

AKADEMISCHES  
FORUM FÜR  
AUSSEN-  
POLITIK -  
ÖSTERREICH

UNION  
ACADEMIQUE  
DES AFFAIRES  
ETRANGERES -  
AUTRICHE



ACADEMIC FORUM FOR FOREIGN AFFAIRS - AUSTRIA

**UNITED NATIONS YOUTH AND STUDENT ASSOCIATION OF AUSTRIA**

GRAZ - INNSBRUCK - KLAGENFURT - LINZ - SALZBURG - VIENNA

VIENNA INTERNATIONAL  
HISTORIC MODEL UNITED NATIONS  
(HISTOMUN)

# Rules of Procedure

## **GENERAL RULES**

### **I. Rules**

The Rules are not subject to change and shall be considered adopted prior to the beginning of the conference.

### **II. Language**

English shall be the official and working language of the conference. No representative may address the forum or submit a document in a language other than English.

### **III. Courtesy**

All delegates must show courtesy and respect to the Secretary General, Chairpersons, Committee Staff, advisors and fellow delegates. The Committee Chairperson will immediately call to order any delegate who fails to comply with this rule.

### **IV. Credentials**

The credentials of the Secretariat and delegates have been accepted prior to the opening of the conference. Actions relating to the alteration of rights or credentials of any member may only be initiated at the consent of the Secretary General of HISTOMUN.

### **V. Secretary General and Secretariat**

The Secretary General will provide and direct the Staff required by all the Committees of HISTOMUN. He/she will have ultimate authority over all such Committees and may at any time delegate authority to a member of the Secretariat. Furthermore, the Secretary General or a member of the Secretariat may at any time make written or oral statements to the Committees.

### **VI. Chairpersons**

The Chairperson shall declare the opening and closure of each meeting of the Committee, shall direct its discussions, ensure observance of the Rules of Procedure and rule on Points of Order. He/she shall compose the Speaker's List, accord the right to speak, propose the limitation of time for debate and announce decisions. The Chairperson shall further have complete control over the proceedings of the Committee as well as over the maintenance of order at its meetings. Furthermore, he/she shall have the right to advise delegates on the possible course of debate.

The Chairperson may also adjourn or suspend the meeting and may temporarily transfer his/her duties to another member of the Committee Staff. In exercise of these functions the Chairperson shall at all times be subject to the Rules of Procedure and report to the Secretary General.

### **VII. Members**

Each member of a Committee will be represented by one delegate and will be granted one vote in the Committee. Members of the Committees shall be Permanent Representatives to the United Nations, Heads of State, Ministers of Foreign Affairs or others of comparable rank or relevance to issues at hand.

### **VIII. Participation of Observers**

Representatives of accredited observers will have the same rights as those of full members, except that they may not raise Motions on substantive matters, may not vote on substantive matters and may not sign or vote on Draft Resolutions, Resolutions or Amendments.

## **IX. Quorum**

A Quorum is the number of members present necessary for any vote to be taken. The Chair may declare a meeting open and permit the debate to proceed when at least one-third of the expected number of members in the Committee are present. The presence of two-thirds of the members will be required for any substantive vote to be taken.

## **X. Meetings and Dates of Convening**

Each Committee shall meet at the time and place designated by the Secretariat under the recommendation of the Secretary General of HISTOMUN.

## **XI. Attendance**

Delegates of all Committees are required to attend all scheduled committee meetings. In case of absence for more than two half day sessions the delegate may be denied the right to receive the conference certificate.

## **RULES GOVERNING THE AGENDA**

### **XII. Agenda**

The provisional agenda for the committee sessions shall be composed by the Chairs and the Secretariat and shall be communicated to the delegates of each committee prior to the opening of the conference.

### **XIII. Changing the Agenda**

Prior to the opening of the conference the provisional agenda shall be submitted by the Chairperson to the Committee for approval.

At the preparatory session the alteration of the order of the topics on the agenda can be proposed by the initiative of one member of the Committee. This Motion requires a second delegate supporting it. A Speaker's List shall be established for and against the Motion and a time limit for the individual speech shall be set by the Chairperson. After at least two speakers have spoken in favour and two against the proposal, a Motion for voting on the alteration is in order. A two-thirds majority is needed for approval of the alteration.

## **RULES GOVERNING DEBATE**

### **XIV. Committee Session**

The committee session of a body shall commence with a roll call of the Member States followed by the observers in English alphabetical order. When their country is called, delegates shall declare themselves either "Present" or "Present and Voting", whereas accredited observers shall declare themselves "Present and Observing".

Members arriving late shall pass a written note to the Chair stating that they are either "Present" or "Present and Voting", whereas accredited observers arriving late shall pass a written note stating that they are "Present and Observing".

Concerning the consequences of members declaring themselves "Present" or "Present and Voting" see rule XXXIII. The rights of the accredited observers are depicted under rule VIII.

### **XV. Opening Speeches**

At the beginning of debate on a new topic area each delegate to a Committee will be expected to give a short Opening Speech no longer than one minute (a maximum of two minutes in the Security Council)

outlining the position on the topic area. Opening Speeches should briefly outline a country's or organization's stance and objectives in relation to the topic, providing for positioning within the Committee.

#### **XVI. Debate**

After the delegates have presented their Opening Speeches, a continuously open Speaker's List is to be established for the purpose of Formal Debate, which will be the default style of debate. However, by raising a procedural Motion during Formal Debate, delegates can change the style of debate to either Moderated or Un-moderated Caucus.

#### **XVII. Formal Debate**

The Formal Debate is the default style of debate and its main feature is the Speaker's List. The Speaker's List shall be followed except where superseded by procedural or substantive Motions or Points. During Formal Debate speakers may speak generally on the topic area being considered, may address any Working Paper or Draft Resolution currently on the floor and may raise procedural or substantive Motions and Points. The time limit for individual speeches will be determined by the Chair.

At the opening of the committee session delegates will be asked by the Chair whether they wish to be placed on the Speaker's List. Those holding their placards high will be placed on the Speaker's List. Thereafter, once debate commences, a member may be added to the Speaker's List only by passing a written request to the Chair.

After the delegate finished his/her speech, the delegate may add his/her country to the Speaker's List again by passing a written request to the Chair. The Speaker's List will be continuously open and always posted for the convenience of the delegates.

#### **XVIII. Moderated Caucus**

A Motion for a Moderated Caucus is in order during Formal Debate at any time when the floor is open, prior to closure of debate. The sponsor of the Motion must briefly specify the purpose for the Moderated Caucus, the total time limit and the time limit allowed for individual speeches. The time limit is subject to the Chair's approval. The total time limit shall not exceed fifteen minutes. If there is a second delegate supporting the Motion, it will be put to an immediate vote. No speeches for or against the Motion will be entertained and a simple majority is required for passage.

During a Moderated Caucus delegates signify their wish to speak by raising their placards.

If nobody else wants to take the floor, the style of debate will automatically resume to Formal Debate.

#### **XIX. Un-moderated Caucus**

A Motion for an Un-moderated Caucus is in order during Formal Debate at any time when the floor is open, prior to closure of debate. During an Un-moderated Caucus delegates can meet informally with each other and the Committee Staff to discuss Draft Resolutions, Amendments and other issues of relevance. However, no delegate is allowed to leave the conference room except when stating a Point of Personal Privilege.

The delegate raising the Motion for an Un-moderated Caucus must briefly explain its purpose and specify a time limit, not exceeding thirty minutes. The time limit is subject to the Chair's approval. If there is a second delegate supporting the Motion, it will be put to an immediate vote. No speeches for or against the Motion will be entertained and a simple majority is required for passage.

#### **XX. Closure of Debate**

During Formal Debate a delegate may move to close the debate on a substantive matter under discussion, whether or not any other delegate has signified his/her wish to speak. A second delegate in support of this Motion is required. The Chairperson, however, may rule such a Motion dilatory. This Motion is not debatable.

Closure of debate requires a two-thirds majority. If the Motion passes, the Chairperson shall declare the closure of debate, and move to an immediate voting procedure (on the Draft Resolution or the Amendments approved by the chairperson). Once closed, an issue may be put on the floor again by a Motion of one delegate, requiring the support of a second delegate, the Chair's approval and a two-thirds majority for passage.

### **XXI. Suspension of the Meeting**

During Formal Debate a delegate may raise a Motion to suspend the meeting (suspending all committee functions until the next meeting), specifying a time for reconvening, which is subject to the Chair's approval. If there is a second delegate in support of the Motion, it will be put to a vote immediately. No speeches for or against this Motion will be entertained. A simple majority is required for passage.

### **XXII. Adjournment of the Meeting**

During Formal Debate a delegate may raise a Motion to adjourn the meeting, after specifying the purpose for the adjournment. The Chairperson has the right to rule such a Motion out of order. When in order, the Chair will ask if there is a second delegate in support of the Motion and subsequently put the Motion to a vote. No speeches for or against this Motion will be entertained. A simple majority is required for passage. After adjournment, the Committee shall reconvene at its next regularly scheduled meeting the following year.

## **RULES GOVERNING SPEECH**

### **XXIII. Speeches**

No delegate or accredited observer may address a Committee without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks do not follow proper parliamentary convention, are not relevant to the subject under discussion or are offensive to any delegate or Staff member. Furthermore, the Chairperson may ask the speaker to apologise.

The time limit for speeches is always subject to the Chair's approval. If a delegate exceeds the permitted time, the Chair may call the speaker to order.

### **XXIV. Yields**

A delegate who was granted the right to speak and has finished speaking before his/her time elapsed, may yield the remaining time in one of the following ways:

#### **Yield to the Chair**

If the delegate does not wish to yield to questions or to another delegate, he/she may yield the time back to the Chair. The Chair will then move on to the next speaker.

#### **Yield to another Delegate**

The remaining time will be offered to the delegate chosen by the speaker. If the delegate accepts the yield, the Chair will recognise him/her for the remaining time. That delegate may not, however, make any further yields. Only one yield to another delegate is possible within the time limit of one speaker.

#### **Yield to Questions**

If the delegate yields his/her time to questions, the questioners will be selected by the Chair and limited to one question each. The questions shall concern the substance of the speaker's speech. The Chair will have the right to call to order any delegate whose question is rhetorical and leading or not designed to elicit information. Furthermore, comments or statements instead of questions are out of order. Only the speaker's answers to the questions will be deducted from the speaker's remaining time.

Delegates must declare any yield by the conclusion of their speeches. If time runs out, the Chair will simply move on to the next speaker.

## **POINTS and MOTIONS**

### **XXV. Right of Reply**

A delegate whose national integrity has been impugned by another delegate may request the right to reply to the speaker after the speaker's speaking time has elapsed. The Chair's decision to accord the Right of Reply may not be appealed. If granted, the member receiving the right may speak immediately for a maximum time period of one minute. No Right of Reply will be granted in response to a Right of Reply.

### **XXVI. Point of Personal Privilege**

Whenever a delegate wishes to leave the room for personal reasons or experiences personal discomfort, which impairs his/her ability to participate in the proceedings, the delegate may raise a Point of Personal Privilege to request that the discomfort is corrected. Since a Point of Personal Privilege may interrupt a speaker, delegates should use this power with utmost discretion.

### **XXVII. Point of Order**

A delegate may make a Point of Order to complain of improper parliamentary procedure. The Point of Order will be immediately decided by the Chair in accordance with the Rules of Procedure. The ruling of the Chair stands unless overruled by the Secretary General. A Point of Order may interrupt a speaker. However, it must be justifiable and should be made with discretion. The Chair may rule Points of Order that are dilatory or improper out of order.

Questions regarding the Rules of Procedure shall be submitted to the Chair in writing or addressed to the Chair during Un-moderated Caucus.

### **XXIX. Procedural and Substantive Motions**

Procedural Motions and substantive Motions may be raised at any time during Formal Debate. If there is at least one delegate in support of the Motion, the Chair will put the Motion to a vote. The precedence of procedural and substantive Motions is stated under rule XXXVIII.

## **RULES GOVERNING SUBSTANTIVE ISSUES**

### **XXIX. Working Paper**

Delegates may propose Working Papers for Committee consideration and are encouraged to bring pre-prepared Working Papers to the conference. Working Papers are intended to aid the Committee in its discussions and formulation of Draft Resolutions and must be in Resolution format. Working Papers are not official documents, but do require the signature of the Chair to be copied and distributed.

### **XXX. Draft Resolutions**

Draft Resolutions shall follow the format outlined by the Secretariat. A Draft Resolution has to be approved by the Chair and requires signatures of at least one-third of the Committee members. When calculating the number of countries required for bringing a Draft Resolution to the floor, the signatures of the Sponsors and the Signatories are added up.

Following the signature of the Chair the document is to be referred to as a Draft Resolution.

The Signatories of the Draft Resolution do not necessarily indicate support of the content of the Draft Resolution and have no further obligations; by signing the Draft Resolution they only indicate their wish to have it brought to the floor for further refinement and debate. Members that are the principle authors of the Draft Resolution and are in support of it are regarded as Sponsors of the Draft Resolution.

More than one Draft Resolution may be on the floor at any given time and may be referred to by any speaker.

Members wishing to add their support to a Draft Resolution may add their name to the list of Sponsors at any time during debate. This request should be submitted to the Chair in writing.

### **XXXI. Introducing Draft Resolutions**

Once a Draft Resolution has been approved as stated in Rule XXX and has been copied and distributed to all delegates to the Committee, debate will be postponed by the Chairperson for an adequate period of time for the purpose of enabling the delegates to read the document just distributed. Once the reading time has elapsed one of the Sponsors may raise a Motion to Introduce the Draft Resolution. One delegate in support of the Motion is needed (no vote at this stage) for entering the "Introduction Process", which comprises the following elements:

1. One of the Sponsors will read out the operative clauses of the Draft Resolution.
2. All the sponsors will be open for questions. The questioners will be selected by the Chair and limited to one question each. The number of questions asked and the time period given to the Sponsors for response is to be determined by the Chairperson. The Chairperson decides when time for questions has elapsed.
3. A Speaker's List is created for and against the Introduction and a time limit for the individual speech shall be set by the Chairperson. After at least two speakers have spoken in favour and two against the Motion – given that there are speakers against – the Chairperson can put the Motion to Introduce to a vote.
4. Vote on the Motion to Introduce the Draft Resolution: A two-thirds majority is needed for passage. In case of the Security Council a simple majority is required for passage. Once passed the Draft Resolution is officially on the floor and can be subject to debate until closure of debate on that same Draft Resolution or on an issue or agenda item addressed by it.

### **XXXII. Amendments**

Once the Draft Resolution is officially on the floor its content may solely be amended. A proposal is considered an Amendment if it merely adds to, deletes from or revises the clauses of a Draft Resolution. Amendments of Amendments are out of order. An Amendment is considered to be out of order if it renders the Resolution meaningless.

An Amendment requires the supporting signatures of two members and the approval of the Chair in order to be added to the List of Amendments. All Amendments brought forward and approved will be collected and added to the List of Amendments.

Once debate is closed the approved Amendments shall be presented in the order of the respective clauses amended.

The salient Sponsors will be asked by the Chairperson to read out the Amendment. Afterwards each Sponsor will be open for questions. The number of questions asked and the time periods given are to be determined by the Chairperson.

After the Chairperson has decided that the time for questions has elapsed, a Speaker's List shall be created for and against the incorporation of the Amendment and a time limit for the individual speech shall be set by the Chairperson. After at least two speakers have spoken in favour and two against the Amendment – given that there are speakers against – the Chairperson can put the Amendment to a vote.

Once the last Amendment is voted upon, the Draft Resolution is put to a vote as a whole.

Other Draft Resolutions being concerned by the Closure of Debate follow the same procedure and will consequently be amended, followed by the final vote.

### **Editorial Amendments**

An Amendment may be considered an editorial Amendment if it does not alter the meaning, intent, effect, or overall substance of a Draft Resolution, and is introduced solely for the purpose of clarification. Editorial Amendments, if supported by all of the Sponsors of the Draft Resolution, are shortly presented by the Chairperson and immediately incorporated into the Draft Resolution without a formal vote; preceding friendly Amendments and the List of Amendments.

### **Friendly Amendments**

An Amendment may be considered “friendly” if supported by all the Sponsors of a Draft Resolution and does not fundamentally change the intent of the Draft Resolution as a whole. “Friendly” Amendments, pending review by the Chair, are shortly presented by the Chairperson and immediately incorporated into the Draft Resolution without a formal vote; following editorial Amendments and preceding the List of Amendments.

### **Unfriendly Amendments**

An Amendment, which is not supported by all the Sponsors of a Draft Resolution, is considered “unfriendly” and therefore must follow the procedure mentioned under this rule to be incorporated.

## **RULES GOVERNING VOTING**

### **XXXIII. Voting**

Each member of a Committee will have one vote on both substantive and procedural matters. In case of accredited observers only voting on procedural matters is in order.

Each member “Present and Voting” may cast an affirmative vote (“Yes”) or an opposing vote (“No”), each member “Present” can also abstain from voting (“Abstain”). Abstentions on procedural matters are not in order. All matters will be voted upon by placards, except in case of a roll call vote. After the Chairperson has announced the beginning of voting procedure, no delegate is allowed to leave the room or interrupt the procedure except for a Point of Personal Privilege or a Point of Order in connection with the actual conduct of voting.

All voting done at HISTOMUN will be considered procedural voting, apart from voting on a Draft Resolution as stated below. In case of a voting procedure on a substantive matter members have an additional option to choose from for casting their vote, which is “No with rights”. Members voting “No with rights” are granted 30 seconds after the last vote has been cast in order to explain their reasons for opposing the Draft Resolution.

### **XXXIV. Majority Required**

The only substantive voting at HISTOMUN will be voting on a Draft Resolution. It requires affirmative votes from two-thirds of the Members States present. Abstentions do not affect the consensus quorum required for passage. In case of the Security Council affirmative votes from nine members including the concurring or abstaining votes of the five Permanent Members are required.

The specific majorities required for passing certain Motions are mentioned in the respective paragraphs.

### **XXXV. Roll Call Voting**

After debate is closed on a Draft Resolution and all Amendments were voted upon – given that there were Amendments – any delegate may request a roll call vote for a given Draft Resolution. Furthermore, in case of a miss-vote on a given Draft Resolution the Chair may reserve the right to call upon a roll call vote. In a roll call vote, the Chair will call countries in the English alphabetical order. The name of each Member State shall be called and the representative shall reply “Yes”, “No”, “No with rights” or “Abstain”.

### **XXXVI. Division of the Question**

After debate on any Draft Resolution has been closed, a delegate may move for Division of the Question, which means that operative parts of the Draft Resolution will be voted on separately. Pre-ambulatory clauses and sub-operative clauses may not be separated in a Division of the Question. If the Motion receives a simple majority required to pass, the Draft Resolution will be divided accordingly. A separate vote will be taken on each divided part to determine whether or not it is included in the final Draft, and a two-thirds

majority is needed for passage. Parts of the Draft Resolution that are subsequently passed will be recombined into a final document and put to a substantive vote as a whole.

### **XXXVII. Resolution Denomination**

A Draft Resolution that has been voted upon in a Committee and has been passed may be referred to as a Resolution. Thereafter the Resolution will be voted upon in the General Assembly and will only obtain validity if passed in the General Assembly. Resolutions passed in the Security Council or any other committee that can pass resolutions independently from the GA are not put to a vote in the General Assembly. In the General Assembly members can only vote "Yes", "No" or "Abstain".

### **XXXVIII. Precedence of Motions**

Motions and Points will be considered in the following order of preference:

1. Points indicated below shall have precedence above all Motions, at all times, in the following order:

- *Point of Personal Privilege (Rule XXVI.)*
- *Point of Order (Rule XXVII.)*
- *Right of Reply (Rule XXV.)*

2. Motions indicated below shall have precedence in the following order:

- *Motion to Adjourn the Meeting (Rule XXII.)*
- *Motion to Suspend the Meeting (Rule XXI.)*
- *Motion for an Un-moderated Caucus (Rule XIX.)*
- *Motion for a Moderated Caucus (Rule XVIII.)*
- *Motion to Close the Debate (Rule XX.)*
- *Motion to Reintroduce a Topic (Rule XX)*
- *Motion to Introduce a Draft Resolution (Rule XXXI.)*

3. Motions indicated below shall have precedence below all points, and in the following order, and are in order only during substantive voting:

- *Motion for the Division of the Question (Rule XXXVI.)*
- *Motion for a Roll Call Vote (Rule XXXV.)*