

RULES OF PROCEDURE

#LETSBEEUNITED

ISTANBUL TEKNİK
ÜNİVERSİTESİ



1. **Scope:** These rules apply to all committees except for modifications provided by the Secretariat and will be considered adopted in advance of session.
2. **Language:** English will be the official and working language of the conference.
3. **Delegations:** Each member state will be represented by one delegate and shall have one vote on each committee.
4. **Participation of Non-Members:** A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Committee Board.
5. **Credentials:** The credentials of all delegations have been accepted upon registration. The Secretary-General shall be the final arbiter of the validity of all credentials. Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary General.
6. **Statements by the Secretariat:** The Secretary General or a member of the Secretariat whom they designate may make either written or oral statements to the committee at any time.
7. **General Powers of the Committee Board:** The Board will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the Board will have complete control of the proceedings at any meeting. The Chairs will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Chairs may temporarily transfer their duties to another member of the Committee Board. Committee Board members may also advise delegations on the course of debate. In the exercise of these functions, they will be at all times subject to these rules and responsible to the Secretary General.
8. **Appeal:** Any decision of the Chair, with the exception of those matters for which the Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Chair may speak briefly in defense of the ruling. The appeal will then be put to a vote, and the decision of the Chair will stand unless overruled by a two-thirds majority. The Secretary General has ultimate discretion on any ruling, whether it is appealed successfully or not.

9. Quorum: The Board may declare a committee open and permit debate to proceed when at least one-fourth of the voting members of the committee is present. A member of the committee is considered present if at least one delegate representing that member is in the committee chamber. The presence of a majority of the members will be required for a vote. A quorum will be assumed to be present unless specifically challenged by a point of order and shown to be absent. A roll call is never required to determine the presence of a quorum.

10. Courtesy: Delegates will show courtesy and respect to the committee staff and to other delegates. The Chair will immediately call to order any delegate who fails to comply with this rule.

11. Electronic Devices: No laptops, tablets, cell phones, or other electronic devices may be used in the committee room during formal debate or moderated caucus. Computers may be used outside the committee room at any time, or in the committee room during unmoderated caucus at the discretion of the Committee Board. **Rule can be altered at the discretion of the Committee Board.**

Rules Governing Debate

12. In the event of an international crisis or emergency, the Secretary General or their representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. Under such circumstances, a delegate may motion to table the topic and temporarily set the agenda to the crisis situation. After a resolution has been passed on the crisis, the committee will return to debate on the tabled topic. Until a resolution has passed, the committee may return to debate on the tabled topic area only at the discretion of the Secretary General or their representative.

13. Debate: One continuously open speakers list will be established for the duration of the topic area, except as interrupted by procedural points or motions, caucuses, discussion of amendments, and introduction of draft resolutions. Speakers may speak generally on the topic area being considered and may address any working paper or any draft resolution currently on the floor. A draft resolution can only be referred to as such once it has been introduced to the committee.

14. Unmoderated Caucus: An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage. The Chair may rule the motion dilatory, and their decision is not subject to appeal. The Chair may prematurely end an unmoderated caucus if the Chair feels that the caucus has ceased to be productive, and this decision is not subject to appeal.

15. Moderated Caucus: A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes, for the caucus. Once raised, the motion will be voted on immediately, with a simple majority required for passage. If no delegates wish to speak, the moderated caucus will immediately conclude, even if time remains in the caucus. The Chair may also decide, subject to appeal, to suspend the caucus early.

16. Closure of Debate: When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Chair may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favour of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. If the committee is in favour of closure, the Chair will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote.

17. Motion to Suspend the Meeting: This motion is made to suspend the meeting for the purpose of a regular caucus or a moderated caucus, but its use also depends upon the conference you are attending. When moving to suspend the meeting, the delegate should specify a certain amount of time and the purpose. This motion requires an immediate vote.

18. Adjournment of the Meeting: Whenever the floor is open, a delegate may move for the adjournment of the meeting, to suspend all committee functions for the duration of the conference. The Chair may rule such motions dilatory; this decision is not subject to appeal. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.

19. Postponement and Resumption of Debate: Whenever the floor is open, a delegate may move for the postponement of debate on a resolution or amendment currently on the floor. The motion, otherwise known as “tabling,” will require a two-thirds majority to pass and will be debated by two speakers in favour and two opposed. No debate or action will be allowed on any resolution or amendment on which debate has been postponed, and if debate on a resolution or amendment has not been resumed before debate is closed, that resolution or amendment may not be voted upon. A motion to resume debate on an amendment or resolution on which debate has been postponed will require a simple majority to pass and will be debated by two speakers in favour and two opposed. Resumption of debate will cancel the effects of postponement of debate.

20. General Speakers’ List: The committee will have an open speakers’ list for the topic being discussed. Separate speakers list will be established as needed for debate on amendments. Periodically, the Chair will call on delegations wishing to be added to the speakers list, and delegations may remove their name from the list via written request. If all motions on the floor fail, the committee will temporarily return to the speakers list until a consensus on debate can be established.

21. Speeches: No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if their remarks are not relevant to the subject under discussion, or offensive to committee members or staff. Delegates who are absent when recognized by the dais automatically forfeit their time, and debate will continue.

22. Speaking Time: When any speakers’ list is opened, the speaking time is automatically set to one minute. Delegates may also make a motion to set a new speaking time at any time when points or motions are in order during formal debate. This motion requires a simple majority to pass.

23. Yields: A delegate granted the right to speak from a speakers list may, after speaking, yield in one of three ways: to another delegate, to questions, or to the dais.

- **Yield to another delegate:** Any remaining time will be given to that delegate, who may not, however, then yield any remaining time to a third delegate. To turn the floor over to a codelegate is not considered a yield.
- **Yield to questions:** Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
- **Yield to the Chair:** Such a yield should be made if the delegate has finished speaking and does not wish to yield to another delegate or to questions, and further does not wish their speech to be subject to comments. The Chair will then move to the next speaker. A yield to the Chair is in order, but not automatic, when a speaker's time has elapsed.
- Yields are in order only on substantive speeches and not during moderated caucus.

24. Comments: If a substantive speech is followed by no yields, the Chair may recognize two delegations, other than the initial speaker, to comment for thirty seconds each on the specific content of the speech just completed. Delegates who make comments may not yield. No comments will be in order during debate on procedural motions, moderated caucus, or debate on amendments.

25. Right of Reply: A delegate whose personal integrity has been impugned by another delegate may request a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Chair's decision whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Chair.

Points

26. Point of Personal Privilege: Whenever a delegate experiences personal discomfort which impairs their ability to participate in the proceedings, he or she may rise to a point of personal privilege to request that the discomfort be corrected.

27. Point of Order: During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Chair in accordance with these Rules of Procedure.

28. Point of Parliamentary Inquiry: When the floor is open, a delegate may rise to a point of parliamentary inquiry to ask the Chair a question regarding the Rules of Procedure.

29. Working Papers: Delegates may propose working papers for committee consideration. Working papers are intended to aid the committee in its discussion and formulation of resolutions and need not be written in resolution format. Like Resolutions, working papers do not have sponsors – but the Board will set a minimum number of signatories required for a working paper to be discussed in committee. Working papers are introduced at the discretion of the Board and no substantive motion is needed.

30. Resolutions: A resolution may be introduced when it receives the approval of the Board and is signed by a sufficient number of countries. Signing a resolution need not indicate support for the resolution, and the signatory has no further rights or obligations and may sign more than one draft resolution. There are no official sponsors of resolutions. Resolutions require a simple majority to pass unless otherwise stated in specific committee rules. More than one resolution may be on the floor at any one time, but at most one resolution may be passed per committee.

31. Introducing Resolutions: Once all resolutions have been approved as stipulated above and have been copied and distributed, a delegate may make a motion to introduce the resolutions. This motion should specify the order in which the resolutions will be introduced. This motion requires a simple majority to pass. Traditionally, a panel of those involved in the drafting of the resolution will present a summary of the document, followed by a question-and-answer period. There is some flexibility in how this arrangement may work, which delegates should discuss with the Board.

32. Amendments: Delegates may amend any resolution on the floor after it has been introduced. The Board will set a minimum number of signatories required for an amendment to be considered, which will be communicated to delegates following the introduction of resolutions. Amendments to amendments are out of order. There are no official sponsors of amendments. Not every amendment may be introduced and voted on.

The procedure for amendments is as follows:

- Each amendment must be introduced by a motion to introduce an amendment. This requires a simple majority to pass and is a procedural vote.
- If the motion to introduce the amendment passes, then the chair will draw an alternating list of for and against speakers. The delegate who made the motion may introduce may speak as the first for the speaker at the Chair's discretion. A motion to close debate will be in order after at least one for and one against speaker.
- Votes on amendments are substantive votes and require a simple majority to pass.

Rules Governing Voting

33. Division of the Question: After debate on a resolution or amendment has been closed, a delegate may move to divide the question on any item which is about to be voted on. Division of the question means that a specified set of operative clauses may be voted on separately from the rest. Preambulatory clauses may not be removed by division of the question. The motion may be debated to the extent of two speakers for and two speakers against.

This motion requires a simple majority to pass:

- The Chair will accept motions to divide the question on a specific resolution. This motion is about dividing the question in general and does not specify a manner by which to divide the question. This motion is procedural and requires a simple majority.
- If the motion passes, the Chair will accept proposals on how to divide the question. Such proposals may divide the question into two or more parts. After all proposals have been accepted, the Chair will arrange them from most severe to least, and each will be voted on, in that order. This is a substantive vote and requires a simple majority. If no division passes, the resolution, or amendment remains intact.
- If any proposal passes, all other proposals are discarded, and the resolution or amendment is divided accordingly. A substantive vote must then be taken on each divided part to determine whether or not it is included in the final draft. A simple majority is required for inclusion of each part. After all divided parts have been voted on, those that were voted to be included are recombined into the final draft resolution which must then be voted upon under regular Rules of Procedure. If all of the operative parts of the substantive proposal are rejected, the proposal will be considered to have been rejected as a whole.

34. Reordering Resolutions: The default order in which resolutions are voted on is the order in which they were introduced. After debate on a topic has been closed, a delegate may motion to change the order in which resolutions on the committee floor will be voted on. Such a motion must specify a desired order.

35. Voting: Once the committee is in voting procedure and all relevant motions have been entertained, the committee will vote on the resolutions on the floor. Voting occurs on each resolution in succession; once a resolution has been passed, no further resolutions will be voted on. In all matters, both substantive and procedural, each country will have one vote. Each vote may be a “Yes,” “No,” or “Abstain.” All matters will be voted upon by placards, except in the case of a roll call vote. After the Chair has announced the beginning of voting,

no delegate will interrupt the voting except on a point of personal privilege or on a point of order in connection with the actual conduct of the voting. A simple majority requires more “Yes” votes than “No” votes; abstentions are not counted toward either total. A two-thirds majority vote requires at least twice as many “Yes” votes as “No” votes. A procedural vote is a vote on any matter besides an amendment or resolution and requires every country to vote either “Yes” or “No” on the question.

36. Roll Call Voting: After debate is closed on any topic area or amendment, any delegate may request a roll call vote. A motion for a roll call vote is in order only for substantive motions. The Chair’s decision whether to accept the motion for a roll call vote may not be appealed.

- In a roll call vote, the Chair will call all countries noted by the dais to be in attendance in alphabetical order.
- In the first sequence, delegates may vote “Yes,” “No,” “Abstain,” “Pass,” “Yes with rights,” or “No with rights.”
- A delegate who passes during the first sequence of the roll call must vote “Yes” or “No” during the second sequence. The same delegate may not request the right of explanation.
- A delegate may only request the right of explanation if their vote appears to constitute a divergence from his or her country’s policy and if he or she votes “Yes with rights” or “No with rights” in the first round of voting. After all delegates have voted, delegates who stated their vote with rights will be granted 30 seconds each to explain their votes.
- The Chair will then announce the outcome of the vote.