



## **Rules of Procedure [RoP]**

*Adopted by the Secretariat of KAMUN – The Black  
Forest Summit 2022*



## Table of Contents

<b>GENERAL RULES .....</b>	<b>3</b>
<b>COMMITTEE RULES.....</b>	<b>4</b>
<b>RULES GOVERNING THE AGENDA .....</b>	<b>4</b>
<b>RULES GOVERNING DEBATE .....</b>	<b>4</b>
<b>RULES GOVERNING SPEECHES/ POINTS .....</b>	<b>7</b>
<b>RULES GOVERNING PROPOSALS.....</b>	<b>8</b>
<b>RULES GOVERNING VOTING.....</b>	<b>9</b>
<b>SPECIAL RULES .....</b>	<b>10</b>



## General Rules

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

The General-Secretariat (and Paul Mauersberg) reserves the right to make the final decision on any matter pertaining to the conference; their decision is not subject to appeal. To that end, the final interpretation of the Rules of Procedure is held exclusively by the General-Secretariat. Any change to a Chair's roles or country allocation for Delegates is subject to the approval of the General-Secretariat. The General-Secretariat may, at any time, make an oral or written statement to the committee. The General-Secretariat may designate members of the Secretariat to represent them in any role or duty, as established in the Rules of Procedure.

### Rule 2: Competence and Authority of Chair

The Chair 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 Chair 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 Chair 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 Delegate may speak, the closure of the List of Speakers, or the closure of the debate. The Chair may also propose the suspension, or the adjournment, of the meeting or the adjournment of the debate on the item under discussion.

The Chair, in the exercise of their 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 held, and all documents shall be written, in English.

### Rule 4: Etiquette

All Delegates are expected to be polite, courteous, and respectful to everyone involved with the conference, not limited to Chairs, fellow Delegates 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 Chair.

### 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 each session, the Chair shall invite the Delegates to observe one minute of silence dedicated to prayer or meditation.

### Rule 7: Electronic Devices

Use of any electronic devices that do not benefit the course of the committee will be arbitrated by the Chair; their decision is not subject to appeal.

### Rule 8: 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,



- e) [Arctic Council Rules of Procedure.](#)

## Committee Rules

### Rule 9: Motion to Appeal

During the discussion of any matter, any Delegate may rise to a Point of Order, and the Point of Order shall be immediately decided by the Chair in accordance with the Rules of Procedure. Any Delegate may appeal against the ruling of the Chair. The appeal shall be immediately put to the vote, and the Chair's ruling shall stand unless overruled by a 2/3 majority of the members present. A Delegate 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 Chair will 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, they cannot abstain. Members who abstain from voting are considered as not voting.

### Rule 11: Quorum

The Chair may declare a plenary meeting open and begin debate when at least one third of the total number of the Delegates 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 Chair 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 verbally 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 will be debated upon, with a maximum extent of two Speakers in favour and two Speakers against. When the General 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 General Speakers' List will be established to facilitate general debate. Delegates 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 Chair. The Chair will call on Delegates who wish to be added to the General Speakers' List. The Chair may at any time stop calling on Delegates, thereafter if they wish to be added to the General Speakers' List, they must send the Chair a note via MUN Command. This applies unless the Chair decides to call on Delegates to be added to the General Speakers' List again. At any given time, Delegates may not be on the General Speakers' List more than once and cannot be added onto the General Speakers' List if already on it. If the General Speakers' List elapses, in that there are no remaining Delegates



left wishing to speak, the debate is considered automatically closed in accordance with Rule 23. If a Delegate wishes to change the Speakers' Time (for the General Speakers' List) a motion to Change the Speakers' Time is in order. The Delegate may state the new Speakers' Time, either verbally or through MUN Command. This is then automatically put to a vote and passes with a simple majority.

#### Rule 14: Yields

If during the general debate, a Delegate finishes a speech with time remaining, this Delegate has the following options:

- a) Yield to Points of Information: The Delegate opens to questions from the floor. The Chair will welcome Points of Information and 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 Chair reserves the right to Call to Order any Delegate who they believe is asking an unconstructive question. A delegate can only yield to Points of Information if more than 10 seconds of Speakers' Time remain.
- b) Yield to another Delegate: The remaining time will be transferred to the nominated Delegate and grant them the Right to Speak. It is not in order for any further yields of this nature to occur.
- c) Yield to the Chair: The remaining time automatically elapses, and the Chair 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 for motions and if Delegates wish to raise a motion. As with any speech made in the general debate, Delegates must first obtain the floor from the Chair before taking the floor for a speech. There are two

different ways to introduce a motion. If the Chair is asking for motions to be introduced the Delegate may raise their Placard to introduce a motion. If recognised by the Chair, the Delegate may rise to propose a motion. Additionally, the Delegate may introduce a motion through MUN Command, if the Chair opens the floor for motions. Once a motion has been passed, the other motions automatically expire and Delegates must propose the motion again in order to have it voted on. It is at the Chair'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 25.

#### Rule 16: Withdrawal of a 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 that has been withdrawn may be reintroduced by any member.

#### Rule 17: Motion for a Moderated Caucus

The proposing Delegate must briefly state the purpose of the Moderated Caucus, the total duration of the Moderated Caucus, and the Speakers' Time. This motion requires a second. In the case that there is no objection, the Moderated Caucus automatically passes. In the event that there is an objection, and once the Chair 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 Moderated Caucus elapses, it is possible to raise a motion for an extension to the previous Moderated Caucus. The time limit of the extension must not exceed, or be the same as, the original motion. Thereafter, no further extensions are in order.



#### Rule 18: Motion for an Unmoderated Caucus

The proposing Delegate must only state the total duration of the Unmoderated Caucus and not the purpose of it. This motion requires a second. In the event that there is no objection the Unmoderated Caucus automatically passes. In the event that there is an objection, and once the Chair has stopped accepting motions, Delegates go into voting. A simple majority is required for this motion to pass. The maximum time for any Unmoderated Caucus is 30 minutes. Once an Unmoderated Caucus elapses, it is possible to raise a motion for an extension to the previous Unmoderated Caucus. The time limit of the extension must not exceed, or be the same as, the original motion. Thereafter, no further extensions are in order.

#### Rule 19: Consultation of the Whole

The proposing Delegate must briefly state the purpose of the Consultation of the Whole and the total duration of the Consultation of the Whole. This motion requires a second. In the event that there is no objection the Consultation of the Whole automatically passes. In the event that there is an objection, and once the Chair has stopped accepting motions, Delegates go into voting. A simple majority is required for this motion to pass. The maximum time for any Consultation of the Whole is 15 minutes. Once a Consultation of the Whole elapses, it is possible to raise a motion for an extension to the previous Consultation of the Whole. The time limit of the extension must not exceed, or be the same as, the original motion. Thereafter, no further extensions are in order.

#### Rule 20: Tour de Table

The proposing Delegate must briefly state the purpose of the Tour de Table and the Speakers' time. This motion requires a second. In the case that there is no objection, this motion automatically passes. In the event that there is an objection, and once the Chair has stopped accepting motions, Delegates go into voting. A

simple majority is required for this motion to pass. The maximum Speakers' Time for any Tour de Table is 90 seconds (1:30 minutes). This motion cannot be extended.

#### Rule 21: Motion to Adjourn the Debate (tabling the debate)

A Delegate may move the Adjournment of the Debate on the item under discussion. In addition to the proposer of the motion, two Delegates may speak in favour 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 a two-third majority in order to pass.

#### Rule 22: Motion to Resume Debate

A Delegate may propose to Resume the Debate on a previously adjourned (tabled) motion. This motion requires a second. If there is an objection this motion will be debated on 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, the committee will revert to the adjourned (tabled) Topic.

#### Rule 23: 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 debated to the extent of two speakers in favour and two speakers against. This motion requires a 2/3 majority to pass, except for certain Committees as specified in the Annex.

#### Rule 24: 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 Chair may rule this out of order. The Chair'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 Chair may rule this out of order. Their decision is final and not subject to appeal.

c) The Chair or the Secretary-General may suspend or adjourn the meeting at any time, according to their discretion.

#### Rule 25: 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) Consultation of the Whole
- l) Tour de Table
- m) Motion to Appeal

## Rules Governing Speeches/ Points

#### Rule 26: Right to Speak

No Delegate may address the General Assembly – or any other committee – without having

previously obtained the permission of the Chair. The Chair shall call upon speakers in the order in which they signify their desire to speak. The Chair may call a speaker to order if remarks are not relevant to the subject under discussion.

#### Rule 27: Time Limits

Every speech must have a time limit. This shall be stated whilst the motion is proposed and the Chair 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 Delegate. If a speech exceeds the allotted time limit, the Delegate must come to order at the request of the Chair.

#### Rule 28: Right of Reply

Any Delegate believed to be challenged in national honour or integrity may request a Right of Reply. This request must be made in writing and submitted to the Chair as soon as the perceived offence has been made clearly stating the offending remarks. This can be done through MUN Command. It is at the Chair's discretion to grant a Right of Reply. Their decision is final and not subject to appeal. If allowed, the Chair will concede the Delegate the Right of Reply and set the Speakers' Time. A subsequent right of reply is not in order. This point shall not be made for factual corrections. A verbal Right of Reply shall always be rejected.

#### Rule 29: Point of Personal Privilege

At any point during a Committee plenary meeting, 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 shall use this point sparingly, and only interrupt the speaker in case of serious trouble of hearing the speaker.



### Rule 30: 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 Delegate may raise a Point of Order. After stating the incident, the Chair will rule on the Point of Order by correcting the Delegate or by rectifying their action. The Chair may reserve a moment to refer to the rules or contact the secretariat. This point may not interrupt the speaker.

### Rule 31: Point of Parliamentary Inquiry

Any Delegate 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 Chair will clarify the rule. This point may not interrupt the speaker.

## Rules Governing Proposals

### Rule 32: Working Paper

A working paper is a document with no official format used to aid debate and discussion on the topic. A Delegate may propose a Working Paper to the floor by raising a motion to Introduce a Working Paper. This motion can only be conducted once the Chair 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 Delegate who 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 33: 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 and the Arctic Council– see Special Rules). Signing a draft resolution does not oblige the Delegate to support the resolution. Moreover, this motion can only be entertained once the Chair 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 sponsor 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 34: Panel of Authors

Immediately after the introduction of a Draft Resolution, any sponsor may call for a Panel of Authors to be held. It is the Chair's discretion on granting a Panel of Authors. If allowed, the Chair 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 that a Delegate does not fully understand, or the general meaning of any part of the document.

### Rule 35: Amendments

An amendment is a proposal submitted to the Chair (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 and Arctic Council – see Special Rules). Signing an amendment does not oblige the Delegate to support the amendment. Moreover, this motion





can only be entertained once the Chair 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 and the Chair allows it. If this motion is entertained, then a new Speakers' List is established for the amendment and this is debated on, the numbers will be decided by the Chair. The Chair 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. Furthermore, failed amendments may not be re-introduced.

#### Rule 36: 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 37: 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. However, where 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 38: Procedural Vote

All members of the Committee, including Non-Member Organisations 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 39: Division of the Question

A Delegate 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 40: 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 Delegate may vote 'Yes', 'No', or 'Abstain'. Each Delegate must vote in accordance to Rule 10. Voting takes place by raising the 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 Chair will randomly choose a starting point from the list of Delegates and then ask each Delegate for their vote. In this type of voting, Delegates may also 'Pass', 'Yes, with rights' and 'No, with rights'.

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

If a Delegate votes 'with rights', once everyone has voted and before announcing the result, the Chair will permit the Delegate 30 seconds to



justify the 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 a 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 member votes 'Abstain', this is not a negative vote.

### Rule 2: Motion to declare a motion substantive

A member of the P5 can raise 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 Chair's discretion to entertain a motion or not, this decision is final and not subject to appeal.

### Rule 3: P5 Caucus

A member of the P5 may raise a motion for a P5 Caucus. In accordance with Rule 15 of the main Rules of Procedure the P5 member who raises this motion has to state a time for the duration of this caucus. In doing so, the P5 would leave to discuss matters in a separate room. Only members of the P5 can vote upon this motion

and this motion fails if one member of the P5 votes against this motion.

### Rule 4: Press Release

In accordance with Chapter VI and VII of the UN Charter, the UNSC may propose non-binding Press Releases. 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 5: Invitation of Ambassadors

UNSC Members can request to call on a specific ambassador from any UN Committee or a UN Special Delegate 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 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 at the Chair's discretion on whether to realise the invitation. The Chair will set the time limit for the interview.

### Rule 6: 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 Delegate shall raise the motion in accordance with Rule 15 of the main Rules of Procedure. This motion requires a second. The Delegate shall then state the time limit. In the event of objections, this is deemed a procedural vote.

### Rule 7: 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.

### Rule 8: Backroom

Under the discretion of the Chair, Delegates can ask the Chair to open the Backroom. The Backroom can be opened for a maximum of 15 minutes. This cannot be extended. One member



of each double Delegation will join the Backroom and can conduct an Unmoderated Caucus. At the same time the committee will resume with the other half of the double Delegation.