ‘with rights’ normally only occurs when a representative 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. Representatives may only interrupt voting with a Point of Personal Privilege or Point of Order. Representatives 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 member votes ‘Abstain’, this is not a negative vote.





Rule 2: P5 Caucus

A member of the P5 may motion for a P5 Caucus. In accordance with 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.

Rule 3: Consultation of the house

This motion would nominate a representative to lead or chair the discussion for the duration of any given moderated caucus. The nominee for 'House Chair' would need to raise this motion in accordance with Rule 15 of the main Rules of Procedure, following 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 considered a procedural vote.

Rule 4: Motion to declare a motion substantive

A member of the P5 can make this motion. They would need to raise this motion in accordance with 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 Chairperson'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, the UNSC may propose nonbinding 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 ascertaining more information on a specific part of the topic. Representatives would need to raise this motion in accordance with Rule 15 of the main Rules of Procedure. It is required to then state the

specific ambassador and briefly explain the purpose. It is on the Chairperson discretion on whether to realize the invitation. The Chairperson will set the time limit for the interview.

Rule 7: Closed Door plenary meeting

UNSC Members have the right to eject Non-Member States and Press Team for a set period. In order to do so a representative shall raise the motion in accordance with Rule 15 of the main Rules of Procedure. This motion requires a second. The representative shall then state the time limit. In the event of objections, this is deemed a procedural vote.

Rule 8: Documents

For a Draft Resolution, the UNSC needs a minimum of 1 sponsor and 3 signatories. For an Amendment, the UNSC needs a minimum of 1 sponsor and 1 signatory.

