

ALSTER MODEL UNITED NATIONS

RULES OF PROCEDURE



2017

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1 . General Rules

1.1 Forums

1.1.1 The committees of the General Assembly (GA) are the following

- 1.1.1.1 1st Committee (Disarmament and International Security)
- 1.1.1.2 2nd Committee (Economic and Financial)
- 1.1.1.3 3rd Committee (Social, Humanitarian & Cultural)
- 1.1.1.4 4th Committee (Special Politics and Decolonization)
- 1.1.1.5 6th Committee (Legal)

1.2 Implementation

- 1.2.1 All participants of Alster Model United Nations shall obey these Rules of Procedure,
- 1.2.2 By registering for an AMUN session, every delegate agrees to obey these Rules of Procedure,
- 1.2.3 The Secretary Generals and/or the student officers will take appropriate measures if these Rules of Procedure are neglected.

1.3 Official Language

- 1.3.1 The official language of AMUN is English.

1.4 Time Freeze

- 1.4.1 It is not in order to refer to any political decisions or events that happened 10 or less days before the opening of the conference.

1.5 Dress Code

- 1.5.1 Participants should be formally dressed,
- 1.5.2 Jeans are not in order,
- 1.5.3 Shirts must have appropriate necklines,
- 1.5.4 Appropriate colours are a requirement, flashy and mismatched colours, as well as inappropriate prints are not in order,
- 1.5.5 Formal footwear is required, all kinds of trainers, sandals and open-toed footwear is not in order,
- 1.5.6 Skirts and dresses are not allowed to be shorter than one palm above the knee,
- 1.5.7 Female participants should wear a trouser suit or a blazer (with at least one button) and a skirt or dress,
- 1.5.8 Male participants should wear suits and neckties,
- 1.5.9 Transgender participants are allowed to choose between either the female or the male dress code.
- 1.5.10 The dress code can be altered in an agreement with the secretariat

1.6 Preliminary Agenda

- 1.6.1 The Issues on the Agenda shall be published by the Secretary Generals three months before the opening of the conference.

1.7 Student Officers

- 1.7.1 The term *Student Officer* refers to any person who is in a presiding position in any forum at the conference,
- 1.7.2 Every forum shall have at least two Student Officers in a presiding position,
- 1.7.3 The only instance higher than the Student Officers are the Secretary Generals.

1.8 Identification

- 1.8.1 All participants of Alster Model United Nations shall at all times during the conference visibly wear their official identification badge,

- 1.8.2 A loss of the badge must immediately be reported to the Secretariat,
- 1.8.3 Every participant is requested to always carry a valid identity document in order to identify themselves,
- 1.8.4 Participants will be supplied with placards, these placards shall not leave the forum.
- 1.9 Behaviour**
 - 1.9.1 All participants shall show good etiquette and act with common sense and decency under any given circumstance throughout the whole duration of the conference.
- 1.10 General formalities of speech**
 - 1.10.1 All delegates shall refer to themselves in third person singular and to their delegation in third person singular or first person plural,
 - 1.10.2 All members of the forum are to be addressed in third person singular,
 - 1.10.3 When raising a point or motion, the delegates shall always rise and remain standing until an answer has been received,
 - 1.10.4 There will be no dialogue on the floor,
 - 1.10.5 While standing the male participants shall close the top button of their jackets.
- 1.11 Ambassadors**
 - 1.11.1 Each delegation shall have an ambassador,
 - 1.11.2 An ambassador is responsible for the statements issued by any member of the delegation during session,
 - 1.11.3 An ambassador may be called into any forum to deliver a short speech relevant to her or his nation. This request can be refused if the ambassador is not in a situation in which she or he can leave her or his forum. In this case the ambassador must appoint another delegate from her or his delegation, who will be able to defend their delegation's position on a topic,
 - 1.11.4 The ambassador must deliver an Opening Speech on their represented country's opinion during the Opening Ceremony, this speech may not exceed one minute.
- 1.12 Research Reports**
 - 1.12.1 The student officers of each committee shall provide a research report on the issues that will be discussed in the committee,
 - 1.12.2 The research reports shall be published at least two month before the opening of the conference.
- 1.13 Position Papers**
 - 1.13.1 Each delegate is expected to write a position paper on the issues of their committee. The position paper should not be shorter than one page,
 - 1.13.2 the Position Paper shall be send to the student officer of the committee at least two weeks before the opening of the conference.
- 1.14 Amendment Paper**
 - 1.14.1 Delegates must use one Amendment Paper per Amendment,
 - 1.14.2 The Amendment Paper must clearly state whether the delegate wants to add, change or strike out an Operative Clause,
 - 1.14.3 The delegates must write their nation's name on the Amendment Paper.
- 1.15 Notepapers**
 - 1.15.1 Delegates can communicate through notepapers during session,
 - 1.15.2 Notepaper passing is suspended during voting procedures,
 - 1.15.3 Passed notepaper will be screened by the Administrative Staff,

- 1.15.4 Delegates are not allowed to send notepaper out of their respective forum, the only exceptions are their MUN-Directors and their delegation,
- 1.15.5 Notepaper has to be written in the official language of the conference,
- 1.15.6 Any notepaper sent to or from the Secretary General, Conference Manager or their respective deputies are to be considered confidential, and may not be screened by Administrative Staff.

2 . Executive Staff

2.1 The Secretary General

- 2.1.1 The Secretary General is the conference's highest authority regarding any decision upon the interpretation of these Rules of Procedure,
- 2.1.2 She or he may allow the Deputy Secretary General to act upon her or his behalf,
- 2.1.3 She or he will deliver a speech during both the Opening and the Closing Ceremonies,
- 2.1.4 During the conference, the Secretary General is to be addressed with either “Your Excellency” or “Most Distinguished Mme. /Mr. Secretary General”,
- 2.1.5 The Secretary General may answer any questions in a forum by delivering a speech or a written statement.,
- 2.1.6 All participants are to answer to the Secretary General.,
- 2.1.7 All official AMUN Executive Staff, with the exception of the Conference Manager are to answer the Secretary General.

2.2 The Conference Manager

- 2.2.1 The Conference Manager is the conference's highest authority regarding any decision upon the organization of the conference.
- 2.2.2 She or he may allow his Deputy to act on his behalf.
- 2.2.3 She or he will give a speech during both the Opening and the Closing Ceremonies.
- 2.2.4 All participants are to answer to the Secretary General.
- 2.2.5 All official AMUN Executive Staff, with the exception of the Secretary General are to answer the Conference Manager.

2.3 Additional Staff

- 2.3.1 The Additional Staff is concerned with assisting the forum in session with Voting Procedures, passing Notepaper and Amendment Paper, printing, beverages and food.
- 2.3.2 It is supposed to perform all tasks requested by the Student Officers or members of the Executive Staff that are relevant to the conference.
- 2.3.3 Every forum shall be supplied with at least two members of the Additional Staff.
- 2.3.4 The General Assembly shall be supplied with at least six members of the Additional Staff.

3 . Formal Debate

3.1 Structure

- 3.1.1 To start formal debate, the Student Officer sets reading time and the debating time in favour and against the issue of discussion.

3.2 The Student Officers' Responsibilities are

- 3.2.1 To lead the debate,
- 3.2.2 to declare the session as opened and closed,
- 3.2.3 to decide upon the right to speak,

- 3.2.4 to control the proceedings of the debate in their forum,
 - 3.2.5 to decide upon any doubtful interpretation of these Rules of Procedures,
 - 3.2.6 to be able to explain her or his decisions by referring to these Rules of Procedures,
 - 3.2.7 To ask the Secretary General in any case of uncertainty.
- 3.3 Quorum**
- 3.3.1 The Session in a forum can only be opened when more than half of the forum's delegates are present.
- 3.4 Roll Call**
- 3.4.1 At the beginning of each session, the presiding Student Officer will conduct a Roll Call in order to ensure the presence of a Quorum.
- 3.5 The Submitter of a Resolution**
- 3.5.1 The delegation proposing a Draft Resolution is called the Main-Submitter of the Resolution,
 - 3.5.2 Nations signing the resolution are referred to as Co-Submitter,
 - 3.5.3 A Draft Resolution needs to be co-submitted by at least 25% of the respective forum to be officially proposed,
 - 3.5.4 A nation can co-submit a resolution regardless of their opinion on the resolution; co-submitting only means wishing to debate the issue.
 - 3.5.5 The Main-Submitter of a resolution will read out the Operative Clauses of his draft resolution before Debating Time starts and she or he will give a speech in favour of it,
 - 3.5.6 The Student Officer may ask the Co-Submitters to voice their opinions on the Draft Resolution they co-submitted,
 - 3.5.7 In case the resolution passes in the committee and is to be debated in the General Assembly, the Student Officer will read out the Operative Clauses and the Main-Submitter will deliver a speech in favour of it before Debating Time begins.
- 3.6 Taking the Floor**
- 3.6.1 Delegates must raise their placards high to show that they wish to take the floor.
 - 3.6.2 They may only do so after the Student Officer has asked the house if anybody wishes to take the floor.
 - 3.6.3 If the Student Officer gives the permission, the delegate may approach the floor.
 - 3.6.4 Before beginning the speech, the delegate must address the House.
 - 3.6.5 After having delivered a speech, the delegate may be open to Points of Information.
 - 3.6.6 If this is not the case, the floor is to be yielded to the Student Officer.
 - 3.6.7 A delegate may make a request to yield the floor to other delegates while keeping the order of the debate, consecutive yielding is not in order.
- 3.7 Moderated Caucus**
- 3.7.1 Moderated Caucus, is an informal caucus moderated by the student officer.
- 3.8 Unmoderated Caucus**

- 3.8.1 Unmoderated Caucus, also referred to as Lobbying Time, is an informal caucus which enables delegates to integrate Draft Resolutions to a final proposal for the forum without debating rules enforced.

4 . Points and Motions

4.1 General Rules for Points and Motions

- 4.1.1 Points and Motions are not entertained when there is a speaker on the floor unless stated differently,
- 4.1.2 To Second a Motion, delegates are to raise their Nation's Placard after the Motion has been raised, and clearly state the term “Seconded”,
- 4.1.3 When votes on Motions are held, abstentions are not in order;
- 4.1.4 The presiding Student Officer of the respective forum is allowed to overrule Points that are irrelevant or incorrect.

4.2 Point of Order

- 4.2.1 May only be used to focus attention to a case of improper use of Parliamentary Procedures,
- 4.2.2 The Student Officer of the respective forum is to immediately decide upon a Point of Order, with the aid of these Rules of Procedure,
- 4.2.3 Should there be any further doubt, the Secretaries General will be called,
- 4.2.4 A Point of Order may only interrupt a speaker delivering a statement, in such case the statement does not follow the Parliamentary Procedure.

4.3 Point of Personal Privilege

- 4.3.1 May be used to express any personal discomfort which decreases the delegate's ability to participate in the proceedings of the debate. This Point is raised to request that the cause of such discomfort may be corrected,
- 4.3.2 A “Point of Personal Privilege due to Inaudibility” may interrupt a speaker on the floor.

4.4 Point of Information

- 4.4.1 Enables the delegate raising the Point to address the current speaker on the floor regarding their latest speech in the form of a question,
- 4.4.2 The presiding Student Officer will grant such a Point or Points guided by the permission of the delegate.

4.5 Point of Information to the Chair/President

- 4.5.1 Enables the delegate to ask the Student Officer a question which is not in regards to the Rules of Procedure.

4.6 Point of Parliamentary Enquiry

- 4.6.1 Enables a Delegate to ask the Student Officer a question regarding any part of these Rules of Procedure.

4.7 Motion to Follow up

- 4.7.1 Can be raised by a delegate that wishes to follow up on a previous Point of Information,
- 4.7.2 This Motion can be overruled by the presiding Student Officers of the respective forum.

4.8 Motion to Make an Amendment

- 4.8.1 Is made when wishing to make an Amendment,

- 4.8.2 Delegates have to send an Amendment Paper to the presiding Student Officers of their respective forum before submitting this Motion,
 - 4.8.3 This Motion is only allowed in *Time Against the Resolution* and *Open Debate*,
 - 4.8.4 This Motion can be overruled by the presiding Student Officers of the respective forum.
- 4.9 Motion to Make a Friendly Amendment**
- 4.9.1 Is made when wishing to make a Friendly Amendment,
 - 4.9.2 A Friendly Amendment is not allowed to change the content of a proposed Draft Resolution, but is simply to correct mistakes in grammar, spelling or any other non-substantial/formal matters to the resolution,
 - 4.9.3 The Student Officer will, after the Amendment has been proposed, ask the Main Submitter of the Draft Resolution if she or he agrees to the changes. Should this be the case, the Friendly Amendment is automatically passed.
- 4.10 Motion for a Right of Reply**
- 4.10.1 Can be used by a delegate to complain and ask for an apology because of a potentially offending or insulting statement, diction or behaviour,
 - 4.10.2 The presiding Student Officer is to decide if this is appropriate.
- 4.11 Motion to Explain the Vote**
- 4.11.1 Can be raised towards a delegate who took the floor during debate to explain their vote,
 - 4.11.2 This Motion can only be raised after voting procedures have been completed,
 - 4.11.3 This Motion can be overruled by the presiding Student Officers of the respective forum.
- 4.12 Motion to Suspend the Meeting**
- 4.12.1 Can be raised to interrupt the debate for a limited amount of time due to an unusual reason that has to be named,
 - 4.12.2 If this Motion will be entertained the amount of time has to be decided upon by the presiding Student Officer of the respective forum.
- 4.13 Motion to Move into Time Against of the Resolution/Amendment**
- 4.13.1 Terminates the *Time in Favour of a Resolution/Amendment* and leads into *Time Against*,
 - 4.13.2 This Motion can only be entertained in *Time in Favour*,
 - 4.13.3 This Motion has to be seconded at least twice,
 - 4.13.4 This Motion can be overruled by the presiding Student Officer and
 - 4.13.5 objected by individual delegates,
 - 4.13.6 If this Motion has been objected, the delegate who objected can take the floor and speak in favour of the Resolution.
- 4.14 Motion to Move into Voting Procedure on the Resolution/Amendment**
- 4.14.1 Terminates Debating Time on a Resolution or Amendment and leads into Voting Procedure,
 - 4.14.2 This Motion can only be entertained in *Time Against* or *Open Debate*,
 - 4.14.3 This Motion has to be seconded at least twice,
 - 4.14.4 This Motion can be overruled by the chair and objected by individual delegates,

- 4.14.5 If this Motion has been objected, the delegate who objected can take the floor.
- 4.15 Motion to Table the Amendment**
 - 4.15.1 Terminates Debating Time on a Amendment,
 - 4.15.2 There will be no vote on the Amendment,
 - 4.15.3 The Forum will therefore move on to the next topic on the Agenda,
 - 4.15.4 This Motion has to be seconded at least twice,
 - 4.15.5 This Motion can be overruled by the chair and objected by individual delegates,
 - 4.15.6 If this Motion has been objected, the delegate who objected can take the floor.
- 4.16 Motion to Adopt the Resolution/Amendment by Acclamation**
 - 4.16.1 Leads to a Resolution/Amendment being passed without any vote,
 - 4.16.2 This Motion has to be seconded at least twice,
 - 4.16.3 This Motion can be overruled by the student officers and objected by individual delegates,
 - 4.16.4 If this Motion has been objected, the delegate who objected can take the floor,
 - 4.16.5 2.16.5 If this Motion has been objected once, it cannot be entertained again.
- 4.17 Motion to Extend/Limit Debating Time**
 - 4.17.1 Enables individual delegates to increase/decrease the time set for the discussion of a Resolution/Amendment,
 - 4.17.2 If this Motion will be entertained and the amount of time has to be decided upon by the presiding Student Officer of the respective forum.
- 4.18 Motion to Move into Open Debate**
 - 4.18.1 Enables the delegates to move into a time where they can either speak in favour or against the Resolution/Amendment,
 - 4.18.2 This Motion can only be entertained in *Time Against*,
 - 4.18.3 This Motion has to be seconded at least twice,
 - 4.18.4 This Motion can be overruled by the Chair and objected by individual delegates,
 - 4.18.5 If this Motion has been objected, the delegate who objected must take the floor and speak against the Resolution.
- 4.19 Motion to Declare an Important Question**
 - 4.19.1 Enables the delegates to declare the Draft Resolution a matter of international peace and security, therefore of such importance that the forum has to vote for it with a two-thirds majority in order for it to pass,
 - 4.19.2 The forum decides upon this Motion by Simple Majority.
- 4.20 Motion to Divide the House**
 - 4.20.1 Is used when Voting Procedure upon a Resolution has led to a particularly close result,
 - 4.20.2 Leads to a Roll Call Vote with abstentions being suspended,
 - 4.20.3 Can only be raised immediately after Voting Procedures have been completed,
 - 4.20.4 The Student Officer immediately decides upon this Motion.
- 4.21 Motion to Appeal against the Decision of the Chair/President**

- 4.21.1 Is used when the forum doubts the decision made by the Student Officer,
 - 4.21.2 The forum has to decide upon this Motion by two-thirds majority,
 - 4.21.3 This Motion cannot be overruled by the Student Officer,
 - 4.21.4 The Deputy Student Officer conducts these Voting Procedures and is the Presiding Chair during the clarification of this conflict,
 - 4.21.5 In case that the forum is not able to come to a solution, the Secretary General has the final decision in settling this conflict,
 - 4.21.6 The Secretary General must be informed about such an incident in any case.
- 4.22 **Motion to move into Moderated/Unmoderated Caucus**
- 4.22.1 Enables delegates to move into Moderated/Unmoderated Caucus,
 - 4.22.2 This Motion can be overruled by the Student Officer.
 - 4.22.3 If this Motion will be entertained the amount of time has to be decided upon by the presiding Student Officer of the respective forum.

5 . Amendments

- 5.1 Any Amendment must be send to the Student Officers on an official Amendment Sheet through the Additional Staff.
- 5.2 All Amendments have to follow:
 - 5.2.1 The United Nations Charter,
 - 5.2.2 The Universal Declaration of Human Rights,
 - 5.2.3 International law,
- 5.3 Amendments are discussed following the same rules as Draft Resolutions.
- 5.4 Amendments are to be voted upon and will be passed with a Simple Majority.
 - 5.4.1 Abstentions are not in order.
- 5.5 An Amendment may only be amended once.
- 5.6 If an Amendment to the Second Degree passes by voting, the initial Amendment is passed as well,
- 5.7 If an Amendment to the Second Degree passes by acclamation, the committee will move back into time against of the initial Amendment.

6 . Voting Procedures

- 6.1 During Voting Procedures Notepaper Passing, Points and Motions are suspended, except for the Point of Personal Privilege due to Inaudibility.
- 6.2 During Voting Procedures, the Additional Staff shall take their voting Position,
- 6.3 Every member nation of the forum has one vote.
- 6.4 A delegate may vote in favour, against or abstain from the vote.
- 6.5 If the delegate is not present during Voting Procedures, her or his nation is abstaining.
- 6.6 Voting rights cannot be transferred to any other delegate.
- 6.7 Non-Governmental Organisations (NGOs), Inter-Governmental Organisations (IGOs) and Observer States are not allowed to vote upon a Resolution. They do, however, have the right to vote upon Amendments and Motions.
- 6.8 Every Draft Resolution needs a simple majority to pass unless it has been declared an Important Question.

6.9 Roll Call Vote

- 6.9.1 In case that a Motion to Divide the House has been entertained, the presiding Student Officer will call upon each nation in alphabetical order, similar to a Roll Call; the delegate will answer whether she or he is against or in favour.
- 6.9.2 Abstentions are not in order.

7. General Assembly

- 7.1 The General Assembly will take place at the end of the conference.
- 7.2 It consists of all committees represented at the conference.
- 7.3 Each forum chooses one resolution which passed to be discussed further in the General Assembly.
- 7.4 Each member state represented in the General Assembly shall have one vote.
- 7.5 Each member state present at the conference shall be represented in the General Assembly with at least one delegate.

8. Approval Panel/ Formal Clearing Office

- 8.1 A Resolution needs to go through the Approval Panel and the Formal Clearing Office in order to be approved and later discussed in its respective forum.
- 8.2 The Approval Panel consists of the MUN-Directors of the schools present.
- 8.3 It is granted the power to check the content of resolutions regarding:
 - 8.3.1 Incorrect language and grammar,
 - 8.3.2 Incorrect structure and format.
- 8.4 The Approval Panel is not able to reject a Resolution, solely the Secretaries General may do this.
- 8.5 Any changes proposed by the Approval Panel must be considered by the Main-Submitter of the Resolution although she or he has the final authority as to what he or he wishes to submit.
- 8.6 Once the Draft Resolution has been corrected by the Approval Panel and the Formal Clearing Office, it needs a stamp of approval by both instances in order to be passed on to the Student Officers.