



KULMUN

*The KU Leuven Model United
Nations Conference*



KULMUN 2022

*The KU Leuven Model United
Nations Association*

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“Novel Approaches to Enduring Issues: Aiming to Shape the Future”

Rules of Procedure

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With special thanks to the authors of the KULMUN 2020 Rules of Procedure.



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PART I – GENERAL RULES

CHAPTER I – GENERAL PROVISIONS

Rule 1 – Scope

These Rules of Procedures shall apply to the 2022 KU Leuven Model United Nations. The Rules shall regulate the proceedings of the conference. They are considered adopted in advance of the conference and are not subject to change, unless decided otherwise by the Secretary-General.

Rule 2 – Interpretation of Rules

1. The final interpretation of the Rules of Procedure shall be reserved to the Secretary-General.
2. In case of conflict between a general rule of the Rules of Procedure (Part I–II) and the Special Rules pertaining to a specific committee (Part III), the latter shall prevail.
3. If a situation arises which has not been addressed in the Rules of Procedure, the Secretary-General and the Chairpersons shall have the final authority over which rule is to be applied, and which course of action should be taken.

Rule 3 – Terminology

The following terminology shall apply in these Rules of Procedure:

1. Committee sessions: refers to all formal sessions indicated as such in the conference schedule.
2. Participant: refers to all persons registered to take part in the conference.
3. Delegate: a generic term that refers to all participants registered to take part in a specific committee, with the exception of the Secretariat, Executive Committee and journalists.
4. Outcome Document: a term used to describe the document adopted at the end of the discussions on a topic. Outcome documents can take the form of Resolutions, Communiqués or Presidential Statements, amongst others, as specified in these Rules of Procedure.

CHAPTER II – CONDUCT REGULATIONS

Rule 4 – Languages

English shall be the only official working language of the conference and must be used during formal sessions as well as the social events and networking.



Rule 5 – Dress code

1. The dress code for the committee sessions shall be formal business attire.
2. An exception shall be granted concerning any formal dress code considered as appropriate in the culture of a participant's country of origin, or country as represented in the simulation.
3. Further exceptions shall be made for the participants of the Historical Congress of Berlin, which can don pieces of clothing or accessories, including military uniform, as befits their represented country, rank, and the time period they will be simulating.

Rule 6 – Attendance

1. Attendance to the committee sessions is mandatory for all participants of the conference.
2. If a participant is, for specific reasons, unable to attend committee sessions, this must be communicated in advance to the chairpersons.
3. If a participant attends less than 75% of committee sessions, no Certificate of Participation will be handed out.

Rule 7 – Personal Conduct

1. All participants shall maintain a diplomatic, respectful and courteous behaviour throughout the entire conference.
2. Any delegate who fails to follow diplomatic conduct during committee sessions shall be called to order by the committee's chairpersons.
3. The Secretary-General or the Chairpersons may suspend any participant who repeatedly disregards the outlined code of conduct.

CHAPTER III – STAFF

Rule 8 – Credentials

1. All credentials are issued by the Secretary-General. Participants who have been registered and received a role prior to the beginning of the conference shall be considered to have received their credentials.
2. The participation of a person not registered as a regular participant shall be subject to approval of the Secretary-General.

Rule 9 – Delegates

1. Each Member State to a committee shall be represented by one (1) delegate, unless stated otherwise by the committee-specific rules or the Secretary-General.
2. Delegates shall have speaking and voting rights on all matters discussed in their respective committee.



Rule 10 – Observers

1. Specially accredited non-Member States, organisations and other entities as selected by the KULMUN Secretariat shall be represented by observers in selected committees.
2. An observer shall have the same rights as a delegate with the exception of the right to vote on substantive matters and the right to sponsor outcome documents.

Rule 11 – Journalists

1. Members of the KULMUN Newswire shall be referred to as journalists. Journalists shall work under the authority of the Editor-in-Chief.
2. Unless otherwise stated, journalists shall have the right to visit any committee they are covering, interview delegates and receive statements concerning the work of the committee. Journalists may not behave in a way that is disruptive to the proceedings in a committee.

Rule 12 – Editor-in-Chief

1. The Editor-in-Chief shall be responsible for directing and supervising the work of the journalists for the KULMUN Newswire.
2. The Editor-in-Chief shall set ethical guidelines for her journalist's work and edit the content that will be presented in the media. She shall have responsibility over the final work that is published and be the public face of the media outlets.

Rule 13 – Chairpersons

1. Two Chairpersons have been assigned to preside over each committee prior to the conference. They shall ensure the observance of the Rules of Procedure and regulate the proceedings of their committee. Both Chairpersons shall be considered as equal before the committee.
2. In case a procedural matter is not covered by these Rules, the Chairpersons may take a decision that they consider complying with the spirit of these Rules and the KULMUN conference.
3. The Chairpersons shall act objectively, assume complete control of the proceedings in the committee, and shall be responsible for the maintenance of order during official sessions.
4. No competences of the Chairpersons may be questioned by delegates.
5. The Chairpersons shall have the right to dismiss Points or Motions put forward by delegates should they be found to be contradictory to the Rules or if they are deemed dilatory. The Chairpersons may advise the delegates on substantive and procedural matters in order to ensure that the committee functions productively.
6. The Chairpersons shall remain neutral at all times during the official sessions, and shall therefore refrain from all voting, and refrain from delivering speeches regarding the substance of the debate.



Rule 14 – Crisis Director

1. The Crisis Director will be in charge of the crisis content during the conference, which may impact every committee.
2. The Crisis Director is a Member of the Secretariat, and therefore exempt from the rules governing the conduct of delegates, and are at all-time responsible to the Secretary-General.
3. The Crisis Director may move freely in the committee room in order to distribute communication to the delegates, and they may enter and leave the room without permission by the Chairpersons.
4. The Crisis Director may at any time make oral and written statements to the committee concerning any topic. When requested, the Chairpersons shall grant them floor immediately.

Rule 15 – Secretariat

The Secretariat shall be comprised of the Secretary-General, the Deputy Secretary-General, the Chairpersons, the Editor-in-Chief and the Crisis Director.

Rule 16 – Secretary-General and Deputy Secretary-General

1. The Secretary-General's and the Deputy Secretary-General's interpretation of the Rules of Procedure shall prevail.
2. The Secretary-General shall be responsible for the proper application of the rules during the entire day program of the conference. The Secretary-General is entitled to adopt measures not stated herein, if deemed necessary for the good functioning of the conference.
3. The Secretary-General may at any time address a committee by means of oral or written statements and may be invited by delegates in order to answer questions.
4. The Secretary-General shall also:
 - a) assist the Chairpersons;
 - b) receive, correct and circulate documents;
 - c) have custody of the documents in the archives;
 - d) perform any other action necessary for the good functioning of the conference.
5. The Secretary-General shall have the right to:
 - a) overrule any procedural decision by the chairpersons;
 - b) overrule any content in an official document;
 - c) approve or decline any of the committees' documents' official status.
6. The Deputy Secretary-General shall be considered a direct extension of the Secretary-General and shall have all rights and responsibilities the Secretary-General has. The decisions of the Deputy Secretary-General shall be open for review from the Secretary-General only.



Rule 17 – Executive Committee

1. The Executive Committee is in charge of the organizational and logistical aspects of the conference.
2. The Executive Committee shall be exempt from the Rules of Procedure, to ensure the good functioning of the conference, unless otherwise stated.
3. The Executive Committee shall be mindful of the adequate functioning of the formal sessions and will communicate with the Chairpersons and Editor-in-chief in order to avoid unnecessary disruptions.
4. The Executive Committee shall inform the Chairpersons and Editor-in-Chief if they wish to make an official announcement to the delegates or journalists regarding conference logistics. They will be granted the floor at the earliest possible convenience.

PART II – CONDUCT OF BUSINESS

CHAPTER I – COMMITTEE RULES

Rule 18 – Applicability

The rules as laid out in Part II of these Rules of Procedure shall apply to all committees at KULMUN 2022 with the exception of the KULMUN Newswire.

Rule 19 – Chairperson’s discretion

1. The Chairpersons may use their **discretion** to make decisions without the delegates voting on it.
2. The following elements may be decided upon, proposed or overruled at the Chairperson’s discretion:
 - a) **all motions as outlined below;**
 - b) **all elements of time within the motions;**
 - c) **the topics proposed within the motions, or specific elements thereof.**
3. The Chairpersons have the right to **suspend** the committee session for a limited amount of time. This decision is not subject to appeal.
4. The Chairpersons shall only use their discretion if it is in the interest of the smooth functioning of the proceedings and in full accordance with the present Rules of Procedure.
5. The Chairpersons have the right to issue **Diplomatic Warnings** to delegates who deliberately disregard the Rules of Procedure and the rules of diplomatic conduct in the committee. The Chairpersons can issue up to two Diplomatic Warnings to a delegate. At their suggestion the third Diplomatic Warning is issued by the Secretary General. A delegate who receives a Diplomatic Warning is no longer eligible for an award. A delegate who receives three Diplomatic Warnings is suspended from attending the conference, including the social events, and must leave the committee immediately.



Rule 20 – Conduct in the Committee

1. Delegates may not address their committee without having previously obtained **permission** by the Chairpersons to do so. Delegates can request the right to speak by raising their placard when the floor is open or, at their Chairperson's discretion, also by placing it vertically on the table. If acknowledged by their Chairpersons, delegates shall state their request.
2. During formal session delegates may **not cross-talk**.
3. Delegates may **not leave** their designated and/or the official committee room while in formal session without previously obtaining permission by the Chairpersons. This rule shall not apply in case of extraordinary circumstances that require an immediate absence.

Rule 21 – Notes

1. The silent passing of notes related to matters on the agenda shall be in order unless otherwise provided for in the Rules of Procedure.
2. The Chairpersons shall have the right to read all notes passed to ensure their relevance to the Agenda, and the Chairpersons may take appropriate measures to prevent continuous passing of irrelevant notes.

*Rule 22 – **Quorum***

1. A session in a committee may be declared opened by the Chairpersons provided that at **least two-thirds (2/3)** of the committee's delegates are present.
2. The total of a committee's delegates shall be counted from the number of delegates present at the conference's first session.
3. The Secretary-General shall have the right to change the required minimum of delegates present in a committee for opening a session.
4. At the beginning of each session, and/or upon the Motion to Verify the Quorum, Chairpersons shall call in English alphabetical order on all accredited representations in order to state their status of attendance. Member States may reply "present" or "present and voting". Member States declaring themselves as "present and voting" shall have no right to abstain from any vote on the substantive matter.
5. A
6. A Motion to Verify the Quorum may be presented by any delegate or entertained at the discretion of the Chairpersons at the beginning of each session, after each suspension, or before each substantive voting procedure.

Rule 23 – Minute of Silent Prayer or Meditation

1. At the very beginning and at the very end of each session there is the possibility of a minute of silent prayer or meditation.



2. Any delegate may raise a Motion for a Minute of Silent Prayer or Meditation before the first roll-call takes place or immediately after the session has been adjourned. It is possible to add a special reason to the request.
3. The Chairpersons may allow at most one such Motion at the start and one at the end of the session. Any decisions concerning this Motion are at the discretion of the Chairpersons. Their decision is not subject to an appeal.
4. Special circumstances, such as the delivery of crisis-related news, may also allow for this motion to be raised outside the aforementioned times, provided that the delegate who raises it gives a fair justification for the request.

Rule 24 – **Roll-Call**

1. In order to establish the **presence and calculate the majorities**, the Chairpersons shall begin each day of sessions and the session following lunch break with a roll-call.
2. To conduct the roll-call, the Chairpersons shall call upon the committee members in English alphabetical order. After being called upon, present participants shall state their status as either “present” or “present and voting”. Accredited Observers can declare themselves only as “present” or “present and observing”, both holding the exact same meaning, as they cannot vote on substantial matters.
3. Delegates who have stated their status as “present and voting” may not abstain from substantive votes.
4. Alteration of one’s status is permitted at any point during formal session with the exception of voting procedure and can be done by sending a note to the Chairpersons, who shall, if they deem it necessary, announce the changed status to the committee. If asked by a delegate as a point of Parliamentary Inquiry, the Chairpersons are obligated to inform of the current status of any of the representatives in the committee.
5. A delegate not attending the roll-call may be recognized as present if they send a note stating their presence to the Chairpersons during formal session. A changed number of delegates present and any change in majorities shall be announced to the committee by the Chairpersons.
6. Delegates who **did not attend** the roll-call, and who have not yet been announced as present by the Chairpersons, may **not take part in Formal Debate**, including any voting.

Rule 25 – *Invitation of Observers*

1. Delegates may at any time during the debates **request the participation of an organization, institution, or state not represented in the committee as an observer**.
2. This request shall be made in writing to the Chairpersons, who will convey the request, if deemed relevant to the work of the committee, to the Secretary-General. The request should specify exactly who should be invited, to what end and why this would be beneficial for the subject at hand.
3. The Secretary-General shall inform the committee in due time on whether the invitation has been accepted and when they can expect the new participant to arrive in the committee.



CHAPTER II – AGENDA

Rule 26 – Provisional Agenda

A provisional agenda for each committee is proposed by the Secretariat before the conference. The provisional agenda will be communicated to the participants in their respective committee's study guide.

*Rule 27 – **Setting the Agenda***

1. After the roll-call of the first committee session, the **Chairpersons shall present the provisional agenda to their committee.**
2. The Chairpersons shall then proceed to **ask for any objections** to the provisional agenda.
3. In the event of objections, the Chairpersons shall ask for a maximum of two (2) speakers in favour of the provisional agenda and a maximum of two (2) speakers against. There shall be the same number of speakers in favour and against. They will be given the floor by the Chairpersons in alternation for **one (1) minute each.**
4. The provisional agenda shall after the debate be put to a procedural vote, requiring a simple majority (50% + 1) to pass.
5. In the event that the provisional agenda does not receive the required majority, the reversed agenda order is automatically adopted.

CHAPTER III – FORMAL DEBATE

Rule 28 – Formal Debate

Formal Debate shall be considered as all debates not in the form of a Moderated Caucus, an Unmoderated Caucus, a Question and Answer period, or Voting Procedure.

*Rule 29 – **Opening Statements***

1. At the beginning of the debate upon each agenda item, each participant shall be allotted time to deliver an opening statement on the agenda item at hand. The order of the speakers and the time allotted to each participant shall be decided upon at the Chairpersons' discretion. These decisions are not subject to appeal.
2. Any time remaining after an opening statement is automatically yielded to the Chairpersons.

*Rule 30 – **General Speakers' List***

1. After entertaining opening statements on an agenda item, the General Speakers' List is open by a delegate proposing **a Motion to Open the Speakers' List.** The General Speaker's list shall determine the order of speakers in Formal Debate.



2. The General Speakers' List shall remain open and participants shall be able to be added to the list until a Motion for Closure of the Speakers' List or a Motion for Closure of Debate has been passed by the committee.
3. A delegate can only figure once on the General Speakers' List at the same time, but may be added again once they no longer figure on the list.
4. A new General Speakers' List shall be opened when the committee begins debate upon a new topic.
5. The default speaker's time shall be set by the Chairpersons and shall be announced to the committee at the beginning of the first regular session; however, it may not exceed two (2) minutes. The speaker's time may be changed by the committee by a Motion to change the Speaker's Time.
6. If the General Speakers' List runs out of speakers, debate on the agenda item is closed, and the committee shall automatically move into Voting Procedure.
7. A delegate may be removed from the General Speakers' List by submitting a written request to the Chairpersons.

Rule 31 – Yields

1. A delegate who has been granted the floor during Formal Debate, and not exhausted their speaker's time, must decide how to yield the remainder of their time.
2. The remaining time may be yielded to the Chairpersons, to another delegate, or to questions.
3. If a delegate yields their time to the Chairpersons, they shall continue with the proceedings.
4. If a delegate yields their time to another delegate, the delegate in question can accept or decline the time that has been yielded to them. Should this person accept the yield, they shall have the floor for the remaining time.
5. If a delegate yields their time to questions, the Chairpersons shall entertain a Question and Answer session for the remaining time. Other delegates wishing to ask a question shall then be selected by the Chairpersons and be allowed to ask a short and concise question. The participant who has the floor shall choose whether or not they wish to accept the question. The remaining time shall only be counted down if the participant accepts the question and only for the time used to answer the question. Should there be no further questions, the floor shall automatically be returned to the Chairpersons.
6. If time has been yielded once, there shall be no further yielding, and the floor returns to the Chairpersons automatically.

Rule 32 – Right of Reply

1. If a statement given by a delegate impugns the national or personal integrity of another delegate, the latter may ask for a Right of Reply after the controversial speech has been concluded.
2. The delegate requesting a Right of Reply shall briefly repeat the part of the speech they consider controversial.



3. Whether a Right of Reply shall be given will be decided upon by the Chairpersons, as well as the time allotted to the reply. Their decision on this matter is not subject to appeal.
4. A Right of Reply to a Right of Reply shall not be in order.
5. A Right of Reply shall only be in order during Formal Debate.

Rule 33 – Question and Answer Period

1. Any delegate may, once the floor has been opened for Motions, raise a Motion for a Question and Answer Period for the purposes of questioning any delegate on an issue relevant to the debate.
2. Any other delegates may pose questions to the delegate under questioning. Questions shall have no introduction.
3. It is at the discretion of the delegate under questioning how many questions they are prepared to accept, but no more than five (5) shall be allowed for a single Question and Answer Period.
4. The delegate under questioning may refuse to answer any of the questions.
5. The time allotted to answering each question shall not exceed one (1) minute.

Rule 34 – Moderated Caucus

1. The Moderated Caucus is aimed to facilitate and accelerate the discussion on the issues deemed as essential and critical for the topic on the agenda. A Moderated Caucus signifies a temporary change from Formal Debate to moderated informal debate.
2. A delegate may signal their desire to speak by raising their placard. The Chairpersons shall recognize the speakers by taking into consideration equity, and the good functioning of the committee. The decision of the Chairpersons to recognize a specific speaker is not subject to appeal.

Rule 35 – Unmoderated Caucus

1. An Unmoderated Caucus suspends Formal Debate. It shall be used by delegates for informal debates and negotiations, lobbying for their interests, resolving difficult questions about the topic on the agenda, and writing working papers, final documents, and amendments.
2. Delegates may move about the committee room freely and interact, but may not leave the committee room without prior permission from a Chairperson.

CHAPTER IV – POINTS

Rule 36 – General Rules Regarding Points

1. Points may be introduced when the Chairpersons open the floor during Formal Debate and a Moderated Caucus, without interrupting a speaker, unless otherwise specified in these Rules of Procedure.



2. Points are used to communicate a problem to the Chairpersons and as such shall be recognized before any speakers or motions.
3. Points will be granted at the Chairpersons' discretion. Only a Point of Order is subject to appeal.

Rule 37 –

1. A delegate may raise a Point of Personal Privilege at any time, except during speeches, to remove a personal discomfort, which impairs their ability to participate fully in the debate and working of the committee. The delegate shall rise when called by the Chairpersons and explain the grievance.
2. A Point of Personal Privilege may only interrupt a speech if the delegate raising the point cannot hear the speaker.

Rule 38 – **Point of Parliamentary Inquiry**

1. A delegate may raise a Point of Parliamentary Inquiry in order to ask the Chairpersons a question about any technical aspect of the Rules of Procedure. This point may under no circumstances interrupt a speaker.
2. The Chairpersons shall respond to the inquiry immediately and clarify the matter to the best of their ability.

Rule 39 – **Point of Order**

1. A delegate may raise a Point of Order, if they believe that a mistake has been made in adhering to the Rules of Procedure. This point may under no circumstances interrupt a speaker.
2. The Point of Order shall immediately be considered by the Chairpersons and ruled upon in adherence with the Rules of Procedure. Should a delegate disagree with the decision of the Chairpersons, they may appeal the decision of the chair according to Rule 43.

Rule 40 – **Point of Information**

1. A delegate may raise a Point of Information, if they want clarification on a specific point of the content of the study guide, including the Questions a Resolution Should Answer. This point may under no circumstances interrupt a speaker.
2. The Point of Information shall immediately be considered by the Chairpersons, who will provide the clarification needed.



CHAPTER V – MOTIONS

Rule 41 – General Rules Regarding Motions

1. Motions may be raised **when the floor is opened by the Chairpersons.**
2. Unless otherwise stated, motions are considered non-debatable.
3. The Chairpersons shall be responsible for collecting motions. It is up to their discretion to decide when and how many motions to collect.
4. In the event that there are multiple motions on the floor, they shall be entertained according to the order of precedence determined in Rule 42, starting with the most disruptive motion.
5. There shall be no seconds or objections to the motions.
6. Unless otherwise explicitly stated within the Rules of Procedure, motions require a simple majority (50% +1) of votes to pass. All voting on motions shall be procedural, meaning that all present members, including observers, of a committee shall vote. Delegates may not abstain from procedural voting.
7. If a motion does not pass, the Chairpersons shall move on to entertain the next motion on the floor. If a motion passes, all other motions on the floor are automatically discarded.
8. The Chairpersons may at their discretion rule out motions they deem irrelevant or not constructive to the debate. These decisions are subject to appeal, unless otherwise explicitly stated within the Rules of Procedure.

Rule 42 – Precedence of Points and Motions

1. The Chairpersons shall consider points and motions in the following order of precedence:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Motion to Appeal the Decision of the Chair
5. Motion to Extend a Previous Caucus
6. Motion for the Adjournment of the Meeting
7. Motion for the Suspension of the Meeting
8. Motion to Table the Debate/Motion to Reconsider an Agenda Item
9. Motion to Close the Debate
10. Motion to Split the Topic
11. Motion to Declare a State Party to the Dispute (applies to Security Council)
12. Motion to Introduce a Draft Outcome Document
13. Motion to Introduce an Amendment
14. Motion to Close the Speakers' List/Motion to Reopen the Speakers' List
15. Motion for a Closed Door Session (applies to Security Council and NATO only)
16. Motion to Change the Speaker's Time
17. Motion for a Tour-de-Table
18. Motion for a Mock Vote



19. Motion for a Question and Answer Period
20. Motion for an Unmoderated Caucus
21. Motion for a Moderated Caucus.

2. If several motions of the same nature that require an overall duration are on the floor, the motion with the longer duration takes precedence. In the event of two or more motions of the same nature and with the same overall duration, the first one raised takes precedence.

Rule 43 – Motion to Appeal the Decision of the Chair

1. A delegate may appeal any procedural decision of the Chairpersons, unless otherwise explicitly stated within these Rules of Procedure.
2. This motion requires the delegate to raise the Motion and provide the reason they deem it appropriate at this moment. The Motion has to be entertained immediately. The Chairperson whose decision has been appealed will have to defend their decision, therefore the proceeding of this Motion is led by the other Chairperson.
3. This motion requires the delegate raising the motion to speak first in defense of the appeal, and the Chairperson to speak second in defense of the decision they made. The time given to each speaker shall be one (1) minute. The vote on the Motion is entertained immediately after the speeches.
4. The Chairperson's decision shall stand, unless a majority of at least two-thirds (2/3) of the delegates in the committee votes in favour of the appeal.

Rule 44 – Motion for a Moderated Caucus

1. A delegate may raise a Motion for a Moderated Caucus, specifying the topic to be addressed in the caucus, a total duration and an individual speaker's time.
2. In case such a motion passes, delegates must strictly adhere to the topic of the caucus. The Chairpersons may call to order any delegate who gives a speech with content not related to the topic.
3. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

Rule 45 – Motion for an Unmoderated Caucus

1. A delegate may raise a Motion for an Unmoderated Caucus, specifying the purpose of the caucus and the total duration of the caucus. The proposed duration may not exceed twenty (20) minutes.
2. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.



Rule 46 – Motion for an Extension of the Previous Caucus

1. A delegate may propose a Motion for an Extension of the Previous Caucus right after it has ended.
2. The total duration of the extension may not exceed the total duration of the previous caucus. The topic/purpose and the individual speaker's time is not subject to change.
3. A caucus may only be extended once.
4. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

Rule 47 – Motion for a Suspension of the Meeting

1. A delegate may raise a Motion for a Suspension of the Meeting in order to interrupt the debate for a certain amount of time, specifying when the meeting will be resumed.
2. A Motion for a Suspension of the Meeting is only in order if a break is indicated in the KULMUN 2022 schedule, including the end of sessions for a day of the conference excluding the last one.
3. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

Rule 48 – Motion for the Adjournment of the Meeting

1. A delegate may raise a Motion for the Adjournment of the Meeting on the last day of the conference, in order to adjourn the committee's session until the following year.
2. The Chairpersons shall rule this motion out of order if it is proposed before the last day of the conference. This decision is not subject to appeal.

Rule 49 – Motion to Table the Debate

1. A delegate may raise a Motion to Table the Debate on an agenda item, which will lead to the opening of the debate on the following agenda item and a temporary tabling of the debate on the current agenda item that the committee was discussing.
2. The topic will remain tabled until the committee passes a motion for reconsideration of an agenda item, according to Rule 50, or if the committee concludes its discussions on the other topic.
3. This motion is debatable and requires a minimum of one (1) and a maximum of two (2) speakers in favour, and a minimum of one (1) and a maximum of two (2) speakers against. There shall be the same number of speakers in favour and against. They shall be given the floor in alternation and with a speaker's time of one (1) minute maximum each.
4. This motion requires a two-thirds (2/3) majority to pass.
5. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.



Rule 50 – Motion for Reconsideration of an Agenda Item

1. A delegate may raise a motion to reconsider a previously tabled agenda item. If the motion passes, the formerly tabled agenda item is reopened.
2. This motion is debatable and requires a minimum of one (1) and a maximum of two (2) speakers in favour, and a minimum of one (1) and a maximum of two (2) speakers against. There shall be the same number of speakers in favour and against. They shall be given the floor in alternation and with a speaker's time of one (1) minute maximum each.
3. This motion requires a two-thirds (2/3) majority to pass.
4. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

Rule 51 – Motion to Close/Reopen the General Speakers' List

1. A delegate may raise a Motion to Close the General Speakers' List. If the motion passes, no further speakers shall be added to the list.
2. After the successful passing of a motion for closure of the speakers' list, a delegate may raise a Motion to Reopen the General Speakers' List. If the motion passes, the list will be re-opened and further speakers can be added.
3. The Chairpersons may rule these motions out of order at their discretion. These decisions are not subject to appeal.

Rule 52 – Motion to Close the Debate

1. A Delegate may raise a Motion to Close the Debate on a topic. If the motion passes, all debate on the current topic is concluded and the committee shall move into Voting Procedure.
2. This motion is debatable and requires a minimum of one (1) and a maximum of two (2) speakers in favour, and a minimum of one (1) and a maximum of two (2) speakers against. There shall be the same number of speakers in favour and against. They shall be given the floor in alternation and with a speaker's time of one (1) minute maximum each.
3. This motion requires a two-thirds (2/3) majority to pass.
4. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

Rule 53 – Motion to Split the Topic

1. A delegate may raise a Motion to Split the Topic in order for the committee to address the topic in two separate documents.
2. The delegate shall be required to provide considerable justification for the Motion to the Chairpersons. The Chairpersons may dismiss this Motion at their discretion. This decision is not subject to appeal.
5. If the Chairpersons do not dismiss this Motion, it will be debated with a minimum of one (1) and a maximum of two (2) speakers in favour, and a minimum of one (1) and a



maximum of two (2) speakers against. There shall be the same number of speakers in favour and against. They shall be given the floor in alternation and with a speaker's time of one (1) minute maximum each. After their speeches, the Motion shall be put to a vote.

3. Should the Motion pass, the debate on the current topic shall immediately be closed and any tabled documents shall immediately be put to a vote. The Chairpersons will then open the debate on the new, split-off topic.

Rule 54 - Motion for a Tour-de-Table

1. A delegate may at any time when the floor is open introduce a Motion for a Tour-de-Table.
2. The representative must specify what they intend to achieve with the motion, i.e. the support for a specific measure or for the entire document.
3. This Motion is procedural in nature and Observers are required to participate in the vote. This Motion needs a simple majority to pass.
4. The Tour-de-Table interrupts the formal debate. The representatives may take the floor in alphabetical order for a maximum one (1) minute in order to establish their country's opinion on the topic.
5. This procedure cannot be extended.
6. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

Rule 54 – Motion for a Mock Vote

1. A delegate may raise a Motion for a Mock Vote on a document or on a part of a document that has been formally introduced by the Chairpersons.
2. If the motion passes, the Chairpersons shall proceed to carry out the mock vote by a standard placard voting procedure. A mock vote is not binding, and participation is not obligatory. Observers shall not be allowed to participate in the vote, as it is meant to simulate a substantive vote. A motion for a roll-call vote, division of the question or a clause-by-clause vote shall not be permitted during a mock vote.
3. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.

Rule 55 – Motion to Change the Speakers' Time

1. A delegate may raise a Motion to Change the Speakers' Time on the General Speakers' List, specifying to what length they wish to change it.
2. The Chairpersons may rule this motion out of order at their discretion. This decision is not subject to appeal.



CHAPTER VI – DOCUMENTS

Rule 56 – General Rules Regarding Documents

Documents that have not been approved by the Chairpersons may not be referenced during Formal Debate.

Rule 57 – Working Papers

1. Working Papers are documents without formal format requirements, other than it having to be a fixed document, and require no sponsors or signatories.
2. A delegate may at any time during sessions submit a Working Paper for approval to the committee's Chairpersons. The format of this submission shall be determined by the Chairpersons and communicated to the committee in due time.
3. The Chairpersons shall approve a document as a Working Paper, if it is deemed relevant for the topic being discussed. The Chairpersons shall inform the committee of any document that has been approved as a Working Paper, assign a number to it and introduce it to the committee.
4. The Secretary-General shall have the right to refuse or withdraw any Working Paper, should it be deemed as inappropriate or irrelevant to the topic a committee is discussing.

Rule 58 – Draft Outcome Documents

1. Draft Outcome Documents are documents in the correct format and on the template provided by the Chairpersons ready to be put to a vote by the committee. They may only be referred to as a draft outcome document once they have been introduced as such by the delegates. They require the formal support of sponsors and signatories to be considered for approval by the Chairpersons.
2. Sponsors are recognised as the writers and the supporters of the Draft Outcome Document. There shall be a minimum of two (2) Sponsors. Sponsors must vote in favour of the Draft Outcome Document, unless unfriendly amendments have been passed.
3. Signatories are recognised as representatives wishing to discuss the Draft Outcome Document, they are not bound by any further obligations. There shall be a minimum of three (3) Signatories.
4. The required numbers of Sponsors and Signatories may be altered by the Chairpersons with respect to the size of the committee.
5. A delegate may request that his or her country or name be added or removed from the list of Sponsors or Signatories at any time during the debate. The request should be submitted in writing to the Chairpersons.
6. If the Draft Outcome Document does not have the required number of Sponsors and Signatories in any moment, it will be removed from the floor immediately.
7. Observers cannot be Sponsors of a Draft Outcome Document. They can figure as Signatories but do not count towards achieving the threshold needed for the introduction of the document.



Rule 59 – Withdrawal of a Draft Outcome Document

1. A Draft Outcome Document may be withdrawn by its sponsors at any point before voting on it has commenced. This request shall be submitted in written form by all the Sponsors to the Chairpersons to be considered valid.
2. The Chairpersons shall announce this decision to the committee, immediately disqualifying the Draft Outcome Document from further discussion or voting.

Rule 60 – Introduction of a Draft Outcome Document

1. After a Draft Outcome Document has been approved by the Chairpersons, and distributed to the committee, the Sponsor(s) of the Draft Outcome Document shall officially introduce the Document by raising a Motion to Introduce a Draft Outcome Document.
2. If the Motion passes, the Sponsor(s) shall introduce the Document by reading out the text of the Document, or a portion of it, as determined by Chairpersons.
3. After the introduction, the Sponsor(s) shall be granted time to answer questions of clarification regarding the Draft Outcome Document. Substantive statements regarding the Draft Outcome Document shall not be in order at this stage. The total time allotted to questions shall not exceed five minutes. The Sponsor(s) cannot refuse to answer. The number of questions entertained and the total time allocated to this process will be subject to the Chairpersons' discretion and is not subject to appeal.

Rule 61 – Amendments

1. An amendment is a proposal that adds, deletes or revises operative clauses of a Draft Outcome Document. A delegate may propose amendments on any Draft Outcome Document that has been formally introduced.
2. The Chairpersons will remind the delegates when amendments can be introduced and may set a limit to the amount of amendments when needed.
3. Amendments to pre-ambulatory or introductory clauses are not in order once the Draft Outcome Document has been formally introduced. Amendments to amendments are also not in order.
4. The Chairpersons may impose a deadline for a submission of Amendments. Any late submissions will not be entertained. Such decisions are not a subject to appeal.
5. Editorial errors in Draft Outcome Documents will be corrected without a vote. The final decisions on corrections are at the discretion of the Chairpersons.

Rule 62 – Introducing Amendments

1. Delegates may submit amendments in writing before the committee moves into Voting Procedure, specifying which clauses are affected and how they are to be amended. One amendment can pertain to several clauses but will be voted upon as one.
2. Amendments require one (1) Sponsor and two (2) Signatories in order to be introduced.
3. The required numbers of Sponsors and Signatories may be altered by the Chairpersons with respect to the size of the committee. This decision is not subject to an appeal.



4. The Chairpersons are requested to verify that the form and content of amendments meet all requirements in order to become a possible part of a Draft Outcome Document.
5. There are two types of Amendments:
 - a. Friendly Amendments are Amendments accepted and approved by all of the Sponsors of the Draft Outcome Document, and are implemented in the Draft Outcome Document without the need to be voted upon.
 - b. Unfriendly Amendments are Amendments not approved by all of the Sponsors.
6. Upon receiving a Friendly Amendment, the Chairpersons shall inform the committee about the change to the text of the Draft Outcome Document.
7. Upon approving an Unfriendly Amendment, the Chairpersons shall distribute it to the committee. After being distributed, the Sponsor(s) may raise a Motion to Introduce the Amendment.

Rule 63 – Introducing Unfriendly Amendments

1. A delegate may raise a Motion to Introduce an Amendment when the floor is opened.
2. This Motion passes at the discretion of the Chairpersons. The Sponsor shall have no more than two (2) minutes to introduce their amendment.
3. The Chairpersons shall entertain up to two (2) speakers in favour and up to two (2) speakers against each Unfriendly Amendment. The Committee shall then immediately move into Voting Procedure on the introduced Unfriendly Amendment. The voting on amendments is substantial.
4. An Unfriendly Amendment may be withdrawn by all of its Sponsors at any point before voting on it has begun. This request must be submitted to the Chairpersons in writing.

CHAPTER VII – VOTING PROCEDURE

Rule 64 – Conduct during voting

1. The Chairpersons shall announce the end of Formal Debate and the beginning of voting procedure after a successful motion to close debate or after the speakers' list ran out of speakers.
2. Upon entering voting procedure, delegates will not be allowed to interrupt voting procedure except to introduce points as laid out in Part II/Chapter IV of the present Rules of Procedure, a motion to appeal the decision of the Chairpersons, or the motions presented in this chapter.
3. The motions allowed during voting procedure will be entertained in the following order of precedence:
 1. Motion to appeal the decision of the Chairpersons
 2. Motion to vote clause by clause
 3. Motion to divide the question
 4. Motion for a roll-call vote
4. During voting procedure, the doors will be sealed and no one shall be allowed to enter with the exception of the Secretary-General, the Deputy Secretary-General and personnel approved by the Secretary-General. Delegates having left the room will not be allowed to



re-enter. Anyone who is not an accredited member of the committee, including journalists, will have to leave the room.

5. During voting procedure, cross-talking, the use of electronic devices and the passing of notes is strictly forbidden.
6. If there are no documents on the floor that require adoption by the committee, the committee immediately moves to the discussion on the next agenda item.

Rule 65 – Voting Rights

1. Each full member of the committee shall have one vote.
2. Observers will not be allowed to vote on substantive matters, which include the vote on unfriendly amendments, the vote on draft outcome documents, and the substantive section on the vote to divide the question.

Rule 66 – Substantive Votes

1. The standard voting method for substantive votes is voting by placard.
2. Delegates may either vote yes, no, or abstain. Delegates who have set their status to 'present and voting' may not abstain during substantive votes.
3. In order for a substantive vote to pass, an absolute majority (50% + 1) of affirmative votes is required, unless otherwise specified in Part III of these Rules of Procedure.

Rule 67 – Vote on Unfriendly Amendments

1. Voting upon Unfriendly Amendments shall precede the vote on the Draft Outcome Document that they relate to.
2. If two or more amendments to a motion or draft resolution are proposed, the Chairpersons shall rule on the order in which they are to be voted upon.
3. The vote on unfriendly amendments is a substantive vote, therefore an absolute majority (50%+1) of affirmative votes is required for an unfriendly amendment to be included in the Draft Outcome Document, unless otherwise specified in Part III of these Rules of Procedure.

Rule 68 – Motion to Divide the Question

1. A delegate may move to divide the question on specific operative clauses of a Draft Outcome Document. They may choose to single out one clause or a group of clauses. Dividing the question on pre-ambulatory clauses or sub-clauses shall not be allowed.
2. The motion to divide the question requires first a procedural vote to decide whether or not to divide the question, and thereafter a substantive vote to decide whether the singled-out clause(s) will be part of the Draft Outcome Document or not.
3. The procedural vote requires a maximum of two (2) speakers in favour and a maximum of two (2) speakers against who will be given the floor in alternation for one (1) minute maximum. There shall be the same number of speakers in favour and against. The vote requires a simple majority to pass (50% +1).



4. If the procedural vote passes, a substantive vote on the clause(s) in question follows. In the substantive vote a simple majority (50%+1) of affirmative votes is required for the clause(s) in question to be included in the Draft Outcome Document, unless otherwise specified in Part III of these Rules of Procedure.
5. After the votes on the specific clauses are concluded, the Draft Outcome Document shall be voted upon as a whole without any clauses that failed to receive the needed majority under the Division of the Question.

Rule 69 – Motion to vote clause by clause

1. A delegate may raise a motion to vote clause by clause on the operative clauses of a Draft Outcome Document.
2. This motion requires a procedural vote, does not require debate and needs a simple majority (50% +1) to pass.
3. If the procedural vote passes, a substantive vote on each clause of the Draft Outcome Document follows. In the substantive vote an absolute majority (50% + 1) of affirmative votes is required for a clause to be included in the Draft Outcome Document, unless otherwise specified in Part III of these Rules of Procedure.

After the clause by clause vote is concluded, the Draft Outcome Document shall be voted upon as a whole including only the clauses that received the needed majority.

Rule 70 – Motion for a Roll-Call Vote

1. A delegate may request a roll-call vote on a Draft Outcome Document before the voting has started or at the very start of the voting procedure.
2. This motion is procedural in nature and requires a simple majority to pass. It can also be granted automatically, without a vote, at the discretion of the Chairpersons. Their decision is not subject to appeal.
3. If the request is granted, the Chairpersons shall call upon the delegates in English alphabetical order to cast their vote.
4. In a roll-call Vote, delegates may vote yes, yes with rights, no, no with rights, abstain or pass.
5. If a delegate passes, they will be called upon again after the first round of roll-call voting has ended and must cast their vote. A delegate who has passed in the first round may not pass again and may not abstain.
6. A delegate who has voted with rights shall be granted the floor for one (1) minute to explain their vote after all votes have been cast.



Rule 71 – Vote on Draft Outcome Document

1. The final vote on the Draft Outcome Document will take place after the committee has voted upon all relevant amendments and after all motions and points have been entertained. This vote is substantive.
2. In order for a Draft Outcome Document to be passed by the committee an absolute majority (50% + 1) is required, unless otherwise specified in Part III of these Rules of Procedure.

PART III – COMMITTEE-SPECIFIC RULES

CHAPTER I – SPECIAL RULES PERTAINING TO THE UNITED NATIONS SECURITY COUNCIL

Rule 72 – Procedural Votes

Decisions of the Security Council on procedural matters require a simple majority (50% +1).

Rule 73 – Substantive Votes

1. In the Security Council, substantive matters will only be passed if they have received the following support:
 1. Nine (9) affirmative votes, if the delegates of all Member States, excluding observers, are present; or
 2. Eight (8) affirmative votes, if only the delegates of thirteen (13) or fourteen (14) Member States, excluding observers, are present; or
 3. Seven (7) affirmative votes, if only the delegates of eleven (11) or twelve (12) Member States, excluding observers, are present.
2. The number of required affirmative votes must include the concurring votes of the Permanent Members in order to pass. Abstentions from the Permanent Members do not count as votes against (vetoes).

Rule 74 – Presidential Statement

1. On items that do not warrant a resolution, the Security Council may choose to issue a Presidential Statement instead, the format of which is less constricted. Formally, the Statement is made by the Chairpersons on behalf of the Security Council but is fully drafted by the delegates. Presidential Statements are not legally binding.
2. Unless otherwise specified, Rules relating to the introduction of Draft Resolutions, Amendments and the Adoption of Resolutions apply.
3. A Presidential Statement requires consensus to be adopted, meaning no objections are cast during the voting procedure.



Rule 75 – Motion for a Closed-Door Session

1. Delegates may propose a motion for a closed-door session, if the item under discussion requires secrecy.
2. This is a procedural motion and observers are required to participate in the vote.
3. This motion does not require debate and needs a simple majority (50%+1) to pass.
4. The Chairpersons, in accordance may rule this motion out of order. Their decision is not subject to appeal.
5. If the motion passes, journalists will be asked to leave the room and only members of the Security Council, accredited observers, Chairpersons and the Secretaries-General will be allowed to remain in the room. No statements or documents shall be published during a closed-door session.

Rule 76 - Motion to Declare a State Party to the Dispute

1. A delegate of a Permanent Member of the Security Council may introduce a Motion to Declare a State Member of the Security Council Party to the Dispute currently being discussed in the Committee.
2. The delegate shall be required to provide considerable justification for this Motion. The Chairpersons shall entertain one (1) speaker in favour and one (1) speaker against this Motion for up to one minute each. The vote on this Motion is substantive.
3. The State in question may take part in the vote on this Motion.
4. If the Motion is adopted, the State that has been declared Party to the Dispute shall not have any voting rights during the voting procedure on Draft Resolutions or Amendments.

CHAPTER II – SPECIAL RULES PERTAINING TO THE NORTH ATLANTIC TREATY ORGANISATION

Rule 77 – Principles of Consensus

1. The decisions on substantive matters are adopted by unanimity. The Principle of Consensus requires that no delegate votes against the substantive matter at hand.
2. Abstentions do not count as votes against and are permissible for a consensus.
3. The Principle of Consensus does not apply to unfriendly amendments. In order for an Unfriendly Amendment to be adopted, a simple majority (50%+1) of the votes in favour is required.

Rule 78 – Communiqués

1. The North Atlantic Council shall adopt Communiqués instead of Resolutions. The purpose of a Communiqué is to express the views of the North Atlantic Treaty Organisation on a certain issue, and to propose specific steps or actions to be taken by the Organisation.



2. The Communiqués shall follow the structure of the UN Resolutions. While the general rules apply, the correct nomenclature for the documents of the North Atlantic Council is:
 1. Working Paper
 2. Draft Communiqué
 3. Communiqué
 4. Amendments.
3. Once adopted, the Communiqué is binding for all Member States of the North Atlantic Treaty Organisation.

Rule 79 – Motion for a Closed-Door Session

1. Representatives may propose a motion for a closed-door session, if the item under discussion requires secrecy.
2. This is a procedural motion and observers are required to participate in the vote.
3. This motion does not require debate and needs a simple majority (50%+1) to pass.
4. The Chairpersons may rule this motion out of order. Their decision is not subject to appeal.
5. If the motion passes, journalists will be asked to leave the room and only members of NATO, accredited observers, Chairpersons and the Secretaries-General will be allowed to remain in the room. No statements or documents shall be published during a closed-door session.

CHAPTER III – SPECIAL RULES PERTAINING TO THE WORLD HEALTH ORGANIZATION

Rule 80 – Voting

1. Each member shall have one vote in the World Health Assembly.
2. Decisions by the World Health Assembly shall be adopted by a two thirds (2/3) majority of the voting members.

CHAPTER IV – SPECIAL RULES PERTAINING TO THE HISTORICAL CONGRESS OF BERLIN

Rule 81 – Conduct

1. Each member of the Historical Congress of Berlin shall be representing both his country and his own self. Delegates shall be permitted to use the first person singular 'I' when delivering their speeches.
2. Participants of the Historical Congress of Berlin can don pieces of clothing or accessories, including military uniform, as befits their represented country, rank, and the time period they will be simulating, as specified in Rule 5 regarding Dress Code.
3. Members of the Historical Congress of Berlin shall not be allowed to mention or make any reference to events which have happened at a later day than the historic time they are simulating.



4. Communication amongst delegates in the congress of Berlin shall be made through the means of pen and paper (or ink and quill, if so inclined). Only members of the Secretariat will be able to use electronic devices during committee sessions.

Rule 82 – Voting

1. Each voting member of the Historical Congress of Berlin shall have one vote.
2. Observers shall not be allowed to vote on substantial matters.
3. Decisions by the Historical Congress of Berlin shall be adopted by a simple majority (50%+1) of the voting members.

CHAPTER V – SPECIAL RULES PERTAINING TO THE ASSOCIATION OF SOUTHEAST ASIAN NATIONS

Rule 83 – Principles of Consensus

1. The decisions on substantive matters are adopted by unanimity. The Principle of Consensus in the spirit of the ASEAN Way requires that no delegate with substantive voting rights votes against the substantive matter at hand.
2. Abstentions do not count as votes against and are permissible for a consensus.

Rule 84 – Communiqués

1. The Association of Southeast Asian Nations shall adopt Communiqués instead of Resolutions. The purpose of a Communiqué is to express the views of the Association on a certain issue, and to propose specific steps or actions to be taken by the Association.
2. The Communiqués in this conference shall follow the structure of the UN Resolutions. While the general rules apply, the correct nomenclature for the documents is:
 1. Working Paper
 2. Draft Communiqué
 3. Communiqué,
 4. Amendments.
3. The Communiqués are non-binding to Member States of the Association of Southeast Asian Nations. Delegates as representatives of Member States reserve the right to issue Statements of Disassociation from the final Communiqué if they do not agree with the outcome and if their concerns and/or objections were not reflected during the writing/drafting of the document, without having voted against the Communiqué in the first place. Statements of Disassociation can be placed as a footnote on the Communiqué and/or released for publication through the Press.

CHAPTER IV – SPECIAL RULES PERTAINING TO THE UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION



The special rules pertaining to the United Nations Educational, Scientific and Cultural Organization is in reference to the online nature of the committee.

Rule 85 – Online Decorum

1. Delegates may not address a committee without having previously obtained permission by the chairpersons.
2. Delegates shall at all times leave their camera on and may not leave their seat in front of the camera while in formal session without previously having obtained permission by the Chairpersons.
3. Delegates are required to mute their microphone during Committee sessions unless they have the Floor or during an unmoderated caucus.
4. The general chat function, to which the entire committee is privy, shall only be used for content relevant to the agenda and/or parliamentary procedure. Chairpersons reserve the right take appropriate measures to prevent irrelevant interaction within the general chat, including but not limited to closing the function entirely.

Rule 86 – Recognition by Chairpersons

1. To be recognized by the Chairpersons, the delegates shall use the “raise hand” function on the video platform in lieu of raising a placard.

Rule 87 – Unmoderated Caucus

1. During an Unmoderated Caucus, delegates may request the Chairpersons to provide “breakout rooms” for separate negotiations. The Chairpersons reserve the right to be present in any and all breakout rooms for part and/or the entirety of the Unmoderated Caucus.



ANNEX I – OVERVIEW OF POINTS AND MOTIONS

Point/Motion	Debate	Majority	Purpose
Point of Personal Privilege	None	None	Signal a personal discomfort
Point of Order	None	None	Signal an error in procedure
Point of Parliamentary Inquiry	None	None	Request for clarification on the procedure
Point of Information	None	None	Request for clarification on content of the study guide
Motion to Appeal the Decision of the Chair	Chair/Delegate proposing the appeal	2/3 majority	Question the chair's ruling
Motion to Extend a Previous Caucus	None	Simple majority	Continue the previous caucus
Motion for the Adjournment of the Meeting	None	Simple majority	Stop the committee session until the next conference
Motion for the Suspension of the Meeting	None	Simple majority	Pause the debate
Motion to Table the Debate/to Reconsider an Agenda Item	2 in favour/ 2 opposed	2/3 majority	"Freeze" the topic until the committee decides to reconsider it
Motion to Close the Debate	2 in favour/ 2 opposed	2/3 majority	Stop discussions on the topic and move into substantive voting
Motion to Split the Topic	1 in favour/ 1 opposed	Simple majority	Divide the agenda item into two sub-items and pass two separate documents
Motion to Declare a State Party to the Dispute	1 in favour/ 1 opposed	Substantive	Prevent a country from voting on a document and amendments
Motion to Introduce a Draft Outcome Document	None	Simple majority	Discuss the content and propose amendments



Motion to Introduce an Amendment	None	Chair's discretion	Alter the content of the Draft Outcome Document
Motion for a Roll Call Vote	None	Simple majority	Vote on the Draft Outcome Document via roll call
Motion to Close the Speakers' List/Motion to Reopen the Speakers' List	None	Simple majority	Prevent additional speakers from being added to the list/allowing additional speakers to be added



ANNEX II – USEFUL WORDS AND PHRASES

Preambulatory Clauses

<ul style="list-style-type: none"> - Acknowledging - Affirming - Alarmed by - Approving - Aware of - Bearing in mind - Believing - Conscious - Contemplating - Convinced - Confident - Declaring - Deeply concerned - Deeply convinced - Deeply conscious - Deeply disturbed - Deeply regretting - Deploring 	<ul style="list-style-type: none"> - Desiring - Emphasizing - Expecting - Expressing its appreciation - Expressing its concern - Expressing its hope - Expressing its satisfaction - Firmly convinced - Fulfilling - Fully aware of - Guided by - Having adopted - Having considered - Having examined - Having received - Having studied - Keeping in mind - Noting 	<ul style="list-style-type: none"> - Noting with deep concern - Noting with satisfaction - Observing - Pointing out - Reaffirming - Realizing - Recalling - Recognizing - Referring to - Seeking - Stressing - Taking into account - Taking note - Viewing with concern - Viewing with appreciation - Welcoming
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Operative Clauses

<ul style="list-style-type: none"> - Accepts - Affirms - Approves - Asks - Authorizes - Calls for - Calls upon - Condemns - Confirms - Congratulates - Considers - Declares - Demands - Deplores - Designates - Draws attention to - Emphasizes 	<ul style="list-style-type: none"> - Encourages - Endorses - Expresses its concern - Expresses its appreciation - Expresses its hope - Further invites - Further proclaims - Further reminds - Further recommends - Further requests - Further resolves - Has resolved to - Insists - Invites - Notes - Proclaims - Proposes 	<ul style="list-style-type: none"> - Reaffirms - Recognizes - Recommends - Regrets - Reminds - Requests - Resolves - Solemnly condemns - Solemnly affirms - Stresses - Suggests - Supports - Takes note of - Trusts - Urges
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