

SMUN2030

Singularity Model United Nations

Rules of Procedure



St PETER'S
SCHOOL
Barcelona

Table of contents

Chapter I: General dispositions	4
Article 1: General concept	4
Article 2: United Nations Charter	5
Article 3: General principles	5
Article 4: Language	5
Article 5: Decorum and communication principles	6
Article 6: Code of behaviour	6
Article 7: Dress code	6
Article 8: Usage of electronic devices	7
Article 9: Alcohol, smoking and illegal substances	7
Article 10: Quorum	7
Article 11: Work before and during the conference	7
Chapter II: Rights and duties of the authorities and delegates	9
Article 12: Rights and duties of the Secretariat	9
Article 13: Rights and duties of the Chairs	9
Article 14: Rights and duties of the delegates	9
Chapter III: Basic principles and structure of the debate	10
Article 15: Structure of the debate	10
Article 16: Majorities	10
Article 17: Roll call	10
Article 18: Setting the Agenda	10
Chapter IV: Procedure during formal sessions - Speech	11
Article 19: Right to speak	11
Article 20: Time limit on speeches	11
Article 21: Yielding	12
Chapter V: Procedure during formal sessions - Motions	12
Article 22: General concept	12
Article 23: Acceptance of motions	13
Article 24: Withdrawal of motions	13
Article 25: Failed motions	13
Article 26: Motions in procedural debate	13
Chapter VI: Procedure during formal sessions - Points	14
Article 27: General concept	14
Article 28: Raising points	14
Article 29: Point of Information	14
Article 30: Point of Parliamentary Inquiry	15
Article 31: Point of Personal Privilege	15
Article 32: Right of Reply	15

Article 33: Point of Order	15
Article 34: Motion for a Minute of Silence	16
Chapter VII: Procedure during formal sessions - Conduct of the debate	17
Article 34: Opening of the Debate	17
Article 36: General Speakers List	17
Article 37: Motion for a Caucusing Break	17
Article 38: Motion for the Suspension of the Meeting	17
Article 39: Motion to Resume the Debate	17
Article 40: Motion for the Closure of Debate	18
Article 41: Motion to Reopen the Debate	18
Chapter VIII: Caucusing principles	18
Article 42: General aspects of caucusing	18
Article 43: Moderated Caucus	19
Article 44: Unmoderated Caucus	19
Article 45: Consultation of the Whole	19
Article 46: Tour de Table	20
Article 47: Extension of a previously raised motion	20
Article 48: P-5 caucus	20
Chapter IX: Voting principles	21
Article 49: Voting rights	21
Article 50: Types of voting	21
Article 51: Conduct during voting after the closure of the Debate	21
Article 52: Voting mechanisms	22
Article 53: Majority required	22
Article 54: Motion to Divide the House	22
Article 55: Motion to Vote Clause by Clause	22
Chapter X: Documents	23
Article 56: General aspects	23
Article 57: Signatories and Sponsors	23
Article 58: Working Papers	23
Article 59: Motion to Introduce a Working Paper	24
Article 60: Draft Resolutions	24
Article 61: Motion to Introduce a Draft Resolution	24
Article 62: Motion for a Panel of Experts	24
Chapter XI: Amendments	26
Article 63: General concept	26
Article 64: Structure of an amendment	26
Article 65: Motion to Introduce an Amendment	26
Article 66: Voting requirements for amendments	26
Article 67: Voting of amendments	27

Chapter I: General dispositions

Article 1: General concept

1. SMUN2030 (Singularity Model of United Nations 2030) is a Model of United Nations, which, in its essence, has the objective to introduce high school students principles and values of the United Nations.
2. The Secretary-General and the team of directors are collectively referred to as the *Secretariat*.
3. Moderators of the debate will, hereinafter, be referred to as *chairs*.
4. Participants will, hereinafter, be referred to as *delegates*.

Article 2: United Nations Charter

Delegations should, at all times, act in accordance with the articles and principles of the United Nations Charter and the Universal Declaration of Human Rights. Any behaviour or comments that go against the physical and moral integrity of other delegates may result in expulsion from the Conference.

Article 3: General principles

1. The Board of Chairs is composed by the Chairs.
2. Every committee will have two chairpersons with equal power unless the committee specialities require a deviation from the general organisation, which should be explicit in all cases.
3. During sessions, the Chair or other officers of the Committee should be entrusted by their Committee, whenever appropriate, with the conduct of informal negotiations aimed at reaching an agreement on specific issues.
4. Non-Council Member States and Observer States or Entities will have the same rights as regular members with the exception that they shall not vote on any substantial matters. They can not be Sponsors and Signatories of any formal document nor introduce them to the floor.

Article 4: Language

The official language of the conference will be English. This will be the language used to provide information on the conference, topic's information in the Study Guides, and the communication language between the Delegates, Chairs and Secretariat Team. Documents worked upon and introduced throughout the conference will have to be properly written in this same language.

Article 5: Decorum and communication principles

1. Participants ought to address their fellow delegates, Chairs and members of the Secretariat and staff in a formal manner.
2. Any speech expressed in formal session should use courtesy formulas such as *“Honourable Chairs and fellow delegates”*.
3. Due to delegates not expressing their personal opinions, delegates will abstain from referring to themselves in the first person unless stated otherwise by the Chairs of the present Rules of Procedure.
4. Written messages or notes are allowed for communicating with the chairs and other delegates in the room in the instances referred to in [articles 15, 22, 30, 35 and 67](#).
5. Notes must bear clear FROM and TO designations at the top of the paper. Messages not fulfilling this requirement will not be transmitted.
6. Cross-talking is forbidden at any moment during a formal session.

Article 6: Code of behaviour

The code of behaviour will consist in four principles which must be followed at all times:

1. **Principle of Respect:** The conference will enforce an environment of no-discrimination under any circumstances for motives of gender, race, nationality, culture or religion.
2. **Principle of Nonviolence:** The conference explicitly prohibits and condemns any sort of violent behaviour, being physical or psychological.
3. **Principle of Decorum:** The organisation expects attendants of the conference to address each other using a formal language making use of courtesy mechanisms to recognize Chairs and delegates (E.g. “Honourable Chair”, “Fellow Delegate”, “Distinguished Delegates”)
4. **Principle of Diplomatic Courtesy:** Representatives must act politely showing appreciation and open mindedness at all times.

Delegates who persist in obvious attempts to disrupt the session, or use insulting or abusive language, shall be subject to be expelled from the Committee by the Chairs after consulting with the Secretariat.

Article 7: Dress code

The organisation of the conference expects all delegates to wear a formal attire during sessions:

1. Women should wear formal suits, smart separates or dresses.
2. Men should wear a formal suit with a tie (or similar).

3. The Secretariat reserves the right to declare accessories, symbols or pieces of clothing out of order due to its offensive or inappropriate nature.
4. When an accessory is considered out of order, it shall be immediately removed.

Article 8: Usage of electronic devices

1. The usage of electronic devices during the sessions will be decided by the Chairs and it will be not appealable.
2. Electronic devices should be used appropriately. The Chairs may forbid a delegate to use them if such delegate does not use them for the means previously established by the Chairs.
3. Cell phones should not be seen or heard in committee and one may only use their mobile phones during breaks or once the conference is over.

Article 9: Alcohol, smoking and illegal substances

The consumption of Alcohol and illegal substances is heavily prohibited through the duration of the Conference, and its use will bear the following consequences:

1. The organisation will weigh if it is necessary to call for medical assistance.
2. The substances will immediately be taken away and put in the hands of proper authorities.
3. If the individual is a minor, the organisation will call their legal guardians in order to inform them of the situation.
4. The Secretariat with the help of the organising team will declare a sanction to the participant which shall go from the suspension of his/her participation in a session, to the full expulsion from the conference. The participant in any case of these characteristics does not apply for a refund of any kind.

Article 10: Quorum

1. The Quorum is the minimum of delegations that must be present in the room in order to continue with the debate. The minimum Quorum of a room will be 50% of the delegates which have stated their presence at the beginning of the conference.
2. In the Security Council, a quorum is made up of all member delegations. To begin a Council session all members must be present.

Article 11: Work before and during the conference

Delegates are expected to prepare previously for the conference, but they must not write the resolution before arriving at the committee. The resolution is a result of the negotiation and

agreements between countries; therefore, it must be written during Unmoderated Caucuses in the conference although delegates may bring their specific proposals in the form of a resolution clause.

Chapter II: Rights and duties of the authorities and delegates

Article 12: Rights and duties of the Secretariat

1. Ensure a good functioning of the committee sessions.
2. Resolve doubts regarding the Rules of Procedure (RoP) and follow them accordingly, resolve minor disputes and conflicts and respond to any requirement of the Chairs or of a Delegate who believes to be aggravated by a breach of the RoP.
3. Furthermore, it may revise that the final documents voted upon are correct, adequate and coherent with the international legal and political atmosphere.

Article 13: Rights and duties of the Chairs

1. The Chairs will work as a team to make decisions or guide delegates with the objective of finding fruitful debates and conversations. Furthermore, they will ensure the topic at hand is being discussed.
2. The Chairperson shall:
 - a. declare the opening and closing of each meeting of the Committee;
 - b. direct its discussions;
 - c. ensure observance of these Rules of Procedure;
 - d. accord the right to speak;
 - e. rule on Points of Order and subject to these rules;
 - f. put any motion on the Floor.
3. In the course of the discussion of an item, the Chair may propose to the Committee:
 - a. the limitation of the time to be allowed to speakers;
 - b. the limitation of the number of times each Representative may speak;
 - c. the suspension of the meeting or a caucusing break.
4. In the case that the decision of a Chair contradicts the final position of the Secretariat, the second one will prevail.

Article 14: Rights and duties of the delegates

1. The delegates must represent their country according to its current realistic position.
2. The conference expects them to prepare a position paper with the position of their country and to carefully read the study guide prior to the conference.
3. During sessions, delegates must follow the rules of procedure.
4. Delegates can appeal to the chairs if they believe the rules of procedure have not been respected. If they do not get a satisfactory answer and expect a different decision, they can appeal to the Secretariat at any time.

Chapter III: Basic principles and structure of the debate

Article 15: Structure of the debate

The debate will develop according to the following order:

1. Roll call
2. Setting of the Agenda
3. Opening of the Debate
4. Setting of the General Speakers List
5. Caucusing
6. Drafting of the Working Paper
7. Drafting of the Draft Resolution
8. Caucusing breaks and suspensions
9. Amendments
10. Closure of the Debate
11. Voting
12. Adjournment of the Debate

Article 16: Majorities

1. **Majority:** it is reached with 50% + 1 of affirmative votes.
2. **Simple majority:** there is one more vote in favour than against.
3. **Qualified majority:** is reached by $\frac{2}{3}$ of the Committee.

Article 17: Roll call

1. After the opening of the session, the Chairpersons will begin with a roll call. During this procedure, the Chairpersons will call all States in English alphabetical order to declare their presence. Delegates shall establish their presence in one of the following manners:
 - a. A Delegate that is declared "**Present and voting**" shall vote in favour or against on any substantive matter.
 - b. A Delegate that is declared "**Present**" shall vote in favour, against or abstain on any substantive matter.
2. Observer states shall declare themselves as "Present".
3. Delegates will, during the debate, be able to change their position by sending a note to the Chairs. Under the Chairs' discretion, they shall entertain such a petition.

4. If a Delegation is not present or able to state their position during the roll call, they will be regarded as absent until a note is sent to the Chairs stating that they are “Present” or “Present and voting” and it is acknowledged by them.

Article 18: Setting the Agenda

1. After a roll call, a Motion to Set the Agenda on a specific topic is in order.
2. After the Agenda is set, the debate will revolve around the matter at hand until a Motion to Close the Debate is approved.
3. If there is only one topic to discuss, this motion is still compulsory.
4. Only topics provided by SMUN2030 shall be considered by a Council or Committee.

Chapter IV: Procedure - Speech

Article 19: Right to speak

1. All Delegates are entitled to the right to speak but, in formal sessions, its exercise is limited to having been granted permission from the Chairpersons to do so.
2. The Chairs may at their discretion interfere with a Delegate's speech in case it is not relevant to the matter being discussed; is regarded as a personal offence against any party; violates or threatens the sovereignty of a Member State; or else is contrary to any disposition within these Rules or to the nature of this Conference.
3. Delegates must use the third person perspective at all times during debate sessions.

Article 20: Time limit on speeches

1. Speakers must keep their remarks relevant to the subject under discussion.
2. The duration of an intervention is limited and may be changed at the discretion of the Chairs.
3. When a Delegate exceeds their allotted time, the President or Chair shall call them to order immediately.
4. Delegates are entitled to raise a motion to change the time on the General Speaker's list as long as it attains to these rules.

Article 21: Yielding

1. A Delegate who has been granted the right to speak and has finished speaking before their time elapses may yield the remaining time in one of the following manners:
 - a. **Yield to Questions:** if the Delegate yields their time to questions, the questioners shall raise Points of Information. Only time spent answering the question is counted toward the time limit. A maximum of two Points of Information will be entertained. Comments or statements instead of questions are out of order.
 - b. **Yield to another Delegate:** if the Delegate accepts the yield, the chair will recognize them for the remaining time.
 - c. **Yield to the Chair or President:** the Delegate may yield the time back to the Chair or President.
2. Yielding is only in order when the speech is from the Speaker's List or during a Consultation of the Whole.

Chapter V: Procedure - Motions

Article 22: General concept

1. A motion is a proposal for debate that will eventually be voted upon.
2. Motions can only be introduced once the Chairperson has indicated that the Floor is open to points or motions.
3. The Chairperson reserves the right to rule any motion out of order at any given time.
 - a. Delegates can appeal this and other decisions of the Chairs as long as they are within the scope of these Rules of Procedure (Article 32).
4. Motions will be voted upon using the criteria established in Article 24.
5. The Chair has the discretionary power to modify the order in which motions are voted.

Article 23: Acceptance of motions

1. When enough motions have been raised by the Delegates, the Chairpersons will close the Floor for more points and motions and will start the voting procedure with the most disruptive one.
 - a. The Chairpersons will ask the Floor for “seconds”. If none are presented, the motion shall not pass.
 - b. If at least one Delegate “seconds” the motion, the Chairpersons will ask the Floor for “objections”. If none are presented, the motion immediately passes. If at least one Delegate “objects”, the motion shall be put to vote.
2. Since it is a procedural voting, all members shall vote for or against the motion. The motion will pass if a majority is reached.

Article 24: Withdrawal of motions

1. A motion may be withdrawn by its proposer at any time before voting on it has commenced.
2. To withdraw a motion a note must be sent to the Chairs stating it.
3. A motion thus withdrawn may be reintroduced by any Member.

Article 25: Failed motions

1. Motions that have not passed cannot be reintroduced with the exact same words.
2. If the Chair deems appropriate that they are tackled it can encourage the Delegate to rephrase the motion and raise it.

Article 26: Motions in procedural debate

1. Motions are voted upon following the concept of disruptiveness. It also sets the majorities needed to pass and the articles of reference.
2. If two or more motions of the same type (for a Moderated Caucus, an Unmoderated Caucus, a Consultation of the Whole or an Extension) are raised simultaneously, the one with the longest general time will be considered the most disruptive one.
3. If the general time is the same or two or more motions for a Tour de Table are raised simultaneously, the motion with the longest time per speaker will be considered the most disruptive one.

Chapter VI: Procedure - Points

Article 27: General concept

1. Points are tools used by Delegates to communicate with the Chairs on the instances specified below.
2. All points must be entertained by the Chairs before any Motion.

Article 28: Raising points

1. Any point referred in this Chapter may be raised by any Delegate at any moment through sending a note to the Chairs or raising their placard.
2. Unless it is truly necessary, raising a point during another Delegate's speech must be avoided.
3. After the Chairpersons have granted a Delegate the possibility to speak, it is allowed to state the name of the point.

Article 29: Point of Information

1. During the General Speakers List, a Representative may question a Speaker by raising a Point of Information. It shall be directed to the Speaker who has the Floor and has indicated that they are willing to yield their time to questions.
2. A Point of Information must be formulated as a question, e.g. "Is the Speaker aware that..." or "Does the Speaker (not) realise that..." etc. A short introductory statement or reference may precede the question, e.g. "The Delegate stated in their speech that... Are they not aware...?" A series of questions from the same delegate will not be in order.
3. Questions must be directed through the Chair and may be made only after the Speaker has concluded their remarks, but before they have yielded the Floor back to the Chairs.
4. A maximum of two Points of Information may be raised after the Speaker has concluded their intervention.
5. Representatives may not interrupt a Speaker on a Point of Information.

Article 30: Point of Parliamentary Inquiry

1. A Point of Parliamentary Inquiry is raised to the Chair/President if a Representative wishes to obtain a clarification of the procedures or a statement of the matters before the Committee.
2. Representatives may not interrupt a Speaker on a Point of Parliamentary Inquiry.

Article 31: Point of Personal Privilege

1. A Delegate may raise a Point of Personal Privilege in order to inform the Chairpersons of a physical discomfort they are experiencing, which impairs their ability to participate in the proceedings, such as high room temperature, an inability to hear the speaker, etc.
2. A Point of Personal Privilege may interrupt a Speaker if unavoidably necessary.
3. Delegates should use this power with the utmost contention.

Article 32: Right of Reply

1. If, at any time during a speech, a Delegate harms the national dignity of another country, said country will be entitled to a Right of Reply.
2. Such a right can be exercised by sending a note to the Chairs stating the harmful comment, or by verbally expressing the right by raising the placard once the speech has finished.
3. The Chairs will have discretionary power to accept or not this right.
4. The Right of Reply shall consist of a speech of 90 seconds.
5. A response to the Right of Reply will be allowed if the speech meets the criteria of the right of reply. There shall be no further replies after this response.

Article 33: Point of Order

1. A Point of Order is raised by a Delegate if they believe the Rules of Procedure are being infringed by the Chairs or another Delegate.
2. Delegates must raise their placard and state "Point of Order".
3. Once a Point of Order has been recognised, the Chairs will ask the Delegate to elaborate, and will correct the action if the Rules of Procedure have indeed been infringed.
4. In case the Rules of Procedure have not been infringed, the point will not be entertained.
5. If a Delegate feels the Chairs wrongly decided to grant or not grant a Point of Order, they may approach the secretariat.

Article 34: Motion for a Minute of Silence

1. A Delegate may raise a Motion for a Minute of Silence, prayer or meditation prior acceptance of the Chairs.
2. This motion is only in order at the beginning and at the end of a Committee session.

Chapter VII: Procedure - Conduct of the debate

Article 34: Opening of the Debate

1. Once the quorum has been met either at the start of the committee session, after a caucusing break or after a suspended session, the roll call has been conducted, and, if needed, the Agenda has been set, a Motion to Open the Debate is in order.
2. This motion automatically passes.

Article 36: General Speakers List

1. After the Debate is open, the Chairs will entertain a Motion to Open the General Speakers List.
2. The Delegate raising this motion will be entitled to be the first speaker.
3. The Chairs shall ask the Committee for Delegates wishing to be added to the General Speakers List.
4. At any time during the Debate, Delegates can ask the Chairs to be added to the General Speakers List by sending a note.
5. It will not be allowed for Delegates to yield the Floor twice in a single speech.
6. Delegates who have not been recognized by the Chairs will not be allowed to talk.
7. If the Floor is open to points or motions and there are none or none have passed, the Debate shall automatically move to the General Speakers List.
8. If the General Speakers List is empty, the debate will be automatically closed and the Committee shall proceed into voting procedure of any documents presented.

Article 37: Motion for a Caucusing Break

1. A Motion for a Caucusing Break is in order during formal debate at any time when the Floor is open, before closure of Debate.
2. A Delegate who moves for a caucusing break must specify a time limit for the break, which must be subjected to the schedule of the Conference.
3. The time limit is subject to the Chairperson's approval.
4. It needs a majority to pass.

Article 38: Motion for the Suspension of the Meeting

1. If passed, the Motion for the Suspension of the Meeting suspends the meeting until the next day.
2. The motion requires a qualified majority to pass.

Article 39: Motion to Resume the Debate

1. The Motion to Resume the Debate will be entertained after a caucusing break or a suspension of the meeting.
2. The motion requires a qualified majority to pass.

Article 40: Motion for the Closure of Debate

1. If passed, the Motion for the Closure of the Debate ends discussion and the Committee will move into Voting Procedure.
2. The motion requires a qualified majority to pass.
3. The Motion for the Closure of the Debate is debatable to the extent of two speakers for and two against, 30 seconds each, to be followed by an immediate procedural vote on that motion.
4. If there are no objections, the motion to close the debate will automatically be adopted and the Committee will move immediately into Voting Procedure.

Article 41: Motion to Reopen the Debate

1. Once the debate has been closed and before Voting Procedure has started, Delegates can choose to reopen the debate if serious difficulties arise.
2. The Motion to Reopen the Debate will be passed by a qualified majority of the Committee.
3. It is dependent on the Chairs' discretion to accept or refuse the proposal of this motion.

Chapter VIII: Caucusing principles

Article 42: General aspects of caucusing

1. Caucuses are the main form of debate during the Conference and include two variations: Moderated and Unmoderated Caucuses.
2. **Moderated Caucuses** are a formal type of debate on a specific topic set in advance. Therefore, delegates remain in their places and can only intervene once the Chair has recognised them.
3. **Unmoderated Caucuses** are an informal type of debate in which delegates can leave their seats and discuss openly with the Committee.
 - a. Delegates are free to start writing Working Papers, form Draft Resolutions or write amendments in this time, and must mediate, debate, and negotiate to develop their standpoints as well as gather Sponsors on their work.

Article 43: Moderated Caucus

1. A Motion for a Moderated Caucus is in order during formal debate at any time when the Floor is open, prior to the closure of the Debate.
2. A Delegate who raises a Motion for a Moderated Caucus must specify its topic, the total time limit, which must not exceed 20 minutes, and the time limit allowed for individual speeches, which must not exceed 90 seconds.
3. The time limit is subject to the Chairperson's approval.
4. If the motion passes, the Council will enter informal debate whereby the President will recognize Delegates who raise their placards to speak about the issue at hand.
5. The Delegate who raised the motion for such Moderated Caucus is entitled to be the first or last speaker if they wish to.

Article 44: Unmoderated Caucus

1. A Motion for an Unmoderated Caucus is in order during formal debate at any time when the Floor is open, prior to the closure of Debate.
2. A Delegate who raises a Motion for an Unmoderated Caucus must specify the total time limit which must not exceed 30 minutes. This form of caucusing does not require any subject nor other specifications.
3. The time limit is subject to the Chairperson's approval.
4. If the motion passes, the Chairs will cease to be the moderating agents of the debate and Delegates will be able to move freely and discuss as they wish amongst themselves.

Article 45: Consultation of the Whole

1. This motion, if passed, enables the Committee during formal debate to be consulted to discuss particular topics raised with a non-established order of delegate interventions.
2. A Motion for a Consultation of the Whole is in order during formal debate at any time when the Floor is open, prior to the closure of the Debate.
3. The Representative who introduces this motion must specify a general time limit which must not exceed 15 minutes. There won't be a time limit for individual speeches.
4. The time limit is subject to the Chair's approval.
5. This motion passes with majority.
6. The Delegate that has raised the motion will be recognized the right to speak first as well as the discretion on which way will the Consultation of the Whole be moderated.
7. The Consultation of the Whole can be moderated with the following procedures:
 - a. **In successive order (pin-point).** After a Delegate finishes their speech, they will follow up with the recognition of the next speaker, that at its time, will decide upon the subsequent. This procedure continues until the motion elapses.
 - b. **By the Delegate.** The Delegate who raised the motion has the right to direct the Consultation of the Whole, that is, the recognition of the next speaker will remain under that Delegate's discretion.
 - c. **By the Chairs.** When a Delegate ends its discourse, the recognition of the next speaker will remain under the Chair's discretion.
8. To mark the end of a Delegate's intervention, the Delegate must yield the time to either a Delegate of their choosing, the Delegate directing the Consultation of the Whole or to the Chairs, according to the established procedure.

Article 46: Tour de Table

1. The intention of this motion is to get an overview of every Representative's opinion on a specific matter.
2. A Motion for a Tour de Table is in order during formal debate at any time when the Floor is open, prior to the closure of the Debate.
3. The Delegate who has raised the Motion for a Tour de Table must make one precise question and propose a time limit per speaker, which must not exceed 1 minute.
4. The time limit is subject to the Chairperson's approval.

5. If the motion passes, the Chairs will call on every representative in a random order, and they will be asked to answer the raised question within the established time.

Article 47: Extension of a previously raised motion

1. During the discussion of any matter, a Representative may move for the prolonging of the debate on the item under discussion with a Motion for an Extension of [*previous caucus*].
2. The time of the Extension shall not exceed half of the timeframe of the former one.
3. The Representative proposing the motion, if asked by the chairpersons, must briefly explain its purpose and propose a time limit.
4. The chair may limit the time to be allowed to speakers under this rule.
5. This motion passes with majority.

Article 48: P-5 caucus

1. During the Voting Procedure in the Security Council and before a clause or a Draft Resolution is concerned to be vetoed, any of the P5 Member States may raise a Motion for a P-5 Caucus.
2. The duration of a P-5 caucus shall not exceed 7 minutes.
3. Afterwards, the P5 Representatives will be required to leave the room accompanied by one of the Committee Presidents.
4. The Delegates will have to discuss the clause in question by deciding on its amendment to avoid the veto.
5. Once the time has elapsed, one of the P5 Members will have to explain to the Security Council the changes made.
6. In the event that the amendments are far-reaching, Points of Information may be answered.

Chapter IX: Voting principles

Article 49: Voting rights

1. Each member of the General Assembly and the Security Council shall have one vote.
2. Non-Council Member States and Observers shall not have voting rights on substantive matters, only on procedural voting.

Article 50: Types of voting

1. Committees will entertain two types of voting methods: substantive voting and procedural voting.
2. **Substantive voting:**
 - a. Substantive voting shall be used regarding formal proposals that introduce a course of action for consideration, such as voting to pass treaties, amendments, Resolutions and other documents.
 - b. The Chair may permit Members to explain their votes, either before or after the voting.
 - c. All those Members that are “Present and voting” are not allowed to abstain.
 - d. Observers and invited Members are not allowed to vote on substantive matters.
3. **Procedural voting:**
 - a. Procedural voting shall be used when voting procedures such as setting an Agenda, deciding a caucus or introducing documents to a Committee.
 - b. Abstentions are not allowed in procedural matters.
 - c. Observers and invited Members are only allowed to vote on procedural matters.

Article 51: Conduct during voting after the closure of the Debate

1. Once the Debate is closed, the room will move immediately to Voting Procedure.
2. After the Chairperson has announced the beginning of Voting Procedure, no Representative shall interrupt the voting except on a Point of Order in connection with the actual conduct of the voting or a Point of Personal Privilege.
3. Voting shall begin upon the Chair’s declaration “we are in Voting Procedure,” and end when the results of the vote are announced.
4. Doors shall be closed and no Delegate may exit or enter the room.
5. The usage of any type of electronic device different from the one used during the Debate is forbidden during voting.

Article 52: Voting mechanisms

1. The Committee members shall normally vote by raising placards.
2. A roll call shall be taken for voting on the final document of the Committee session, following the English alphabetical order of the names of the Members.
3. If there is more than one document, they will be voted upon in order of introduction.
4. The name of each Member shall be called in the roll call, and its Representative shall reply "yes", "no", "abstention", "yes with rights" or "no with rights".
 - a. **Voting "with rights"**: Delegation that has voted "yes with rights" or "no with rights" will have the right to explain their decision after the Voting Procedure. The Speaker's time will be at the Chairperson's discretion, but shall not exceed 60 seconds.
5. Any motion to change the Voting Procedure (**Articles 52.5, 55 and 56**) of the final document shall be raised before the closure of the Debate and, unless stated otherwise, will be considered procedural voting and will require a majority to pass.

Article 53: Majority required

1. Decisions on procedural matters shall be passed by majority.
2. Decisions on substantive matters shall be passed by simple majority.
3. The Security Council shall be guided by its own rules whereby decisions on procedural matters require nine affirmative votes for adoption, and decisions on substantive matters require affirmative votes from nine Members, including the concurring votes of the five Permanent Members.

Article 54: Motion to Divide the House

1. A Motion to Divide the House can only be raised during substantive voting after a votation has resulted in the rejection of the subject at hand and delegates have abstained.
2. Once this motion is raised, Delegates have to immediately vote upon it.
3. This motion is considered procedural and passed by majority.
4. This motion shall force the House to vote only for or against the subject that has been previously voted upon.

Article 55: Motion to Vote Clause by Clause

1. A Motion to Vote Clause by Clause allows the Committee to vote on the proposed document clause by clause.
2. The voting method will be by raising placards.

Chapter X: Documents

Article 56: General aspects

1. The final and practical purpose of a Committee is to elaborate a Resolution that can be implemented by the Member States of such Committee to address a specific issue.
2. There are two main types of document to facilitate the creation of the aforementioned Resolution, which vary in format and purpose: **Working Papers** and **Draft Resolutions**.
3. Under no circumstances a document that has not been previously introduced through a motion can be discussed during formal debate.

Article 57: Signatories and Sponsors

1. The ones recognized as the writers of the Draft Resolution are called **Sponsors**.
 - a. Chairpersons will set the required minimum number of Sponsors according to each Committee. In absence of such clarification made by the Chair, the number of Sponsors should never be below 10% of the members of the committee.
 - b. The duties of the Sponsors regarding a specific Draft Resolution are:
 - i. to defend the Draft Resolution during a Panel of Experts; and
 - ii. to assess whether an amendment to the Draft Resolution is Friendly or Unfriendly, in accordance with **Article 68**.
2. **Signatories** are the ones supporting the discussion regarding the Draft Resolution on the Floor and bear no further obligation.
 - a. Chairpersons will set the required minimum number of Signatories according to each Committee. In absence of such clarification made by the Chair, the number of Signatories should never be below 20% of the Members of the committee.
3. A Member State cannot be Sponsor and Signatory at the same time.
4. Observer States cannot be neither Sponsors nor Signatories in accordance with **Article 3.d**.

Article 58: Working Papers

1. Working Papers are intended to aid with the work of the Committee and, especially, the Draft Resolution, as well as to present the viewpoints of the Delegates and the potential solutions to the topic.

2. A Working Paper only requires Signatories.
3. There is no set format for the Working Paper, that is, the Working Paper does not have to be introduced in the Resolution format. The Working Paper is referred to by its designated number.
4. Any document of the United Nations or other organisations, as well as charts and tables, can be introduced as a Working Paper as long as they are relevant to the topic discussed.
5. It is at the discretion of the Chairs to withdraw a Working Paper which is deemed inappropriate or not contributing to the discussion.

Article 59: Motion to Introduce a Working Paper

1. Any delegate, besides Observer States, can introduce a Working Paper for the consideration of the Committee by sending it to the Chairs.
2. The Working Paper has to be approved by the Chairpersons before its distribution.
3. After the Working Paper has been sent to the Chairs, they will review it and number it (Working Paper 1.1, 1.2, etc.) before it is sent back to the Delegates so it can be introduced.
4. The Working Paper must be introduced through a Motion to Introduce Working Paper [*number of the Working Paper*], and this motion must pass in order for the committee to be able to discuss such a Working Paper.

Article 60: Draft Resolutions

1. A Draft Resolution is a document drafted in the official format of the Resolution, which is subject to the standards of each Committee.
2. Draft Resolutions will be referred to by the name given to such in every distinct Committee.
3. No Draft Resolution shall be circulated without the previous approval of its required format and number of Sponsors and Signatories by the Chairpersons.
4. Once the Draft Resolution has been correctly introduced, delegates cannot add themselves to the list of Sponsors anymore. However, they can be removed from the list by passing a request in written form to the Chairs.
5. If the Draft Resolution does not have the number of Sponsors required, the document will be removed from the Floor immediately.

Article 61: Motion to Introduce a Draft Resolution

1. A Sponsor of the Draft Resolution, in order to introduce it, must send the document to the Chairs so it can be reviewed and numbered (Draft Resolution 1.1, 1.2, etc.).
2. After one of the Sponsors has received the number of the Draft Resolution, they shall introduce it through a Motion to Introduce Draft Resolution [*number of the Draft Resolution*].
3. The motion needs a qualified majority to pass.
4. It is at the discretion of the Chairs to provide any comments, objections or suggestions for improvement to the Draft Resolution.

Article 62: Motion for a Panel of Experts

1. After a Draft Resolution has been introduced, the Sponsors or any Delegate has the right to ask for a Panel of Experts through a Motion for a Panel of Experts on Draft Resolution [*number of the Draft Resolution*], aimed at clarifying its content.
2. If this motion passes, the Sponsors will firstly read the Operative Clauses and they will be allowed up to 3 minutes to defend their Draft Resolution. After that time, the Floor will be open for Points of Information so the Delegates can ask any doubt they may have regarding the document.
3. During this procedure, Sponsors should respond to inquiries regarding the clarification of the Draft Resolution. Any substantive statements regarding the Draft are not in order during the Points of Information.

Chapter XI: Amendments

Article 63: General concept

1. An amendment is any form of modification to a Draft Resolution once it has been introduced.
2. The formatting of an amendment shall be subjected to the same formal requirements as the operative clauses of a Draft Resolution.
3. Amendments to a Draft Resolution will be accepted once it is introduced and until the Floor is closed.
4. Amendments must be approved by the Chairs and introduced before being discussed or voted upon.

Article 64: Structure of an amendment

1. An amendment must contain the following aspects for it to be eligible for introduction:
 - a. a list of Sponsors;
 - b. the Draft Resolution it is addressed to;
 - c. the type of amendment, which can be of suppression, addition or modification; and
 - d. the body of the amendment.
2. Amendments shall require a minimum number of Sponsors accorded by the Chairs and this amount shall always be of at least 2 Delegates.

Article 65: Motion to Introduce an Amendment

1. One of the Sponsors of an amendment, in order to introduce it, shall send it to the Chairs so they can review it and number it (*Amendment 1, 2, etc.*).
2. Once said Sponsor has received the number of the amendment, they must introduce it through a Motion to Introduce Amendment [*number of the Amendment*].
3. This motion requires no votes to pass.
4. Amendments can be withdrawn by their Sponsors at any time by sending a note to the Chairs.

Article 66: Voting requirements for amendments

1. Sponsors to the Draft Resolution will be able to mark the amendments as “friendly” or “unfriendly”.

2. An amendment will be considered “friendly” if all Sponsors of the Draft Resolution are also Sponsors to the amendment or if all Sponsors agree with the proposed amendment.
 - a. No vote is required to add a friendly amendment to the Draft Resolution.
3. An amendment which is not supported by all the Sponsors of the Draft resolution is considered “unfriendly”.
 - a. Unfriendly amendments will be put directly to the vote.
 - b. Amendments to unfriendly amendments are out of order.

Article 67: Voting of amendments

1. Once the Debate has been closed, the Voting Procedure will start by addressing the amendments before voting any Draft Resolution.
2. When two or more amendments are moved to a proposal, the Committee shall first vote on the amendment that has been presented first.
3. The Sponsors of the Draft Resolution at hand will be asked to mark the amendments as “friendly” or “unfriendly” before voting upon it.
4. The voting of amendments is considered substantive voting.
5. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to vote.