

# Rules of Procedure

10<sup>th</sup> Annual Session

19<sup>th</sup> to 23<sup>rd</sup> of February 2020

Nyborg Gymnasium, Denmark





These Rules of Procedure manifest the official order of the annual Model United Nations of Nyborg conference (MUNNY). They are adapted from, and based on the principles of the Charter of the United Nations, as well as Robert's Rules of Order.

The Rules of Procedure should not be considered a steady construction, but rather a framework to be revised and reconsidered as MUNNY grows, adapts and changes with each new management.

This document provides participants of MUNNY 2020 with the articles from the Rules of Procedure which they will need to be familiar with.

Only necessary articles have been written in this document, as some are only relevant for members of the Executive Team.

On behalf of the entire MUNNY Executive Team, we bid you welcome to our conference and hope you enjoy your time at the eighth annual session of MUNNY.

Yours sincerely,

Cecilie Bakke Laursen  
Secretary General

Advit Soni  
Deputy Secretary General

Charles Burns  
Conference Manager

Alessandra Valentini  
Vice Conference Manager



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## Chapter I: Purpose

### Article 1: Purpose of MUNNYSA

- (1) The Purpose of the Model United Nations of Nyborg Student Association is to encourage pupils' understanding of international relations and creating awareness of our impact as individuals by, among other efforts, organising an annual Model United Nations of Nyborg session (MUNNY).

### Article 2: Purpose of MUNNY

- (1) The purpose of the Model United Nations of Nyborg is to provide familiarity with formal debate, structure within the United Nations, its international policies, and the difficulties that arise when solving such issues.

## Chapter II: Fundamental Rules

### Article 3: Forums

- (1) The First Committee of the General Assembly, Disarmament and International Security (DISEC)
- (2) The Second Committee of the General Assembly, Economic and Financial (ECOFIN)
- (3) The Third Committee of the General Assembly, Social and Humanitarian (SOCHUM)
- (4) The Fourth Committee of the General Assembly, Special Political and Decolonisation (SPECPOL)
- (5) The Sixth Committee of the General Assembly, Legal
- (6) The Economic and Social Council (ECOSOC)
- (7) Human Rights Council (HRC)
- (8) The International Court of Justice (ICJ)
- (9) The Security Council (SC)

### Article 4: Implementation

- (1) These Rules of Procedure apply to all forums simulated at a MUNNY conference, and every participants and said conference shall obey by them;
  - a) By registering for a MUNNY session, every delegate agrees to obey to these Rules of Procedure,
  - b) In case of a neglect of these Rules of Procedure, the Secretary Generals and/or the Student Officer of the respective forum will take the necessary measures.

### Article 5: Time Freeze

- (1) A time freeze shall be established ten (10) days prior to the beginning of an official MUNNY session is opened. It is therefore not in order to use or refer to any political decisions or events, within this period during the debate at MUNNY.

### Article 6: Preliminary Agenda

- (1) The Secretary General shall publish the Preliminary Agenda of a session at least 3 months before the official opening of a conference.

#### Article 7: Student Officers

- (1) The term Student Officer refers to persons who are in a presiding position in any forum at a MUNNY session;
- (2) The term Chair, unless otherwise specified, refers to the person presiding a debate in a committee of any form at any time during a MUNNY session;
- (3) The term President refers to the person presiding, thus leading a debate in all councils simulated, and the General Assembly in any form at any time during a MUNNY session, unless stated differently;
- (4) Each committee and council shall have a Chair and a Deputy, which is to be announced by the Secretary Generals at the latest 1 month before the official opening of a conference;
- (5) The Security Council and International Court of Justice shall have a President and a Vice of such, which is to be announced by the Secretary General at the latest 1 month before the official opening of a conference;
- (6) The President chairing the General Assembly is to be referred to as the President of the General Assembly and shall be announced by the Secretary General at least 1 month before the official opening of a conference;
- (7) The only instance higher than the Student Officers are the Secretaries General;
- (8) If the Student Officer of the respective forum is absent at any point during the formal conduct, the Deputy automatically assumes their place:
  - a) The Deputy acting as the main Student Officer shall have equal powers and duties to the main Student Officer,
  - b) At least one of the two Student Officers attached to a given forum must be present during formal debate.

#### Article 8: Means of Identification

- (1) All participants of MUNNY shall at all times during the conference visibly wear their official identification badge, which the staff will supply them with at the beginning of the conference. The identification badge provides access to closed events, including evening activities, as well as lunch. A loss of the badge must immediately be reported to the Secretariat, as this includes the loss of all participant rights. The Secretariat will therefore issue a new badge for the participant. There will be a fee of 5 DKK for the replacement of the badge;
- (2) Participants will be supplied with a nation placard in their respective forum. Placards are needed for voting procedure, as well as requests of the floor. The

placards are to be kept visible for the Student Officer at all times, and may not leave the forum;

#### Article 9: Dress Code

- (1) During the MUNNY Conference, formal attire is required. This is defined as:
  - a) Suits and ties for male delegates, i.e. no bow ties,
  - b) Female delegates should be formally dressed; this means a trouser-suit or blazer and a skirt or dress,
  - c) Skirts are not allowed to be shorter than one palm above knee length,
  - d) Shirts should have appropriate prints and necklines,
  - e) Jeans are not in order and trousers shall be of appropriate and fitting length,
  - f) Turtlenecks are not in order,
  - g) Formal footwear is a requirement, hence trainers, sandals, open toed shoes and alike are not in order, and
  - h) Appropriate colours are a requirement; flashy and mismatched colours and prints are not in order.

#### Article 10: Language

- (1) The official language of MUNNY is English. All work during the conference shall therefore be conducted in English;
- (2) The Student Officers and Administrative Staff shall ensure the upholding of Article 10-1, and non-compliance with it will lead to an admonishment.

#### Article 11: Behaviour

- (1) All delegates shall show good etiquette and act with common sense and decency under any given circumstance throughout the whole duration of the conference.

#### Article 12: Plagiarism

- (1) Such act is defined by the submission of material that in part or whole is not entirely one's own work, without attributing those same portions to their correct and original source;
- (2) The MUNNY Organising team condemns plagiarism and use of such leads to permanent exclusion of the document in question. The Secretaries General will in such cases consider an appropriate reprehension.

### Article 13: General Formalities of Speech

- (1) All delegates shall refer to themselves in third person singular or first person plural;
- (2) All members of the forum, this including the Student Officers, are to be addressed in third person singular;
- (3) When raising a point or motion, the delegates shall always rise and remain standing until an answer has been received;
- (4) There will be no dialogue on the floor. All communication has to be proposed and approved by the Student Officer in the forum.

### Article 14: Ambassadors

- (1) Each delegation shall have an ambassador;
- (2) An ambassador is responsible for statements issued by the delegates of his delegation during session;
- (3) The ambassador of a nation may not be a member of the Security Council or International Court of Justice;
- (4) An ambassador may be called into any forum to hold a short speech on a matter relevant to their nation. This request can be refused, unless the forum in question is the Security Council or the International Court of Justice, in which case the invitation must be entertained (See Article 18-4);
- (5) If an ambassador is not in a position in which he or she can hold a short speech on a matter in a forum, he or she must appoint another delegate from his or her delegation, who will be able to defend their delegation's position on a topic;
- (6) An ambassador must hold an Opening Speech during the Opening Ceremony about the delegation's interests for the conference. This speech may not exceed the time limit of 1 minute (See Article 29).

### Article 15: Position Papers

- (1) Each delegate is to send a Position Paper on the Issues on the Agenda for their forum, before the conference starts. The delegate will not be allowed to take the floor in session, before the Student Officers have received a Position Paper from the delegate;
- (2) The Student Officers of the respective forums can take further measures of censure against a delegate who has not handed in a Position Paper, such as but not limited to expulsion from lobbying activities.

#### Article 16: Notepapers

- (1) Notepapers are an opportunity for delegates to communicate within their forum. All notepaper content has to be related to the agenda of the forum, and must be written in the official working language of MUNNY;
- (2) The Administrative Staff will screen all notepapers passed, and inappropriate papers will be handed to the Student Officers of the respective forum;
- (3) During the debate, delegates signalise their need for notepapers by raising their hand. The Administrative Staff will then supply them with the necessary forms and also pass on the finished notepaper;
- (4) Delegates are allowed to contact their ambassador and MUN-Director(s) via notepapers. This is the only time in which they are allowed to send notepapers out of their respective forum;
- (5) The Student Officers may, at any point, suspend notepaper passing, if they consider such dismissal necessary for the proceeding of the debate;
- (6) Any notepapers sent to or from the Secretary General, Conference Manager or their respective deputies are to be considered confidential, and may not be screened by Administrative Staff.

### Chapter III: The Organs

#### Article 17: Overview

- (1) The organs of MUNNY are as follows:
  - a) The General Assembly (GA)
  - b) The Security Council (SC)
  - c) The International Court of Justice (ICJ)
  - d) The Economic and Social Council (ECOSOC)
  - e) The Human Rights Council (HRC)

#### Article 18: The General Assembly

- (1) The General Assembly at MUNNY is to be conducted on the last day(s) of the conference, before the Closing Ceremony. Represented at the General Assembly are all simulated forums except the Security Council, Economic and Social Council, Human Rights Council, and the International Court of Justice:
  - a) The First Committee (Disarmament and International Security)
  - b) The Second Committee (Economic and Financial)
  - c) The Third Committee (Social and Humanitarian)
  - d) The Fourth Committee (Special Politics and Decolonisation)
  - e) The Sixth Committee (Legal)

- (2) The General Assembly shall furthermore consist of at least one member of each Nation represented at the conference;
- (3) Any matters scheduled on the conference's agenda for the committees represented at the General Assembly, may be discussed. One issue, however, must be chosen from each committee to be discussed further within the General Assembly;
- (4) The General Assembly may draw the Security Council's attention to situations which might endanger international peace and pass on such issues to the Security Council, through the Secretary Generals;
- (5) Each Member State represented at the General Assembly shall have one vote (See Chapter VI.5)
- (6) Before a resolution is discussed in the General Assembly, the Main Submitter of the resolution will present the contents, purposes and effects of the resolution. After this presentation, the General Assembly can ask the Main Submitter questions about the content of the resolution.

#### Article 19: The Security Council

- (1) The Security Council shall consist of 15 members, this being the 5 permanent members, and 10 elected members:
  - a) The permanent members are as follows:
    - i. The People's Republic of China,
    - ii. The Republic of France,
    - iii. The Russian Federation,
    - iv. The United Kingdom of Great Britain and Northern Ireland,
    - v. The United States of America
  - b) The 10 annually elected Members are to be based on the non-permanent States, which are currently represented in the real-world United Nations Security Council;
- (2) Each Member State shall have one representative, in accordance with Article 19-1;
- (3) While the Security Council is discussing a topic on its assigned agenda, no other forum is allowed to comment on this dispute, unless requested to by the Security Council;
- (4) The Security Council is allowed to request the Ambassador of any nation represented at MUNNY, who is not a Member of the Security Council, but is relevant to the issue debated within the Security Council at that point of time,

to participate in the discussion about the issue. This Ambassador is, however, without a vote. The Ambassador can raise points and take the Floor during the debate, but is otherwise considered an Observer;

- (5) In all decisions on substantive matters, nine (9) affirmative votes are required in order for the decision to pass. An abstention is not considered an affirmative vote in a substantive decision. Furthermore, if any P5 votes effectively against the resolution/amendment, this is considered a veto, and the resolution or amendment cannot be processed further. If a P5 does not favour the proposed resolution, but does not wish to cast a veto, the P5 nation must choose to abstain;
- (6) Any nation not present during voting procedures is to be expected to be abstaining;
- (7) The Security Council has special debating procedures, as in formal debate the operative section of a resolution in draft, is discussed clause by clause, and voted upon respectively for each clause. Each member can add clauses in this section of debate.
- (8) While the Security Council is in session, any one of the permanent members may suggest a temporary P5 caucus. In order for such motion to be entertained, at least three P5 nations must second it. Formal debate rules do not apply to the P5 caucus;
- (9) A P5 caucus can be held in private at the request of any P5 nation;

#### Article 20: The International Court of Justice

- (1) The International Court of Justice shall consist of eleven (11) Judges, one President and one Vice President;
- (2) A nation on trial in the International Court of Justice shall be represented by two (2) advocates;
- (3) The Declaration to be made by every Member of the Court (Judges) at the beginning of the First Session of Court, shall be as follows:  
*"I solemnly declare that I will perform my duties and exercise my powers as Judge honourably, faithfully, impartially and conscientiously;"*
- (4) The proceeding of events in a case within the International Court of Justice must contain the following:
  - a) Opening statements,
  - b) Presentation of evidence,
  - c) Rebuttal of evidence,
  - d) Questioning of witnesses (See article 20-5 and 20-6),

- e) Questioning of advocates,
  - f) Closing statements,
  - g) Deliberations;
- (5) Only evidence that is properly attributed can be used in a MUNNY International Court of Justice Session;
  - (6) A witness is defined as an involved Member State of the International Court of Justice that can be summoned by either set of Advocates;
  - (7) Every Witness shall make the following Declaration before giving any evidence:  
*"I solemnly declare upon my honour and conscience that I will speak the truth, the whole truth and nothing but the truth;"*
  - (8) Witnesses shall be questioned by the advocates of the Parties under the control of the President. Before testifying, Witnesses shall remain out of Court;
  - (9) When a witness is questioned, they will first be questioned by the Advocates summoning them, and then cross-examined by the opposing Advocates. Cross-examination can only be related to the questions that were posed by the Summoning Advocates;
  - (10) In case of a tied vote between the Judges, the President shall have Voting Rights equal to those of a Judge. The Vice President shall under no circumstances be able to vote;
  - (11) The opinions of an individual Judge must not be revealed to anyone prior to the Deliberation;
  - (12) Deliberations shall take place in private and remain secret. Nobody but the Executive Team of MUNNY, the Judges and the Presidency are allowed to be in the Forum during this procedure;
  - (13) The Final Verdict of the Jury of Judges is public, and shall be submitted to the Secretary Generals in writing.



## Chapter IV: The Executive Staff

### Article 21: The Secretary General

- (1) The Secretary General is the final institution in regards to any decision upon the interpretation of these Rules of Procedure;
- (2) The Secretary General and his Deputy are to be elected annually by the General Assembly of the MUNNYSA;
- (3) The Secretary General may allow his Deputy to act upon their behalf;
- (4) The Secretaries General are to be addressed with either “Your Excellency” or “Most Distinguished Mr./Ms. Secretary General”;
- (5) When the Secretary General or his Deputy enter any forum the Student Officers shall say “Please raise for the Secretary General” and all Delegates and the Student Officers shall act in compliance;
- (5) The Secretary General shall not ask or receive any instructions from any force external to the Association;
- (6) The Secretary General and his Deputy may give a speech or give a written statement to any forum of MUNNY in order to answer any questions under consideration by the respective forum;
- (7) The Secretary Generals are to be considered the Directors of any delegates not actively affiliated with a school.

### Article 22: The Conference Manager

- (1) The Conference Manager is the Final Institution in regards to any decision concerning the Organisation of the MUNNY Session;
- (2) The Conference Manager may allow his Deputy to act upon their behalf;
- (3) All official MUNNY Executive Staff except from the Secretary General and his Deputy are to answer to the Conference Manager;
- (4) The Conference Manager and his Deputy are to be elected annually by a MUNNYSA General Assembly.

### Article 23: Headquarters

- (1) The Secretary General and Conference Manager and their respective Deputies have their separate Headquarters, which is where Delegates and Student officers shall send their requests to.

### Article 24: The Secretariat

- (1) The Secretariat shall print all relevant Working Papers, as well as placards and Identification (ID) badges;

- (2) The Secretariat shall furthermore print and distribute all Draft Resolutions and Documents of the forums of MUNNY;
- (3) The Secretariat shall also be in possession of all Documents and Identifications, and shall take care of appropriate print and distributions of such;
- (4) The Secretariat can also be concerned to perform other works in regards to Documents required by the session, if assigned by the Conference Manager.

#### Article 25: Administrative Staff (Ad-Staff)

- (1) Every forum of MUNNY shall be supplied with at least two (2) Members of the Administrative Staff (Ad-Staff)
- (2) The Administrative Staff is concerned with assisting the forums in session with the Voting Procedures, passing of notepaper, printing, food, beverages and supply of documents;
- (3) The Administrative Staff shall perform all works relevant to the conference which the forums or other staff members may require.

#### Article 26: Further Staff

- (1) The Further Staff and their areas of concern can be found in the Information Booklet, as well as in the Executive Staff Booklet.



## Chapter V: Chronological Course of Procedural Events

### Chapter V.1: The Opening Ceremony

#### Article 27: Formal Opening Speeches

- (1) The Guest Speakers hold their speeches;
- (2) The Conference Managers hold an Opening Speech
- (3) The Secretaries General hold an Opening Speech.

#### Article 28: Official Opening Procedure

- (1) The President of the General Assembly (PGA) declares the annual session of MUNNY open.

#### Article 29: Ambassadors' Opening Speeches

- (1) The Ambassador of each Delegation is allowed to portray their country's opinion on the Issues of the Agenda of the annual session of MUNNY. Time for the Opening Speeches is limited to 1 minute. The PGA is allowed to interfere with the Speaker, if the contents of the Speech are inappropriate, or if the Ambassador exceeds the time limit.

### Chapter V.2: Use of Working Papers and Draft Resolutions

#### Article 30: Working Papers

- (1) Working Papers are research papers, such as Position Papers, which every delegate is required to prepare on his or her country's position on the issues in their respective forum, submitted prior to the beginning of the conference.
- (2) In such case a Working Paper is not submitted to the Participant's committee or council's Student Officers in accordance with the deadline set by the Secretaries General, the Participant will be sanctioned by the following means:
  - a) The Participant will not have his or her Working Papers corrected by the Student Officers of his or her respective forum, and;
  - b) The Participant will disqualify from being eligible to receive committee or council awards, those being:
    - i. Best Delegate (only one candidate)
    - ii. Outstanding Delegate (two candidates)

#### Article 32: Unmoderated Caucus

- (1) Lobbying is a form of informal caucus that offers Delegates the opportunity to freely merge their draft resolutions to a final proposal for the forum. During Unmoderated Caucus, formal Debating rules are not enforced.

### Article 33: The Approval Panel

- (1) The Approval Panel is the first organ a Resolution has to go through, in order to be approved for discussion in its respective forum, and it shall consist of the MUN Directors from the represented schools;
- (2) The Approval Panel is automatically granted the power to go through the contents of resolutions, looking for mistakes, such as but not limited to:
  - a) United Nations Charter Violations,
  - b) Violations of any other Treaty effective within the United Nations,
  - c) Written mistakes, such as grammar, typos and alike;
- (3) In case there are Charter Violations, or violations of any other Treatise effective within the United Nations, the Approval Panel must alert the Secretaries Generals;
- (4) The Approval Panel is not capable of rejecting resolutions on their own authority, for any reasons other than language, grammar or structure; it is solely the Secretaries Generals that may reject resolutions in such case they violate any international Treatise;
- (5) Any changes proposed by the Approval Panel must be taken into consideration and discussed with the Main Submitter; he or she has the final authority as to what they wish to submit;
- (6) Once the Draft Resolution has been corrected in the Approval Panel, the Main Submitter must have a Stamp of Approval, in order to be able to pass the Draft Resolution onto the Formal Clearing Office.

### Article 34: Formal Clearing Office (FCO)

- (1) After the Draft Resolutions have been approved by the Approval Panel, the Main Submitter must send his or her Resolution to the Formal Clearing Office (FCO). Here, the designated Administrative Staff scan the typed version of the Draft Resolution, such that they fit with the official format as well as respect the expected formalities;
- (2) Each Draft Resolution is to have received a stamp from the Approval Panel, before it can be accepted within the Formal Clearing Office;
- (3) Resolutions passed in the Security Council do not have to pass Formal Clearing Office before they have passed within the Council.

## Chapter V.3: The Path of a Proposed Draft Resolution

### Article 35: A Proposed Draft Resolution

- (1) After the Draft Resolution has run through the Approval Panel and the Formal Clearing Office, it is ready to be debated in its respective forum.



#### Article 36: Formal Debate

- (1) Each proposed Draft Resolution is to be discussed in their respective forum at the annual session of MUNNY.
- (2) Several proposed Draft Resolutions may be passed in the respective forums. In the committees, one of these passed Draft Resolutions will be voted upon by a simple majority within the Resolution's respective forum, to be discussed in the General Assembly for its final approval.
- (3) Draft Resolutions passed by any of the simulated Councils are immediately accepted.

#### Chapter V.4: The General Assembly

##### Article 37: The General Assembly

- (1) The General Assembly is to be held on the last day(s) of the annual session of MUNNY. All committees will attend; the Economic and Social Council, Human Rights Council, Security Council and the International Court of Justice will continue their sessions during this time.

#### Chapter V.5: Official Closing Ceremony

##### Article 38: The Closing Ceremony

- (1) The Secretary General and the Conference Manager hold their Closing Speeches;
- (2) The President of the General Assembly declares the annual session of MUNNY as closed.

## Chapter VI: Fundamentals of Time in Session

### Chapter VI.1: General

#### Article 39: Student Officer Responsibilities

- (1) The Student Officers' Responsibilities are to:
  - a) Lead the discussion in Moderated Caucus and Formal Debate,
  - b) Decide upon any case of an insecure interpretation of these Rules of Procedure,
    - i. The Student Officer needs to, at any time, be able to explain the decision on the respective manner by referring back to these Rules of Procedure,
    - ii. If in doubt, the Student Officer may ask the Secretaries Generals for advice,
  - c) Completely control the proceedings of the debate in their respective committee,
  - d) Ensure obedience to these Rules of Procedure,
  - e) Decide upon the right to speak, and the time given to the respective speaker,
  - f) Declare each session of the forum as open and closed,
  - g) Reprehend delegates behaving inappropriately; should the behaviour of the delegate in question not improve, the Student Officer is required to inform the Secretary General about this, who will take care of the matter.

#### Article 40: Roll Call

- (1) A Roll Call is to be conducted by one of the Student Officers at the beginning of each session in order to review upon the presence of a Quorum,
- (2) During the General Assembly, the Roll Call will be conducted by the President of the General Assembly.

#### Article 41: Quorum

- (1) The Student Officer is eligible to open session, when more than half of the respective forum's delegates are present.

#### Article 42: The Submitter of a Resolution

- (1) The delegate proposing a Draft Resolution on behalf of his nation is called the "Main Submitter" of the Resolution,
- (2) Nations signing the Resolution are referred to as "Co-Submitter",
- (3) In order to be officially proposed to the respective forum, a Draft Resolution needs to be Co-Submitted by at least 25% of the forum in question,

- (4) A nation can Co-Submit a Resolution regardless of their opinion on the resolution; Co-Submitting simply means to have a wish to debate the issue,
- (5) Each delegate is allowed to Submit or Co-Submit one Draft Resolution for an Issue on the Agenda,
- (6) The Submitter of a Draft Resolution will be asked by the Student Officer to take the floor and read out the Operative Clauses of his or her Draft Resolution. Thereafter, the Student Officer will set the Debating Time and the Submitter has the primary speaking rights in favour of the Resolution,
- (7) The Student Officer may ask the Co-Submitters to voice their opinion regarding the Draft Resolution which they Co-Submitted,
- (8) Should the Submitter of a resolution decide to vote against their own resolution, the Student Officer may ask for an explanation of this decision making process,
- (9) After a Draft Resolution has been passed by the committee and forwarded to the General Assembly, the committee will be its Main Sponsor. One of the Student Officers will read out the Operative Clauses. The original submitting delegation will still have the primary speaking right in favour of the resolution.

#### Article 43: Public

- (1) All forums, with the International Court of Justice, are to be open to the public during Formal Debate. The Student Officer is, however, allowed to suspend certain Guests from the debate, in such case they disturb the flow of the debate. Such an incident must be reported to the Secretary General immediately.

### Chapter VI.2: Fundamentals of Formal Debate

#### Article 44: Structure

- (1) All Formal Debates are initiated with Closed Debate, which consists of a time to be set in favour and against the subject of discussion. These times are to be set by the Student Officer. At any point during time against, there is a possibility of moving into Open Debate, where delegates may speak either in favour or against the subject under discussion. After a move into Open Debate has been approved, time against is closed, and it is not possible to move back into time against.

#### Article 45: Taking the Floor

- (1) In Formal Debate, a delegate expresses their desire to Take the Floor by raising their Placard high. After having gained permission to Take the Floor

and approached it, the Delegate will address the Student Officers and the House (in that order), prior to beginning their speech;

- (2) Delegates may only make a request to Take the Floor after the Student Officer has asked the House if anybody wishes to do so;
- (3) Objective of such speech is make a request to take the floor after the Student Officer has asked the House if any wishes to do so;
- (4) After having delivered a speech, a delegate may be open to Points of Information (See Article 46 for further explanation);
- (5) During Formal Debate, a delegate may make a request to Yield the Floor to other delegates speaking against the Subject of Discussion; in time of favour only yielding to favouring nations is allowed to keep the order of the debate; Consecutive yielding is not in order;
- (6) If there has been no request to yield the floor to another delegation, or such request has been rejected, the Floor is to be yielded back to the Student Officers of the Respective Forum.

## Chapter VI.3: Points and Motions

### Article 46: Points

- (1) Points can be raised by raising the nation Placard. A Delegate wishing to raise a Point is to wait until recognised by the Student Officer, and then state his or her point in question. Unless otherwise stated, a point may never interrupt a speaker on the Floor.
- (2) During an official annual session of MUNNY, these are the only Points to be entertained during session:
  - a) **The Point of Personal Privilege** may be used to express any personal discomfort, which decreases the delegate's ability to participate in the proceeding of the debate. This Point is raised to request that the cause of such discomfort may be corrected. A *Point of Personal Privilege due to Inaudibility* may interrupt a speaker on the floor.
  - b) **The Point of Information** enables the delegate raising the Point to address the current Speaker on the Floor, regarding their latest speech in the form of a question. The presiding Student Officer(s) will grant such Point or Points, guided by the permission of the Delegate.
  - c) **The Point of Order** may be used to focus attention to a case of improper use of Parliamentary Procedure. The Student Officer of the respective Forum is to immediately decide upon such a Point, with the aid of these Rules of Procedure. Should there be any further doubt, the

Secretaries General will be called. The Student Officer is allowed to overrule irrelevant or incorrect Points of Order. **A Point of Order may only interrupt a Speaker delivering a statement, in such case this statement does not follow the Parliamentary Procedure.**

- d) **The Point of Parliamentary Enquiry** enables a Delegate to ask the Student Officer a question regarding any part of these Rules of Procedure. This Point may never interrupt a Speaker.
- e) **The Point of Information to the Chair/President** enables Delegates to ask the Student Officer a question which is not in regards to the Rules of Procedure. Such enquiry can for example entail information about the issue or resolution discussed.

#### Article 47: Motions

- (1) Motions can be raised by raising the nation Placard. A Delegate wishing to raise a motion is to wait until recognised by the Student Officer and then state the Motion. Every motion will be decided or voted upon immediately, and it may never interrupt a speaker unless otherwise stated;
- (2) In order to be officially proposed, every motion has to be Seconded at least twice by the House, unless otherwise specified;
- (3) To Second a Motion, delegates are to raise their Nation Placard after the motion has been raised, and clearly state the term “Seconded”;
- (4) Unless otherwise stated, Motions can be declined at the discretion of the Student Officer;
- (5) When votes on Motions (Henceforth referred to as a Procedural Vote) are held, Abstentions are never in order;
- (6) The following Motions are the only ones to be used during a MUNNY session:
  - a) Motions the Student Officer is able to overrule are the following. They do not have to be seconded:
    - i. **Motion to Follow Up** can be raised by a delegate that wishes to follow up on a Point raised in a direct reply to a previous Point of Information (See Article 46),
    - ii. **Motion for a Right of Reply** can be used by a delegate to complain about a potentially offending or insulting statement, diction or behaviour of a recently heard speaker. The Student Officer is to decide if this is appropriate,
    - iii. **Motion to Explain the Vote** can be raised toward any delegate that took the Floor during the Debate to explain their vote. This



Motion can only be raised after the Voting Procedures have been completed,

- iv. **Motion to Amend the Resolution** is made when wishing to make an Amendment (See Chapter VI.4),
  - v. **Motion to Make a Friendly Amendment** is made when wishing to make a Friendly Amendment (See Chapter VI.4). It may only be raised in Time in Favour;
- b) Motions that the Student Officer, and single delegates within the House, can object are the following:
- i. **Motion to Suspend the Meeting** can be raised to interrupt the Formal Debate for a limited amount of time due to an unusual reason that has to be named, e.g. the need for more lobbying time,
  - ii. **Motion to Close the Debate** terminates the debating time on a Proposed Draft Resolution or Amendment, and directs immediately into Voting Procedures. This Motion can only be made in Time in Against of the Resolution,
  - iii. **Motion to Move into Time Against the Resolution/Amendment** terminates the Time in Favour of a Proposed Draft Resolution or Amendment and immediately leads into Time Against the Resolution under discussion. If this Motion however is objected by a Member of the Forum, he or she must take the Floor and speak in Favour of the Resolution or Amendment in question,
  - iv. **Motion to Move into Voting Procedure** terminates the Debating Time on a Proposed Draft Resolution or Amendment, and directs immediately into Voting Procedures. This Motion can only be made in Time Against the Resolution or Open Debate;
- c) Motions which the Committee or Council will decide upon by Simple Majority, and cannot be Objected, are:
- i. **Motion to Limit/Extend the Debating Time** enables the Delegates to either decrease or increase the time set for the discussion of a Draft Resolution,
  - ii. **Motion to Move into Open Debate** enables the Delegates to move into a time in which they can speak either in Favour or Against the Resolution or Amendment discussed,
  - iii. **Motion to Declare an Important Question** enables the delegate to declare the Proposed Draft Resolution a matter of



- International Peace and Security or budgetary complications, hence of such importance that the Forum has to vote for it with a two-thirds (2/3) majority in order for it to be passed;
- iv. **Motion to Table the Resolution** terminates the Debating Time on a Proposed Draft Resolution. There will hence be no vote on the Resolution or any other items to the discussion, and the debate on the Resolution will be moved until the next time in which the Committee or Council meets, and the Forum will since move on to the next topic on the Agenda.
- d) The following Motions are to be decided upon by the Forum with a two-thirds (2/3) majority:
- i. **Motion to Adjourn the Debate** unconditionally closes the Debate of the Resolution currently under discussion, without entertaining any kind of Substantial Vote. This is the case if the Committee or Council finds itself unable to find a solution to the issue, or the item under discussion is being considered insufficient by the Delegates,
- ii. **Motion to Appeal against the Decision of the President/Chair** is raised if the Committee or Council has severe doubts in regards to the decisions made by the President/Chair. In such cases, the Deputy Chair/Vice President conducts the Voting Procedure and is the presiding chair during the clarifications of the issue. Should the Committee or Council in question not be able to come to a solution regarding this, the Secretaries General will have a final decision in settling the conflict. In any case, the Secretaries General must be informed about such an incident. This motion cannot be overruled by the Student Officers;
- e) **Motion to Adopt the Resolution by Acclamation** leads to a Proposed Draft Resolution being passed without any kind of Voting Procedures. If this Motion is objected by any Member of the Forum, it cannot be entertained by the Student Officer;
- f) **Motion to Divide the House** is used when the Voting Procedure has led to a particularly close result, such as a tie between votes in Favour and Against. A satisfactory conclusion upon the Resolution under debate is therefore not possible. Such a Motion leads to the voting being repeated, but Abstentions will be suspended, and the vote will be conducted through a Roll Call. The Student Officer will have to

immediately decide upon this Motion. This Motion may not be made on Amendments.

## Chapter VI.4: Amendments

### Article 48: Amendments

- (1) A **Motion to Amend the Resolution** enables delegates to Change, Add or Strike Out single words, whole or parts of clauses in the Operative section of a Proposed Draft Resolution;
- (2) A **Motion to Amend the Resolution** is only allowed in Time Against the Resolution and Open Debate;
- (3) Before being debated, Amendments must be proposed to the Student Officer in written form on Official Amendment Paper. By raising their hand, Delegates signalled to the Administrative Staff that they are in need of such a sheet;
- (4) After having sent the Amendment Sheet to the Student Officer through the Administrative Staff, the non-presiding Student Officer will decide upon the approval of the Amendment. If it is in order, the Delegate may raise his or her Nation Placard to propose the Motion to Make an Amendment. If this is entertained, the Formal Debate on the Proposed Draft Resolution is temporarily suspended and the Student Officer will set a Debating Time for the Amendment, after which Formal Debate on the Resolution will continue;
- (5) All Amendments submitted by Delegates cannot be approved by the Student Officers, if they do not follow:
  - a) The United Nations Charter,
  - b) Convention of the Law of the Sea,
  - c) The Universal Declaration of Human Rights,
  - d) Any other relevant Treaties and Conventions submitted to the United Nations;
- (6) Amendments are discussed in accordance to the same Rules as Proposed Draft Resolutions;
- (7) Amendments are to be voted upon and will be passed with a Simple Majority. Abstentions are not in order;
- (8) Amendments in the Security Council are conducted by Special Procedure, as explained in Article 19-7;
- (9) There is also the possibility of Friendly Amendments. Such Amendments are not allowed to change the content of a Proposed Draft Resolution, but is simply to correct mistakes in grammar, spelling or any other non-substantial matters to the Resolution. The Student Officer will, after the Amendment has

been proposed, ask the Main Submitter of the Draft Resolution if they agree to the changes. Should this be the case, the Friendly Amendment is automatically passed; there will be no Voting Procedures on Friendly Amendments.

Similarly, Friendly Amendments do not need to be submitted to the Chairs/Presidents but may simply be raised as a Motion when there is no Speaker on the Floor;

- (10) During the Debating Time set for an Amendment, it is in order to propose a Second Degree Amendment. If the Second Degree Amendment is voted upon and accepted by a simple majority, the Initial Amendment must be voted upon individually. If the Second Degree Amendment is passed by Acclamation, the Initial Amendment is passed instantaneously;
- (11) The Amended Part of a Proposed Draft Resolution may be further amended after the first amendment has been passed.

## Chapter VI.5: Voting Procedures

### Article 49: Voting Procedures

- (1) During Voting Procedures, note passing, Points and Motions are suspended. The only exception is made by the Point of Personal Privilege due to Inaudibility;
- (2) A Nation must be present during the Voting Procedure in order for his or her vote to count. If he or she is not present during the Voting Procedure, his or her Nation is Abstaining. Transferring Voting Rights to another delegate is under no circumstances in order;
- (3) Each Member Nation of the Forum in consideration has one vote. A Delegate may vote in Favour, Against or Abstain from the vote. Only the votes in Favour and Against the Proposed Draft Resolution are counted towards reaching a majority;
- (4) Non-Governmental Organisations (NGOs) and Inter-Governmental Organisations (IGOs) and Observer States do not have Voting Rights when voting upon Resolution, but may vote upon amendments and procedural matters;
- (5) Every Proposed Draft Resolution and Motion needs a Simple Majority to pass, unless it has, in case of a Resolution, been declared an Important Question. Should this be the case, a two-thirds (2/3) majority is needed to pass the Resolution;
- (6) The Security Council conducts Votes in Special Procedures explained in Article 19-5.