



---

# Rules of Procedure

---



*Index*

Chapter I. General Considerations. ----- 3  
Chapter II. Participants. ----- 3  
Chapter III. The debate. ----- 4  
Chapter IV. Points and motions. ----- 5  
Chapter V. Resolution-passing procedures----- 7  
Chapter VI. Voting. ----- 9  
Chapter VIII. Precedence of motions. -----10  
Chapter IX. Protocol and electronic devices. ----- 11  
Annex I. Special Rules for the Historical Security Council. ----- 11



## Chapter I. General Considerations.

### **Article 1. Scope.**

The following Rules of Procedure (or Rules) will be the ones applicable to the Human Rights Council, the First Committee of the General Assembly (the Disarmament and International Security committee, or DISEC), the Sixth Committee of the General Assembly (the Legal Committee), the Organization of American States and the Historical Security Council. The Historical Security Council may follow its own specific rules—found in Annex I—regarding votes and majorities. The Crisis Committee will be following its own rules of procedure.

### **Article 2. Language.**

There are two official languages in AUMUN: English and Spanish. Any participant may address the Secretariat in any of those languages. Spanish will be the official language of the Human Rights Council, the Organization of American States and the Legal Committee, while English will be the official language of DISEC and the Historical Security Council. During the sessions, delegates must use exclusively the official language of their committee.

## Chapter II. Participants.

### **Article 3. Secretariat.**

The Secretariat will be made up by the Secretary General, the Vice Secretary General and the Under-Secretary Generals. The Secretariat may, at any time, make written or oral statements to a committee. They may take binding decisions for a better development of the Model.

### **Article 4. The Board.**

#### 1. Composition and role of the Board

The Board of the committee will be made up of two or more Chairs. They will direct the debate using the powers granted by these Rules. They will be responsible to the Secretary General and the Secretariat.

#### 2. Powers of the Board

The Board (also the “Chairs”) will ensure the compliance of this Rules. They will give the delegates the right to address the committee. They may eventually modify a procedural aspect of the Rules for the benefit of the debate, always previous announce to the committee. With the same purpose, they are allowed to take discretionary measures. They have the power to declare the opening and the closing of the debate. They may apply disciplinary sanctions when the Rules have been violated. They may also rule in or out of order points or motions and, as well, may suggest any of them.

#### 3. Caucus of the Board

The Board may temporarily interrupt any procedure for having an internal caucus.

### **Article 5. Member State.**

Member States will be represented by one delegate per committee. Each Member State will have one vote on both procedural (*article 21*) and substantive (*article 20*) votes.



### Article 6. Observers and NGOs.

Both Observers and NGOs invited to participate in the debate will only have the right to vote on procedural votes. They will have the right to address the committee as any Member State.

### Article 7. Press.

The delegates of the press committee may participate as correspondents, representing the international media, within the other committees. They may intervene in the debate by formulating Points of Information (Article 15.4) whenever the floor is open for such purpose and requesting Motions for NGO Appearance Before the Committee (Article 16.5). They will not be allowed to vote. They may make press releases subject to prior approval by the Chairs. The request to make a press release should be done through note directed to the Board or directly approaching them, but may not interrupt the debate.

## Chapter III. The debate.

### Article 8. Roll-call and absence.

1. Roll-call

Proceeding with the roll-call is mandatory previously to opening or resuming the session. During the roll-call the Chairs will read out loud the list of participating delegations in alphabetical order. When a country is mentioned, a delegate may declare its delegation as 'present' or 'present and voting'. The latter will not allow the delegate to abstain in substantive votes. Observers and NGOs may only declare themselves 'present'.

2. Absences

If a delegation enters the committee once the roll-call has been carried out, it should send a note to the Board to inform of its presence, indicating whether the delegation is 'present' or 'present and voting'. The Board will then inform the committee of such event and of any changes in the majorities. Countries not recognized by the Board will not be granted the right to address the committee.

### Article 9. Quorum.

The quorum required to proceed with the debate is 1/3 of the Member States. The existence of the required quorum will be assumed by the Chairs and it should be specifically challenged.

### Article 9. Setting the Agenda.

If a committee has more than one topic to debate, once the first session has been opened the committee should debate on the Agenda. Therefore, a motion to set the Agenda will be the only one in order at this point, specifying the desired first topic. A Speakers List will be established, with up to two delegates in favour and up to two against, with a maximum speaker's time of 1 minute. After that, the committee will automatically vote for discussing first the topic proposed in the motion through a procedural vote that requires a simple majority to pass. The failure of the voting procedure will mean that the topics will be debated in the inverse order that they were proposed.

### Article 11. General Speakers List.

The General Speakers List shall remain open throughout the whole debate, only interrupted by points or motions. The default time per speaker will be 90 seconds. If the General Speakers List runs out of speakers, the debate will be considered as closed and any document sent to the Board will be voted upon.



### Article 12. Communication with other delegations.

When delegations are not granted the floor, and except during unmoderated caucus, they may only communicate with other delegations through note.

### Article 13. Yields.

When a delegate has finished its intervention, if there is time left he/she can yield it. Yields are not allowed in moderated caucus. There are three types of yields:

1. Yield the time back to the Board  
When the time remaining is yielded back to the Board it will not be given any use and the debate will continue with the next intervention.
2. Yield the time to Points of Information  
When the time remaining is yielded to Points of Information (*article 15.d*) other delegations may raise questions for him/her and the delegate should answer them using the remaining time. The yielded time will not run while delegations are formulating their questions.
3. Yield the time to another delegation  
When the remaining time is yielded to another delegation, that delegation will have the right to accept or deny the yield. That delegation will not be able to yield the time again.

### Article 14. Right to reply.

A delegate whose national integrity has been attacked by another delegate's intervention may send a note to the Board without delay mentioning why he/she considers that there has been an offense and by whom. If granted by the Board, the offensive delegation will then have up to 1 minute to withdraw or explain its accusations and the offended delegate up to 1 minute to reply to them. Asking for a right to reply to another right of reply will be out of order. At the Board's discretion, and having previously announced it to the committee, rights to reply may be granted by raised the placard, though the default procedure will be through note.

## Chapter IV. Points and motions.

### Article 15. Points.

There are different kinds of points for different purposes and situations:

1. Point of personal privilege  
Whenever a delegate feels afflicted or suffers from a discomfort that may affect its participation in the Model, it would be in order presenting a Point of personal privilege for solving that problem. If they are not urgent, it is preferred sending these Points via note to the Board. They can be presented when the floor is not open and may interrupt a speaker.
2. Point of order  
When the Board or other delegation has failed to comply with the Rules, delegates may notify the Board of this violation in order to correct the situation, provided that the Board has not addressed the violation yet. They can be presented when the floor is not open but cannot interrupt a speaker.



3. Point of parliamentary inquiry

Whenever a delegate has doubts about the proceedings being followed by the committee, raising a Point of parliamentary inquiry would be in order. They can only be presented when the floor is open and cannot interrupt a speaker.

4. Point of information

When a delegate wants to ask a question about another delegate's last intervention, raising a Point of information will be in order when the floor is open for that purpose. That will be the case in three situations: (i) when the delegate has yielded its remaining time to points of information (*article 13.2*), in the case of an NGO appearance before the committee (*article 16.5*) and in the motion to introduce a draft resolution (*article 18.1.a*).

a. Subsequent

When a delegate believes that his/her Point of information has not been correctly answered, he/she may ask for a subsequent just after that incomplete answer. If granted by the Board, the delegate may reformulate the Point of information and the answering delegation may have another chance to answer properly.

**Article 16. Motions.**

1. General characteristics of motions

Motions allow the establishment of specific procedures throughout the debate. They can only be raised when the floor is open. Unless otherwise specified, motions pass with a simple majority. They may be withdrawn by its proposer before its voting procedure has started.

2. Motion for a moderated caucus

The proposing delegate should specify the topic, the length and the time per speaker when formulating this motion. In a moderated caucus the Chair will give the right to speak by raised placard. A moderated caucus may be extended once, although the caucus plus the extension may not exceed 25 minutes and the extension should not be longer than half of the original caucus. The proposing delegation may be offered the first intervention of the caucus.

3. Motion for a consultation of the whole

The proposing delegate should specify the topic and length of the consultation of the whole when formulating this motion. During consultations of the whole there is not a maximum time per speaker and the right to speak is granted by the last delegation who intervened in the consultation. They may be extended once at the Board's discretion; the consultation plus the extension may not exceed 20 minutes and the extension should not be longer than half of the original consultation.

4. Motion for an unmoderated caucus

The proposing delegate should specify the length of the caucus. During unmoderated caucus delegates may move freely across the room and may directly interact with other delegates, always respecting the courtesy and the language of the committee. An



unmoderated caucus may be extended once, although the caucus plus the extension may not exceed 20 minutes and the extension should not be longer than half of the original caucus.

5. Motion for a NGO appearance before the committee

NGOs may present the results of their research, point out matters of special relevance or make recommendations in an appearance before the committee. They will have up to 3 minutes to address the committee and another up to 3 minutes for answering the Points of Information that may arise. It requires the affirmative vote of the NGO asked to appear before the committee to pass.

6. Motion to adjourn or postpone the debate

A motion to adjourn or postpone the debate suspends the meeting until the next session. Given extraordinary circumstances, the Board or the Secretariat may declare the suspension of the debate unilaterally.

7. Motion to open or resume the debate

A motion to open or resume the debate will be in order at the beginning of the session, just after the performance of the roll-call. Once it has been proposed, it will be immediately put to vote.

8. Motion to close the debate

A motion to close the debate means that no further discussion will be allowed on the matter and implies the start of the voting procedure. It requires a qualified majority of votes to pass. Once the debate has been closed, only the motions for a Roll-call nominal vote (*article 24*), to divide the question (*article 25*) and to vote clause by clause (*article 26*) will be in order.

## Chapter V. Resolution-passing procedures

### Article 17. Working papers.

1. General characteristics of working papers

Working papers are documents whose purpose is guiding the debate and pointing out special matters and possible solutions to the topic discussed. They do not require a specific format neither sponsors nor signatories. They should be sent to the Board for their approval before presenting it to the committee.

2. Motion to introduce a working paper

Once the working paper has been approved by the Board, a delegation may introduce it to the committee through a motion that requires a simple majority to pass. It will be named "Working paper o.n", being "n" the arrival number when it got to the Board. It will then be projected on the screen, if there was one, and read to the committee.

### Article 18. Draft resolutions.

1. General characteristics of draft resolutions



Draft resolutions are a first approach to the approval of solutions and regulations to the topic under discussion. They require a specific format that includes the name of the committee, topic, sponsor delegations, signatory delegations, perambulatory clauses and operative clauses. To be presented, they need the support of at least the 30% of the Member States present, may have up to 5 sponsors and in any case more sponsors than signatories. Before introduced to the committee, they should be previously sent to the Board for its approval. The Board may correct formal aspects of the draft resolution, but may never change its content.

a) Motion to introduce a draft resolution

Once the Board has approved the draft resolution, it may be introduced to the committee through a motion that passes with simple majority. It will be named "Draft resolution 1.n" being "n" the arrival number when it got to the Board. The Board will call up to 3 delegations to read its clauses and, after that, they will have up to 5 minutes to answer the Points of Information that may arise.

2. Voting order of draft resolutions

If there is more than one draft resolution introduced to the committee, before moving to the amendment process, the draft resolutions will be voted upon in the order they were sent to the Board. The first draft resolution to get a simple majority in a procedural vote will be the one further amended and discussed. Prior to voting, a motion to reorder draft resolutions will be in order.

a) Motion to reorder draft resolutions

A delegate may suggest a new draft resolution voting order through this motion. It will pass with simple majority.

## Article 19. Amendments.

1. General characteristics of amendments

Amendments may add, modify or eliminate parts of a draft resolution. An amendment, in order to be introduced, requires the support of the 20% of the present Member States of the committee. Preambulatory clauses may be amended.

2. Motion to introduce an amendment

Once an amendment has been sent to the Board, it can be introduced to the committee through this motion. The Board will proceed to its reading and will then ask the sponsors of the draft resolution whether it is considered friendly or unfriendly.

a. Friendly amendments

If all the sponsors of the draft resolution consider the amendment as friendly, it will be directly applied to the draft resolution, without further debate.

b. Unfriendly amendments

If one of the sponsors of the draft resolution considers the amendment unfriendly, the committee will move into a Speakers List where up to 2 delegations may speak in favour of it and up to 2 delegations against, with a maximum time of 1 minute per speaker. Once the debate is closed, the





committee will first vote on each unfriendly amendment in the order they were submitted to the Chairs, being a simple majority needed for their approval.

## Chapter VI. Voting.

### **Article 20. Substantive votes.**

1. General characteristics of substantive votes

The only substantive votes are the approval of a draft resolution and the approval of unfriendly amendments. In these votes, NGOs and observers are not allowed to vote. Chambers will be sealed and communication among delegations through notes will stop. Delegations may vote "Yes", "Yes with rights", "No", "No with rights", "Abstention" or "Pass".

2. Pass

Delegations who "passed" will, once the first voting round has finished, be asked again for their vote, being only able to vote "Yes" or "No" in this second voting round.

3. Voting with rights

Those delegations voting with rights will have the opportunity to explain their vote once the voting procedure has finished, before the results are made public. They will have 30 seconds speaker's time for this purpose.

### **Article 21. Procedural votes.**

1. General characteristics of procedural votes

All votes, except the substantive ones, will be procedural votes. In these votes, NGOs and observers are allowed to vote. Abstentions, voting with rights and passing are not permitted.

2. Motion to consider a procedural vote as substantive

If a delegation wants to vote a procedural matter as a substantive one, it may raise this motion for that purpose. This motion will pass with a simple majority.

### **Article 22. Majorities.**

There are three different majorities:

1. Simple majority

It means one more vote in favour than against. It is the majority required by default on any procedure.

2. Absolute majority

Absolute majority is reached with the 50% +1 of affirmative votes. It is the majority required for the committee to officially adopt resolutions.

3. Qualified majority

A qualified majority is reached by 2/3 of the committee. It is required only when closing the debate, before voting on the adoption of the unfriendly amendments and the draft resolution.



### **Article 23. Voting by raised placard.**

It is the process set by default when voting. Delegations may raise their placards when their preferred voting option is mentioned aloud by the Board.

### **Article 24. Voting by acclamation.**

The Board, at its discretion, may ask if there are any objections to a vote by acclamation, only at procedural votes. If so, the committee will proceed with voting by raised placard. If not, the procedure will automatically be approved.

### **Article 25. Motion for a Roll-call nominal vote.**

It will only be in order for substantive votes. The Board will mention aloud in alphabetical order the name of the Member States and each delegation, after hearing the name of its country, will stand and make its voting decision public.

### **Article 26. Motion to divide the question.**

This motion will only be in order before substantive votes. It allows the proposing delegation to divide the document which is about to be voted into two or more parts to be voted upon separately.

### **Article 27. Motion to vote clause by clause.**

This motion will only be in order before substantive votes. It allows the committee to vote the document clause by clause. Roll-call nominal vote will not be allowed if this motion is passed.

## *Chapter VIII. Precedence of motions.*

### **Article 28. Precedence of motions when voting.**

When there is more than one motion on the floor, they will be voted from the most to the least disruptive, following the order here established:

1. Motion to close the debate.
2. Motion to suspend the meeting.
3. Motion to extend the previous caucus / consultation of the whole.
4. Motion for an unmoderated caucus.
5. Motion for a consultation of the whole.
6. Motion for a moderated caucus.
7. Motion to introduce a draft resolution.
8. Motion to introduce an amendment.
9. Other motions.

In cases 4,5 and 6, when there is more than one motion of the same nature, the longest motion will be voted first. If the motions have equal length, in the case of moderated caucus the one with the highest time per speaker will be voted first. In the other cases, and when moderated caucus have equal time per speaker, they will be voted on the order they were raised.

### **Article 29. Precedence of motions that can be raised before votes.**

There is a limited number of motions that can be raised before votes; if there is more than one of them on the floor, they should be voted in the following order of precedence:

1. Motion to reorder draft resolutions.



2. Motion to vote clause by clause.
3. Motion to divide the question.
4. Motion to consider a procedural vote as substantive.
5. Motion for a roll-call nominal vote.

## Chapter IX. Protocol and electronic devices.

### **Article 30. Badges.**

Participants in the Model are required to wear their badges during formal sessions, for their identification and the convenience of other participants.

### **Article 31. Courtesy.**

Delegates should behave in a respectful, courteous way with all the participants of the Model. The Secretariat may take any disciplinary sanctions considered appropriate with those delegations that do not comply with AUMUN's values of tolerance and politeness.

### **Article 32. Electronic devices.**

The use of electronic devices during the sessions will be forbidden, unless otherwise specified by the Board or the Secretariat, that may regulate the cases and conditions for the allowance of such devices.

---

## Annex I. Special Rules for the Historical Security Council.

### **Article 1. Scope.**

The following Specific Rules will be applied in the Historical Security Council. Those cases not covered by these Specific Rules will follow the General Rules, including those unregulated cases regarding votes and majorities.

### **Article 2. Committee delegations.**

The Historical Security Council may have three kinds of different delegations, being the status of each one relevant for voting procedures. Thus, the committee will be made up of permanent members (the People's Republic of China, the French Republic, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland and the United States of America), temporary members and, given the case, those invited delegations mentioned in article 6 of the General Rules.

### **Article 3. Voting.**

Each Member State of the Historical Security Council shall have one vote on both procedural and substantive votes.

### **Article 4. Majorities.**

#### **1. Majorities in procedural votes**

Decisions on procedural matters will pass with the affirmative vote of nine Member States.



2. Majorities in substantive votes

Decisions on substantive matters will require nine affirmative votes, including the five affirmative votes from the permanent members. On those matters related to the pacific settlement of disputes, abstentions from the permanent members will be allowed when considered to be a party to a dispute.