

MODEL AFRICAN UNION SUMMIT

RULES OF PROCEDURES



Model African Union



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Model African Union Austria – Giving African Youth in Diaspora a Voice...

RULES OF PROCEDURES

These rules are set to bring effective and productive conduct at the Summit. Delegates must obey these rules to keep deliberation smoothly.

I. AGENDA REGULAR SESSIONS

Provisional Agenda

Rule 1

The provisional agenda for the Model African Union Summit, (MAUS) Summit shall be drawn up by the MAUS Chairman and communicated to all delegations at least three weeks before the opening of the Summit.

Rule 2

The provisional agenda of the Summit shall include: (a) Reports on the theme selected for Summit; and, (b) All items which the MAUS Chairman deems it necessary to put before the MAUS General Assembly.

Adoption Of The Agenda

Rule 3

At each Summit the provisional agenda shall be submitted to the MAUS General Assembly for approval during the opening session.

Arbitration

Rule 4

Interpretation of the rules shall be reserved exclusively to the Chairman or designated members of the Secretariat (Vice Chairman and Rapporteur). Such interpretation shall be in accordance with the philosophy and principles of Model African Unions.

II. MAUS GENERAL COMMITTEE

Composition

Rule 5

The MAUS General Committee shall comprise the President of the MAUS General Assembly, who shall preside, the Vice-Presidents and two other members of the committee (namely Minister of Foreign Affairs and Ambassador to the AU). No two members of the MAUS General Committee shall be members of the same delegation, and it shall be so constituted as to ensure its representative character.

The President Shall be able to Vote

Rule 6

In the event of the absence of the President, or a Vice-President acting as President, he/she shall designate another member of his or her delegation to vote in his place.

Substitute Members

Rule 7

If a Vice-President of the MAUS General Assembly finds it necessary to be absent during a meeting of the MAUS General Committee, he may designate a member of his or her delegation to take his or her place. The Minister of Foreign Affairs shall, in case of absence, designate the Vice-Ambassador to the AU to take his or her place.

Rule 8

The MAUS General Committee shall, prior to the Summit, consider the provisional agenda and make recommendations to the MAUS General Assembly with regard to each item proposed.

Participation of Non Members

Rule 9

MAIN COMMITTEES

Representatives of accredited observers shall have the same rights as those of full members, except that they may not sign or vote on resolutions. A representative of an organization that is not a member of the African Union or an accredited observer may address a committee only with the prior approval of the Chairperson of the Committee. For the purpose of these rules all observers are allowed to vote on any procedural matter, but shall not cast a vote on substantial issues. The only substantial issue is the final vote on a resolution.

III. LANGUAGES

Official and working languages

Rule 10

English and French will be the official and the working language of the MAUS General Assembly.

Rule 11

Any representative wishing to address the MAUS General Assembly or submit a document in a language other than English or French shall provide translation into English or French.

This rule does not affect the total speaking time allotted to those representatives wishing to address the body in a language other than English. As such, both the speech and the translation must be within the time limit.

Languages of the Journal of the Model African Unions

Rule 12

During the sessions of the MAUS General Assembly, the Journal of the Model African Union Summit shall be published in the working languages of the Assembly.

Languages Of Resolutions And Other Documents

Rule 13

All resolutions and other documents shall be published in the working languages of the MAUS General Assembly.

IV. RECORDS

Records Of Meetings

Rule 14

The MAUS General Assembly shall decide upon the form of the records of the meetings of the Main Committees Resolutions.

Rule 15

Resolutions adopted by the MAUS General Assembly shall be communicated by the MAUS Chairmant to the delegations representing Member States within fifteen days after the close of the Summit.

V. MAIN COMMITTEE OFFICERS AND ORGANIZATION OF WORK

Categories Of Subjects

Rule 16

Items relating to the same category of subjects shall be referred to the committee or committees

The MAUS General Committee shall, prior to the Summit, consider the provisional agenda and make recommendations to the MAUS General Assembly with regard to each item proposed.

Participation Of Non Members

Rule 17

The Main Committees of the Model AU (MAUS) General Assembly: Heads of States Representation Of Members

Rule 19

Each Member may be represented by one person on each Main Committee.

The Chairperson of a Main Committee shall be able vote.

Rule 20

If the Chairperson of a delegation in the Main Committee is absent to vote, a member of his/her delegation may vote in his or her place.

Absence Of Officers

Rule 21

If the President finds it necessary to be absent during a meeting or any part thereof, he or she shall designate the Vice-President to take his place. A Vice-President acting as President shall have the same powers and duties as the President. If any officer of the committee is unable to perform his or her functions, a new officer shall be elected for the term of the Summit.

VI. PUBLIC AND PRIVATE MEETINGS OF THE MAUS GENERAL ASSEMBLY, ITS COMMITTEES AND ITS SUBCOMMITTEES

General Principles

Rule 22

The meetings of the MAUS General Assembly and its Main Committees shall be held in public unless the organ concerned decides that exceptional circumstances require that the meeting be held in private.

Private Meetings

Rule 23

All decisions of the MAUS General Assembly taken at a private meeting (e.g Regional Economic Committees – REC's) shall be announced at the next public meeting of the Assembly. At the close of each private meeting of the Main General Assembly Committee, the President may issue a communiqué through the MAUS Chairman.

VII. MINUTE OF SILENT PRAYER OR MEDITATION

Invitation To Silent Prayer Or Meditation

Rule 24

Immediately after the opening of the first plenary meeting and immediately preceding the closing of the final plenary meeting of each session of the MAUS General Assembly, the President shall invite the representatives to observe one minute of silence dedicated to prayer or meditation.

VIII. PLENARY AND COMMITTEE MEETINGS CONDUCT OF BUSINESS

Reference To Committees

Rule 25

The MAUS General Assembly shall not, unless it decides otherwise, make a final decision upon any item on the agenda until it has a simple majority of the members present in the MAUS General Assembly present.

Discussion Of Reports Of Main Committees

Rule 26

Discussions, proceedings and general debate in the plenary meeting of the MAUS General Assembly shall take place if at least one third of the members present and voting at the plenary meeting consider such a discussion to be necessary. Any proposal to this effect shall not be debated but shall be immediately put to the vote.

Quorum

Rule 27

The Chairman may declare a meeting open and permit the debate to proceed when at least one third of the members of the MAUS General Assembly are present. The presence of a simple majority of the members shall be required for any decision to be taken. The members of the MAUS General Assembly are defined in terms of the number of delegations that are participating in the Model AU Summit which may at times be less than the full membership of the African Union. In those instances the required number for a quorum and a majority will be determined by the number of participating delegations.

PRECEDENCE

Rule 28

The Chair of any sub-regional REC's private meetings and the Rapporteur may be accorded precedence for the purpose of explaining the conclusions arrived at by their (REC's meetings).

Statements By The Secretariat

Rule 29

The MAUS Chairman, or a member of the Secretariat designated by him or her as his or her representative, may at any time make either oral or written statements to the MAUS General Assembly concerning any question under consideration by it.

IX. RULES GOVERNING DEBATE

Debate

Rule 30

After the agenda has been determined, one continuously open speakers' list will be established for the purpose of general debate. This speakers' list will be followed for all debate on the Agenda Item, except when superseded by procedural motions or a debate on amendments. Speakers may speak generally on the Agenda Item being considered and may address any resolution currently on the floor.

Unmoderated Caucus

Rule 31

A motion to caucus is in order at any time when the floor is open, prior to the closure of the debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed fifteen minutes. The motion will immediately be put to a vote. A majority of members present or present and voting is required for passage. The Chairman may rule the motion out of order and his or her decision is not subject to appeal.

This rule is used in the committee sessions

Moderated Caucus

Rule 32

The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chairman will temporarily depart from the speakers' list and call on delegates to speak at his or her discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate.

The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on immediately, with a majority of members present or present and voting required for passage.

The Chairman may rule the motion out of order and his decision is not subject to appeal. Closing of list of speakers, right of reply

Rule 33

During the course of a debate, the Chairman may announce the list of speakers and, with the consent of the MAUS General Assembly, declare the list closed. He or she may, however, accord the right of reply to any member if a speech delivered after he or she has declared the list closed makes this desirable.

Adjournment Of Debate

Rule 34

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favour of, and two against, the motion, after which the motion shall be immediately put to the vote. The President may limit the time to be allowed to speakers under this rule.

CLOSURE OF DEBATE

Rule 35

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his or her wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the MAUS General Assembly is in favour of the closure, the Chairman shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this rule.

Suspension Or Adjournment Of The Meeting

Rule 36

During the discussion of any matter, a representative may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The President may limit the time to be allowed to the speaker moving the suspension or adjournment of the meeting.

Order Of Procedural Motions

Rule 37

Subject to rule 34, the motions indicated below shall have precedence in the following order over all other proposals or motions before the meeting: (a) To suspend the meeting; (b) To adjourn the meeting; (c) To adjourn the debate on the item under discussion; (d) To close the debate on the item under discussion.

Proposals And Amendments

Rule 38

Proposals and amendments shall normally be submitted in writing to the MAUS Chairman, who shall circulate copies to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the MAUS General Assembly unless copies of it have been circulated to all delegations not later than 12 hours before. The Chairman may, however, permit the discussion and consideration of amendments or of motions as to procedure, even though such amendments and motions have not been circulated or have only been circulated the same day.

Withdrawal Of Motions

Rule 39

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion thus withdrawn may be reintroduced by any member.

X. RULES GOVERNING SPEECHES

Speeches

Rule 40

No representative may address the MAUS General Assembly without having previously obtained the permission of the Chairman. The Chairman shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his or her remarks are not relevant to the subject under discussion

Time Limit On Speeches

Rule 41

The MAUS General Assembly may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. Before a decision is taken, two representatives may speak in favor of, and two against, a proposal to set such limits. When the debate is limited and a representative exceeds his allotted time, the Chairman shall call him or her to order without delay.

Yields

Rule 42

A delegate granted the right to speak on a substantive issue may yield in one of the two ways Yield to questions. Questions will be selected by the MAUS Chairman and limited to one question each. The Chairman will have the right to call to order any delegate whose question is in the opinion of the Chairman, rhetorical and leading and/or not designed to elicit information. Only the speaker's answers to questions will be deducted from the speaker's remaining time. Yield to the Chair. Such a yield should be made if the delegate does not wish to yield questions or another delegate. The Chairman will then move to the next speaker. Delegates must declare any yield by the conclusion of his or her speech. If time runs out, the Chairman will simply move on to the next speaker.

Points

Rule 43

For the purpose of enhancing order during the general committee, points in debate are adopted for the general committee sessions of the Model African Union summit.

Point Of Order

Rule 44

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the Chairman in accordance with the rules of procedure. A representative may appeal against the ruling of the Chairman. The appeal shall be immediately put to the vote, and the Chairman ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Point Of Correction

Rule 45

During discussion on a committee, a delegate may rise to a point of correction to correct a statement made by the last speaker or other delegates in the committee.

Point Of Information

Rule 46

After a delegate has given a speech, a point of information may be raised to seek or supply further information. Delegates will be allotted speaking time to address points of information. Points of Information could also be directed to other delegates in relation to earlier statements on the issue under discussion.

XI.VOTING

Voting Rights

Rule 47

Each member of the MAUS General Assembly shall have one vote.

Two-Thirds Majority

Rule 48

Decisions of the MAUS General Assembly on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include: recommendations with respect to the maintenance of international peace and security, the suspension of the rights and privileges of membership, the expulsion of Members, and budgetary questions.

Rule 49

Decisions of the MAUS General Assembly on amendments to proposals relating to important questions, and on parts of such proposals put to the vote separately, shall be made by a two-thirds majority of the members present and voting.

Simple Majority

Rule 50

Decisions of the MAUS General Assembly on questions other than those provided for in rule 41, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting.

Meaning of the phrase “members present and voting”

Rule 51

For the purposes of these rules, the phrase “members present and voting” means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Method Of Voting

Rule 52

The MAUS General Assembly shall normally vote by show of placards, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the President. The name of each member shall be called and one of its representatives shall reply “yes”, “no” or “abstention”. The result of the voting shall be inserted in the record in the English alphabetical order of the names of the members.

Conduct During Voting

Rule 53

After the President has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The President may permit members to explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer of a proposal or of an amendment to explain his or her vote on his own proposal or amendment.

Division Of Proposals And Amendments

Rule 54

A representative may move that parts of a proposal or of an amendment should be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are approved shall then be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Voting On Amendments

Rule 55

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the MAUS General Assembly shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed from, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of

another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of the proposal. All amendments shall be submitted to the Chairperson in writing before being announced on the floor.

Voting On Proposals

Rule 56

If two or more proposals relate to the same question, the MAUS General Assembly shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The MAUS General Assembly may, after each vote on a proposal, decide whether to vote on the next proposal. All proposals shall be submitted to the Chairman in writing before being announced on the floor.

Equally Divided Votes

Rule 57

If a vote is equally divided on matters other than elections, the Chairman shall decide if a second vote shall be taken and at what time. If a second vote is not taken or a second vote is taken and this vote also results in equality, the proposal shall be regarded as rejected.

XIII. AMENDMENTS TO THE RULES OF PROCEDURE

Method Of Amendment

RULE 58

These rules of procedure may be amended by a decision of the MAUS Executive Committee.

Code of Conduct All Model African Union Summit delegates are expected to comply with the Code of Conduct to ensure a civil and respectful work environment throughout the Summit similar to that of the diplomatic corps at the African Union.

Model African Union Summit delegates must treat other delegates, members of the Secretariat and MAUS staff with the highest level of courtesy and respect. Please notify any member of the Secretariat if a dispute arises at any time during the Summit.

Diversity is a core value of the African Union. Discrimination based on gender, color, nationality, age, religion or disabilities is prohibited in the activities of the Model African Union Summit.

Please notify the Summit Secretariat if you believe any of these are being violated.

The delegates must be professional in their speech, actions and appearance during the Summit and display respect for the opinions and ideas of fellow delegates.

Delegates must treat properties used in hosting the Summit with care. Delegates will be financially responsible for any damage that may result from their actions.

Model African Union Summit delegates are required to wear identification badges at all times to obtain access to all Summit meetings and activities within the accommodation and Summit centers.

Lost badges must be immediately reported to the Summit Secretariat and cannot be replaced.

During the Model African Union Summit 2014, delegates must dress in formal attire, traditional national dress or western business attire (suit and tie for males and pant suit or knee length skirt for females). Jeans and hats are not allowed.

Delegates must study the Rules of Procedure in depth and follow its clauses throughout the Summit.

Please contact the Summit Secretariat should any questions about the Rules of Procedure arise.

Model African Union Summit meetings will begin on time as scheduled. All delegates must arrive at their assigned Summit rooms at least 10 minutes prior to the start of their meetings. The presence of all delegates at all committee meetings is essential for ensuring productive debate during the Summit and a successful outcome.

Delegates must be present during all official Model African Union Summit working meetings.

Delegates should schedule their leisure activities in the city of Vienna during their free time.

During plenary and committee meetings, delegates are expected, at all times, to remain in character and represent the interests and policies of the countries to which they are assigned.

During plenary and committee meetings, delegates will only be permitted to bring water into the Summit room. Eating, smoking, or drinking other beverages during formal meetings is prohibited.

Delegates are expected to give their full attention to the proceedings in all meetings. Passing notes during meetings could be distracting and is discouraged. Delegates should engage other delegations in discussions during breaks, informal consultations or after sessions have concluded for the day.

The use of cell phones and other electronic devices will not be permitted during Model African Union Summit plenary and committee meetings. Laptops may only be used during informal consultations and when drafting resolutions.

Delegates are expected to behave properly when using Internet resources in computer labs. Summit computers are to be used for research purposes only. Content restrictions and time limits will be strictly enforced, and delegates are asked to be mindful of others waiting in line. African Union Staff, the Model African Union Summit Secretariat, General Assembly Officials and Volunteers have the right to monitor computer activities.

Delegates must be adequately covered by travel and health insurance and should carry relevant documentation at all times during their stay in Vienna. Delegates using medication must bring enough supplies for the duration of the Summit. Please inform Summit organizers in advance of any serious allergies or health problems.

The organizers of the Model AU Summit are not responsible for delegates' personal possessions.

Delegates are reminded to guard their belongings. Delegates who do not follow the Code of Conduct will forfeit their privileges to debate and vote. In serious disciplinary cases, delegates may be asked to leave the Summit.