

# HAMBURG MODEL UNITED NATIONS

4. - 7. DECEMBER 2014, HAMBURG, GERMANY



**HamMUN 2014**

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## RULES OF PROCEDURE

applying to all Committees represented at  
this Conference

(incl. *special rules* for the Security Council,  
ASEAN, NATO, Global Compact and ECOSOCC)

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### **-THE FUTURE WE WANT-**

Finding Ways into an Equal, Sustainable  
and Just Tomorrow





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# INTRODUCTION

The following rules apply to the Hamburg Model United Nations Conference (HamMUN) and the Hanseatic Model United Nations (HanseMUN).

An assembly of the size of a United Nations plenary session cannot work without a strict and binding set of rules. It is therefore of utmost importance for all participants to understand the basic rules of procedure.

The Rules of Procedure we apply are based on our experiences in different MUN-conferences around the world. The variations we chose will facilitate the application and enhance the opportunity especially for less experienced participants to fully enjoy the MUN experience and enhance fruitful debate.

At the same time, they will secure an orderly and productive working atmosphere and thus allow an understanding of diplomatic work.

As delegates you should know and understand at least the basic rules of procedure and pay attention to the special Rules governing the single committees. We recommend to all delegates at HamMUN the Rules Workshop at the very beginning of the conference.

Moreover, we highly recommend all delegates to bring the Rules of Procedure in long, as well as short form, to the sessions at HamMUN.

The Rules themselves are organized mostly by the order in which they occur and apply during a typical session, meaning that we start with the Roll Call and end with voting on Draft Resolutions. You will also find some examples of how things might be formulated which will hopefully help you to bring in your own motions etc.

Engrossed November 24<sup>th</sup>, 2014 by the Secretaries General Hamida Bakhshi and Grischa Beissner.

## **Rules of Procedure**

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# 1. ROLL CALL AND QUORUM

Usually, every session at HamMUN will start with the **Roll Call**. This procedure means that your chairs will call out every country present in your committee and ask whether it is "present" or "present and voting". The difference between the two is that countries "present and voting" will not be able to abstain during substantial voting (e.g. voting on resolutions) while those just "present" may do so.

After the Roll Call, your chairs will welcome any non-voting observers (e.g. the Holy See or NGO's) and tell you the quorum for your session. This is the number of delegates that must be physically present at any time so the committee may conduct any kind of procedural voting. If there are fewer delegates than necessary, you will not be able to do anything except vote substantially!

The quorum will be calculated as follows: Your chairs will count the number of delegates present during the first Roll Call. 20% of these must be present in order to reach a quorum. Incidentally, this is the same number that is needed to hand in a working paper or draft resolution. 10% is necessary to hand in amendments.

This quorum will not change during the whole conference; it will always be set at 20% of the delegates present or present and voting during your first Roll Call!

# 2. MOTIONS

In the following, various motions available to you during formal session will be presented. Motions are the most common way to influence a debate and cover a wide variety of things. It is via Motions that you influence your committee's work.

While voting upon motions, there are no abstentions! If a vote is required, everyone must vote either "Yes" or "No". If there is a draw on any vote, the vote will be retaken. If there is a draw again, the motion will fail!

## 2.1 Minute of silent prayer or meditation

At the very beginning of the very first session, there is the opportunity for a minute of silent prayer or meditation.

Any delegate may move for a minute of silent prayer or meditation before the first Roll Call takes place. It is possible to add a special reason to the request. Any decisions concerning this motion are not subject to appeal.

## 2.2 Setting the Agenda

The first thing the delegates will have to do at the opening session of their committee is to set the agenda. In all committees there will be two topics to debate. The delegates will have to decide which of these topics shall be addressed first.

Chair: "Are there any points or motions on the floor?"

Delegate: <raises placard>

Chair: "Delegate of Takatukaland, to which point or motion do you raise?"

Delegate: "Motion to set the agenda starting with topic Alpha."

Chair: "That is in order. Are there any seconds to this motion?"

In case there is a second, the Chair will ask for objections. If no objections are raised, the motion will pass without discussion and procedural vote.

In case of objections, a speakers' list will be established to discuss the motion. On closure of debate, the committee will move directly to vote. When the speakers' list has elapsed, a procedural vote will be held. This vote requires a simple majority.

### 2.3 Setting the speakers' time

At the beginning of the debate on a topic or on setting the agenda, speakers' time is unlimited until it is set otherwise by the assembly.

Any nation can move at any time to set the speakers' time. Almost every amount of time is allowed, however 1 to 4 minutes has proven to be an appropriate speakers' time. Nonetheless, it is possible to move to set the speakers' time to a shorter amount, so as to obstruct your political opponents, for example. However, it is *not possible* to reset speakers' time to unlimited later on.

If there are two or more motions to set the speakers' time on the floor, the motion with the longest amount of time takes precedence. This motion requires a second to be entertained and passes immediately in cases of no objections. In cases of objections, a balanced speakers' list with one speaker in favor and one against and a speakers' time of 20 seconds shall be established. Be reminded that the speech must be procedural. Usually, the country that brought in the motion will speak in favor of it and the country which raised the objection will speak against the motion.

Delegate: "The Delegation of Awesomeness moves to set the speakers' time to three minutes."

Chair: "This is in order at this time. Are there any seconds to this motion?"

In case of a second (otherwise the motion fails):

Chair: "Is there any objection to the motion to set the speakers' time to three minutes?"

In case of at least one objection (if no objection is raised, this motion passes automatically) to this motion, a balanced speakers' list must be established.

<after the speakers have delivered their speeches>

Chair: "Thank you, delegate. We will now vote on the motion to set speakers' time to three minutes. "

This motion requires a simple majority. If it passes, there is no reason for entertaining another motion concerning the speakers' time.

### 2.4 Motion to close and reopen the speakers' list

With a motion to close the speakers' list, you can keep delegates from being put on the list. Those who are already on the list will still be able to deliver a speech.

If the speakers' list is closed and you wish to deliver a speech, although your country is not on the list, you will have to move to reopen the speakers' list.

These motions are subject to seconds and objections, but are not debatable.

*Motion to close the speakers' list:*

Delegate: "Our delegation moves to close the speakers' list."

*Motion to reopen speakers' list:*

Delegate: "Our delegation moves to reopen the speakers' list."



## 2.5 Motion to suspend the meeting

A suspension of a meeting can take several forms and can take place because of different reasons; this will be explained in detail below. They will be listed from least disruptive to most disruptive regarding the deviation from the general debate. As you are no longer in formal session, points and motions cannot be entertained once a Motion to suspend the meeting has been passed.

### 2.5.1 Motion for a moderated caucus

In *moderated caucus*, short speeches are given by the delegates in direct reply to each other. A moderated caucus will have a specific topic and may be moderated by a delegate instead of a chair. Its aim is to have an open discussion on (a specific, pre-stated part of) the topic under consideration with more possibilities for interaction among the delegates. During a moderated caucus, there will be no speakers' list and a separated pre-stated speakers' time. The moderator will call upon speakers in the order in which they signal their desire to speak. If you want to bring in a motion for a moderated caucus, you will have to specify the duration, a speakers' time, a moderator and the purpose of the caucus.

Delegate:" The Delegation of Smurf moves to suspend the meeting for the purpose of a moderated caucus for 20 minutes to discuss draft resolution 1/3 with a speakers' time of 1 minute, moderated by Takatukaland."

This motion is subject to seconds and objections but is not debatable.

*Please be aware that when choosing the State Takatuka as moderator, State Takatuka will have the power to select the countries which are allowed to speak. This can be used and abused in a myriad of ways!*

### 2.5.2 Motion for an un-moderated caucus

In an *un-moderated caucus*, proceedings are not bound by the Rules of Procedure. You may move around the room freely and converse with other delegates. This is also the time to formulate working papers and amendments. Remember that you are required to stay in your room.

When raising a motion to suspend the meeting for an un-moderated caucus, the delegate must state the desired duration of the caucus. Also, no topic must be specified. The duration of an un-moderated caucus shall not exceed 30 minutes. The Chair shall announce at what time the assembly will reconvene. This motion is subject to seconds and objections, but is not debatable.

### 2.5.3 Motion to suspend the meeting (for any other reason)

The motion to suspend the meeting is also appropriate for the purpose of 'lunch', 'coffee break' or similar. For this purpose, the time can encompass up to 60 minutes and you are allowed to leave the room. You are of course welcome to use lunch time for discussing any working papers, if you wish to. This is not unusual at the United Nations.

This motion is subject to seconds and objections, but is not debatable.

## 2.6 Motion to adjourn debate and reconsider the question

Sometimes the committee is not able to reach a solution. In that case, a motion to adjourn debate is the appropriate motion. No substantial voting on any draft resolutions or amendments takes place after the debate has been adjourned and the assembly will start debating on the next topic.



This motion is subject to seconds and objections and requires a debate with a balanced speakers' list with up to two speakers in favor and against and a speakers' time of up to 30 seconds. As usual, the speeches have to be procedural.

*State A: "Our delegation moves to adjourn debate on this question."*

*Chair: "This is in order." <Chair asks for seconds and objections> "We need two speakers in favor and two speakers against this motion." <Speakers speak>*

*Chair: <casts a vote> "This motion passes (fails) with x votes in favor and y against."*

Although this is a rather strong motion, it requires only a simple majority!

### **2.6.1 Motion to reconsider a question**

The opposite of the motion to adjourn debate is the motion to **reconsider a question**. With this motion, a topic on which debate has been adjourned before can be debated again. The motion to reconsider a question works exactly the same way as a motion to adjourn debate.

**Important:** The major difference between these motions is that you need a two-third majority to reconsider a question.

### **2.7 Motion to close debate**

When everything is said and only few states keep repeating their special interests, you can introduce a motion for a closure of debate. This means that no further nation may speak and that you will start voting on the draft resolutions and amendments on the floor immediately; the effect is the same as if the speakers' list had run out.

This motion is subject to seconds and objections and requires a debate with a balanced speakers' list with up to two speakers in favor and against and a speakers' time of up to 30 seconds. As usual, the speeches have to be procedural. Furthermore, this motion requires a 2/3-majority.

### **2.8 Motion to adjourn the meeting**

Before the closing ceremony of the Hamburg Model United Nations Conference, you will need to come to an end. A motion to adjourn the meeting (until next year) will finish the annual session of HamMUN for your committee, so only use this at the very end. Usually, the chair will announce that they would "look favorably" upon such a motion now.

This motion does not require a second or objections and is not debatable.

### **2.9 Special motion: Motion to appeal the decision of the chair**

There are some motions that you will (hopefully) never have to use. The following motions will, in an ideal case, not come up during session and we therefore consider them "special motions". However, if you feel that it might be prudent to bring them up, don't hesitate to do so!

There may be a time when you are not content with a decision by the chair. You then have the chance to appeal this decision. In such a case, the assembly decides by simple majority vote whether to change or sustain the decision of the chair.

Motion to appeal the decision of the chair:

Delegate: "We move to appeal the decision of the chair."

Chair: "This is in order." <casts the vote>.

Chair: "By a vote of x in favor and y against, my decision has (not) been appealed."



If the motion passes, the chair has to change his appealed decision.

**Important: Any decisions concerning the minute of silent prayer or meditation, the Right of Reply and the adjournment of the meeting cannot be appealed with this motion.**

## 3. POINTS

Points are almost like motions, but are not used to influence the discussion, at least not in such an outright way as motions do. They are rather used to clarify questions or point out errors in the proceedings of the committee (albeit, again, not as directly as, for instance, a Motion to appeal the decision of the chair).

### 3.1 Point of Information

This is a point that can be used in two different situations. The one concerns general questions you might have regarding the discussion, the conference or other matters; the other is used to directly ask ONE! question to another delegate after a speech.

#### 3.1.1 Point of Information to the Chair

In case you have a question concerning the rules, proceedings or anything else which is not covered in this document, you can raise a point of information in formal session. Be reminded that this point may not interrupt a speaker. In informal session you may only approach the Chair. If you want to raise a point of information, raise your placard, wait until you are recognized and then stand up and ask your question. Please remain standing while your question is answered. Also, this point should not lead to any cross talking.

This Point can also be used to request the Chair to invite a representative (e.g. an expert speaker from a NGO or a delegate from a country normally not present in the committee). Upon receiving such a request, the Chair will then discuss the possibility of inviting someone with the Conference Management and inform you later if the request can be fulfilled or not.

#### 3.1.2 Point of Information to the Speaker

When a speaker from the speakers' list is holding a speech, it is possible that not the entire speakers' time is used. In the remaining seconds, the Chair can allow one or more questions addressing the speaker if they have declared **themselves open for points of information**. Immediately after the delegate has finished the speech, the Chair will inquire whether or not they are **"open to points of information"**. If they are, other delegates may raise their placards. The Chair will choose a delegate who may then pose a point of information. The point of information itself does not count against the remaining speakers' time, but the speaker's reply does.

**Important: Each point of information allows only for one question.**

It is not allowed to conduct any cross-talking. If the speaker did not understand a question, they may ask the Chair to call upon the delegate to repeat or rephrase their question.

As a sign of respect to the speaker and the body, you are required to rise to ask your question and remain standing until the speaker finishes their answer.

The speaker is not required to answer the question.

Point of information:



Delegate Alpha: <delivers his speech>

Chair: "Thank you, honorable delegate. You still have time left. Are you open to points of information?"

Delegate Alpha: "Yes, we are."

Chair: "Are there any points of information to the speaker?"

Delegate Beta: <raises his placard>

Chair: "Delegate Beta, please rise to state your point."

Delegate Beta: "Honorable delegation of State A, do you mean to imply...?"

Delegate Alpha: <answers>

Chair: "Thank you, delegates."

### 3.2 Point of Order

A point of order can be used in any situation the delegate feels that the Rules of Procedure or diplomatic conduct are being violated. A point of order may *never* interrupt another speaker.

The chair neglects to conduct a vote on a procedural motion before continuing with the speakers' list.

Delegate: <while raising his placard> "Point of order!"

Chair: "Delegate, to what point of order do you rise?"

Delegate: "The Delegation of Rightness rises to a point of order. Is it in order that the honorable chairperson did not conduct a vote for the motion brought in?"

Chair: "Delegate, you are indeed right. We shall now rectify this error and conduct a vote on that motion."

In case the Chair did not violate the Rules of Procedure:

Chair: "Delegate, we believe that our decision was right. Therefore, your point will not be entertained."

### 3.3 Right of Reply

If a delegate offends or insults another delegate or another country in their speech, the concerned delegate may rise for a Right of Reply. The delegate wishing to rise to a Right of Reply must not interrupt the speech, but shall raise their point immediately after the offending speech, raising their placard while shouting "Right of Reply!" Upon being inquired by the Chair, the delegate briefly states why they think a Right of Reply is in order. A Right of Reply can only be used under extreme circumstances and is not to be misused just because one is of a fundamentally different opinion with the previous speaker.

If a Right of Reply is asked for, the Chair should give the speaker who made the offending remark an opportunity to apologize. Should he not do so, the Chair may grant a Right of Reply, upon which the delegate shall deliver his reply. The decision of the Chair to allow or disallow a right of reply is not subject to appeal.

<After the speech of State B has ended>

Delegate Alpha: <while raising their placard> "Right of Reply!"

Chair: "Delegate, please explain your request for a Right of Reply."

Delegate Alpha: "The speaker called our government a fascist dictatorship."

Chair: "I grant you a right of reply. You have the floor."



The delegate rising to reply will address the whole plenary and not just the offending speaker. Nevertheless, the speaker who delivered the offending speech will remain standing during the reply. Be reminded not to personally address the delegate.

**Important: The Point of Order and the Right of Reply are *exceptions to the rule* that all points and motions shall be introduced just by raising your placard. In addition, they must be shouted out so they are not overlooked. Moreover, they take precedence over the Point of Information and any motions.**

## 4. VOTING PROCEDURE

The ultimate purpose of the sessions is the passing of resolutions. These have to be voted upon in order to be passed or rejected by the committees. In voting procedure, special rules apply. First of all, the doors of the assembly are closed during voting procedure. Cross talking is strictly forbidden, note-passing will be suspended and all delegates must stay in their seats until voting has ended. They may only leave the room during a medical or digestive emergency. Any delegate not present in the assembly hall when the voting procedure begins, will not be able to return before voting has ended. Obviously, this can have severe consequences for the outcome of the voting.

### 4.1 Going into voting procedure

There will come a time when you feel that everything has been said. Draft Resolutions are prepared and on the floor and further debate would be fruitless. The Debate will come to an end in the following cases:

#### *a) End of Speakers' list*

When the speakers' list runs out (the last speaker on the list has run out of speakers' time), the assembly moves *directly* into voting procedure. Hence, if you are preparing a working paper and still need some time to finish it, keep the speakers' list long or move for informal debate *before* the speakers' list runs out.

#### *b) Motion to close debate*

If such a motion has passed, you will automatically go into voting procedure. There will be no more breaks, caucuses' or anything else. So be very, very sure that you are ready to bring in such a motion if you believe it will pass. If you need a toilet break before voting: Bring in a suspension of the meeting first. If you want to smoke: ditto. In fact if you want to do ANYTHING at all before voting, then do it before closing debate!

**Remember:** If you have not declared yourself 'present' or 'present and voting' before the start of voting procedure, you will not have the right to vote. This is also where the difference between the two declarations will start mattering! If you declared yourself present and voting you will not be able to abstain in the substantial parts of the voting procedure.

Only the following points and motions from debate (see above) remain in order: (1) Point of Information to the Chair and (2) Point of Order. These motions are handled the same.



*However, there are additional motions that will be used only in voting procedure. These are, in no particular order:*

#### 4.2 Motion to Adopt a Draft Resolution by Acclamation

With this motion the committee signifies that it is in consensus as to the contents of the draft resolution.

No vote will be taken on this motion, but the Chair will ask, whether there is any objection to the adoption by acclamation. States intending to vote in favor of or abstain on the draft resolution currently under consideration should generally be in favor of a motion for adoption by acclamation. States considering voting in opposition to the draft resolution should be against this motion and raise an objection.

If there is an objection within the body (even if only one delegate does not agree with the motion), the motion fails and the draft resolution will be voted upon in a regular manner.

If there is no objection, the draft resolution is thereby adopted unanimously; no further voting on that draft resolution is necessary.

#### 4.3 Motion to vote by Roll Call

If the exact voting behavior of other nations is of interest to you, you may move for a Roll Call vote. This motion requires *no procedural vote*. This means that you will vote by roll call whenever one of the delegations requests this.

A Roll Call vote is quite similar to the Roll Call at the beginning of each session. The Chair will read out all countries' names in alphabetical order. When your country's name is called out you may answer 'Yes', 'No', 'Pass' or 'Abstention' if you are present. If you are present and voting you may only answer 'Yes', 'No' or 'Pass'.

If you answer with 'Pass', the chair will continue the roll call and immediately afterwards ask you for your vote. You will then have to answer 'Yes' or 'No'. You may not answer 'Pass' a second time and you may not abstain even if you are present.

It is obvious that this type of voting takes **much** longer than the usual way. Therefore, especially in larger committees, this motion should be used very carefully.

#### 4.4 Motion to vote Clause by Clause

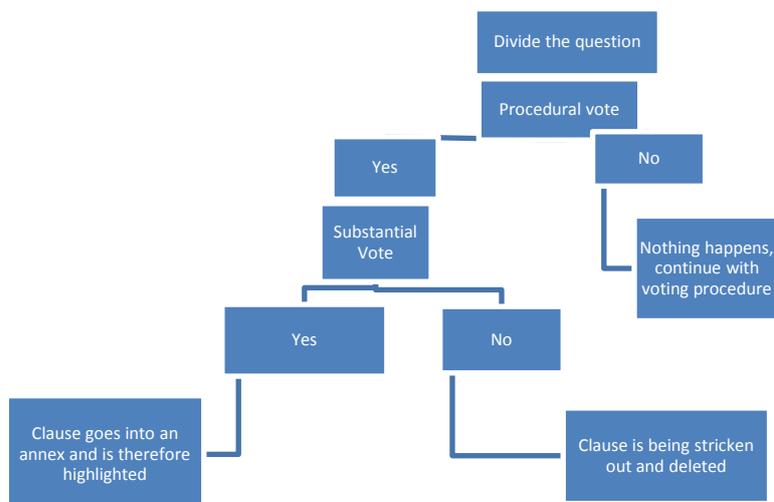
With this motion you will vote on the resolution clause by clause. Only the operative clauses are voted upon. After you have had substantial votes on all clauses, you will again have a substantial vote on the resolution as a whole.

This motion is mostly used to strike out clauses that could not be amended successfully. This motion requires no procedural vote in order to pass.

In case of a *combination of roll call and clause by clause* vote, the procedure will be as follows:

1. The votes on the separate clauses will be taken by show of placards.
2. The item as a whole will be voted upon by roll call.

#### 4.5 Motion to divide the question



Maybe the most complicated motion in voting procedure is the motion to divide the question. A part of the draft resolution may be outstanding. In this case, you can “divide” this part out. This motion is two-parted. It has a procedural part and a substantial part.

##### *a) The procedural part*

The aim of the procedural part is to decide whether or not some operative clauses are to be divided out.

**When you speak in favor or against this motion, you must speak procedural. You may not speak substantial! This means you cannot actually comment on the content of the clauses.**

This part of the motion requires a procedural vote. There are no abstentions possible.

If this motion passes, you will continue with the substantial part. If it fails, the whole motion will fail and the draft resolution stays as it is.

##### *b) The substantial part*

If the motion passes, you will have to decide what is going to happen to the clauses which have been divided out. There are two possibilities:

- the clauses can become an *annex* to the draft resolution (this will happen if the committee votes in favor of them);
- *the clauses are deleted completely* (this will happen if the committee votes against them at this stage).

The production of annexes is the original idea of dividing the question. Annexes are supposed to show the clauses on which all nations could agree or which are of greatest importance. This makes the annex even stronger than the operative clauses.

Since this is a substantial vote, a delegate may abstain if they are ‘present’, but not if they are ‘present and voting’.

**If the draft resolution later fails, the annex becomes resolution without preamble since it has already been decided upon by substantial vote, unless ALL operative clauses were divided out.**



#### 4.6 When to introduce these motions?

The three voting procedure motions above *apply only to the next item which will be voted upon*. If a delegate wants to vote by Roll Call concerning an amendment, he or she should entertain that motion immediately before voting on this amendment. If a delegate wants to vote by Roll Call (or Clause by Clause) on the draft resolution itself, he or she shall wait until just before voting on the draft resolution as a whole. This is also the correct time to introduce a motion to divide the Question.

The Chair shall ask for any points or motions on the floor at least before voting on each draft resolution as a whole.

## 5. SPECIAL PROCEDURES

Whilst all of the Rules mentioned so far will be applicable to every non-EU committee, some committees have additional or modified rules in order to better simulate their unique character and to set them apart from the common UN-committees. The following rules only ever apply to those committees under which they are listed!

### 5.1 United Nations Security Council

As a delegate to the Security Council you will have a situation that is slightly different from those in other committees.

You are one of fifteen members of the Council. Five of them have, as you know, the right to block decisions by their veto. This makes it possibly much more difficult to find a consensus on a draft resolution.

Due to the special situation in the Council, the following rules apply:

#### 5.1.1 Voting in the Security Council

In accordance with Article 27 of the Charter of the United Nations, all votes on procedural matters require a majority of nine (9) votes in favor. All votes on any other matters require a majority of nine (9) votes in favor, including the concurring votes of all permanent members. If one permanent member votes against a draft resolution, amendment or on any other substantial matter, that item which you have voted upon, fails; even if the vote is 14 to 1!

Also, the usual quorum does not apply. Instead, at least 9 members must be physically present in order to reach a quorum.

For handing in working papers and draft resolutions, you need to have at least 5 members as signatories or sponsors and 3 of them to hand in unfriendly amendments.

#### 5.1.2 Motion to declare a vote substantial

This is a motion which may only be used by the *permanent members* of the Security Council!

It may be entertained on any procedural motion. The aim of this motion is to change the required vote on the procedural motion into a substantial vote. On a substantial vote, all delegates who are



'present' may abstain, and, even more important, the required majority for that motion to pass is nine including all permanent members.

This gives the P 5 the possibility to *veto a normally procedural motion*. As soon as any permanent member introduces this motion, the other (procedural) motion is thereby declared substantial.

State A (P 5): "We move to declare this vote substantial."

Chair: This is in order. The vote is hereby declared substantial.

Please note that you cannot vote by Roll Call or any other motion mentioned in Section 4 of this document on motions that have been declared substantial!

### **5.1.3 Presidential Statement**

It is often possible that you find yourself unable to reach a resolution that is supported by all members of your committee. Normally, this wouldn't be a major issue, but in the Security Council the "P5" can block all draft resolutions by just voting "No!" and thereby vetoing them.

However it is possible for the Security Council to release a Presidential Statement if its members feel that they are unable to come to a consensus.

Such a statement is phrased similar to a resolution; however, it is neither legally binding, nor does it differentiate between pre-ambulatory and operative clauses. It still requires consensus between the members of the committee however.

This is strictly speaking neither a point nor a motion, so it will be "brought in" in another way.

Firstly, if the delegates present in the Security Council fail to reach consensus during a debate, one of them might bring up the idea of writing a Presidential Statement. After this, the Chairs might ask the committee if it agrees with this idea. If so, it is usually a good idea to go for an un-moderated caucus during which the delegates jointly write the Presidential Statement.

After this, they should hand it in to the Chairs who will correct it as usual. When this is complete, there will be no formal vote upon it, but the Chairs will read it out again and then ask if any member objects to it. Should this be the case, you can either drop the entire Statement, or try to rephrase it to meet the objector's demands during another caucus.

Secondly, if the Chairs feel that the debate will not lead to a resolution, they may ask the body to write a Presidential Statement according to the procedure laid down above.

## **5.2 ASEAN and East-Asia summit**

As regional organizations which are based on the principle of consensus, the following rules apply to these committees.

### **5.2.1 Declarations and Joint Press Statements**

Both committees do not only have the ability to pass resolutions but may also elect to release Joint Press Statements or Declarations



Declarations must meet the same formal requirements as resolutions. In addition, the pre-ambulatory clauses of a declaration must state which countries are parties to the declaration.

There are no formal requirements for Joint Press Statements, so these can be much more varied and do not follow any formal requirements. However, as always, your Chairs may ask you to rephrase them if necessary and they may have the last word on these!

### *5.2.2 Voting in ASEAN and the East-Asia Summit*

Being consensus-based, voting in both of these committees will be exactly that. All substantive decisions are made unanimously. A “no” in a substantive vote equals a veto.

In addition, Observer states have no voting right in substantial votes on resolutions, Joint Press Statements, and on amendments as such. Only the states who are party to a declaration have a voting right in substantial votes on that declaration and on amendments to it.

## **5.3 United Nations Global Compact**

As a rather unique body within the United Nations system, the Global Compact consists not of member states but rather of corporations and players from the civil society.

### *5.3.1 Reports*

The United Nations Global Compact will draft a Report instead of a Resolution, which will encompass the formal conclusions and recommendations for the agenda items at hand. The committee has the opportunity to draft several report segments which will then be voted upon one by one and will be ultimately merged into one comprehensive report once the debate is closed.

Contrary to Resolutions, Reports consist of entirely formulated clauses not of pre-ambulatory and operative clauses.

Whilst writing your report segment, you should keep in mind that the final report will be a coherent and merged document of many draft report segments. If necessary, your Chairs will ask you to modify segments or even the entire report.

A Report consists of three Headers

(I) Introduction

(II) Conclusion(s)

(III) Recommendation(s)

In order to facilitate the final merger of report segments, every header of the (Draft) Report will feature sub-header(s), which will be outlined as “A, B, C, etc.” and are to be considered as first, second and third segment.

Reports undergo the same stages of drafting procedure as resolutions do, namely Working Paper, Draft Report, and Report.



## 5.4 North Atlantic Treaty Organization

The North Atlantic Treaty Organization operates on the basis of consensus between its members. Therefore, the usual voting rules will not be fully applicable.

### 5.4.1 Voting in the North Atlantic Treaty Organization

Being consensus-based, voting in both of these committees will be exactly that. All substantive decisions are made unanimously. A „no“ in a substantive vote equals a veto.

### 5.4.2 Joint Press Statements

If the delegates who are present in the NATO committees fail to reach consensus during a debate, one of them may bring up the idea of writing a Joint Press Statement. After this, the Chairs may ask the committee if it agrees with this idea. If so, it is usually a good idea to go for an un-moderated caucus during which the delegates write the Joint Press Statement.

After this, they should hand it in to the Chairs who will correct it as usual. When this is complete, there will be no formal vote upon it, but the Chairs will read it out again and then ask if any member objects to it. Should this be the case, you can either drop the entire Statement, or try to rephrase it in order to meet the objector's demands during another caucus.

Also, if the Chairs feel that the debate will not lead to a resolution, they may ask the body to write a Joint Press Statement according to the procedure laid down above.

There are no formal requirements for Joint Press Statements, so these can be much more varied and do not follow any formal requirements. However, as always, your Chairs may ask you to rephrase them if necessary and they may have the last word on these!

## 5.4 Economic, Social and Cultural Council of the African Union (ECOSOCC)

Being an advisory body of the African Union, the ECOSOCC shall draft an advisory opinion, following the rules for reports drafted by the Global Compact according to Rule 5.3.1.

# 6. HOW TO...?

## 6.1 ...bring in a point or motion?

As HamMUN usually has lots of new delegates who have not visited a MUN before, this is just a brief explanation of how to bring in a point or motion. You will also find some examples in the Rules of Procedure.

Once the floor is open, the Chairs will ask for any points or motions. If you wish to bring one in, this is what you should do:



1. Raise your placard in a way that the chair can read it (usually horizontally). You don't need to wave it around or something as such.
2. Wait until the Chair recognizes you.
3. Stand up and after properly addressing the Chair ("Thank you, honourable chair" or something along these lines), state what motion you wish to bring in.
4. Usually the Chair will now repeat the motion that you have brought in, in case anybody did not hear you. They may also ask for clarification, in case they did not understand you, or they may ask for some modifications to the motion that they feel might benefit the debate.
5. Sit down.
- 5a. Some motions need a debate. If that is the case, the Chairs will usually ask you, as the one who brought it on the floor, if you would like to speak in favour of it. You are not obliged to do this, but we would highly recommend it.

## 6.2 ... write a resolution?

The goal of the sessions in all committees is to adopt resolutions. Although these resolutions will in most cases not solve the whole problem under consideration, they can mark important steps towards a comprehensive solution. Their effectiveness and power depend on the authority of the committee, the intent of the sponsors and their acceptance among member states. The only body that has the possibility to legally adopt binding resolutions is the Security Council. Delegates should be aware of the power and the role of their committee.

During the conference, you will on numerous occasions hear terms like 'working paper', 'draft resolution' or 'resolution' or the respective format of your committee. These types of papers have few and rather simple but important differences.

### 6.2.1 Working papers

A paper is called a 'working paper' before it is handed in to the chair and accepted by him. This is the time when you work on the paper itself, formulate phrases, negotiate with delegates to find compromises, and look for sponsors and signatories. During this phase, the entire paper, preambular and operative clauses, may be changed without any formal procedure. The working paper does not have to have a specific format or layout. It could be a chart, a power point slide or something else entirely.

### 6.2.2 Draft resolutions, Sponsors and Signatories

After you have finished your work on the working paper, you may hand it in to the chair. This is only possible if it is formatted as a draft resolution (your chairs will make available a sample file that you can use). The chair will then read your paper, correct it if necessary and decide whether or not to accept it as it is. If the chair has some remarks, corrections or advice, he or she will inform the sponsors of this and ask them to change the paper accordingly. As soon as the chair accepts the working paper, the paper becomes a 'draft resolution'.

Handing in a working paper in order for it to become a draft resolution requires a certain amount of sponsors and signatories.

To be a sponsor means that you support the working paper in substance and you will vote in favour of it. Also any friendly amendment of the resolution will need your support.



A signatory only supports the topic to be discussed. He or she does not have to agree with the text of the working paper that he or she signed. The amount of sponsors and signatories needed to introduce working papers and amendments is dependent on the number of countries present in your committee. The exact number can be inquired from the Chairperson at all times (For those interested: In general this are 20% of the numbers of delegates present or present and voting during the first roll call of the conference.)

There is no limit to the number of sponsors and signatories to a paper, but keep it simple!

A draft resolution no longer contains the names of any sponsors or signatories. The draft is now on the floor and open for the whole committee for debate. Its operative clauses may be changed by friendly or unfriendly amendment. Pre-ambulatory clauses cannot be changed anymore.

The paper stays a draft resolution until it has been voted upon. If it is adopted, it becomes a 'resolution'.

### 6.2.3 Amendments

Amendments are 'change requests' for draft resolutions. Once a draft resolution has been introduced, every country has the chance to work on an amendment in order to *strike out* clauses or to *add* clauses. There are two types of amendments possible: *friendly* and *unfriendly*. An amendment is considered friendly if it has the support of all sponsors of the draft resolution. Signatories do not matter. All sponsors have to sign it before it is submitted to the Chair. Friendly amendments become a part of the draft resolution automatically. They will not be voted upon.

If the support of all sponsors of the draft resolution cannot be obtained, an unfriendly amendment can be written. These require a certain amount of signatories (10% of those present or present and voting during the first roll call), in order to be handed in. All unfriendly amendments that have been accepted by the Chair will be voted upon in substantial voting procedure before voting on the resolution they belong to. Remember that pre-ambulatory clauses cannot be changed through an amendment, only operatives.

You should be aware of these definitions and use them correctly to avoid any irritations.

### 6.2.4 Formal Requirements of Resolutions

All resolutions start with the heading on top of the first page. You should name your committee, the topic, the paper it is referring to, as well as the sponsors and signatories. The chair will later add the code of the draft resolution.

A resolution at the UN consists of one, in most cases rather long, sentence. It should be single-spaced and each line should be numbered on the left-hand margin. The starting phrase of each clause should be written in italics. (For example: '*Recalling* all relevant resolutions'; '*Noting with deep concern* the on-going acts of violence in the region')

### 6.2.5 Pre-ambular clauses

The pre-ambular clauses are aimed at providing the framework for action taken with the operative clauses. They supply historical background, refer to past actions on the topic or important declarations, conventions or the UN Charter in general. They may justify a specific action and include altruistic appeals to the common sense or humanitarian instincts of members. Delegates who are not fully convinced of a proposed idea may be more likely to agree with it, if formulated as a pre-ambular clause.

Pre-ambular clauses always begin with a present participle and always end with a comma.



Pre-ambular clauses may start with the following phrases:

Accepts	Designate	Notes
Affirms	Draws attention	Proclaims
Approves	Emphasizes	Reaffirms
Asks	Encourages	Recommends
Authorizes	Endorses	Regrets
Calls	Expresses its hope	Reminds
Calls upon	Further invites	Requests
Condemns*	Further proclaims	Resolves
Confirms	Further recommends	Solemnly affirms
Considers	Further reminds	Supports
Decides*	Further requests	Takes note of
Declares accordingly	Further resolves	Urges
Deplores	Having resolved	

Other present participles might be used. However, this should be agreed upon by the Chair before handing in the working paper.

### *6.2.5 Operative clauses*

The real action taken by the committee with its resolution is written down in the operative clauses. They may urge, encourage, request certain action or state an opinion regarding a specific situation. Pay attention that not every committee can use all expressions; your possibilities depend on the power of your committee (if in doubt ask your Chair). Furthermore you have to decide whether you want to have a strong and specific resolution calling for concrete action, or a rather vague or comprehensive resolution to gather the support of as many nations as possible. This depends on the topic under discussion and the position of your country. The possibilities in general range from denunciation of a certain situation or general call for negotiations to a specific call for a ceasefire or a decision concerning the financing of specific action. The Security Council, and only the Security Council, may also decide on any action concerning Chapter VI and VII of the UN Charter, including sanctions, installation of UN peacekeeping or peace-making operations.

You should always keep in mind that you will not change the world in the few days of the conference. Operative clauses should therefore in most cases not be aimed at solving the whole problem immediately, but should rather contain the most important steps towards a comprehensive solution.

Operative clauses always begin with an active, simple present verb and end with a semicolon. The last operative clause marks the end of the resolution and always ends with a period. All operative clauses are sequentially numbered to make it easier for everybody to refer to a specific clause.

Operative clauses may start with the following phrases:

Affirming	Emphasizing	Having received
Alarmed by	Expecting	Having studied
Aware of	Fulfilling	Keeping in mind
Bearing in mind	Fully alarmed	Noting further
Believing	Fully aware	Noting with deep concern
Confident	Further believing	Noting with regret
Contemplating	Further deploring	Noting with satisfaction



Convinced	Further recalling	Observing
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered further	Referring
Deeply disturbed	Having devoted attention	Seeking
Deeply regretting	Having examined	Taking note
Desiring	Having heard	Welcoming

\* 'Decides' and 'Condemns' should be used carefully if your committee is not allowed to take binding decisions. However a clause like 'Decides to remain seized of the matter.' should always be in order.

The lists above are only examples. Other phrases might also be in order. Ask your chair if you are not sure, whether a specific phrase is allowed.

## FINAL WORDS

This concludes the Rules of Procedure for the Hamburg Model United Nations Conference and for the Hanseatic Model United Nations e. V.

Please refer to your committee specific Rules of Procedure in order to get to know specific provisions governing the single committees and to the Code of Conduct for information regarding basics, such as appropriate attire, and other important things like "How to write a resolution".

Once again, for all delegates of HamMUN (not only for beginners), we strongly recommend the Rules Workshop on the opening day of the conference. The conference will be much more interesting and enjoyable to all of you if all delegates have a good knowledge of at least the basic rules of procedure.

For further details please refer to your schedule and/or ask your Head Delegate or Chair. Also the Conference team will be delighted to assist you.

***Please note that under these rules no POINTS OF PERSONAL PRIVILEGE, POINTS OF PARLIAMENTARY INQUIRY, YIELDING THE FLOOR or VOTING WITH RIGHTS are allowed. Also, they just aren't necessary.***



## SUMMARY: POINTS AND MOTIONS

Order of Precedence	Point/Motion	Purpose	Debate	Vote
1.	Point of Order	Correct an error in procedure	None	None
2.	Right of Reply	Reply to an offending or insulting statement within a speech	None	None
3.	Point of Information to the chair	Question to the chair	None	None
4.	Motion to appeal the decision of the chair	Overrule the decision of the chair	None	Majority
5.	Motion to adjourn debate	End debate on the question without substantial vote	2 pro / 2 con	Majority
6.	Motion to close debate	Move directly into voting procedure	2 con	2/3rds
7. (*)	Motion to suspend the meeting	Suspension of the meeting (Caucus, etc.)	None	Majority
8.	Motion to close speakers' list	Closing the speakers' list	None	Majority
9.	Motion to set the speakers' time	Setting the speakers' time	1 pro / 1 con	Majority
10.	Motion to reconsider a question	Reopen an adjourned debate	2 pro / 2 con	2/3rds
11.	Motion to reopen speakers' list	Reopening speakers' list	None	Majority
unrivalled	Motion for a minute of silent prayer or meditation	One minute of silence	None	None
unrivalled	Motion to set the agenda	Set the agenda order	None	Majority

(\*) a motion for a moderated caucus takes precedence over one for an un-moderated caucus. An un-moderated caucus takes precedence over a suspension of the meeting for any other reason.

Debate – Required number of speakers in favor (pro) and against (con) the motion.  
 None: No debate concerning the motion required.

Vote – Required majority to pass the motion. Simple majority / 2/3rds-majority  
 None: No vote required.