

# Rules of Parliamentary Procedure

## A- General Rules

### Rule 1: Scope

- The Standard Rules of Parliamentary Procedure shall apply to the European Union Committee (European Union Competitiveness Council ) during the conference, unless stated otherwise by the Secretariat. The Secretariat may amend the rules of procedures that shall prevail in the session.

### Rule 2: Language

- Official language of shall be English.

### Rule 3: Delegate

- Each State and Representative shall be represented by one Delegate. - Each State and Representative shall have one vote in each committee on all matters. - Each State and Representative in each committee has the duty to respect the decisions taken by Committee Directors. - It is important to behave in line with the principles of cooperation and consensus. - All Delegates shall avoid any kind of disruptive attitude during the whole of the conference. - Representatives in each committee are required to attend to all sessions arranged by Secretariat.

### Rule 4: Credentials

- The credentials of all Delegates shall be accepted upon registration. - Unless there is a written consent of the Secretary-General of TEDUMUN'19, delegates cannot initiate any action relating to modifications of rights, privileges, or credentials.

## Rule 5: Dress Code

- In accordance with the Delegate's diplomatic status a formal dress code, which is western business attire, is required. -For male Delegates, a tie is obligatory and for female and male, no overly revealing outfits are allowed. Informal clothing, such as jeans and trainers, also traditional or religious outfits are out of order. The Secretariat reserves the right to expel a Delegate due to his or her dress code.

## Rule 6: Rights and Duties of TEDUMUN'19 Team: Secretariat and Organization Team

-The Secretary-General, the Deputy Secretary-General and the Director General Director-General of TEDUMUN'19 shall act with their all capacity throughout the conference. -The Secretariat is composed of fifteen (15) people in total: the Secretary-General, the Deputy Secretary-General, six Under-Secretaries-General, and seven academic assistants. -Any member of the Secretariat may at any time make oral or written statements at the committees. -The Secretariat and the Organization Team shall assist the Secretary-General and the Director General. -The Secretariat may deliver a written note or a speech as regards the content of the committees, the Rules of Procedure or any aspect of the configuration to the Committee Directors any time. -The Secretariat shall receive, correct and circulate the documents. -In absence of the Secretary-General, the Deputy Secretary-General shall act as an acting and authorized figure. - In absence of both the Secretary-General and the Deputy Secretary-General, any of the Secretariat members that has consent from both the Secretary-General and the Deputy Secretary-General shall act as an acting and authorized figure.

## Rule 7: Committee Director

-The Committee Director shall preside over the committee. -The Committee Director shall declare the opening and closing of each committee session, compose the General Speakers' List, propose the limitation of the speaking time, and accord the right to speak and announce decisions. -Unless he or she is a participant chair, the Committee Directors act in an equitable and objective manner, observes the TEDUMUN'19 Rules of Parliamentary Procedure and shall have complete control of the proceedings in the meetings. -The Committee Director shall have the right to rule out points and motions put forward by Delegates, unless otherwise provided in the TEDUMUN'19 Rules of Procedure. -The Committee Director may advise the Representatives on substantial and procedural matters in order to enable the well-functioning of the committee. -The Committee Director

has the right to suspend the committee meeting for a limited time, which he/she must indicate beforehand. This right is not subject to appeal. -The Committee Director's interpretation of TEDUMUN'19 Rules of Procedure shall prevail over the Delegates during the conference. Yet, the interpretation of the Secretary-General, the Deputy Secretary-General, Under Secretaries-General, and Academic Assistants to be presented to the Committee Director orally or in a written format shall have the precedence.

## Rule 8: Courtesy

-All participants shall show diplomatic courtesy at all times. The Secretariat may give an official warning to a delegate who does not show diplomatic courtesy. If the delegate consistently does not show diplomatic courtesy, the Secretariat may decide to end the delegate's participation, and refrain from granting the certificate of participation.

## Rule 9: Communication

-The means of communication during the sessions between the Delegates and between the Delegates and the Committee Directors is through message papers. -Administrative Staff is responsible for the note passing in each committee. -Except for personal excuses to be delivered to Committee Directors, the content of the message shall be relevant to ongoing discussion in the committee. The message must be in English. The message papers can be investigated by the Committee Directors upon Administrative Staff's request. In case the note does not fulfill the above-mentioned criteria, the Committee Directors may halt the communication. - Administrative Staff does not possess the right to read message papers between the Committee Board and the Secretariat. - Delegates are not permitted to send message papers to the Secretariat. - The Committee Directors reserve the right to suspend note passing if they deem necessary. This decision is not appealable.

## Rule 10: Electronic Devices

- The use of any electronic devices during the session that allow the participants to communicate with one another is strictly prohibited. - The Committee Directors may permit the use of electronic devices if they consider it to be facilitating for substantive drafting. - The Committee Directors possess the right to seize electronic devices via Administrative Staff when deemed necessary.

## B- Rules Governing Parliamentary Discussions

All votes concerning procedural matters shall be decided upon either by **simple majority**, **two-thirds majority** or **three-quarter majority** as specified below. All representatives shall have one vote. All representatives must vote either for or against during procedural voting. The rules shall apply to each committee of the European Union. The Committee Directors may use their discretion in order to pass the procedural matters when deemed necessary. This discretion is subject to appeal unless otherwise is mentioned in this Rules of Parliamentary Procedure.

### Rule 11: Roll-Call

At the beginning of each session, the Committee Board shall record the statuses of the members present and determine the required majorities. The roll-call shall be performed in English alphabetical order. Delegates of Member States shall state their statuses as either present or present and voting; the first allowing abstentions and the latter indicating the delegate shall either vote in favor or against in substantive matters. Delegates that have not replied to the roll-call will be treated as absentees, even if they are physically in the Committee, until they send a message paper to the Committee Board stating their status as either present or present and voting. 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. Delegates marked absent may not join the debate or vote until their status is changed by the Committee Board. Delegates, who have not attended more than 2 committee sessions without a substantive excuse, cannot their Certificates of Participation.

### Rule 12: Agenda-Setting

-After the Opening Speech Procedure ends, a *Motion to Set the Agenda* shall be given in the committees. - If there is one agenda item to discuss in a committee, it will be automatically set. - The Secretariat may use its right to set the agenda. This decision is not subject to appeal - The Committee Directors will ask for any Seconds or Objections for this motion. - If there is no objection to this motion, the motion automatically passes and the agenda item shall be set accordingly. -If there is any objection, a speakers' list will be

established for and against the motion. After having heard two speakers against and two speakers in favor of the motion to set the agenda, in which the against speakers have the precedence and one against speaker shall be followed by a for speaker, a *Motion to Close the Debate upon the consideration for the Motion to Set the Agenda* shall be given. Two speakers against the motion shall be entertained for the latter motion. Having heard the speakers, the Committee Directors shall move to procedural vote, which will require a **two-thirds majority**. -If there are no speakers entertained for the consideration of the agenda item, the debate is automatically closed and does not necessitate a voting procedure. -After the debate has been closed, the committee shall vote upon the initial motion and a simple **majority** will be required for the adoption of the agenda item.

## Rule 13: Quorum

- A Council/Parliament session can be opened on the condition that Quorum is reached. In order to establish presence, the Committee Directors, prior to the opening of the meeting, proceed to a *Roll Call* in the course of which he/she calls upon members of the committee in English alphabetical order. -A quorum is necessary to begin session proceedings and the discussions may start once **one-third of the members** (including the participant Committee Directors) are present in the committee. -Substantive voting procedures require the majority of the committee to be present. -A quorum is considered to be in effect, unless it is deemed otherwise by the Secretariat or the Committee Board, or particularly challenged by the participant. -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 (in a case when the Committee Board moves on to a substantive voting procedure when a quorum is not present), or via a message paper sent to the Committee Board.

## Rule 14: Appeal

-Any decision of the Committee Directors, with the exception of those that are explicitly stated as not subject to appeal, may be appealed immediately by a Delegate. The Committee Director may speak briefly in defense of ruling. The appeal shall then be put to a vote. A "Yes" vote indicates the support of the Committee Directors ruling; a "No" vote indicates opposition to that ruling. The decision of the Committee Directors shall stand unless overruled by a **two-thirds majority** of "No" votes from the members present within the committee. -The Committee Directors' decision not to sign a draft document is never subject to Appeal.

## Rule 15: Debate

- One continuously open General Speakers' List shall be established for the purpose of the general debate. This speakers list shall be utilized for all the debates on the topic area, except when superseded by procedural motions, amendments, or the introduction of a draft Document. Speakers may speak generally on the topic area being considered and may address any draft document currently on the floor.

## Rule 16: General Speaker's List

-If not decided upon differently, formal debate rules apply. The Committee Directors shall keep a Speakers' List, which is decided upon a *Motion to Establish a General Speakers' List* on the topic area concerned with exact speaking time determined by the Secretariat. The list determines the order of speeches. This motion is not put to vote.

- The Committee Directors may use their discretion to establish a General Speakers' List without entertaining any *Motion to Establish a General Speakers' List*. -A Delegate may request to have his/her delegation's name added to the General Speakers' List by raising his/her placard. -A Delegate may as well add his/her delegation's name to the General Speaker's List by submitting a written request to the Committee Directors provided that the Delegate is not already on the Speakers' List. -The Speakers' List for the second topic area will not be open until the Committee has proceeded to that topic. -The General Speakers' List on the agenda item may be exhausted when there are no names left on the Speakers' List. In that case, the debate upon the agenda item will be automatically closed and the committee will proceed with the other agenda item. If there is no other agenda item, the meeting is automatically adjourned. - The General Speakers' List on the draft document that has been introduced may be exhausted when there are no names left on the Speakers' List. In that case, the debate upon the draft document will be automatically closed and the Committee will proceed with the voting procedure. -The Speakers' List is continuously open until a *Motion for a Closure of the Debate* has been passed by a **two-thirds majority** vote.

## Rule 17: Speeches

No Representative may address a committee without having previously obtained the permission of the Committee Directors. -An *Opening Speech* shall be delivered by each Representative in the very first session of TEDUMUN'19. - If a Representative addresses

the Committee without permission, exceeds the allowed time for his/her speech, makes irrelevant or offensive statements, or violates the TEDUMUN'19 Rules of Procedure in any other way, the Committee Directors may call him/her to order.

## Rule 18: Yields

- A Delegate is granted the right to speak only during the General Speakers' List on a substantive issue and may do so in one of three ways: to another Delegate, to questions or to Committee Directors. *Yield to Another Delegate*: His/her remaining time of the Delegate may be given to another Delegate with this yield upon his/her consent. *Yield to Point of Information*: Questioners shall be selected by the Committee Directors and limited to one question each. In the case that the Committee Directors believe the question does not pursue the purpose of eliciting information, he/she shall have the right to overrule it. In the case that the remaining time is more than 5 seconds, questions that can be answered by "Yes" or "No" shall not be asked. *Yield to Committee Directors*: Such a yield should be made if the Delegate does not wish to entertain any questions, the Committee Directors shall then move to the next speaker. - A Delegate must declare yields by the conclusion of his/her speech in case there is any remaining time. During yielding procedure of "Point of Information directed to a delegate", the right to "Follow-up" is not in order. This rule shall not be applied during the procedure of "Point of Information directed to the Committee Board" and this right is limited to only one follow-up.

## Rule 19: Right of Reply

- A Delegate whose personal or national integrity has been breached by another Delegate may request a *Right of Reply* in written format, which shall include the delegation's name that made the breach and the exact statement that is the reason for breach. - The Committee Directors' decision whether to grant the right of reply is not subject to appeal. - A "Right of Reply" to a right of reply is not in order.

## Rule 20: Tour de Table

- A device known as a *Tour de Table* may be conducted either at the discretion of the Committee Directors or via a *Motion for Tour de Table* by specifying the exact sub-topic of the related agenda item. If it is conducted via a motion, the motion is not debatable and requires simple majority to pass. Also, the Committee Board may overrule such motion and

this decision is not appealable. The Committee Directors may ask each representative, in the English alphabetical order, in turn to give a short summary of their thinking on the matter under discussion, thus ensuring that every representative is able to outline its position, and allowing the Committee Directors to determine whether a compromise is possible. Delegates possess the right to say “Pass” in this procedure if they do not wish to make a speech. Individual speaking time is determined by the Committee Board and cannot exceed the general speaking time.

## C- Rules Governing Points and Motions

### Rule 21: Parliamentary Points

- No interruption is acceptable in the duration of a speech by a point except *Point of Personal Privilege due to Inaudibility*. *Point of Order* may also interrupt the speaker only if the speaker exceeds the time limit and the Committee Directors do not interrupt. It is allowed to raise a point when the floor is open or when the speaker yields the floor to *Points of Information*.

**Point of Personal Privilege:** A Delegate may at any time introduce a *Point of Personal Privilege* in order to remove a personal discomfort, which impairs his/her ability to participate in the proceedings. The Committee Directors may rule out a *Point of Personal Privilege*. The decision of the Committee Directors is not subject to appeal. **Point of Order:** A Delegate may at any time, except during the execution of another *Point of Order* introduce a *Point of Order* to complain about improper parliamentary procedure. The Representative shall rise when called by the Committee Directors and explain his/her grievance. The Committee Directors may rule out a *Point of Order*. The decision of the Committee Directors is not subject to appeal. **Point of Parliamentary Inquiry:** Such points are points of information directed to Committee Directors concerning TEDUMUN'19 Rules of Parliamentary Procedure. **Point of Information:** Such points may be directed to Committee Directors or to the speaker who has the floor presuming the speaker has consented to yield the remaining time to points of information. A *Point of Information* must be formulated as a question. Series of question will not be in order. *The Point of Information* must be limited to one question.

### Rule 22: Caucusing

-The purpose of the caucus is to facilitate the substantive discussion outside the rules of open debate. -The Delegate must suggest **a time limit** and **a reason** for the caucus, which **shall not** take less than **five minutes** and **shall not** exceed **twenty minutes**. -The caucuses may be extended by a *Motion to Extend the Debate* for the time being **less** than the previous debate time limit. Extensions to extensions are not allowed. -The motion requires a **simple majority** to pass. -The Committee Directors may rule the motion out of order and this decision is not subject to appeal.

## Rule 23: Motion for Moderated Caucus

The purpose of the Moderated Caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Committee Directors will temporarily depart from the Speakers' List and call on Delegates who wish to speak at his/her discretion. - A *Motion for Moderated Caucus* is in order when the floor is open for points and motions. - The Delegate giving the motion must briefly state its **topic** and specify **a time limit** for the moderated caucus, which **shall not** take less than **five minutes** and **shall not** exceed **twenty minutes**. - The Committee Directors may rule the motion out of order and this decision is not subject to appeal. - A Delegate may introduce a *Motion to Extend the Moderated Caucus* if he/she feels that additional time benefits the Committee's work. This motion requires **simple majority to pass**.

## Rule 24: Motion for Unmoderated Caucus

- The motion requires **simple majority to pass**. - The purpose of the Unmoderated Caucus is to suspend the formal debate and facilitate substantive debate thereby suggesting a change from formal to informal debate. -The Delegate giving the motion must briefly state its **purpose** and specify **a time limit** for the unmoderated caucus, which **shall not** take less than **five minutes** and **shall not** exceed **twenty minutes**. -The Committee Directors may suggest a more appropriate caucus length and put it to vote or may rule the Unmoderated Caucus out of order without the possibility of any appeal. The adoption of the motion requires a **simple majority** to pass. -Once the motion has passed, the Committee will depart from the Speakers' List and Delegates will carry an informal discussion on the topic specified in the motion. -A Delegate may introduce a *Motion to Extend the Unmoderated Caucus* if he/she feels that additional time benefits the Committee's work. This motion requires **simple majority to pass**. -The Unmoderated Caucus shall take place within the committee room.

## Rule 25: Motion for the Termination of Caucus

-Termination of Caucus is in order during the Moderated and Unmoderated Caucus unless there is any already entertained speaker for the related motion at that particular moment. The *Motion to Terminate the Caucus* requires **simple majority** to pass. The decision of the committee directors to overrule the motion is not subject to appeal. - The Committee Director **may either** put this motion immediately to vote; \* **or** recognize up to two speakers against the motion. After entertaining the speakers, a *Motion to Close the Debate* will be in order, which requires a **two-thirds majority** to pass. After the debate is closed, a **simple majority** is required to terminate the caucus.

## Rule 26: Motion for Suspension of the Meeting

- Whenever the floor is open, a Delegate may give a *Motion to Suspend the Meeting*, to suspend all Committee functions until next meeting. The Committee Directors may rule such motions out of order; these decisions shall not be subject to appeal. Such motions shall require **simple majority** to pass. - If any Objection is raised, the Committee Directors **do not** possess the right to overrule the objection.

## Rule 27: Motion for Adjournment of the Meeting

-A Delegate may motion for adjournment of the meeting to suspend all committee activities until TEDUMUN'20. The Committee Directors may rule such motions out of order; these decisions shall not be subject to appeal. Such motion shall require **three-quarter majority** to pass.

## Rule 28: Motion for Closure of the Debate

- When the floor is open, a Delegate may give a *Motion to Close the Debate* on the procedural matter under discussion or any single draft document. The Committee Directors may overrule this motion and this decision **is** subject to appeal. - When closure of debate is moved, the Committee Directors may recognize up to **two speakers against** the motion. No speaker in favor of the motion shall be recognized. - Closure of debate requires the support of **two-thirds of the present Delegates**. If the committee is in favor of closure, the

Committee Directors shall declare the closure of the debate, and existing draft document(s) shall be brought to an immediate vote. - A motion to close the debate shall not be in order before the committee has heard **at least two** speeches on the topic/draft document/ amendment.

## Rule 29: Motion for Postponement of the Debate / Table the Debate

- When the floor is open, a Delegate may move for *Postponement of Debate* on the related agenda item, draft document or amendment currently on the floor. - The motion shall be **debatable** to the extent of one speaker in favor and one against. The against speaker has the precedence. After entertaining the speakers, a *Motion to Close the Debate* will be in order, which requires a **two-thirds majority** to pass. After the debate is closed, another **two-thirds majority** is required to postpone the debate. - No debate or action shall be allowed on any draft document or amendment on which debate has been postponed.

## Rule 30: Motion to Resume the Debate

- A *Motion to Resume the Debate* on an agenda item, draft document or a draft substantive amendment on which debate has been postponed will be **debatable** to the extent of one speaker in favor and one against. The against speaker has the precedence. After entertaining the speakers, a *Motion to Close the Debate* will be in order, which requires a **two-thirds majority** to pass. After the debate is closed, a **simple majority** is required to resume the debate.

## D- Rules on Official Documents

### Rule 31: Definitions

*Legislative Act*: Official documents through which the European Commission proposes new legislation to the European Parliament. When adopted by the EP, legislative proposals become part of the EU law. *Presidency Conclusion*: Conclusions are the official documents released after the regular meetings of the European Council. *Council Conclusions*: Conclusions are the official documents released after the regular meetings of the Council configurations (The JHA and The FAC). They are the formal and explicit statements of the parties on the agenda items discussed in the meetings. *Regulations and Directives*:

Regulations and Directives are two primary types of EU law. While *Regulations* are binding legislative acts must be applied in their entirety across the European Union, *Directives* set out general rules and goals to be transferred into national law by each country, as they deem appropriate. *Press Release*: Press releases are written communications addressed to the public via news media and publicize a common stance towards the issue at hand. Press releases are sent from the committee as a whole and may be used to affect public opinion. Press releases are substantive documents; therefore, they require substantive voting. Voting upon press releases does not require a *Motion to Close the Debate* and there can be more than one press release adopted within the same agenda item because press releases are not final documents of a committee. Press releases require **two-thirds majority** to pass. *Communiqué*: Communiqués are essentially press releases from a single delegate or a small group of members in the committee to be introduced after the approval by the Committee Board. Communiqués do not require to be put to vote.

## Rule 32: Working Papers

- Delegates may propose working papers for consideration. Working papers are unofficial documents that aid in the discussion of the substantive matter at hand. - They need not to be written in formal format but require the approval of the Committee Directors in order to be introduced. - Both introduction of working paper and working paper itself shall not be voted upon due to its characteristic of informality.

## Rule 33: Draft Final Documents

- For a Possible Draft Final Document to be submitted to the Committee Board for approval, it shall be signed by **one-fifth** of the committee. Signing a document does not indicate an affirmative vote, but merely consent for a discussion on the document. Consequently, representatives who have signed the document may vote against it. - Composing a Possible Draft Final Document prior to or outside the committee is **strictly prohibited** and such documents will not be approved by the Committee Directors. - All possible draft final documents will be monitored for plagiarism.

## Rule 34: Introduction of a Draft Final Document

- Delegates may move to *introduce an Approved Draft Document* once it has been approved by the Committee Directors and distributed to the committee. Such an introduction shall be procedural in nature and debatable up to two speakers against the motion. After entertaining the speakers, a *Motion to Close the Debate* will be in order, which requires a **two-thirds**

**majority** to pass. After the debate is closed, a **simple majority** is required to introduce a draft final document. - The content of the introduction shall be the reading of only the operative clauses of the draft final document either by the Delegate, who has raised the *Motion to Introduce the Draft Final Document*, or by the Committee Board. This decision belongs to the Committee Board and is **not** appealable. - After the introduction of a draft final document, the draft final document will be given a number by the Committee Board, i.e. Draft Final Document 1.1, and a new General Speakers' List will be established, specifically on the related document. In that case, the previous GSL on the agenda item itself will be automatically counted as postponed.

## Rule 35: Amendments

-Delegates may amend any draft final document, which has been introduced. An amendment must have the approval of the Committee Directors. - Submitting an amendment requires signatures from **one-eighth** of the representatives. For the amendments in the EP, signatures of **at least five Members of the European Parliament** or **at least two political parties' representatives** are required. - Amendments to amendments are out of order; however, an amended part of a draft final document may be further amended after it becomes part of the draft final document. - Pre-ambulatory clauses cannot be amended. - When a *Motion to Introduce the Draft Amendment* has been raised, the Committee Board shall read the amendment before putting it to vote. This motion requires a **simple majority**. After the introduction has passed, the draft amendment is debatable up to two for speakers and two against speakers upon the amendment.

- A *Motion to Close the Debate* will be in order after committee has heard two for speakers and two against upon the draft amendment. The Committee Directors recognize two speakers against the motion to close the debate, and a vote of **two-thirds** is required for closure. - When the debate is closed on the amendment, the committee shall move to an immediate vote. **A simple majority** is required for adoption. Once committee has acted upon amendment, the general debate according to the General Speakers' List on the draft final document shall resume.

## Rule 36: Official Documents

- Voting of substantive matters varies from one committee to another. - For all committees, the delegates shall have the right to vote for, against, or abstain. - The Committee Directors shall be refrained from voting unless they are participant chairs. - For the following, substantive issues shall be decided as: **European Council** shall adopt

*Presidency Conclusion* by **consensus** (When the European Council decides by vote, only the Heads of State or Government may cast vote.). **European Parliament** shall adopt *Amendments* and vote upon the amended *Legislative Proposal* by **simple majority** at the end of each agenda item. **Futuristic European Commission** shall adopt *Legislative Proposal* by **absolute majority** voting. **The Justice and Home Affairs Council** and **The Foreign Affairs Council** shall adopt amendments and vote upon the *Council Conclusion* by **qualified majority** (55% of the member states, representing at least 65% of the EU population, vote in favor). - There can be only one introduced draft final document on the floor at any time. - An official document will remain on the floor until debate on that specific document is postponed or closed or another document on the agenda is passed.

## Rule 37: Motion to Question the Competence

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. This motion needs a **three-quarter majority** to pass and is debatable to the extent of one speaker for and one against. After hearing the speakers, a *Motion to Close the Debate* shall not be entertained. If the motion to question the competence of the Committee passes; the substantive document subject to the questioning shall automatically fail.

## Rule 38: Reordering Final Documents

- Delegates may propose to reorder the order in which final documents are voted on. - A *Motion to Reorder Final Documents* shall be debated to the extent of one for and one against speech. After entertaining the speakers, a *Motion to Close the Debate* will be in order, which requires a **two-thirds majority** to pass. After the debate is closed, a **simple majority** is required to reorder final documents.

## Rule 39: Motion for Reconsideration of Substantive Document

- A *Motion to Reconsider* is in order, when a resolution or a substantive amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal. Committee Directors shall recognize two speakers against the motion. After entertaining the speakers, the motion is directly put to vote without a *Motion to Close the Debate*. A **two-thirds majority** of the members present is required to pass the

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

## Rule 40: Motion to Reform the Final Document

- A *Motion to Reform* is in order, when a final document or a substantive amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal. Committee Directors shall recognize two speakers against the motion. After entertaining the speakers, the motion is directly put to vote without a *Motion to Close the Debate*. A **two-thirds majority** of the members present is required to pass the motion. If the motion for reformation passes, the procedure continues from when the draft final document has been introduced.

## E- Rules Governing Voting Procedures

### Rule 41: Procedural Voting

Procedural voting is in order in all cases except for voting on a resolution or substantive amendment. 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 Committee Board shall take the vote repetitively until the number is met. Note passing is automatically suspended during Procedural Voting. Procedural voting procedures will be exercised through raising placards unless the Committee Directors choose to ease the process via seconds and objections. The procedure in that case shall go as follows: For motions that require simple majority to pass; the Directors shall ask for first seconds and then objections as “*Are there any seconds/objections?*”. Delegates who are in favor of the motion shall say “*Second!*” while those who are against shall say “*Objection!*” accordingly. If there are no seconds raised, the motion shall automatically fail and if there are no objections raised, the motion shall automatically pass without a voting procedure. If there are both, a placard voting is conducted and in the case that there is a tie in the number of for and against votes, the motion fails. For motions that require 2/3 majority to pass; the Directors shall ask for first seconds “*Are there any seconds?*” Delegates who are in favor of the motion shall say “*Second!*” If there are no seconds raised, the motion shall automatically fail. If there are seconds to the motion; the Directors shall then move on to objections. In case no objections

are raised, the Committee Directors shall repeat “*Are there any objections?*” to a total of three times. If the consent of the Committee is thus confirmed; the Committee shall surpass the procedure envisaged in relevant Rules. For motions that require 3/4 majority to pass; the Directors shall ask for first seconds “*Are there any seconds?*” Delegates who are in favor of the motion shall say “*Second!*” If there are no seconds raised, the motion shall automatically fail. If there are seconds to the motion; the Directors shall then move on to objections. In case no objections are raised, the Committee Directors shall repeat “*Are there any objections?*” to a total of three times. If the consent of the Committee is thus confirmed; the Committee shall surpass the procedure envisaged in relevant Rules.

## Rule 42: Substantive Voting

The only substantive voting is on final documents or substantive amendments with each delegate having one vote. Note passing is automatically suspended during Substantive Voting. Each vote may be a ‘*yes*’, ‘*no*’ or ‘*abstain*’ in accordance with Rule 11 unless otherwise is provided in these Rules of Parliamentary Procedure. All matters will be voted upon by placards unless otherwise is provided in these Rules of Parliamentary Procedure. A tie in the number of for and against votes designates a failure for the substantive document that require simple majority. Abstentions shall be added to both for and against votes. Abstentions shall not damage consensus. After the Director 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.

## Rule 43: Roll Call Voting

- Delegates may request a roll call voting for draft documents and substantive amendments. It shall be voiced after debate is closed on any draft document. *Motion for a Roll Call Vote* requires **simple majority** to pass. - In a roll call vote, the Committee Directors will call countries/representatives in English alphabetical order.

- In the first sequence, Delegates may vote “Yes”, “No”, “Abstain” or “Pass”. A Delegate may request the right to explain his or her 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. - A Delegate who passes during the first sequence of the roll call must vote (i.e. may not abstain or pass) during the second sequence. The same Delegate may not request the right to explain his/her vote. - All Delegates who had requested the right of explanation will be granted time to explain their votes. The speaking time will be set at the discretion of the Committee Directors, not to exceed thirty seconds. - The Director can call the Delegate to order, if the

substance of the speech is not pertaining their vote. -The Committee Directors will then announce the outcome of the vote.

## Rule 44: Dividing the Question

- Delegates may raise a *Motion for the Division of the Question* for voting draft document. It shall be voiced after debate is closed on the agenda item. It is not debatable and requires **simple majority** to pass. - The Delegate raising the motion shall indicate how he/she wishes to divide the draft document that is to be voted and group the operative clauses accordingly. - If the motion passes, the draft document shall be voted on segment by segment first, which is procedural voting; and then voted as a whole, which is substantive voting.

## Rule 45: Dividing the House

- Delegates may raise *Motion to Divide the House* for voting draft documents. It shall be voiced after debate is closed on the agenda item. It is not debatable and requires **two-thirds majority** to pass. - If the motion passes, abstentions shall not be in order for the voting procedure upon the draft document.

## Rule 46: Vote by Acclimation

In the Vote by Acclimation procedure, the Committee Directors shall repeat “*Are there any objections?*” to a total of three times. In case no objections are raised, the document will be adopted whereas in case of any objection is raised, the document will fail. This specific procedure is a valid option only for at the discretion of the Committee Directors.

## Rule 47: Precedence

Points and motions shall be given priority in accordance with the following order: Point of Personal Privilege Point of Order Point of Parliamentary Inquiry Point of Information Motion to Adjourn the Meeting Motion to Suspend the Meeting Motion to Close the Debate Motion to Table (Postpone) the Debate Motion to Resume the Debate Motion to Reform the Final Document Motion for Reconsideration Motion to Reorder the

Final Documents Motion to Divide the House Motion to Divide the  
Question Motion to Conduct a Roll Call Voting Motion for Vote by  
Acclimation Motion to Introduce a Draft Final Document Motion to  
Introduce an Amendment Motion to Question the Competence Motion to  
Extend the Previous Caucus Motion for Unmoderated Caucus Motion for  
Tour de Table Motion for Moderated Caucus