

ALSTER MODEL UNITED NATIONS

RULES OF PROCEDURE

Version 3



Table of contents

1. Implementation

2. General Rules

2.1 Forums

2.2 Official Language

2.3 Time Freeze

2.4 Dress Code

2.5 Preliminary Agenda

2.6 Student Officers

2.7 Identification

2.8 Behaviour

2.9 General formalities of speeches

2.10 Ambassadors

2.11 Research Reports

2.12 Position Papers

2.13 Amendment Paper

2.14 Notepapers

3. Executive Staff

3.1 The Secretaries General

3.2 The Conference Managers

3.3 Additional Staff

4. Formal debate

4.1 Structure

4.2 The Student Officers' Responsibilities

4.3 Quorum

4.4 Roll Call

4.5 The Submitter of a Resolution

4.6 Taking the Floor

4.7 Moderated Caucus

4.8 Unmoderated Caucus

5. Points and Motions

5.1 General Rules for Points and Motions

5.2 Point of Order

5.3 Point of Personal Privilege

5.4 Point of Information

[5.5 Point of Information to the Chair/President](#)

[5.6 Point of Parliamentary Enquiry](#)

[5.7 Motion to Follow up](#)

[5.8 Motion to Make an Amendment](#)

[5.9 Motion to Make a Friendly Amendment](#)

[5.10 Motion for a Right of Reply](#)

[5.11 Motion to Explain the Vote](#)

[5.12 Motion to Suspend the Meeting](#)

[5.13 Motion to Move into Time Against of the Resolution/Amendment](#)

[5.14 Motion to Move into Voting Procedure on the Resolution/Amendment](#)

[5.15 Motion to Table the Amendment](#)

[5.16 Motion to Adopt the Resolution/Amendment by Acclamation](#)

[5.17 Motion to Extend/Limit Debating Time](#)

[5.18 Motion to Move into Open Debate](#)

[5.19 Motion to Declare an Important Question](#)

[5.20 Motion to Divide the House](#)

[5.21 Motion to Appeal against the Decision of the Chair/President](#)

[5.22 Motion to move into Moderated/Unmoderated Caucus](#)

[5.23 Motion to request a P5 caucus](#)

[6. Amendments](#)

[7. Voting Procedures](#)

[7.9 Roll Call Vote](#)

[8. General Assembly](#)

[9. Rules only applying to the Security Council](#)

[9.1 Additional Debating Procedures](#)

[10. Approval Panel/ Formal Clearing Office](#)

1. Implementation

- 1.1 All participants of Alster Model United Nations shall obey these Rules of Procedure,
- 1.2 By registering for an AMUN session, every Delegate agrees to obey these Rules of Procedure,
- 1.3 The Secretaries General and/or the Student Officers will take appropriate measures if these Rules of Procedure are neglected.

2. General Rules

2.1 Forums

- 2.1.1 The committees of the General Assembly (GA) are the following
 - 2.1.1.1 1st Committee (Disarmament and International Security)
 - 2.1.1.2 2nd Committee (Economic and Financial)
 - 2.1.1.3 3rd Committee (Social, Humanitarian & Cultural)
 - 2.1.1.4 4th Committee (Special Politics and Decolonization)
 - 2.1.1.5 6th Committee (Legal)
- 2.1.2 The Security Council (SC)

2.2 Official Language

The official language of AMUN is English.

2.3 Time Freeze

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

2.4 Dress Code

Participants shall at least wear one-coloured trousers and shirts/blouses with long sleeves. Dresses, trouser suits or suits are very welcome. Sportswear of any kind is not in order.

2.5 Preliminary Agenda

- struck -

2.6 Student Officers

- 2.6.1 The term Student Officer refers to any person who is in a presiding position in any forum at the conference,
- 2.6.2 Every forum shall have at least two Student Officers in a presiding position,

2.6.3 The only instance higher than the Student Officers are the Secretaries Generals.

2.7 Identification

2.7.1 During the conference, all participants of Alster Model United Nations shall visibly wear their official identification badge,

2.7.2 A loss of the badge must immediately be reported to the Secretariat,

2.7.3 Every participant is requested to always carry a valid identity document in order to identify themselves,

2.7.4 Participants will be supplied with placards, these placards shall not leave the forum.

2.8 Behaviour

All participants shall show good etiquette and act with common sense and decency under any given circumstance throughout the whole duration of the conference.

2.9 General formalities of speeches

2.9.1 All Delegates shall refer to themselves in third person singular and to their delegation in third person singular or first person plural,

2.9.2 All members of the forum are to be addressed in third person singular,

2.9.3 When raising a point or motion, the Delegates shall always rise and remain standing until an answer has been received,

2.9.4 There will be no dialogue on the floor,

2.9.5 While standing, each participant carrying one shall wear their jacket/blazer and close the top button of it.

2.10 Ambassadors

- struck -

2.11 Research Reports

- struck -

2.12 Opening statements

Each Delegate is expected to deliver an opening statement on their respective country's stances regarding the issue at hand at the beginning of the debate.

2.13 Amendment Paper

2.13.1 Delegates must use one Amendment Paper per Amendment,

2.13.2 The Amendment Paper must clearly state whether the Delegate wants to add, change or strike out an Operative Clause,

2.13.3 The Delegates must write their nation's name on the Amendment Paper.

2.14 Notepapers

2.14.1 Delegates can communicate through Notepapers during session,

2.14.2 Notepaper passing is suspended during voting procedures,

2.14.3 - struck -

2.14.4 Delegates are not allowed to send Notepaper out of their respective forum, the only exceptions are their MUN-Directors and their delegation,

2.14.5 Notepaper has to be written in the official language of the conference,

2.14.6 Any Notepaper sent to or from the Executive Team are to be considered confidential, and may not be screened by Additional Staff.

3. Executive Staff

3.1 The Secretaries General

3.1.1 The Secretaries General are the conference's highest authority regarding any decision upon the interpretation of these Rules of Procedure,

3.1.2 [~~struck~~] ~~She or he may allow the Deputy Secretary General to act upon her or his behalf,~~

3.1.3 They will deliver a speech during both the Opening and the Closing Ceremonies,

3.1.4 During the conference, one Secretary General is to be addressed with either "Your Excellency" or "Most Distinguished Mme. /Mr. Secretary General",

3.1.5 The Secretaries General may answer any questions in a forum by delivering a speech or a written statement,

3.1.6 All participants are to answer to the Secretaries General,

3.1.7 All official AMUN Executive Staff, with the exception of the Conference Managers are to answer the Secretaries General.

3.2 - struck -

3.3 - struck -

4. Formal debate

4.1 Structure

The formal debate consists of a) reading time, b) open debate and c) the voting procedure. To start formal debate, the Student Officer sets reading time and the debating time in favour and against the issue of discussion.

4.2 The Student Officers' Responsibilities

- 4.2.1 Leading the debate, controlling the proceedings and deciding upon the right to speak in their respective forum,
- 4.2.2 Declaring the session as opened and closed,
- 4.2.3 Deciding upon any doubtful interpretation of these Rules of Procedures,
- 4.2.4 Asking the Secretary General in any case of uncertainty.

4.3 Quorum

The Session in a forum can only be opened when more than half of the forum's Delegates are present.

4.4 Roll Call

At the beginning of each session, the presiding Student Officer will conduct a Roll Call in order to ensure the presence of a Quorum.

4.5 The Submitter of a Resolution

- 4.5.1 The Delegation proposing a Draft Resolution is called the Main-Submitter of the Resolution,
- 4.5.2 Nations signing the resolution are referred to as Co-Submitter,
- 4.5.3 A Draft Resolution needs to be co-submitted by at least five countries represented in the respective forum to be officially proposed,
- 4.5.4 A nation can co-submit a resolution regardless of their opinion on the resolution; co-submitting only means wishing to debate the issue,
- 4.5.5 The Main-Submitter of a resolution will read out the Operative Clauses of their draft resolution before Debating Time starts and she or he will give a speech in favour of it,
- 4.5.6 The Student Officer may ask the Co-Submitters to voice their opinions on the Draft Resolution they co-submitted,
- 4.5.7 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.

4.6 Taking the Floor

- 4.6.1 Delegates must raise their placards high to show that they wish to take the floor,
- 4.6.2 They may only do so after the Student Officer has asked the house if anybody wishes to take the floor,
- 4.6.3 If the Student Officer gives the permission, the Delegate may approach the floor,

4.6.4 Before beginning the speech, the Delegate must address the whole House by their titles,

4.6.5 After having delivered a speech, the Delegate may be open to Points of Information,

4.6.6 If this is not the case, the floor is to be yielded to the Student Officer,

4.6.7 A Delegate may make a request to yield the floor to other Delegates while keeping the order of the debate, consecutive yielding may be overruled or generally banned by the presiding Student Officer.

4.7 Moderated Caucus

- struck -

4.8 Unmoderated Caucus

- struck -

5. Points and Motions

5.1 General Rules for Points and Motions

5.1.1 Points and Motions are not entertained when there is a speaker on the floor unless stated differently,

5.1.2 To Second a Motion, Delegates are to raise their Nation's Placard after the Motion has been raised, and clearly state the term "Seconded",

5.1.3 When votes on Motions are held, abstentions are not in order,

5.1.4 The presiding Student Officer of the respective forum is allowed to overrule Points that are irrelevant or incorrect.

5.2 Point of Order

5.2.1 May only be used to focus attention to a case of improper use of Parliamentary Procedures,

5.2.2 The Student Officer of the respective forum is to immediately decide upon a Point of Order, with the aid of these Rules of Procedure,

5.2.3 Should there be any further doubt, the Secretaries General will be called,

5.2.4 A Point of Order may only interrupt a speaker delivering a statement, if the statement does not follow the Parliamentary Procedure.

5.3 Point of Personal Privilege

5.3.1 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,

5.3.2 A "Point of Personal Privilege due to Inaudibility" may interrupt a speaker on the floor.

5.4 Point of Information

5.4.1 Enables the Delegate raising the Point to address the current speaker on the floor regarding their latest speech in the form of a question,

5.4.2 The presiding Student Officer will grant such a Point or Points guided by the permission of the Delegate.

5.5 Point of Information to the Chair/President

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

5.6 Point of Parliamentary Enquiry

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

5.7 Motion to Follow up

5.7.1 Can be raised by a Delegate that wishes to follow up on a previous Point of Information,

5.7.2 This Motion can be overruled by the presiding Student Officers of the respective forum.

5.8 Motion to Make an Amendment

5.8.1 Is made when wishing to make an Amendment,

5.8.2 Delegates have to send an Amendment Paper to the presiding Student Officers of their respective forum before submitting this Motion,

5.8.3 This Motion is only allowed in Time Against the Resolution and Open Debate,

5.8.4 This Motion can be overruled by the presiding Student Officers of the respective forum.

5.9 Motion to Make a Friendly Amendment

5.9.1 Is made when wishing to make a Friendly Amendment,

5.9.2 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,

5.9.3 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.

5.10 Motion for a Right of Reply

5.10.1 Can be used by a Delegate to complain and ask for an apology because of a potentially offending or insulting statement, diction or behaviour,

5.10.2 The presiding Student Officer is to decide if this is appropriate.

5.11 Motion to Explain the Vote

5.11.1 Can be raised towards a Delegate who took the floor during debate to explain their vote,

5.11.2 This Motion can only be raised after voting procedures have been completed,

5.11.3 This Motion can be overruled by the presiding Student Officers of the respective forum.

5.12 Motion to Suspend the Meeting

5.12.1 Can be raised to interrupt the debate for a limited amount of time due to an unusual reason that has to be named,

5.12.2 If this Motion has been seconded and will be entertained by the presiding Student Officer the amount of time has to be decided upon by the presiding Student Officer of the respective forum.

5.13 Motion to Move into Time Against of the Resolution/Amendment

5.13.1 Terminates the Time in Favour of a Resolution/Amendment and leads into Time Against,

5.13.2 This Motion can only be entertained in Time in Favour,

5.13.3 This Motion has to be seconded at least twice,

5.13.4 This Motion can be overruled by the presiding Student Officer and objected by individual Delegates,

5.13.5 If this Motion has been objected, the Delegate who objected must take the floor and speak in favour of the Resolution.

5.14 Motion to Move into Voting Procedure on the Resolution/Amendment

5.14.1 Terminates Debating Time on a Resolution or Amendment and leads into Voting Procedure,

5.14.2 This Motion can only be entertained in Time Against or Open Debate,

5.14.3 This Motion has to be seconded at least twice,

5.14.4 This Motion can be overruled by the chair and objected by individual Delegates,

5.14.5 If this Motion has been objected, the Delegate who objected must take the floor.

5.15 Motion to Table the Amendment

- 5.15.1 Terminates Debating Time on a Amendment,
- 5.15.2 There will be no vote on the Amendment,
- 5.15.3 The Forum will therefore move onto the next issue on the Agenda,
- 5.15.4 This Motion has to be seconded at least twice,
- 5.15.5 This Motion can be overruled by the Student Officer and objected by individual Delegates,
- 5.15.6 If this Motion has been objected, the Delegate who objected can take the floor.

5.16 Motion to Adopt the Resolution/Amendment by Acclamation

- 5.16.1 Leads to a Resolution/Amendment being passed without any vote,
- 5.16.2 This Motion has to be seconded at least twice,
- 5.16.3 This Motion can be overruled by the Student Officers and objected by individual Delegates,
- 5.16.4 If this Motion has been objected, the Delegate who objected must take the floor,
- 5.16.5 If this Motion has been objected once, it cannot be entertained again.

5.17 Motion to Extend/Limit Debating Time

- 5.17.1 Enables individual Delegates to increase/decrease the time set for the discussion of a Resolution/Amendment,
- 5.17.2 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.

5.18 Motion to Move into Open Debate

- 5.18.1 Enables the Delegates to move into a time where they can either speak in favour or against the Resolution/Amendment and can only be entertained in Time Against,
- 5.18.2 This Motion has to be seconded at least twice,
- 5.18.3 This Motion can be overruled by the Student Officer,
- 5.18.4 This Motion can be objected. If so, the Delegate who objected must take the floor and speak against the Resolution.

5.19 Motion to Declare an Important Question

- 5.19.1 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,
- 5.19.2 The forum decides upon this Motion by Simple Majority,
- 5.19.3 The Student Officer may overrule this motion.

5.20 Motion to Divide the House

- 5.20.1** Leads to a Roll Call Vote,
- 5.20.2** Can only be raised immediately after Voting Procedures have been completed,
- 5.20.3** The Student Officer immediately decides upon this Motion.

5.21 Motion to Appeal against the Decision of the Chair/President

- 5.21.1** Is used when the forum doubts the decision made by the Student Officer,
- 5.21.2** The forum has to decide upon this Motion by two-thirds majority,
- 5.21.3** This Motion cannot be overruled by the Student Officer,
- 5.21.4** The Deputy Student Officer conducts these Voting Procedures and is the Presiding Chair during the clarification of this conflict,
- 5.21.5** The Secretary General must be informed about such an incident in any case,
- 5.21.6** In case that the forum is not able to come to a solution, the Secretary General has the final decision in settling this conflict.

5.22 Motion to move into Moderated/Unmoderated Caucus

- struck -

5.23 Motion to request a P5 caucus

- struck -

6. Amendments

6.1 Any Amendment must be send to the Student Officers on an official Amendment Sheet. If there is Additional Staff present, it has to be sent through the Additional Staff. If there is no Additional Staff present, the Amendment may be passed through by other delegates.

6.2 All Amendments have to follow:

- 6.2.1** The United Nations Charter,
- 6.2.2** The Universal Declaration of Human Rights,
- 6.2.3** International law,

6.3 Amendments are discussed following the same rules as Draft Resolutions,

6.4 Amendments are to be voted upon and will be passed with a Simple Majority,

6.4.1 Abstentions are not in order,

6.5 An Amendment may only be amended once,

6.6 If an Amendment to the Second Degree passes by voting, the initial Amendment is passed as well,

6.7 If an Amendment to the Second Degree passes by acclamation, the committee will move back into time against of the initial Amendment.

7. Voting Procedures

7.1 During Voting Procedures Notepaper Passing, Points and Motions are suspended, except for the Point of Personal Privilege due to Inaudibility,

7.2 During Voting Procedures, - if present - the Additional Staff shall take their voting Position,

7.3 Every member nation of the forum has one vote,

7.4 A Delegate may vote in favour, against or abstain from the vote,

7.5 If the Delegate is not present during Voting Procedures, her or his nation is abstaining,

7.6 Voting rights cannot be transferred to any other Delegate,

7.7 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,

7.8 Every Draft Resolution needs a simple majority to pass unless it has been declared an Important Question,

7.9 Roll Call Vote

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, in favour or abstaining.

7.10 - struck -

8. General Assembly

- struck -

9. Rules only applying to the Security Council

- struck -

10. Approval Panel/ Formal Clearing Office

10.1 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,

10.2 The Approval Panel consists of the MUN-Directors of the schools present,

10.3 It is granted the power to check the content of resolutions regarding:

10.3.1 Incorrect language and grammar,

10.3.2 Incorrect structure and format.

10.4 The Approval Panel is not able to reject a Resolution,

10.5 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,

10.6 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.