



RULES OF PROCEDURE

**NERİMAN EROL YILMAZ SOCIAL SCIENCES HIGHSCHOOL
MODEL UNITED NATIONS CONFERENCE 2025**

1. Letter from The Secretary-General

Most Esteemed Participants of Neriman Erol Yılmaz Social Sciences High School Model United Nations Conference, on behalf of myself and of other members of the Executive Team,

My name is Yasemin Raithel, I am a senior graduating from Private Açı Science College. It is my great honor and pleasure to be serving as the Secretary-General of this fabulous conference. Model United Nations conferences are not just a place where diplomatic views are discussed; they are events that provide you with the ability to fully express yourself in critical situations, giving speeches in a confident way in multi-person committees, bringing solutions to problems from the perspective of countries, and many other skills like these. That's why these conferences are like an open door for you to improve yourself. Step out of your comfort zone and don't miss this opportunity. I have no doubt that your experience will be the best you have had in a long time.

Both our academic and organisation teams have dedicated limitless hours and put so much work to deliver to the whole Antalya Model United Nations Society one of the most incredible MUN experience you have seen to this day. Last but not least, let this be a new beginning, as befits the motto of the conference: The Dawn of the Moon. Lastly, I would like to leave a quote with hopes of a marvellous conference;

“Men become builders by building and lyreplayers by playing the lyre; so too we become just by doing just acts, temperate by doing temperate acts, brave by doing brave acts.”

-Aristotle

Sincerely,

Yasemin RAITHEL

Secretary-General of NEYMUN'25

THE STRUCTURE AND THE GENERAL RULES OF THE CONFERENCE

Rule #1 - Maintenance of The Rules

All committees of this conference are to follow this Rules of Procedure. If there is a point not addressed in this Rules of Procedure, The Committee Directors and the Secretariat are the final authority on what procedure to follow. The Secretariat may alter these Rules to provide a more abundant debate environment. All altered Rules of Procedure will be announced to the committee and will have more authority than these written Rules of Procedure.

Rule #2 - Language

The official working language of this conference is English, and any other spoken language during the formal session is to be entirely out of order to prevent language-based blocks and represent the equality of each member state inside the committee room.

Rule #3 - Representation

Each committee member is to be a representative officially registered to the conference by the secretariat. All member states are to be represented by one representative in each committee and to have one vote in the committee and on the agenda item.

Rule #4 - Non-Representative Participation

Approved observers of the conference have different rights than the representatives to be recognised, address the committee or debate in the formal session without the apparent approval of The Committee Directors. Each Approved observer or any other conference participant that does not represent a member state is expected to follow the courtesy and the execution rules of the conference and this Rules of Procedure.

Rule #5 - Addressing The Secretariat

The Secretariat may address the committee at any given moment, and representatives should expect an address from their Committee Directors or their Under-Secretary-General regarding their committee feedback on each formal day.

Rule #6 - Committee Authority

Each committee of the Conference is to be under the jurisdiction of the Committee staff consisting of a Committee Director and two Deputy Committee Directors that will start and end each formal session and day. The Committee staff is the prime authority in the committee room in the absence of the secretariat. The Committee's authority is to control the flow of debate, recognise speakers, address member states, rule on points and motions and announce decisions. If necessary the Committee authority may suspend the flow of debate to clarify the Rules of Procedure. The Committee authority may also suspend the flow of debate to advise the representatives into a specific direction of debate to provide an abundant debate environment and to benefit the agenda item. Regarding these responsibilities, the Committee staff is to be a subject of the Rules of Procedure and the Secretariat.

Rule #7 - Quorum

For a Committee to proceed with the formal session the Quorum is to be met. The Quorum is the minimum number of representatives that needs to be active in the committee room to proceed with the formal session. The Quorum consists of 2/4 of the representatives.

Rule #8 - Courtesy

The General Courtesy shall be met between any participant of the conference. If General Courtesy rules are not being established every participant has the right to address an authority to provide the establishment of The General Courtesy rules. The General Courtesy rules consist of; Respecting authorities granted by the secretariat, acting formally to fellow representatives and conducting the Rules of procedure.

Rule #9 - Usage of Electronic Devices

The usage of electronic devices (phones, tablets, laptops etc.) in the formal session is strictly out of order. It shall only be used in unmoderated caucuses for the purpose of benefiting the committee and gathering information. Any usage of electronic devices in the formal session including unmoderated caucuses shall be permitted by the Committee Authority and The Committee Authority has the right to ban the usage of electronic devices during the formal session to specific participants if they see fit.

Rule #10 - Representative Conduct

Any representative or participant shall conduct the General Courtesy rules and The Rules of Procedure. The Secretariat shall not tolerate any actions beyond these Courtesy rules and The Committee Authority has the right to suspend the flow of debate to correct any speech in the formal session that does not oblige to these Rules of Courtesy.

Rule #11 - Absence

A representative is considered absent if they do not participate in the roll call until a note is sent to the Chairboard. If a representative recognised is not present in the formal session their time is considered yielded to the Chairboard and the Flow of Debate shall Continue undisturbed.

THE RULES GOVERNING DEBATE

Rule #12 - Roll Call

The roll call is essential and must be executed at the start of every formal session to gain information if the Quorum is met and whether a representative is present or not. The execution of the roll call is started by the Committee Authority and each representative shall answer with “present” or “present and voting” when their country is stated by the chairboard. Delegates who stated that they are “present and voting” have no right to stay abstained if substantive voting is executed in that specific formal session.

Rule #13 - Agenda Setting

The Committee Agenda Setting Procedure shall be executed if there are two Agenda Items present in the Committee plan. If there is only one Agenda Item stated in a Committee, It shall be adopted automatically and does not require the execution of The Agenda Setting Procedure. The Procedure is started by the Committee Authority seeking a specific motion to set the Agenda Item and this motion is to be voted upon with procedural voting. Then two speaker lists shall be established, one in favor of the motion and one against the motion. As the committee is hearing the speakers of these speaker lists any motions are not permitted. After the Committee has heard each speaker's list respectively, a motion regarding the closure of the debate is expected from the representatives and this motion shall be voted upon with procedural voting. If this motion passes, the Committee shall proceed with the procedural voting of the motion to set the Agenda Item and when this motion passes, the Committee is to continue with the stated Agenda Item. If any of these votes fail, the other prescheduled Agenda Item is automatically adopted as an active specific Agenda Item and is mandatory for each Committee.

Rule #14 - General Speaker's list

The General Speaker's List is to be established by the Committee Authority and shall follow the procedure stated below. The total time of a General Speaker's List Speech is to be 01.30

minutes. The Committee Authority is to ask any representatives if they wish to add their name to The General Speaker's List whenever and proceed with picking speakers and adding them to The General Speaker's List. Then The Committee Authority is to entertain speakers with the selected order. After a representative is done with their speech, if they have time equal to or more than 00.10 seconds, The Committee Authority is to ask the representative "what would they like to do with their remaining time?" (Rule #15 Yielding). If a representative has time less than 00.10 seconds, their remaining time is automatically yielded to the Chairboard. The Committee Authority is to entertain at least 2 speakers from the list at each formal session at any given time. The General Speaker's List is to have at least 3 speakers at any given time and The General Speaker's List having less than 3 or no speakers when the Chairboard proceeds with opening the floor again indicates the failure of the current Agenda Item. The Delegates also have the right to remove their names from the General Speaker's List via a written request with a message paper. Representatives who are not recognised as present in the committee room by the chairboard shall not be eligible to be entertained in the General Speaker's List. The Committee Authority may call a speaker to order if the Chairboard sees the speech irrelevant to the topic or the agenda item.

Rule #15 - Yielding

The speaker previously entertained at The General Speaker's List may yield their time if they have time equal to or more than 00.10 seconds. This yield can be performed in three different ways: yielding the remaining time to another delegate, yielding the remaining time for points of information and yielding the remaining time to the chairboard. A delegate may yield their time to another delegate that is recognised as present in the committee room. If this representative accepts this yield, they will take on the floor for the remaining duration. After the stated speech the yielded delegate has no right to yield the time again since a previously yielded time cannot be yielded again.

A representative may choose to yield their time for any points of information. In this procedure, The Committee Authority shall ask the committee if they have any points of information. Then the Chairboard shall pick from the delegates who raise their placards and the delegate states the question to the chairboard. The stated speaker is asked if they accept this question and if they do so they may use their remaining time to answer it. A follow-up question may be in order if the chairboard sees fit. A delegate shall only spend their remaining time answering questions and not listening to the questions.

A delegate may choose to yield their time to the chairboard and be seated if they do not wish to yield their time to another delegate or points of information. This yield is not necessary when the remaining time is below 00.10 seconds.

Rule #16 - Right of Reply

If a representative is to make a statement in their speech that is offensive to the personality or the nationality of a representative, the delegate who has been offended may submit a Right of Reply only in a written form to the Committee Authority by a message paper.

The written text of the Right of Reply is to consist of the specific cause of this request and also comprise the detailed expression of the breach that the other delegate made in their speech if possible exact words of the speech. With the offended delegate giving a brief outline of their response in the written Right of Reply. It is completely up to the Committee Authority to grant the Right of Reply to a delegate, The Committee Authority may not accept a Right of Reply and this decision is not appealable. A delegate that has been granted a Right of Reply shall make a 00.30 second speech to the committee when their time is granted by the Committee Authority. A Right of Reply to another Right of Reply is to be out of order.

Rule #17 - Moderated Caucus

Moderated Caucus is an apparatus to facilitate the debate to flow in a specific and controllable course within the general discussions of the Committee. A motion for a Moderated Caucus may be given any time when the floor is open for motions and there are no current motions in execution. When raising a motion for a moderated caucus, the representative shall specify a specific topic for the caucus, an overall time limit **not exceeding fifteen minutes**, and a time limit for individual speeches **not exceeding the time limit of the General Speaker's List** in one sentence. The Committee Authority may ask the delegate to alter the time limitations and topics of their Moderated Caucuses, in addition, The Committee Authority may overrule a moderated caucus because of its type, topic or time limitations and these decisions are not appealable. This motion necessitates a simple majority for its adoption. The Committee Authority may ask the submitter if they would like to be the first speaker of the motion. After this speech, representatives who wish to speak up on the motion shall raise their placards to obtain the right to deliver a speech in the moderated caucus. The Committee Authority shall entertain speakers until the end of the designated time for this motion. Any interruption to a Committee Director's or a representative's speech is strictly out of order. No delegate shall address the committee without the clear permission of the Committee Authority. If no speakers are wishing to speak up on the motion, the moderated caucus shall be automatically terminated. The Committee Authority may overrule a moderated caucus if they observe it to be unproductive to the agenda item thus this action is a subject to appeal by the representatives.

Rule #18 - Unmoderated Caucus

An unmoderated Caucus is an apparatus to facilitate formal lobbying and drafting within the boundaries of the Committee room during sessions. It enables delegates to discuss ideas informally and prepare documents in the Committee by temporarily suspending the formal debate. A motion for an Unmoderated Caucus may be given at any time when the floor is open for motions and there are no current motions in execution. When raising a motion for an

unmoderated caucus, the delegate must briefly specify a topic for the caucus and an overall time limit **not exceeding twenty minutes**. Representatives need not specify an individual speaking time. The Committee Authority may ask the delegate to alter the time limitations and topics of their Moderated Caucuses, in addition, The Committee Authority may overrule a moderated caucus because of its type, topic or time limitations and this decision are not appealable. This motion necessitates a simple majority for its adoption. After the adoption of this motion, the usage of electronic devices is in order only for drafting purposes during the caucus. The Committee Authority may restrict the usage of electronic devices if they wish so and may decide to terminate the motion if they observe the unmoderated caucus has ceased to be productive this decision is not subject to appeal unlike the termination of moderated caucuses.

Rule #19 - Termination of Caucuses

A motion for the termination of the ongoing motion is in order whenever and requires a simple majority for its adoption. The Committee Authority may overrule this motion if they see fit and this decision is not appealable.

Rule #20 - Extension of Caucuses

Right after the time for a moderated or unmoderated caucus elapses, the committee may raise a motion for the extension of the previous motion stating only the total time of the motion. The individual speaking time shall not be altered by an extension of a motion. The total time for an extension shall not exceed or be equal to the total time of the original caucus. An extension for an already extended caucus is out of order.

Rule #21 - Closure of Debate

Motion for the closure of debate is given to close debate on the substantive or procedural matter under discussion This motion may be granted any time when the floor is open. The Committee Director may overrule this motion when dilatory action is needed; however, this decision is appealable. When this motion is moved, the Committee Director may recognise up to two speakers against this motion. The speakers in favour shall be recognised. If no delegate wishes to speak against it, the debate will be considered automatically closed. If the committee hears up to two speakers against it, there will be voting which necessitates a two-thirds majority. After the closure of the debate, the Committee may request to divide the House, divide the question, reorder the draft resolutions, or move to the voting procedure after the closure of the debate by raising motions. The Committee may also decide not to raise any motions, and this act enables the Committee to automatically move to the voting procedure of a resolution or an amendment.

Rule #22 - Suspension and Adjournment of the Meeting

Motion for the closure of debate is given to close debate on the substantive or procedural matter under discussion. This motion may be granted any time when the floor is open. The Committee Director may overrule this motion when dilatory action is needed; however, this decision is appealable. When this motion is moved, the Committee Director may recognise up to two speakers against this motion. No speaker in favour shall be recognised. If no delegate wishes to speak against it, the debate will be considered automatically closed. If the committee hears up to two speakers against it, there will be voting which necessitates a two-thirds majority. After the closure of the debate, the Committee may request to divide the House, divide the question, reorder the draft resolutions, or move to the voting procedure after the closure of the debate by raising motions. The Committee may also decide not to raise any motions, this act enables the Committee to automatically move to the voting procedure of a resolution or an amendment.

Rule #23 - Reconsideration

Immediately after a substantive document (a draft resolution or an amendment) is adopted or rejected, a delegate who cast vote with the majority may raise a motion to reconsider. To raise a motion for reconsideration, the voting on the substantive document that will be reconsidered shall be a roll-call vote to verify the submitter delegate's position in the previous majority. This motion is debatable up to two speakers against and it necessitates a two-thirds majority to pass. After the motion for reconsideration passes, the Committee Director will implement the voting procedure on the previously voted substantive document again.

RULES GOVERNING POINTS

Rule #24 - Point of Personal Privilege

A point of personal privilege may be raised by a delegate who experiences discomfort which impedes their ability to fully participate in the committee proceedings due to high/low temperature, inaudibility, physiological needs etc. The committee director is responsible to correct the discomfort by using their authority or asking for help from the Organization Team or the Secretariat of NEYTRAIN'22. This point cannot interrupt a speaker unless the point is specifically stated as a point of personal privilege due to audibility. In other words, the point of personal privilege may interrupt a speaker, but it shall be used with the utmost discretion and attention by the delegate.

Rule #25 - Point of Order

A delegate may raise a point of order to indicate an improper implementation of the Rules of Procedure during the proceedings of the Committee. The purpose of the point of order shall be concisely explained by the delegate, and the point shall be immediately ruled upon by the Committee Director per these Rules of Procedure. Additionally, as it is stated previously if a

question emerges outside of the extent of these Rules of Procedure, the final decision of the Committee Board will be implemented. The Committee Director may overrule certain points of order when used improperly, and this decision of the Committee Director is not subject to appeal. A point of order may only interrupt a speaker if the ongoing speech incorporates grave and flagrant violations of the Rules of Procedure.

Rule #26 - Point of Parliamentary Inquiry

When the floor is open, a delegate may raise a point of a parliamentary inquiry to ask a question regarding the Rules of Procedure to the Committee Director. The Committee Director is responsible to answer the question according to the Rules of Procedure, and, as it is stated, if a question emerges outside of the extent of these Rules of Procedure, the response of the Committee Board shall be considered a reflection of the views of the Secretariat. Delegates shall only direct procedural questions when raising a point of parliamentary inquiry. Other questions shall be directed as a point of information or as a written note via message papers. The point of parliamentary inquiry can never interrupt a speech.

Rule #27 - Point of Information/Inquiry

When the floor is open, a delegate may raise a point of information to ask a question regarding the agenda item, the mandate of the Committee, abbreviations, and specific debate proceedings. The point of information can never interrupt a speech.

RULES GOVERNING SUBSTANTIVE DOCUMENTS

Rule #28 - Working Papers

Working papers are preliminary documents to draft resolutions. These papers may be considered as an outline of the discussions and proposed solutions during the Committee Proceedings. A working paper doesn't need to compromise all the points covered in the Committee, these papers can also be written on specific aspects of the agenda item. A working paper can also be an individual work, there is no minimum or maximum number for the contributors of this document. Working papers should be written during the Conference, no pre-written work will be approved. Also, they do not require any signatories to be submitted. They are not official documents, so, they do not require a certain format or formal introduction; however, the signature and approval of the Committee Director are needed for the working paper to be available to the Committee. The Committee Director shall also designate a number to the working papers with the order of approval. Delegates may refer to the working paper with its number after the approval of the Committee Director. The Secretariat may decide to print the working papers before their introduction if they constitute extraordinary importance, if not, the document will be projected during the introduction.

Delegates shall not refer to any document as a working paper before its approval. Once the working paper is approved, a delegate may raise a motion to introduce the working paper. This motion shall not be voted upon and the paper shall be introduced to the committee by the Committee Director or, at the discretion of the Committee Board, a delegate. Working papers will not be voted upon or adopted.

Rule #29 - Final Documents

Final Documents shall be declared by the Under-Secretaries-General or the Committee Board before the writing procedure begins.

Rule #30 - Draft Resolutions

A draft resolution is a preliminary document to a resolution. Draft resolutions differ from working papers in that they require special formatting. A draft resolution may only be submitted to the Committee board when it is signed by at least one-fifth of the number of present delegates in the same session. Any time before the voting procedure of the draft resolution, signatory delegates may withdraw their signatures from the draft resolution. If the documents lose enough signatures to reduce the number of signatories below the required percentage, the discussion on the documents will be automatically postponed. The same draft resolution may be re-introduced during the general discussion on the agenda item when it provides the necessary percentage. Being a signatory to a draft resolution does not oblige the delegate to vote in favour of the document. There is no obligation, the only purpose is to enable the document to be available to the whole Committee. Delegates may be signatories to more than one draft resolution. There are no official sponsors of the draft resolutions. In addition to the signatures of more than one-fifth of the present members of the Committee, the Committee Director should also sign the document to enable its introduction. The Committee Director's decision not to sign a draft resolution is not appealable. Pre-written

documents or documents written outside of the Conference are strictly forbidden. All of the contents shall be written during the Conference, in the Conference building. All documents submitted to the Committee Board will be evaluated regarding the above-mentioned condition and they will be scanned against plagiarism. Notwithstanding that more than one draft resolution may be discussed at one time on the floor, only one resolution may be passed per agenda item. Draft resolutions require a simple majority to pass, thereupon, to be adopted as resolutions. A Draft Resolution shall be addressed as a Possible Draft until it receives the Board's and the Secretariat's approval.

Rule #31 - Introduction of Draft Documents

Once a possible draft resolution is approved, a motion to introduce the draft resolution is needed to make the document available to the Committee. The purpose of this motion is to set a specific debate on the proposed draft resolution before its voting procedure. This motion requires a simple majority to pass and the submitter of this motion should be a signatory in the document to be introduced. After this motion passes, the draft resolution will be available

to the whole committee. For this purpose, the Committee Director may read the operative clauses of the document, the Committee Director may call the submitter of this motion to read the operative clauses, or if the submitter refuses to read the clauses, the Committee Director may ask for a signatory delegation of this document or one of the members of the Committee Board to read the operative clauses. After the introduction of a draft resolution, the general discussion will be limited to the extent of the respective draft resolution. Thereupon, the draft resolution will be formally regarded as a different agenda item and a new General Speakers' List will be established. Debate on the draft resolution shall be pursued according to its General Speakers' List. During this time, delegates may raise motions for amendments and specific moderated/unmoderated caucuses for further discussions on the documents or possible amendments. Only one draft resolution shall be on the floor at any one time. Debate on the draft resolution shall remain on the floor until it is postponed or closed. Should the debate on a draft resolution be postponed, the Committee will move with the previous general debate on the agenda item and will have the right to include the respective document in it. If the Committee decides to close the debate on the draft resolution, the document should be immediately voted upon. Only one draft resolution may be passed per agenda item. Draft resolutions require a simple majority for adoption. If one draft resolution is adopted by the Committee, all other documents should be considered null and void, in other words, failed if no delegate requests a reconsideration immediately after the announcement of the result.

Rule #32 - Amendments

Correcting grammar mistakes is not considered a substantive amendment. These kinds of amendments can be noted in a message paper and sent to the Committee Board. There is no need for the approval of the Secretariat, the Committee Board may directly approve these types of amendments and implement their procedural voting which requires a simple majority. A delegate may amend any draft resolution after its introduction. Amendments may be given to adding new clauses or partially/completely deleting or changing some existing clauses on the approved document. Pre-ambulatory clauses cannot be amended, only the operative clauses of a draft resolution may be amended. The delegate willing to introduce his/her amendment shall specifically indicate the part of the document that the delegate wishes to amend with its exact location and its exact wording. These may be written on a message paper and this message paper should be sent to the Committee Board or the amendment may also be sent to the Committee Board electronically. For an amendment to be approved, it should contain at least the one-eighth number of present delegates' signatories and then should be approved by the Committee Board and the Secretariat. There are no official sponsors or submitters of an amendment. Any time before the voting procedure of the amendment, signatory delegates may withdraw their signatures from the amendment. If the documents lose enough signatures to reduce the number of signatories below the required percentage, the discussion on the documents will be automatically postponed. The same amendment may be re-introduced during the discussion of the draft resolution when it provides the necessary percentage. Once an amendment is approved, a signatory delegate may raise a motion to introduce the amendment when the floor is open. Before putting the

motion for the introduction to a vote, the Committee Director shall read the contents of the amendment, then the motion should be put to a vote. This motion requires a simple majority to pass. After this motion passes, two Speakers' Lists will be established to the extent of two speakers against and two speakers in favour. However, the Committee Board may decide to entertain more speakers for this purpose but the numbers of in favour and against speakers should be equal. If no delegate wants to be a speaker in favour or against, no closure of the debate is required and the Committee may directly move to the voting procedure. If delegates would like to speak, these lists will be established and after these lists expire, a motion to close the debate is in order, to move to the voting procedure of the amendment. Amendments necessitate a simple majority to pass and the voting procedure of an amendment is substantive which enables delegates to consider an amendment through different procedural apparatuses. An amendment to an amendment is not possible; however, amended parts of a draft resolution can be further amended. After an amendment is passed or rejected, the Committee will move to the previous General Speakers' List established for the draft resolution.

Rule #33 - Competence

Immediately after a draft resolution or an amendment is introduced, before the establishment of the General Speakers' List on the document, a motion to question the competence of the Committee may be given. The purpose of this motion is to provide the automatic failure of a substantive document because the Committee is not capable to implement the provisions of the document on discussion or the content of the document is out of context of the mandate of the respective Committee. The Committee Board may reject the motion to question the competence of the Committee; however, this decision is appealable. The Committee Director shall recognise one speaker against and one speaker in favour of the voting of this motion which necessitates a simple majority.

Rules Governing Voting Procedures

Rule #34 - Procedural Voting:

Procedural Voting encompasses all voting procedures during sessions except voting for draft resolutions or substantive amendments. All delegates need to cast their votes in favour or against procedural voting. No abstention is allowed. If a delegate does not raise his/her placard during procedural voting, the Committee Board should remind the committee of this article and shall re-take the vote until everyone's vote is taken. All procedural voting procedures will be implemented by asking delegates to raise their placards to indicate their vote. Any other procedure of voting may be recommended by a delegate for procedural matters. The Committee Board may decide to take a voice vote as a potential substitute to the abovementioned procedural voting procedure. For the motions necessitating a simple majority, first, the Committee Board shall ask for "seconds" (votes in favour), then delegates in favour of the respective motion shall respond by saying "second" immediately after the Committee Director's call. The sponsor of the motion is deprived of the right to second

his/her motion vocally. If the Committee hears no second from the delegates, the motion shall directly fail. If the Committee hears some seconds, the Committee Board shall ask for objections. If the Committee hears some objections, the Committee will move to the procedural voting procedure which will be implemented by raising placards. If the Committee does not hear any objection, the motion shall automatically pass. For the motions necessitating a two-thirds majority, first, the Committee Board shall ask for “seconds” (votes in favour), then delegates in favour of the respective motion shall respond by saying “second” immediately after the Committee Director’s call. The sponsor of the motion is deprived of the right to second his/her motion vocally. If the Committee hears no second from the delegates, the motion shall directly fail. If the Committee hears some seconds, the Committee Board shall ask for objections three times. If the Committee hears some objections in one of the three rounds, the Committee will move to the procedural voting procedure which will be implemented through raising placards, if the Committee does not hear any objection in all three rounds, the motion shall automatically pass. For procedural voting procedures necessitating simple and two-thirds majorities, if the sponsor of the motion cast a vote against his/her motion, the respective motion shall be considered withdrawn and, thus, failed. Note passing is automatically suspended during procedural voting procedures. Any motions and any points except points of personal privilege and points of order are out of order during procedural voting procedures. For the procedural voting procedures requiring a simple majority, a tie will lead to the failure of the motion since a tie means that a majority is not reached.

Rule #35 – Substantive Voting

Substantive voting procedures encompass the voting on the final documents of the Committees, in these Rules of Procedure referred to as a resolution, and on amendments and the recombined segments of a draft resolution. A substantive voting procedure is to be implemented after the closure of the debate on a substantive document. Before the substantive voting procedure, the floor is open only for the motions for “the Division of the House”, “Division of the Question” and, “a Roll Call Vote” and for the points of personal privilege, order, and parliamentary inquiry shall be in order. Each delegate shall have one vote which may be a “yes”, “no”, or “abstain”. However, delegates who have stated their presence as “present and voting” during the roll call do not have the right to cast an “abstain” vote. All substantive voting procedures required will be implemented by raising placards unless otherwise is requested by a delegate. For every abstention, one vote in favour and one vote against shall be added as an extra, this way, the abstentions will not damage consensus. All substantive voting procedures require a simple majority unless otherwise stated in the Handbooks of respective Committees. A tie means that a majority is not reached, thereupon, a tie will lead to the failure of a substantive document. Note passing is automatically suspended during substantive voting procedures. To move to substantive voting, at least the majority of all members of the Committee shall be present before the procedure.

Rule #39 – Division of the House

Once the debate is closed on a draft resolution, a delegate may raise a motion to divide the House. A motion for the division of the House can only be introduced before the voting procedure of a draft resolution, not an amendment. This motion requires a two-thirds majority to pass, and if it passes, all abstentions will be out of order on the respective draft resolutions, even delegates who have stated their presence as “present” will have to cast their vote only against or in favour.

Rule #36 – Division of the Question

Once the debate is closed on a draft resolution a delegate may raise a motion to divide the question. This motion is an apparatus to divide the substantive document into segments and to vote these segments separately. Only operative clauses may be utilised in this motion. Pre-ambulatory clauses may not be subjected to a division of the question. The proposer of this motion shall clearly state how he/she would like to divide the document into parts. The document may be divided into two or more than two parts and it is not mandatory for the following clauses be in the same segment, clauses from different parts of the document may also constitute a segment. However, the proposer of this motion should constitute all of the clauses in his/her proposal for the division. If the Committee proposed more than one division of the question, these proposals will be voted with the order of disruptiveness, that is, the most segmented proposal will be voted first. If one proposal passes, the others will be automatically discarded. This motion requires a simple majority and may be debated on the extent of two speakers for and two speakers against. If this motion passes, the draft resolution will be divided accordingly. Firstly the proposed segments will be voted on one by one. These voting procedures shall be procedural and shall necessitate a simple majority. After all of the segments are voted individually, the approved segments will constitute the final version of the draft resolution and the final voting which requires a simple majority should be implemented for the adoption of the draft resolution. This final voting shall be substantive. If it fails, the whole document will fail; if it passes, the final version of the draft resolution will be adopted as a resolution. If the Committee decides not to approve any segment of the draft resolution in the first procedural voting procedures, the whole document will be considered as failed.

Rule 37 – Roll Call Voting

Once the debate is closed on a draft resolution or an amendment, a delegate may request a roll call vote by raising a motion for a roll call vote. The Committee Director may decide not to accept this motion and this decision is not appealable. If this motion passes, the Committee Director shall call all countries in attendance in alphabetical order. The Committee Director may also decide to start with a randomly selected member; however, he/she must continue in alphabetical order. The roll call vote shall comprise two sequences. In the first sequence, delegates may vote “yes,” “no,” “abstain,” “pass,” “yes with rights,” or “no with rights.”. By voting “yes with rights” or “no with rights”, delegates request the right of explanation. A delegate may only request this right if his/her vote may contradict his/her country’s policies and he/she would like to explain this vote. The Committee Board will grant 30 seconds to these delegates for an explanation after all delegates will vote in the second sequence. Delegates who have stated their presence as “present and voting” shall not vote “abstain” in the first or the second sequence of the voting. The delegates who have said “pass” in the first sequence will cast their votes in the second sequence. They will not have the right to vote “abstain,” “yes with rights,” or “no with rights.” They may not request a right to explain, they may just vote “yes” or “no.” After the Committee hears the delegates requested rights of explanation, the Committee Board will announce the outcome of the vote. In roll call voting procedures, the Committee Board is responsible to deposit every delegate’s vote in writing.

Precedence of Points and Motions

- I. Point of Personal Privilege*
- II. Point of Order*
- III. Point of Parliamentary Inquiry*
- IV. Point of Information*
- V. Motion to Adjourn the Meeting*
- VI. Motion to Suspend the Meeting*
- VII. Motion to Reconsider*
- VIII. Motion to Set the Agenda Item*
- IX. Motion to Close the Debate*
- X. Motion to Postpone (Table) the Debate*
- XI. Motion to Resume the Debate*
- XII. Motion to Extend the Previous Unmoderated Caucus*

XIII. Motion to Extend the Previous Moderated Caucus

XIV. Motion for an Unmoderated Caucus

XV. Motion for a Moderated Caucus

XVI. Motion to Introduce a Draft Resolution

XVII. Motion to Introduce an Amendment

XVIII. Motion to Divide the House

XIX. Motion to Divide the Question

XX. Motion to for a Roll Call Vote

Motions for moderated/unmoderated caucus shall be voted according to their total time limitations, the longer caucus shall be voted first. If motions with the same total time limitations are given, the individual speaker's time shall determine the precedence, the one with a longer individual speaker's time will take the precedence.

Annexe 1: Guidelines for Draft Resolution Papers

Draft resolution can be described as one complex sentence. There is only one full stop used in draft resolutions which will be put at the end of the document. To this end, following a strict format is required. The entirety of the resolution should be written in Times New Roman, sized 12. Spacing should be 1,5 and margins should be set at 2.5 cm (1 inch). A draft resolution is composed of one introductory part and two main sections: headings and signatories, and pre-ambulatory phrases and operative clauses. Headings and signatories should be at the top of the first page of the draft resolution: The first heading shall be the name of the Committee, and the second heading shall be the agenda item of the Committee. These two headings should be centralised, and boldfaced, and the first letters of every word should be capitalised. Signatories should be written after the headings in alphabetical order. This part should be aligned left and it should not be italicised or boldfaced. After signatories, the Committee's name should be written in italics ending with a comma. Pre-ambulatory phrases are to be situated after the signatories. In this section, the main problem addressed throughout the Committee sessions should be explained and defined. The impacts and possible future consequences of the problem should be acknowledged. Previous attempts should be recalled and the purpose of the document should be thoroughly explained. Pre-ambulatory phrases shall support the solutions presented in the following operative clauses. These phrases begin with a participle which shall be italicised and end with a comma. These phrases shall not be numbered, the beginning of each phrase shall be indented. Sub-phrases are not permitted. All of the pre-ambulatory phrases shall be left aligned and conform of formatting the rules. There are specific participles for pre-ambulatory phrases.

Operative Clauses are to be situated after the pre-ambulatory phrases. In this section, the solutions to the main problem should be stated. The stance of the Committee can also be consolidated by taking actions under the mandate and competence of the Committee. These clauses shall begin an active verb with present tense conjugation and end with a semicolon. These clauses shall be numbered, and the beginning of each clause shall be indented. Sub-clauses are permitted if the clause includes more than one sub-clause. For the first level of seriation of sub-clauses, lowercase letters shall be used. Sub-clauses on this level should be indented for an extra one time. For the second level of seriation of sub-clauses, lowercase roman numerals shall be used. Sub-clauses on this level should be indented for extra two times. All of the operative clauses shall be left aligned and conform to the formatting of the rules. There are specific verbs for operative clauses. The last operative clause shall end with a full stop.