

RULES OF PROCEDURE



**TARTU
MODEL
UNITED
NATIONS**

1. General Rules	2
<i>1.1. Forums</i>	2
<i>1.2. Language</i>	2
<i>1.3. Dress Code</i>	2
<i>1.4. Behaviour</i>	2
<i>1.5. Notepapers</i>	2
<i>1.6. General Rules of Conduct</i>	3
2. Forums' sessions and order	3
3. Points of the Forums	4
<i>3.1. Point of Order</i>	4
<i>3.2. Point of Personal Privilege</i>	5
<i>3.3. Point of Parliamentary Inquiry</i>	5
<i>3.4. Point of Information</i>	5
4. Motions of the Forums	5
5. Voting Procedures	8
<i>5.1. Substantive Vote</i>	8
<i>5.2. Procedural Vote</i>	9
6. Amendments	9
7. Formal Clearing Office and Approval Panel	10
8. Rules solely applying to the Security Council	10

1. General Rules

1.1. Forums

The simulated forums of the Tartu Model United Nations are the following:

- 1.1.1. UN Security Council
- 1.1.2. 1st Committee of the General Assembly (Disarmament and International Security)
- 1.1.3. 3rd Committee of the General Assembly (Social, Humanitarian and Cultural)
- 1.1.4. UNESCO General Conference

1.2. Language

- 1.2.1. The official and working language of the conference is English.

1.3. Dress Code

- 1.3.1. Male delegates are to be suitably dressed, wearing long trousers and jacket, shirt, tie and suitable shoes.
- 1.3.2. Female delegates are to wear a trouser-suit or coat and skirt. Skirts should not end higher than one palm over the knees and shirts must have an appropriate neckline.
- 1.3.3. Non-compliance with the dress code leads to a reprimand and is to be corrected for the further proceedings of the conference.

1.4. Behaviour

- 1.4.1. Delegates shall under any given circumstances maintain decorum.
- 1.4.2. The usage of electrical devices during debate is only granted in order to research and write speeches. Other exceptions may only be given by the Chair.

1.5. Notepapers

- 1.5.1. The passing of notepapers is a possibility for the delegates to communicate within their forum or between forums solely on agenda related issues.
- 1.5.2. Notepapers will only be written in English, the formal language of Tartu Model UN.
- 1.5.3. By raising a hand a delegate signals to be in need of a notepaper and will be provided by the Ad-Staff.
- 1.5.4. Notepapers will be screened by the Staff. If not in order it is handed over to the Chair for further consideration.
- 1.5.5. Any delegate may contact his ambassador by using a notepaper.
- 1.5.6. The Chair may at any point of time suspend notepaper passing.
- 1.5.7. Notepaper passing is out of order during moderated caucus.

1.6. General Rules of Conduct

- 1.6.1. The President and the members of a forum are to be addressed in third person singular only.
- 1.6.2. Each delegate refers to himself in third person singular or first person plural only, when speaking on behalf of his delegation.
- 1.6.3. The delegates always rise their placards in order to speak and remain standing while speaking and receiving answers.
- 1.6.4. There will be no dialogue on the floor.

2. Forums' sessions and order

- 2.1. The Chair conducts a roll call in alphabetic order at the beginning of every session to determine the presence of the quorum. The Delegate, when called must raise their placard high and state present or present and voting. The quorum is met when at least two third of all delegates are present on the session.
- 2.2. After the roll call the Chair offers to set an agenda of the session. The delegates can propose topics for discussion in accordance with the provisional agenda which was set by Secretariat before the conference. In order to propose a topic the delegates should rise a motion to set an agenda.
- 2.3. When the agenda is identified, the Chair opens the Speaker's list and sets time for presentation of delegations' positions. The delegates can change the time or order of their speeches rising motions.
- 2.4. When the position of the delegation is presented, members of the conference have a particular time to ask questions which is set by the Chair. The time can be prolonged or shortened by the delegates with the Chair's approval. The delegates have a right to declare themselves "closed" or "opened" to the questions.
- 2.5. Sessions are divided into general debate, draft resolution debate and voting procedures.
 - 2.5.1. The purpose of General Debate is to:
 - i. Negotiate and lobby with your fellow delegates to build working papers or draft resolutions and to form working groups to address the agenda of the committee;
 - ii. Debate with your fellow delegates on the issues of the agenda in the committee;
 - iii. Share your Nation's foreign policy on the agenda with your fellow delegates.

2.5.2. The purpose of Draft Resolution Debate is to:

- i. Present the working papers or draft resolutions of the working groups;
- ii. Debate on the working papers or draft resolutions of the working groups;
- iii. Edit or remove segments of the clauses of the draft resolutions of the working groups
- iv. Hear out the speeches of the working groups why they built and supported the draft resolution

Terms used in the Draft Resolution Debate are:

- i. *Reading Time* – time given to introduce with and read through the resolution;
- ii. *Time in Favor* – debate time were speeches in favor of the resolution or amendment are held;
- iii. *Time Against* – debate time were speeches against of the resolution or amendment are held; Motion to Make an Amendment will also be entertained;
- iv. *Open Debate* – speeches in favor, against or of other nature may be held.

2.6. The General Assembly will act the same as committee sessions except for the drafting of a new resolution. All resolutions passed in the committees and chosen for the General Assembly will be debated accordingly. The Secretary General may limit the number of resolutions discussed per committee in the General Assembly.

3. Points of the Forums

3.1. Point of Order

- 3.1.1. Indicates an instance of improper parliamentary procedure.
- 3.1.2. The President in accordance with these rules of procedure will immediately decide upon the Point of Order.
- 3.1.3. A representative raising a Point of Order may not speak on the substance of the matter under discussion.
- 3.1.4. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure. That is to say, that the speaker is speaking against the issue during time in favor and visa versa.
- 2.1.6. Point of order may be made without being recognized by the presidency.

3.2. *Point of Personal Privilege*

- 2.2.1. May refer to any personal discomfort, which impairs the delegate's ability to participate in the proceedings e.g. warmth, the need for a toilet visit.
- 2.2.2. A delegate may raise this point to request that this discomfort is corrected.
- 2.2.3. A Point of Personal Privilege referring to audibility may interrupt a speaker and may be brought up without being recognized by the presidency.

3.3. *Point of Parliamentary Inquiry*

- 3.3.1. Allows questioning the President about any item regarding the rules of procedure.
- 3.3.2. A Point of Parliamentary Inquiry may never interrupt a speaker.

3.4. *Point of Information*

- 3.4.1. Is addressed to either the President or the Speaker.
- 3.4.2. Allows the delegate to address the speaker in form of a question referring to a previous statement of a speaker
- 3.4.3. Allows the delegate to address the President concerning an issue that the Point of Parliamentary Inquiry does not deal with, for instance lunch break.
- 3.4.4. The President will entertain Points of Information according to the time schedule previously set by the Chairperson and the acceptance of the Speaker.

4. Motions of the Forums

- 4.1. Motions can be made by raising the motion card and the placard.
- 4.2. Every motion interrupts the formal debating process and has to be decided upon instantly.
- 4.3. Types of Motions are following:
 - 4.3.1. *Motion to Set the Agenda* to is a proposal to set an order of topics for the committee session.
 - 4.3.2. *Motion to Set the Speakers Time* to is a proposal to set the time limit for each delegates speech.
 - 4.3.3. *Motion to open/close the Speakers List* in a proposal to open the speakers list for any delegate who wishes to speak, or a proposal to close the speakers list to prevent any delegate from speaking to the committee.

- 4.3.4. *Motion to Follow Up* allows the delegate to ask for a further elaboration on a Point of Information.
- 4.3.5. *Motion for a Right of Reply* is a delegate's option to state a complaint about a possibly offending or insulting diction or behavior of a previous speaker. The President is to decide whether this is the case and will entertain the motion according to this.
- 4.3.6. *Motion to Explain the Vote* can be directed towards any delegate that has taken the floor during the debate of the topic that had been voted upon, and has expressed an opinion contradicting his substantive vote.
- 4.3.7. *Motion to Amend the Resolution* can be used to submit an amendment to the resolution of either friendly or unfriendly character. The Motion to Amend the Resolution allows the delegates to change, strike out, or add clauses, parts of clauses, and/or single words in the operative part of a resolution. This Motion will only be entertained after the Presidency has received an amendment sheet from the delegate who is making the Motion and it will be entertained in Time Against of the resolution. Amendments of a friendly character must not change the substance of the resolution as a whole.
- 4.3.8. *Motion to make an Amendment to the Second Degree* can be used to amend an amendment. Amendments to the second degree will be allowed, but no further amendments.
- 4.3.9. *Motion to Divide the House* leads to a Roll Call Vote. If put forward, it cannot be objected and the President immediately decides upon its accomplishment. If a motion to Divide the House is called, abstaining will not be in order and delegate can vote only against or in favor.
- 4.3.10. *Motion to Suspend the Meeting* can interrupt the formal debate for a limited amount of time set by the President due to an exceptional reason e.g. a request for extended lobbying time.
- 4.3.11. *Motion to Move into Time Against* immediately ends the time in favor of the draft resolution or the amendment. Can be proposed only in the time in Favor.

- 4.3.12. *Motion to Close the Debate* ends the discussion about the draft resolution and leads directly into voting procedures. The motion can be entertained only in Time Against the Resolution or in open debate.
- 4.3.13. *Motion to Limit/Extend Debating Time* allows the delegates to shorten or extend the time available for a specific discussion.
- 4.3.14. *Motion to Move into Open Debate* allows the delegate to speak either in favor or against the item under discussion.
- 4.3.15. *Motion to Declare this an Important Question* allows the delegates to declare the draft resolution a matter to be decided upon by the forum with a two-thirds majority.
- 4.3.16. *Motion to Adjourn the Meeting* unconditionally terminates the discussion of the item under consideration without entertaining voting procedures and ends the conference.
- 4.3.17. *Motion to Appeal Against the Decision of the President* applies in cases where the forum doubts decisions made by the President. If the forum appeals against the decision of the President, and the President considers his overruling inconsistent with the principles of these rules of procedure, the Secretary General shall have the final decision to settle the conflict.
- 4.3.18. *Motion to Adopt by Acclamation* can be put forward in order to pass a resolution or amendment consensually without voting procedures. This Motion is never voted upon. If objected once, it will not be entertained
- 4.4. To be considered by the President, a motion always has to be seconded (supported by at least one another delegate). However, this does not include:
- Motion to Follow Up;
 - Motion for a Right of Reply;
 - Motion to Explain the Vote;
 - Motion to Amend the Resolution;
 - Motion to Divide the House;
 - Motion to Adopt the Resolution by Acclamation.

4.5. If an objection is filed the motion will not be considered by the President unless she/he decides to. Motions have to be decided upon either by the President, by the forum with a simple majority or with a two-thirds majority.

4.6. *The President* only decides upon following motions:

Motion to Follow Up;

Motion for a Right of Reply;

Motion to Explain the Vote;

Motion to Amend the Resolution;

Motion to make an Amendment to the Second Degree;

Motion to Divide the House;

Motion to Suspend the Meeting;

Motion to Close the Debate;

Motion to Move into Time Against;

Motion to Adopt by Acclamation.

4.7. Motions that are decided upon by the forum with a *simple majority* are:

Motion to Limit/Extend Debating Time;

Motion to Move into Open Debate;

Motion to Declare this an Important Question;

Motion to Set the Agenda;

Motion to Set the Speakers Time;

Motion to open/close the Speakers List.

4.8. Motions that are decided upon by the forum with a *two-thirds majority* are:

Motion to Adjourn the Meeting;

Motion to Appeal Against the Decision of the President.

5. Voting Procedures

5.1. Substantive Vote

5.1.1. The vote is regarded as substantive when referring to a resolution.

5.1.2. Each member of a Forum has one vote. One may vote in favour, against, or may abstain from the vote. To reach a majority only those in favour and against are taken into account.

5.1.3. All resolutions need a simple majority to be passed, except for those issues declared as important questions, which need a two-thirds majority to be passed.

5.1.4. NGOs and IGOs may participate in a substantive vote by showing their placard.

However, their vote will not be saved on record or counted.

5.2. *Procedural Vote*

5.2.1. The vote is regarded as procedural when referring to a motion or an amendment.

5.2.2. Each member of a Forum has one vote. One may vote in favor or against, and may not abstain from the vote.

5.2.3. NGOs and IGOs have the right to participate in any procedural vote.

6. **Amendments**

6.1. The Motion to Amend the Resolution allows the delegates to change, strike out and/or add clauses, parts of clauses and/or single words in the operative part of a draft resolution.

6.2. Amendments have to be handed in to the Presidency in written form. By raising a hand in Time Against a delegate signals to be in need of an amendment sheet and the Staff will provide this. After having filled out the form it is delivered to the President via the Staff.

6.3. Following, the delegate has to raise the placard in order to put forward the motion. The entertainment of the motion by the President depends on the conformity of the proposed amendment with these Rules of Procedure. If entertained, the debate on the draft resolution is suspended for the duration of a limited time of debate on the amendment.

6.4. Amendments are discussed following the same rules as draft resolutions. Amendments will be voted upon the resolution voting procedures in order of amendment severity.

6.5. Amendments are decided upon by procedural vote.

6.6. Friendly Amendments are changes made to the draft resolution or to an amendment that are non-substantive matters, including but not limited to grammatical or spelling mistakes and the resolution format, which are decided upon by the President.

6.7. An amended part of a draft resolution may be further amended. Only amendments to the second degree will be allowed.

7. Formal Clearing Office and Approval Panel

- 7.1. The Formal Clearing Office and Approval Panel is granted the power to check the content of resolutions and look for:
 - Charter violations;
 - Incorrect language and grammar;
 - Incorrect structure;
 - Incorrect formatting.
- 7.2. The Formal Clearing Office and Approval Panel may alert the Secretary General if the resolution contains:
 - Improper political content;
 - Charter violations;
 - Other relevant problems.
- 7.3. The Formal Clearing Office and Approval Panel may not solemnly reject a resolution.
- 7.4. Any recommendations made by The Formal Clearing Office and Approval Panel must be considered.
- 7.5. The main-submitter has final authority.
- 7.6. All resolutions submitted to a Chair must be checked by The Formal Clearing Office and Approval Panel.
- 7.7. The Formal Clearing Office and Approval Panel may demand changes in a resolution concerning the formatting of the resolution.

8. Rules solely applying to the Security Council

- 8.1. In order to open the session of the Security Council the presence of all five permanent members (P5 countries) is obligatory apart from $\frac{2}{3}$ of the representatives.
- 8.2. Passage of substantive votes requires the affirmative votes of nine members of the Council, including the concurring vote (abstention or absence) of the five permanent members.
- 8.3. Each of the five permanent members has veto power in substantive voting procedures. If any one of the five permanent members vetoes a resolution, the resolution fails.

8.4. A P5 country may call for P5 caucus which is an informal debate between the delegates of the P5 nations lead by the Presidency. This is primarily used to solve conflicts regarding a veto.