



BERLIN INTERNATIONAL MODEL UNITED NATIONS E.V.

## Our Responsibilities for Future Generations

13-18 August 2017

### Rules of Procedure

2017 EDITION

Edited by Emma Vermunicht & Lorcán Hyde

Original version: BerlinMUN 2016 with special acknowledgments to Stéphanie Toschi and Matteo Tonella

Co-funded by the  
Erasmus+ Programme  
of the European Union



# Table of Contents

<b>I. General Rules</b>	<b>5</b>
<i>Chapter I – Conduct Regulations</i>	5
Rule 1 – Rules of Procedure: Definition	5
Rule 2 – Interpretation of the rules	5
Rule 3 – Language	5
Rule 4 – Dress code	5
Rule 5 – Attendance	5
Rule 6 – Personal Conduct	5
Rule 7 – Terminology	5
<i>Chapter II – Staff</i>	6
Rule 8 – Credentials	6
Rule 9 – Secretary-General & Deputy Secretary-General	6
Rule 10 – Secretariat	7
Rule 11 – Chairpersons	7
Rule 12 – Editors-in-chief	7
Rule 13 – Executive Committee	8
<b>II. Conduct of Business</b>	<b>9</b>
<i>Chapter I – Committee Rules</i>	9
Rule 14 – Applicability	9
Rule 15 – Conflict between rules	9
Rule 16 – Chairperson’s discretion	9
Rule 17 – Quorum	9
Rule 18 – Roll Call	9
Rule 19 – Invitation of Observers	10
<i>Chapter II – Adoption of the Agenda</i>	10
Rule 20 – Provisional Agenda	10
Rule 21 – Setting the Agenda	10
<i>Chapter III – Formal Debate</i>	10
Rule 22 – Definition	10
Rule 23 – Opening Statements	11
Rule 24 – General Speakers’ List	11
Rule 25 – Yields	11
Rule 26 – Right of Reply	12
<i>Chapter IV – Points</i>	12
Rule 27 – General Rule Regarding Points	12
Rule 28 – Point of Personal Privilege	12
Rule 29 – Point of Parliamentary Inquiry	12
Rule 30 – Point of Order	13
<i>Chapter V – Motions</i>	13
Rule 31 – General Rule Regarding Motions	13
Rule 32 – Motion for a Moderated Caucus	14
Rule 33 – Motion for an Unmoderated Caucus	14
Rule 34 – Motion for an Extension of the Previous Caucus	14
Rule 35 – Motion for the Suspension of the Meeting	15
Rule 36 – Motion to Appeal the Decision of the Chair	15

Rule 37 – Motion for the Adjournment of the Meeting	15
Rule 38 – Motion to Table the Debate	16
Rule 39 – Motion to Close the Debate	16
Rule 40 – Motion to Close/Reopen the Speakers’ List	16
Rule 41 – Motion for Reconsideration of an Agenda Item	17
Rule 42 – Motion to Change the Speakers’ Time	17
Rule 43 – Motion for a Mock Vote	17
Rule 44 – Precedence of Motions and Points	17
<i>Chapter VI – Written Proposals</i>	18
Rule 45 – General Rule pertaining to Documents	18
Rule 46 – Working Papers	18
Rule 47 – Draft Outcome Document	18
Rule 48 – Introduction of a Draft Outcome Document	19
Rule 49 – Withdrawal of a Draft Outcome Document	19
Rule 50 – Amendments	20
Rule 51 – Introducing Amendments	20
<i>Chapter VII – Voting procedure</i>	20
Rule 52 – Conduct during voting	20
Rule 53 – Voting Rights	21
Rule 54 – Substantive votes	21
Rule 55 – Vote on Unfriendly Amendments	21
Rule 56 – Motion to Divide the Question	21
Rule 57 – Motion to vote clause by clause	22
Rule 58 – Request for a Roll Call Vote	22
Rule 59 – Vote on Draft Outcome Document	22
<b>III – Committee-specific Rules</b>	<b>24</b>
Rule 60 – Applicability of Part III	24
<i>Chapter I – Special Rules pertaining to the Historical Security Council</i>	24
Rule 61 – Procedural Votes	24
Rule 62 – Substantive Votes	24
Rule 63 – Motion for a Closed-Door Session	24
<i>Chapter II – Special Rules pertaining to the International Court of Justice</i>	25
Rule 64 – Functioning of the Court	25
Rule 65 – Outcome Document	25
Rule 66 – Authority of the Chairpersons	25
Rule 67 – Oath	25
Rule 68 – Election of the Presidency	26
Rule 69 – Written Proceedings	26
Rule 70 – Oral Proceedings (“formal debate”)	26
Rule 71 – Adjournment of the oral proceedings.	27
Rule 72 – Judgment	28
<i>Chapter III – Special Rules Pertaining to the European Council</i>	28
Rule 73 – Outcome Document	28
Rule 74 – Unanimity	28
Rule 75 – President of the European Council and the Comission	29
<i>Chapter IV – Special Rules Pertaining to the North Atlantic Treaty Organisation</i>	29
Rule 76 – Principles of Consensus	29
Rule 77 – Communiqués	29
<i>Chapter V – Special Rules Pertaining to the Arctic Council</i>	30
Rule 78 – Participation	30

Rule 79 – Decisions	30
Chapter VI – <i>Special Rules Pertaining to the Conference of the Parties (United Nations Framework Convention on Climate Change)</i>	30
Rule 80 – Substantive vote	30
<b>APPENDIX: Short form of the RoP</b>	<b>31</b>

# I. General Rules

## Chapter I – Conduct Regulations

### Rule 1 – Rules of Procedure: Definition

The Rules of Procedure have been decided upon by the Secretary-General prior to the conference and are not subject to change. The Rules of Procedure shall regulate the proceedings of the conference.

### Rule 2 – Interpretation of the rules

The interpretation of the Rules of Procedure shall be reserved exclusively to the Secretary-General.

### Rule 3 – Language

The official working language of the conference is English. All proceedings throughout the committees as well as during the social events shall be conducted in English.

### Rule 4 – 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.

### Rule 5 – 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 to the chairpersons.
3. If a participant attends less than 80% of committee sessions, no certificate of participation will be handed out.

### Rule 6 – Personal Conduct

1. All participants, including Secretariat members and members of the Executive Committee, shall maintain a diplomatic, respectful and courteous behavior for the entire duration of the conference.
2. Any participant who, during committee sessions, fails to follow diplomatic conduct shall be called to order by the chairpersons.
3. Chairpersons may suspend any participant who repeatedly disregards the code of conduct.

### Rule 7 – Terminology

For the purpose of these Rules of Procedure, the following terminology shall apply:

1. “committee sessions” – refers to the scheduled formal sessions as indicated prior to the conference. There shall be a morning committee session and an afternoon committee session, if not stated otherwise.
2. “participant” – refers to all participants regularly registered to participate in the conference, in the position of delegate, judge or journalist.
3. “delegate” – refers to participants representing a country in a given committee. Delegates, except for observers, shall have speaking and voting rights on all matters discussed in their respective committees.
4. “Observer” – refers to accredited non-Member States, organizations and other entities with the same rights as delegates, with the exception of the right to vote on a substantive matter and the right to sponsor documents.
5. “judge” – refers to participants representing judges of the Court.
6. “journalist” – refers to a participant active in the BerlinMUN media team.
7. “outcome document” – term used to describe the document adopted at the end of the discussions on a topic. Outcome documents can take the form of resolutions, judgments, conclusions or advisory opinions, amongst others, as specified in these Rules of Procedure.

## **Chapter II – Staff**

### **Rule 8 – Credentials**

1. The Secretary-General issues all credentials. Participants that have been registered before the beginning of the conference shall be considered to have received their credentials, without further action being necessary.
2. The participation of anyone not prior registered as a regular participant shall be subject to confirmation by either the Secretary-General or the Deputy Secretary-General

### **Rule 9 – Secretary-General & 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 and judges 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 step
  - b. overrule any content in an official document
  - c. approve or decline any of the council's, committee's and court's submitted 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 10 – Secretariat**

The Secretariat shall be comprised of the Secretary-General, the Deputy Secretary-General, the Chairpersons, the Crisis Manager and the Editors-in-chief.

### **Rule 11 – Chairpersons**

1. The Secretary-General has assigned two chairpersons for each committee, who shall ensure the observance of the present Rules of Procedure. Both Chairpersons shall be considered as equal before the committee.
2. The Chairpersons, subject to these rules, shall have complete control over the proceedings of the Committee and maintain order in an objective way at its meetings.
3. The Chairpersons shall
  - a. declare the opening and closing of each committee session
  - b. set the initial speaking time
  - c. keep track of presence
  - d. direct the discussion
  - e. accord and withdraw the right to speak
  - f. open the floor to points and motions
  - g. put questions to the vote
  - h. announce decisions
4. The Chairpersons may advise the Representatives on procedural and substantive matters in order to enable the good functioning of the Committee.
5. The Chairpersons have the right to suspend the Committee Session for a limited time. This right is not subject to appeal.

### **Rule 12 – Editors-in-chief**

1. The Editors-in-chief are responsible to moderate the work of the team of journalists for the BerlinMUN News Agency (hereafter BNA).

2. Prior to the conference, the Editors-in-chief shall draft a code of conduct that will be applicable, in addition to these rules of procedure, to journalists during the conference.
3. The Editors-in-chief shall be independent from the Secretary-General, Deputy Secretary-General and the Chairpersons.

### **Rule 13 – Executive Committee**

1. The Executive Committee is the organizing team of the conference and in that capacity shall be responsible for all organizational and logistical aspects of the conference.
2. If not specifically stated otherwise, they shall not be subject to the rules of procedure.

## II. Conduct of Business

### Chapter I – Committee Rules

#### Rule 14 – Applicability

The rules as laid out in Part II of these Rules of Procedure shall apply to all committees at BerlinMUN 2016 with the exception of the BNA.

#### Rule 15 – Conflict between rules

In the case of a conflict between the provisions as laid out in Part II of these Rules of Procedure and the Special rules for each committee under Part III, the latter shall prevail.

#### Rule 16 – Chairperson’s discretion

1. The Chairpersons can use their discretion to make decisions without the participants voting on it.
2. The following elements can 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 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.

#### Rule 17 – Quorum

1. The Chairpersons shall declare the sessions open and permit debate to proceed if at least one third of the committee’s participants is present.
2. Chairpersons can decide to not count participants that are officially registered but do not regularly attend for the establishment of the quorum.

#### Rule 18 – Roll Call

1. At the beginning of each session, the Chairpersons shall take roll call to establish the presence of the participants and calculate the majorities.
2. During roll call, participants must respond to the roll call with either ‘present’ or ‘present and voting’. Participants, who have indicated their status as ‘present and voting’ will not be able to abstain from substantive votes. Judges shall only state that they are present.
3. Alteration of one’s declaration of presence shall be possible via a written note to the Chairpersons only. A change in status should then be announced to the committee by the Chairpersons.
4. Observers can only declare themselves ‘present’ and not ‘present and voting’.

### **Rule 19 – 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.

## **Chapter II – Adoption of the Agenda**

### **Rule 20 – Provisional Agenda**

The Secretariat is proposing a provisional agenda that is decided upon before the conference. The provisional agenda can be found in the respective Committee Study Guides.

### **Rule 21 – Setting the Agenda**

1. At the beginning of the first session, after having taken roll, the chairs shall present the provisional agenda to the committee.
2. Chairs shall proceed to ask for objections to the provisional agenda.
3. In case of objection, Chairpersons will ask for up to two (2) speakers in favor of the provisional agenda, and two (2) speakers opposed. They will be given the floor by the Chairpersons in alternation and for a maximum speaker's time of one (1) minute each.
4. Following the debate, the provisional agenda is put to a vote.
5. This is a procedural vote and requires a simple majority (51% of participants) to pass. Observers are allowed to vote on this matter.
6. In the case of the provisional agenda not receiving the required simple majority, the opposite agenda order is automatically considered adopted.

## **Chapter III – Formal Debate**

### **Rule 22 – Definition**

As formal debate shall be considered every type of debate that is not taking place within a moderated caucus, an unmoderated caucus, or voting procedure. Cross-talking is at no time permitted during formal debate. The silent passing of notes related to matters on the Agenda is in order unless otherwise provided in the Rules of Procedure.

### **Rule 23 – Opening Statements**

At the beginning of the debate on each Agenda Item, there shall be time allotted to each present Delegate to hold an opening speech. The timespan allotted and the order of speakers is upon the discretion of the Chairpersons.

### **Rule 24 – General Speakers’ List**

1. The General Speakers’ List shall determine the sequence of speakers for the floor during formal debate.
2. Chairs will open the General Speakers’ List on the first topic to be discussed after the adoption of the agenda.
3. The General Speakers’ List shall remain open and participants will be able to be added to the General Speakers’ List until a Motion for Closure of the Speakers’ List (Rule 40) or a Motion for Closure of Debate (Rule 39) has been accepted by the committee.
4. A participant can be added to the General Speakers’ list by placing their placards vertical on their desk.
5. A participant can not be added to the General Speakers’ List if they already figure on it.
6. A new General Speakers’ List is opened when a new topic is started, whether after completion of the other topic or after a successful motion to table the debate.
7. The default speaker’s time on the General Speaker’s List shall be determined by the Chairs and communicated to the committee upon opening of the first session. Delegates or judges may change the speaker’s time by proposing a Motion to change the Speaker’s Time (Rule 42).
8. If the speakers’ list runs out of speakers, debate on the topic is considered concluded, and the committee automatically moves into voting procedure.

### **Rule 25 – Yields**

1. A delegate or judge, who has been given the floor on the General Speakers’ List and who did not exhaust their speaker’s time, has to yield the remainder of their speaker’s time.
2. The remaining speaker’s time can either be yielded to the chairs, to another delegate, or to questions.
3. If the delegate or judge decides to yield their time to the chairs, the chairs will simply continue with the proceedings.
4. If the delegate or judge decides to yield their time to another delegate or judge, the delegate or judge in question shall be given the choice to accept or not the time yielded to them. If they accept the yield, they shall have the floor for the remaining time. Yielding speaker’s time that has been yielded to them shall not be in order.

5. If the delegate or judge decides to yield their time to questions, the Chairpersons shall entertain a question and answer session for the time remaining from speech. The remaining time shall only be counted down during the yielding delegate's or judge's answer. If the yielding delegate does not accept a question, no time shall be counted down. If the time runs out or there are no more questions, the floor shall automatically return to the Chairpersons. A further yield after yielding to questions is not possible. The yielding delegate shall remain standing until the floor returns to the chairs.

### **Rule 26 – Right of Reply**

1. If a remark impugns the territorial integrity or national sovereignty of a delegate's state, the delegate may, at the end of the latter's speech, ask for a right of reply following the conclusion of the controversial speech by raising their placard.
2. The delegate requesting a right of reply shall briefly repeat what has been said that they consider as controversial.
3. The chairpersons shall then decide whether the delegate will be granted the right of reply and give a 60 second time limit for the reply.
4. No ruling, on this question shall be subject to appeal (Rule 36).
5. A right of reply to a right of reply shall not be in order.
6. A right of reply may only be requested in formal debate.

## **Chapter IV – Points**

### **Rule 27 – General Rule Regarding Points**

1. Points may be introduced at any time during formal debate, 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.

### **Rule 28 – Point of Personal Privilege**

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

### **Rule 29 – Point of Parliamentary Inquiry**

1. A delegate or judge may raise a Point of Parliamentary Inquiry at any time, except during speeches, to clarify a technical aspect regarding the Rules of Procedure. The delegate or judge shall rise when called by the Chairpersons and state the nature of the inquiry.

2. The Chairpersons shall respond to the delegate's or judge's concern immediately and attempt to clarify the matter without causing excessive disruption to the working of the Council.

### **Rule 30 – Point of Order**

1. A delegate or judge may raise a Point of Order at any time during formal debate to signal an instance of non-adherence to the Rules of Procedure either by the Chairpersons or by another Representative which has escaped the Chairpersons' scrutiny. The Representative shall rise when called by the Chairpersons and briefly motivate the breach of one or more Rules of Procedure.
2. The Point of Order shall be immediately ruled upon by the Chairpersons in accordance with the Rules of Procedure. A delegate or judge may appeal against the ruling of the Chairperson (Rule 36).
3. A delegate or judge may not, in raising a Point of Order, speak on the substance of the Topic under discussion.
4. Delegates may under no circumstances raise a Point of Order during the speech of a fellow delegate or judge, or when a Point of Personal Privilege or Point of Parliamentary Inquiry is being processed.

## **Chapter V – Motions**

### **Rule 31 – General Rule Regarding Motions**

1. As moderators, the Chairpersons shall be responsible for collecting motions. It is up to their discretion when to entertain motions, and how many motions to entertain. This decision is not subject to appeal.
2. In order for a motion to be received, there is no need for seconds to the motion.
3. In case of multiple motions on the floor, the Chairpersons shall respect the order of precedence as determined in the present Rules of Procedure.
4. Before putting a motion to a vote, the Chairpersons shall ask for objections to the motion. In case of objections, the motion will be put to a vote. In case there are no objections, the motion passes without a vote. This rule only applies to motions that do not require debate.
5. In case of multiple motions of the same nature on the floor, the Chairpersons shall entertain them in their order of disruptiveness, starting by the most disruptive one, in accordance with Rule 44.
6. If a motion does not pass, the Chairpersons shall move on to vote upon the next motion in the order of precedence. If a motion does pass, all previously received motions are tabled.
7. When a simple majority is required for a motion to pass, this will mean 51% of the participants declared as present or present and voting during the preceding roll call. In case of a tie, the motion does not pass. When a two-thirds (2/3) majority is

required for a motion to pass, this will mean 2/3 of the participants declared as present or present and voting during the preceding roll call.

8. The Chairpersons may, at their discretion, rule out any motion or element of a motion (Rule 16). These decisions are subject to appeal, if not otherwise stated by the Rules of Procedure.

### **Rule 32 – Motion for a Moderated Caucus**

1. A delegate or judge may at any time when the floor is open, propose a motion for a moderated caucus, indicating a topic to be addressed, a total duration, and an individual speaker's time.
2. In a Moderated Caucus, Delegates can address the Committee by raising their placard.
3. This motion is procedural in nature and Observers are required to participate in the vote.
4. This motion does not require debate and needs a simple majority to pass.
5. The Chairpersons may, at their discretion rule this motion out of order (Rule 16). Their decision is not subject to appeal.
6. In case the motion passes, strict adherence to the topic initially proposed is necessary. The Chairpersons may call to order any delegate or judge, who does not talk to the topic of the caucus.

### **Rule 33 – Motion for an Unmoderated Caucus**

1. A delegate or judge may at any time when the floor is open propose a motion for an unmoderated caucus, specifying the total duration of the caucus and the topic to be addressed.
2. In an Unmoderated Caucus, delegates are free to move around in the room and speak. Conversations shall be related to the subject.
3. This motion is procedural in nature and Observers are required to participate in the vote.
4. This motion does not require debate and needs a simple majority to pass.
5. The Chairpersons may, at their discretion, rule this motion out of order (Rule 16). Their decision is not subject to appeal.
6. In case the motion passes, strict adherence to the topic initially proposed is necessary. The Chairpersons may call to order any delegate or judge, who does not talk to the topic of the caucus.

### **Rule 34 – Motion for an Extension of the Previous Caucus**

1. A delegate or judge may move for an extension of the previous caucus right after the caucus has come to an end.

2. The total duration of the extended caucus may not exceed the total duration of the previous caucus and specificities to the caucus such as topics and individual speaker's time are not subject to change.
3. This motion is procedural in nature and Observers are required to participate in the vote.
4. This motion does not require debate and needs a simple majority to pass.
5. The Chairpersons may, at their discretion, rule this motion out of order (Rule 16). Their decision is not subject to appeal.

### **Rule 35 – Motion for the Suspension of the Meeting**

1. A delegate or judge may introduce a motion to suspend the meeting to interrupt debate.
2. This motion is only in order if an interruption of the meeting is called for in the BerlinMUN 2016 schedule.
3. This motion is procedural in nature and Observers are required to participate in the vote.
4. This motion does not require debate and needs a simple majority to pass.
5. The Chairpersons may, at their discretion, rule this motion out of order, as laid out in Rule 16. Their decision is not subject to appeal.

### **Rule 36 – Motion to Appeal the Decision of the Chair**

1. A delegate or judge may raise a Motion to appeal the Chairpersons' decision with regards to any decision except those that are not open to appeal according to these rules of procedure.
2. This motion is a procedural motion and Observers are required to participate in the vote.
3. This motion requires the Chairperson to speak in defense of the decision and the Representative who raised the motion in defense of the appeal. The time allotted to each speech may not exceed one (1) minute.
4. The Chairperson's ruling shall stand unless overruled by a two-thirds (2/3) majority of the Representatives.

### **Rule 37 – Motion for the Adjournment of the Meeting**

1. A delegate or judge may introduce a motion to adjourn the meeting on the last day of BerlinMUN to conclude the conference until the following year.
2. This motion is procedural in nature and Observers are required to participate in the vote.
3. This motion does not require debate and needs a simple majority to pass.
4. The Chairpersons will rule this motion out of order if proposed before the last day of the conference. This decision is not subject to appeal.

### **Rule 38 – Motion to Table the Debate**

1. A delegate or judge may move to table the debate, which will have the immediate effect of opening debate on the second topic while tabling all discussions as well as documents on the first topic.
2. The topic will remain tabled until a motion to reconsider the topic (Rule 41) has passed, or the Committee has concluded its discussions on the other topic.
3. This motion is procedural in nature and Observers are required to participate in the vote.
4. This motion requires two (2) speakers in favor and two (2) speakers opposed, who will be given the floor by the chairs in alternation and with a speakers' time of one (1) minute. This motion needs a two-thirds (2/3) majority to pass.
5. When moving to the second topic, a new speakers list will be established.
6. The Chairpersons may, at their discretion, rule this motion out of order, as laid out in Rule 16. Their decision is subject to appeal.

### **Rule 39 – Motion to Close the Debate**

1. A delegate or judge may at any point during formal debate introduce a motion to close the debate on a topic, which will result in all debates on the topic being concluded and the committee moving into voting procedure.
2. This motion is procedural in nature and Observers are required to participate in the vote.
3. This motion requires two speakers speaking against the motion, who will be given the floor by the Chairpersons for one (1) minute each. After the speakers, the motion shall immediately be put to a vote, where it needs a two-thirds (2/3) majority to pass.
4. The Chairpersons may, at their discretion, rule this motion out of order, as laid out in Rule 16. Their decision is subject to appeal.

### **Rule 40 – Motion to Close/Reopen the Speakers' List**

1. A delegate or judge may at any point during formal debate introduce a motion to close the speakers' list, preventing additional speakers to be added to the speakers' list.
2. This motion is procedural in nature and Observers are required to participate in the vote.
3. This motion does not require debate and needs a simple majority to pass.
4. The Chairpersons may, at their discretion, rule this motion out of order (Rule 16). Their decision is subject to appeal.
5. The speakers' list may only be reopened after a successful motion to reopen the speakers' list, which follows the same procedure as laid out above.

#### **Rule 41 – Motion for Reconsideration of an Agenda Item**

1. A delegate or judge may at any point during formal debate introduce a motion for reconsideration of a previously tabled agenda item. If this motion is successful, the previously tabled agenda item is reopened and debates on the topic as well as any documents that were on the floor at that time are resumed.
2. This motion is procedural in nature and Observers are required to participate in the vote.
3. This motion requires two (2) speakers in favor and two (2) speakers opposed, who will be given the floor by the chairs in alternation and with a speakers' time of one (1) minute. This motion needs a two-thirds (2/3) majority to pass.
4. The Chairpersons may, at their discretion, rule this motion out of order (Rule 16). Their decision is subject to appeal.

#### **Rule 42 – Motion to Change the Speakers' Time**

1. Representatives may at any point during formal debate introduce a motion to change the speakers' time by indicating how they wish to change it and to what ends.
2. This motion is procedural in nature and Observers are required to participate in the vote.
3. This motion does not require debate and needs a simple majority to pass.
4. The Chairpersons may, at their discretion, rule this motion out of order (Rule 16). Their decision is not subject to appeal.

#### **Rule 43 – Motion for a Mock Vote**

1. Representatives may at any point during formal debate introduce a motion for a mock vote while specifying exactly what document should be put to a mock vote. A mock vote on whole documents, as well as segments of working papers and draft outcome documents is in order.
2. This motion for entering a Mock Vote is procedural in nature and Observers are required to participate in the vote.
3. This motion does not require debate and needs a simple majority to pass.
4. The Chairpersons may, at their discretion, rule this motion out of order (Rule 16). Their decision is not subject to appeal.
5. In case the motion is successful, the Chairpersons proceed to moderate the mock vote as standard placard vote. This mock vote serves no legal purposes and is in no way binding. Participation is not obligatory and Observers are not allowed to participate as it simulates a substantive vote. A roll call vote during a mock vote is not in order.

#### **Rule 44 – Precedence of Motions and Points**

1. For the sake of these Rules of Procedure, the Chairpersons shall consider the Motions and Points in the following order of precedence:

- a. Point of Personal Privilege
  - b. Point of Order
  - c. Point of Parliamentary Inquiry
  - d. Motion to Appeal the Decision of the Chair
  - e. Motion to Extend a Previous Caucus
  - f. Motion for the Suspension of the Meeting
  - g. Motion for the Adjournment of the Meeting
  - h. Motion to Table the Debate/Motion to Reconsider an Agenda Item
  - i. Motion to Close the Debate
  - j. Motion to Close the Speakers' List/Motion to Reopen the Speakers' List
  - k. Motion to Change the Speaker's Time
  - l. Motion for a Mock Vote
  - m. Motion for an Unmoderated Caucus
  - n. Motion for a Moderated Caucus
2. The precedence of the Motions shall be applicable throughout all committees, if not otherwise stated by these Rules of Procedure.

## **Chapter VI – Written Proposals**

### **Rule 45 – General Rule pertaining to Documents**

1. No documents which have not been approved by the Chairpersons may be used and referenced during formal debate.
2. If one or more Representatives wish to introduce a document to the attention of the Committee, the document has to be submitted to the Chairpersons for approval, in accordance with the relevant following Rules of Procedure.

### **Rule 46 – Working Papers**

1. Representatives may at any time during sessions introduce a Working Paper for approval to the Chairpersons. There are no official requirements for the introduction of a Working Paper and no Signatories or Sponsors are needed.
2. The format of this submission will be determined by the Chairpersons and communicated to the Committee in due time.
3. The Chairpersons shall inform the Committee of any document that has been submitted to them if they deem it relevant to the topic under discussion.
4. The Secretary-General reserves the right to withdraw one or more Working Papers, should they be evaluated inappropriate or of no interest for the purpose of the debate.

### **Rule 47 – Draft Outcome Document**

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 require the formal support of sponsors and signatories to be considered for approval by the Chairpersons.
2. The Sponsors are recognized as writers of the Draft Outcome Document. The number of Sponsors required to introduce a Draft Outcome Document will be set by the Chairpersons according to the size of the Committee.
  3. The Signatories support the content of the Draft Outcome Document and do not have further obligations. The number of Signatories required to introduce a Draft Resolution will be set by the Chairs according to the size of the Committee.
  4. The number of Sponsors and Signatories supporting a Draft Outcome Document shall not be in any case inferior to one-fifth of the Members of the Committee.
  5. A delegate or judge 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 48 – Introduction of a Draft Outcome Document**

1. No motion is required to introduce a Draft Outcome Document. The draft will be automatically introduced by the Chairpersons if the requirements are met.
2. The Chairpersons, under the supervision of the Secretary-General, are requested to verify that the document meets the requested number of sponsor and signatories and the special requirements established for each Committee.
3. The Secretary-General shall read and provide comments, remarks, objections and suggestions to the Committee on the Draft Outcome Document as soon as possible, with the purpose of improving the quality of the document.
4. Once a Draft Outcome Document has been approved by the Chairpersons and the remarks of the Secretary-General have been taken into account, it is assigned a number in relation to the item of the agenda under consideration and officially introduced to all the Representatives.
5. After the introduction of a Draft Outcome Document, one of the Sponsors shall read the Operative Clauses out loud, followed by a Question and Answer session.
6. The time of the Question and Answer session is upon the discretion of the Chairpersons. Their decision is not subject to appeal.

#### **Rule 49 – Withdrawal of a Draft Outcome Document**

1. After having been approved by the Chairpersons, a Draft Outcome Document can be withdrawn if all Sponsors approve the withdrawal.
2. The request for withdrawal has to be submitted in writing to the Chairpersons.

### **Rule 50 – Amendments**

1. An Amendment is a proposal that adds, deletes or revises operative clauses of a Draft Outcome Document. A Representative may propose Amendments on any Draft Outcome Document that has been formally introduced. The Chairpersons may set a limit to the amount of amendments when needed.
2. Amendments to pre-ambulatory or introductory clauses are not in order once the Draft Outcome Document has been formally introduced. The Chairpersons will remind the delegates when Amendments can be introduced.
3. Editorial errors in Draft Outcome Documents will be corrected without a vote.
4. The final decisions on corrections are at the discretion of the Chairpersons.

### **Rule 51 – Introducing Amendments**

1. Representatives wishing to introduce amendments will have to do so in writing, before the committee closes debate and moves into voting procedure, specifying exactly which clauses are affected by the amendments. One amendment can amend different clauses, however in case of a vote, it will be voted upon as one amendment.
2. Amendments require three (3) sponsors, as well as two (2) signatories in order to be introduced.
3. Amendments are considered friendly if all Sponsors of the Draft Outcome Document to be amended are in favor of the amendment. It is up to the Chairpersons to verify if all Sponsors are in favor. Friendly amendments are included immediately and without a vote into the Draft Outcome Document.
4. Amendments are considered unfriendly if at least one Sponsor of the Draft Outcome Document opposes the amendment. In that case, the amendment will be put to a vote to the Committee during voting procedure before voting on the Draft Outcome Document in question. The vote on amendments is substantive in nature.

## **Chapter VII – Voting procedure**

### **Rule 52 – 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, Representatives will not be allowed to interrupt voting procedure except to introduce points as laid out in Chapter III 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:
  - a. Motion to appeal the decision of the chairs

- b. Motion to vote clause by clause
  - c. Motion to divide the question
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 allowed personnel. Representatives having left the room will not be allowed to reenter.
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.
7. In case of a conflict between these rules and the specific committee-related rules, the latter shall prevail.

### **Rule 53 – 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 54 – Substantive votes**

1. If not stated otherwise or requested by a representative, the standard voting method for substantive votes is a vote by placard.
2. In substantive votes, representatives can either vote yes, no, abstain or pass. Representatives whose status is indicated as “present and voting” may not abstain during substantive votes.
3. In case a Delegate passes, they will be called upon again after the Chairpersons have concluded the rest of the roll call. When called upon, the representative having previously passed will not be allowed to abstain.
3. In order for a substantive vote to pass, a majority of affirmative votes is required, if not otherwise stated in these Rules of Procedure.

### **Rule 55 – Vote on Unfriendly Amendments**

1. The vote on unfriendly amendments shall precede the vote on the Draft Outcome Document that it relates to.
2. In case of multiple unfriendly amendments, the Chairpersons shall put them to a vote in the order in which they were received.
3. In order for an unfriendly amendment to be included in the Draft Outcome Document, Rule 54 (3) applies, if not otherwise stated by these Rules of Procedure.

### **Rule 56 – Motion to Divide the Question**

1. Representatives can move to divide the question on specific operative clause(s) of a Draft Outcome Document. Representatives can either decide to divide the question

- on single clauses or on a group of clauses, that don't need to be consecutive. Dividing the question on pre-ambulatory clauses or sub-clauses is not in order.
2. The motion to divide the question requires both a procedural vote to decide whether or not to divide the question and a substantive vote that decides whether to delete the clause(s) in question altogether or annex them to the Draft Outcome Document.
  3. The procedural vote requires two speakers in favor and two speakers opposed to dividing the question. The vote requires a simple majority to pass. Observers are required to participate in this vote.
  4. If the procedural part of the motion passed, the Chairpersons will call for a substantive vote. If the substantive vote receives a majority of affirmative votes, the clause(s) in question are annexed to the Draft Outcome Document. If the substantive vote receives a majority of negative votes, the clause(s) in question are omitted from the Draft Outcome Document.
  5. After the Committee votes on all divisions, it votes on what is left of the Draft Outcome Document.

#### **Rule 57 – Motion to vote clause by clause**

1. Representatives can move to vote clause by clause on the operative clauses of a Draft Outcome Document during voting procedure.
2. This motion is procedural in nature and Observers are required to participate in the vote.
3. This motion does not require debate and needs a simple majority to pass.
4. If the motion receives the required majority, the Chairpersons will proceed to vote on each operative clause, separately. These votes will be substantive in nature. Only clauses receiving a majority of affirmative votes will be allowed to stand.

#### **Rule 58 – Request for a Roll Call Vote**

1. A Representative wishing to vote on a Draft Outcome Document by Roll Call may do so before the Committee votes on the Draft.
2. This request does not require a vote. It is at the Chairpersons' discretion to grant this request. Their decision is not subject to appeal.

Should the Chairpersons grant the request for a roll call vote, they shall call upon the Members of the Committee in alphabetical order.

#### **Rule 59 – Vote on Draft Outcome Document**

1. The final vote on the draft outcome document will occur after the committee has voted on all relevant amendments and the Chairpersons have entertained all motions and points.
2. The standard voting procedure on a Draft Outcome Document is a vote by placard, if no request for a roll call vote has been voiced.

3. In order for a Draft Outcome Document to be accepted by the committee, Rule 54 (3) applies, if not otherwise stated by these Rules of Procedure.

## III – Committee-specific Rules

### Rule 60 – Applicability of Part III

1. The rules in this chapter shall only be applicable to the business conducted within the specific committees
2. If these rules stand in contradiction with the general rules as presented in previous chapters, the former shall prevail

### Chapter I – Special Rules pertaining to the Historical Security Council

#### Rule 61 – Procedural Votes

1. In accordance with art. 27 (2) of the Charter of the United Nations, procedural votes require the affirmative vote of nine (9) Member States in order to pass.
2. Rule 61 (1) can, upon the discretion of the Chairpersons, be adapted, to the size of the Committee.

#### Rule 62 – Substantive Votes

1. In accordance with art. 27 (3) of the Charter of the United Nations, all votes that are substantive require the affirmative vote of nine (9) Member States, including the concurring votes of the Permanent Members in order to pass.
2. Rule 62 (1) can, upon the discretion of the Chairpersons, be adapted, to the size of the Committee.

#### Rule 63 – 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 to pass.
4. The Chairpersons, in accordance with Rule 16, 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 and the Secretaries-General will be allowed to remain in the room. No statements or documents will be allowed to be published during a closed-door session.
6. The session will become public again as soon as a motion for a suspension of the meeting or for an unmoderated caucus passes.

## **Chapter II – Special Rules pertaining to the International Court of Justice**

### **Rule 64 – Functioning of the Court**

1. The Court shall abide by the Rules set out in BerlinMUN 2017's official Rules of Procedure, as well as The Statute of the International Court of Justice (Chapter II onwards, excluding Chapters I, IV and V, but including Articles 2, 18, 25, 32), whereby the former shall take priority in cases on conflict.
2. Proceedings before the court shall consist of two phases: written and oral.
3. The working language of the Court is English.
4. All persons present for the workings of the Court will conduct themselves appropriate for such an occasion and must afford diplomatic courtesy to all other members of the Court.
5. Any person violating Rule 64.4 will be held in contempt of court and may be sanctioned by the chairpersons in a manner proportionate to the offence committed, including, but not limited to withdrawal of the immediate right to speak, suspension from the session or expulsion from the Court.

### **Rule 65 – Outcome Document**

1. The Court shall adopt a judgment as its outcome document.
2. The format of this judgment shall be communicated to the judges by the Chairpersons upon registration.

### **Rule 66 – Authority of the Chairpersons**

1. Two Chairpersons shall administer the proceedings by ensuring an orderly debate during the Agents' oral pleadings as well as during the judges' deliberations.
2. The sole interpretation of the Rules of Procedure is that of the Secretariat-General of BerlinMUN 2017. Their interpretation is not subject to appeal.

### **Rule 67 – Oath**

1. At the Court's first regular session, each judge shall take the following oath or make the following solemn declaration: "I swear" - or "I solemnly declare" - "that I shall exercise my functions as a judge honorably, independently and impartially and that I shall keep secret all deliberations."
2. The oath shall be administered by the Chairpersons of the Court and, if possible, in the presence of the other judges.

### **Rule 68 – Election of the Presidency**

1. At the Court’s first regular session – or at any time deemed suitable by the Chairpersons, but prior to the final passing of a judgment - the judges shall elect a President from among the present judges.
2. The vote shall be cast by secret ballot and the Judges who win 51% of the votes of the Judges present shall be elected. If no candidate receives the required number of votes, a new election shall take place between the two Judges who have received the most votes.
3. The President participates as a Judge and additionally, in the execution of her functions, shall:
  - a Be in charge of the suspended meetings of the Court;
  - b Present the casting vote in the event of an equality of votes;
  - c Sign all the judgments of the Court.

### **Rule 69 – Written Proceedings**

4. The Chairpersons – acting as the registrar (Art. 40 ICJ Statute) of the Court - will produce a *compromis* (“study guide”) of the cases prior to the oral proceedings, which will be held in Berlin in August 2017. The *compromis* is an agreement on the factual circumstances of the case.
5. Each party – represented by the agents - shall provide the Court with a *memorial* (“position paper”) detailing its legal claims and position with regard to the case in which it is making submissions.
6. The applicant shall provide a *memorial*; the respondent shall provide a *counter-memorial*.
7. The *memorials* shall be provided by the parties prior to the oral proceedings of the Court. The *memorials* shall be made accessible to the Judges of the Court as well as the other party prior to the oral proceedings.
8. The Judges must also submit a *written note* on their preliminary legal assessment of the case based on the *compromis*.
9. *Written notes* and *memorials* are to be referred to the Chairpersons prior to the 31<sup>st</sup> July 2017.

### **Rule 70 – Oral Proceedings (“formal debate”)**

1. Each party (applicant and respondent) shall be represented by two agents in court
2. Each party may make an opening speech of a maximum of 30 minutes. This time may be divided amongst the agents of a party in any way.
3. Once opening speeches have been concluded, formal debate may begin.

*Claims (Moderated Caucus)*

4. A claim may be introduced by either of the parties concerning a specific sub-topic of the case or claims.
5. Speaker times for claims must be specified when submitting the claim.
6. The opposing agents have the opportunity to object. Should neither the opposing agents nor any of the judges object to the introduction of a claim, the claim, including the proposed length of debate, shall pass automatically.
7. Should any of the aforementioned object, the Court may decide to accept a claim or decline. The Judges shall vote upon this matter. The claim will be accepted by a simple majority vote. The format of the claim runs accordingly to that of a moderated caucus.
8. Judges may also speak during claims, however only addressing questions to the agents and not offer an insight into personal legal reasoning.
9. Should they consider submissions on a claim insufficient or unclear, the Judges may pose questions to any of the parties present following their submissions, for the purposes of supplementing or clarifying the claim, but may not introduce new claims or suggest that parties do so. The Chairpersons ensure an amicable manner and nature of the questions.
10. The chairpersons shall ensure the adherence to the rules of procedure and administer the claims-debate according to the rules set out for moderated caucuses.

*Suspension of the proceedings (unmoderated caucus)*

11. Agents of any party may request a suspension of the proceedings in order to deliberate its strategy and submissions.
12. The suspension shall be granted by the chairpersons under the condition that it does not prejudice the right of the other party to a fair trial.

*Points*

13. Points may be raised by any agent or judge. Chapter IV of the general Rules of Procedure apply accordingly.
14. Any formalities and motions derived from the ICJ-Statute shall be raised as points. They shall take precedence over introductions of claims.

**Rule 71 – Adjournment of the oral proceedings.**

1. Once all claims have been heard and all submissions made on a case, the Court may adjourn hearings in order to deliberate upon the judgement.
2. The adjournment of the hearings shall require two thirds majority.
3. Agents for both parties shall have the right to speak for a maximum of one minute in opposition of the closure of hearings.
4. Following the adjournment of hearings, the Agents are to be dismissed from the court. They shall take on the position of “Assistants to the Secretary General for

Legal Affairs” and may be asked to give legal advice to other bodies of the conference.

5. If the Court finds the submissions insufficient, it may reopen hearings to supplement or clarify the respective submissions.

### **Rule 72 – Judgment**

1. Following the adjournment of the oral proceedings, the judges shall begin drafting the judgment.
2. The Chairpersons shall administer the deliberations.
3. The deliberations shall be undertaken by formal debate (rules of the moderated caucus apply accordingly) or by informal debate (rules of the unmoderated caucus apply accordingly).
4. The judges may motion for a mock vote to determine the standing of a specific issue amongst their peers (rules governing the mock vote shall apply accordingly).
5. Once the judges have drafted a judgement, it can be presented to the chairpersons (rules of introducing a resolution –excluding those governing amendments - apply accordingly).
6. Once the Chairpersons have approved the draft-judgment, the judges may motion for the closure of deliberations (rules governing the closure of debate shall apply accordingly).
7. After the deliberations have been closed, the judges shall vote on the document. Each Judge shall vote either in the affirmative or the negative; there shall be no abstentions.
8. All judgements are adopted by a simple majority decision. In the event of equality of votes, the president of the Court shall have a casting vote.
9. Judges may append concurrent, dissenting or separate opinions to the judgement.
10. All (successfully passed) judgements shall be read in public by the president of the Court – with presence of the agents of both parties as well as representatives of the media and either the Secretary General or the Deputy Secretary General of BerlinMUN 2017.

## **Chapter III – Special Rules Pertaining to the European Council**

### **Rule 73 – Outcome Document**

1. The Council of the European Union shall adopt Council conclusions.
2. The format of these conclusions shall be communicated to delegates by the Chairpersons upon registration.

### **Rule 74 – Unanimity**

1. The substantive decisions will have to be taken unanimously, as far as they concern foreign policy affairs.

2. Abstentions shall not prevent a document from being adopted.
3. The Principle of Consensus does not apply to Unfriendly Amendments. In order for an Unfriendly Amendment to be adopted, simple majority (51%) of the votes in favour is required.

#### **Rule 75 – President of the European Council and the Commission**

1. The President of the European Council shall be considered as an observer of the European Council during its sessions, and shall be able to vote on all procedural matters.
2. The President of the European Commission shall be considered as an observer of the European Council during its sessions, and shall be able to vote on all procedural matters.
3. The President of the European Commission shall not be allowed to sponsor Draft Council Conclusions, but may express his/her opinion through official Declarations.

### **Chapter IV – Special Rules Pertaining to the North Atlantic Treaty Organisation**

#### **Rule 76 – 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, simple majority (51%) of the votes in favour is required.

#### **Rule 77 – 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:
  - a Working Paper
  - b Draft Communiqué
  - c Communiqué
  - d Amendments
3. Once adopted, the Communiqué is binding for all Member States of the North Atlantic Treaty Organisation.

## **Chapter V – Special Rules Pertaining to the Arctic Council**

### **Rule 78 – Participation**

1. *Permanent Participants* means the following organizations: the Inuit Circumpolar Conference, the Saami Council and the Association of Indigenous Minorities of the North, Siberia and the far East of the Russian Federation.
2. *Observer Status* in the Arctic Council is open to:
  - a. Non-Arctic States;
  - b. Inter-governmental and inter-parliamentary organizations, global and regional;
  - c. Non-governmental organizations

### **Rule 79 – Decisions**

1. The Arctic Council passes decisions instead of resolutions. The structure of decisions shall be the same as resolutions (Rule 45-51).
2. All decisions of the Arctic Council are taken by a consensus of all Arctic States present.

## **Chapter VI – Special Rules Pertaining to the Conference of the Parties (United Nations Framework Convention on Climate Change)**

### **Rule 80 – Substantive vote**

1. Decisions on matters of substance shall be taken by consensus. If all efforts to reach consensus have been exhausted and no agreement has been reached, the decision shall, at a last resort be taken by a two-thirds majority vote of the Parties present and voting.
2. It is upon the discretion of the Chairpersons to decide when the Committee has exhausted all efforts to reach consensus.

## APPENDIX: Short form of the RoP

<b>Motion</b>	<b>Debate</b>	<b>Majority</b>	<b>Subject to Appeal</b>	<b>Purpose</b>
Right of reply	None	None	No	When national sovereignty or territorial integrity is impugned
Point of order	None	None	Yes	Signal an error in procedure
Point of Personal Privilege	None	None	No	Signal personal discomfort
Point of Parliamentary Inquiry	None	None	No	Request for clarification on the procedure
Appeal the Decision of the Chair	Chair/Delegate proposing the appeal	2/3 majority	/	Question the chair's ruling
Extension of Previous Caucus	None	Simple majority	No	Continue the previous caucus
Suspension of Meeting	None	Simple majority	No	Pause the debate
Adjournment of the Meeting	None	Simple majority	No	Used on the last day of the conference.
Table the Debate/ Reconsider an Agenda Item	2 in favor/2 opposed	2/3 majority	Yes	"Freezes" the topic until the committee decides to reconsider it.
Closure of the Debate	2 speakers opposed	2/3 majority	Yes	Stop discussions on the topic and move into substantive voting
Closure of the Speakers' List/ Reopen the Speakers' List	None	Simple majority	Yes	Prevent additional speakers from be added to the list/allow additional speakers to be added
Change the Speaker's Time	None	Simple majority	No	Increasing or decreasing the speaker's time

<b>Motion</b>	<b>Debate</b>	<b>Majority</b>	<b>Subject to Appeal</b>	<b>Purpose</b>
Mock Vote	None	Simple majority	No	Verify majorities on document
Unmoderated Caucus	None	Simple majority	No	Move into unmoderated discussions
Moderated Caucus	None	Simple majority	No	Move into moderated discussions