

MUNSA 2022



Rules of Procedure

Barcelona
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Table of Contents

Chapter I: General dispositions	5
Article 1: Concept	5
Article 2: United Nations Charter	5
Article 3: General Principles	5
Article 4: Language	6
Article 5: Dress Code	6
Article 6: Decorum	6
Article 7: Diplomatic courtesy	7
Article 8: Usage of electronic devices different for the necessary ones for the development of an online MUN	7
Chapter II: Rights and duties of the committee authorities	7
Article 9: The secretariat	8
Article 10: Authority of the Chairperson	8
Article 11: Duties of the Chairperson	8
Article 12: Duties of the presidents of the Security Council	9
Chapter III: Procedure during formal session - Voting	11
Article 13: Voting rights	11
Article 14: Voting procedures	11
Article 15: Procedural voting	11
Article 16: Substantive voting	11
Article 17: Voting options on substantive matters	12
Article 18: Motion to divide the house	12
Article 19: Motion to vote close by clause	12



Article 20: Voting method	12
Article 21: Conduct during voting	13
Article 22: Majority required	13
Article 23: Majorities	14
Chapter IV: Procedure during formal session - Points	15
Article 24: Point of Order	15
Article 25: Point of information	15
Article 26: Point of parliamentary inquiry	16
Article 27: Point of personal privilege	16
Chapter V: Procedure during formal session - Motions	17
Article 28: General Concept	17
Article 29: Motions in procedural debate	17
Article 30: Moderated Caucus	20
Article 31: Unmoderated Caucus	21
Article 32: Extensions	21
Article 33: Withdrawal of motions	23
Article 34: Failed motions	23
Chapter VI: Conduct of the debate	24
Article 35: Motion to Open the debate	24
Article 36. Motion for the Suspension of the Meeting	24
Article 37: Motion to resume the debate	24
Article 38. Motion for the Suspension of the Meeting	24
Article 39. Motion for the Closure of Debate	25
Article 40: Motion to reopen the debate	25
Article 41: Quorum	25



Article 42: Roll call	26
Article 43: Setting the Agenda	26
Article 44: Speaker's list	26
Article 45: Time limit on speeches	27
Article 46: Yielding	28
Article 47: Right of Reply	28
Chapter VII: Caucusing	29
Article 48: General aspects of caucusing	29
Chapter VIII: Documents	30
Article 49: Working papers	30
Article 50: Draft Resolutions	30
Article 51: Introduction of a draft resolution	31
Chapter IX: Amendments	32
Article 52: General concept	32
Article 53: Friendly amendments	33
Article 54: Unfriendly amendments	33
Article 55: Voting of amendments	33
Annex 1: European Council	34
Annex 2: The FIFA Council	35
General Dispositions	35
Explanation for the wording used during the debate	35



Chapter I: General dispositions

Article 1: Concept

1. MUNSA (UNSA Barcelona Model of United Nations) is a Model of United Nations held in Barcelona the finality of which is to promote the values of the United Nations and familiarize university students with the agenda of the international organizations.
2. Participants will, hereinafter, be referred to as *delegates, representatives or participants*.
3. Moderators of the debate will, hereinafter, be referred to as *chairs, chairmans, moderators or committee directors*.
4. Throughout the rules of procedure “pass by majority” will imply that more than half of the delegates with voting rights vote for a certain point or motion.

Article 2: United Nations Charter

Delegations should, at all times, act in accordance with the articles and principles of the United Nations Charter and the Universal Declaration of Human Rights. Any behavior or comments that go against the physical and moral integrity of other delegates may result in expulsion from the conference.

Article 3: General Principles

1. The Board of Chairs is composed by the Chairs or committee directors
2. Every committee will have two Chairmans with equal power unless the committee specialities require a deviation from the general organization, which should be explicit in all cases
3. During sessions, the chair or other officers of the Committee should be entrusted by their Committee, whenever appropriate, with the



conduct of informal negotiations aimed at reaching agreement on specific issues.

4. Messages must bear clear FROM and TO designations at the top of the paper.
5. Messages not fulfilling the above requirements will not be transmitted.

Article 4: Language

The official language of the conference is English. Delegates should refrain from using any other languages during the sessions.

Article 5: Dress Code

1. The Dress code is formal. Men should wear a formal suit, shirt and tie or similar. Women should dress equally formal in suits, smart separates or dresses.
2. Delegates are forbidden from wearing any clothing, jewelry or accessories which may be distracting or inappropriate.
3. Interdictions include denim clothes, sport shoes, cropped tops and mini skirts.

Article 6: Decorum

Representatives should address their fellow delegates in a formal manner. Any speech held during formal session should make use of courtesy formulas such as "Honorable Chair and Fellow delegates" and should be stated as representing the countries views and not the individual opinion of the representative unless stated otherwise by the Chairs or the rules of procedure of the specific committee

Article 7: Diplomatic courtesy

1. Representatives must accord diplomatic courtesy to all other Representatives and Officers at all times.



2. In accordance with Article 2, delegates who persist in obvious attempts to disrupt the session or use insulting or abusive language, shall be subject to be expelled from the Committee by the chair after consulting with the Secretariat.
3. Decisions of the chair on diplomatic courtesy are not appealable.

Article 8: Usage of electronic devices different for the necessary ones for the development of an online MUN

1. The usage of electronic devices during the sessions will be decided by the chair and it will be not appealable.
2. Electronic devices should be used in an appropriate manner. The Chairs may forbid a delegate to use them if such delegate does not use them for the means previously established by the Chairs.
3. Cell phones should not be seen or heard in committee and you may only use your mobile phones during breaks or once the conference is over.



Chapter II: Rights and duties of the committee authorities

Article 9: The secretariat

1. The Secretary General and Director General (USG) are collectively referred to as the secretariat. Their task is to ensure the successful organization and progression of the MUNSA conference.
2. The Secretary General, or a member of the Secretariat designated by them as their representative, may at any time make either oral or written statements to the committees concerning any question under consideration by it.
3. The Secretary General, or a member of the Secretariat designated by them as their representative, will have the final word on questions regarding the rules of procedure.

Article 10: Authority of the Chairperson

1. The Chairperson of the Committees should fully implement their authority
2. The Secretariat shall appoint the Chairpersons and shall select any other positions necessary to help to conduct the sessions of MUNSA.
3. The Chairperson may slightly modify these Rules of Procedure, under their own discretion, for the benefit of the debate.
4. Absence of the dies
 - a. If a Chairperson finds it necessary to be absent during a meeting, it is important to remember that the remaining Chair in the room shall have the same powers and duties as if there were the required number of Chairpersons in the room.

Article 11: Duties of the Chairperson

1. The Chairperson shall:



- a. declare the opening and closing of each meeting of the Committee,
 - b. direct its discussions,
 - c. ensure observance of these rules of procedure,
 - d. accord the right to speak,
 - e. put questions and announce decisions,
 - f. rule on points of order and subject to these rules,
 - g. have complete control of the proceedings at any meeting and over the maintenance of order there at,
 - h. put any motion on the floor. In the course of the discussion of an item
2. The chair may propose to the Committee,
 - a. the limitation of the time to be allowed to speakers,
 - b. the limitation of the number of times each representative may speak,
 - c. the closure of the list of speakers or the closure of the debate,
 - d. the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion.
 3. The chair, in the implementation of his/her functions, remains under the authority of the Committee.

Article 12: Duties of the presidents of the Security Council

1. The Presidents of the Security Council shall be the Chairpersons at all Council sessions and shall exercise the powers conferred to the Chairpersons in these rules.
2. In addition to exercising the powers conferred upon them elsewhere in these rules, the Presidents shall:



- a. set the agenda for the Security Council session.
 - b. declare the opening and closing of each meeting.
 - c. decide on the order in which resolutions are debated and direct discussions.
 - d. ensure the observance of the rules, accord the right to speak, put questions to vote and announce decisions.
 - e. rule on points of order and subject to these rules.
 - f. have complete control of the proceedings at any meeting and over the order maintenance at formal meetings.
 - g. propose limitations of debated time, a limitation on the number of times each Delegate may speak on any question and on the closure of debate.
 - h. in the interest of debate, or in order to work towards consensus, the Presidents may call upon a particular Delegation to speak, even if they have not requested the floor. The Presidents may also, for the same purposes, restrict the speaking time of an individual Delegate.
3. Only the Presidents are empowered to call recesses or adjournments or to suspend the rules. Appeals from the decision of the Presidents are not debatable. Such appeals will be put directly to vote. Nine votes against the Presidents' decision are required for such an appeal to be upheld.



Chapter III: Procedure during formal session - Voting

Article 13: Voting rights

1. Each member of the General Assembly and the Security Council shall have one vote.
2. Non-Council Member States and Observers shall not have voting rights on substantive matters, only on procedural voting.

Article 14: Voting procedures

Committees will entertain two types of voting procedures: substantive voting and procedural voting.

Article 15: Procedural voting

1. Procedural voting shall be used when voting procedures such as setting an agenda, postponing an item, limiting a speaker's time or introducing documents to a committee.
2. Abstentions are not allowed in procedural matters.
3. Observers and invited members are only allowed to vote on procedural matters. Thus, they are not allowed to vote on substantive matters.

Article 16: Substantive voting

1. Substantive voting shall be used regarding formal proposals that introduce a course of action for consideration, such as voting to pass treaties, amendments, resolutions and other documents.
2. The chair may permit members to explain their votes, either before or after the voting except when the vote is taken by secret ballot.



Article 17: Voting options on substantive matters

1. During roll call delegates shall state whether they are present or present and voting.
2. Declaring oneself present shall allow the delegate to vote for, against or abstain in substantive matters.
3. Declaring oneself present and voting shall force the delegate to vote for or against on substantive matters.

Article 18: Motion to divide the house

1. A motion to divide the house can only be raised during substantive voting after a votation has resulted in the rejection of the subject at hand and delegates have abstained.
2. Once this motion is raised delegates have to immediately vote upon it.
3. This motion is considered procedural and passed by majority.
4. This motion shall force the house to vote only for or against the subject at hand that had been previously voted.

Article 19: Motion to vote close by clause

1. This motion allows the committee to vote on the proposed document clause by clause.
2. The voting method will be by raised placards.

Article 20: Voting method

1. The Committee members shall normally vote by raising placards.
2. A roll-call shall be taken for voting on the final document of the Committee session, following the English alphabetical order of the names of the members.



3. The name of each member shall be called in the roll-call, and its representative shall reply "yes", "no", "abstention", "yes with rights" or "no with rights".
 - a. Voting "with rights": a delegation that has voted "yes with rights" or "no with rights" will have the right to explain their decision after the voting procedure. The speaker's time will be at the Chairperson's discretion.
4. On other substantive matters delegates may raise a motion for a roll-call vote if they want to proceed with such.
5. Voting by acclamation: the Board, at its discretion, may ask if there are any objections to a procedural vote. If there are no objections, the procedure will be automatically approved.

Article 21: Conduct during voting

1. After the Chairperson 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 or point of personal privilege.
2. Voting shall begin upon the Chair's declaration "we are in voting procedure," and end when the results of the vote are announced.
3. Doors shall be closed and no delegate may exit or enter the room.
4. The usage of any type of electronic device different from the used during the debate is forbidden during voting.

Article 22: Majority required

1. Decisions on procedural matters shall be passed by majority
2. Decisions on substantive matters shall be passed by simple majority.
3. The above mentioned rules are subject to the limitations established in these rules and procedures.



4. The UNSC shall be guided by its own rules whereby decisions on procedural matters require nine affirmative votes for adoption, and decisions on substantive matters (i.e. voting on Draft resolution or amendments) in the Council require affirmative votes from nine Members, including the concurring votes of the five permanent members.

Article 23: Majorities

1. Majority: majority is reached with 50% + 1 of affirmative votes.
2. Simple majority: there is one more vote in favour than against.
3. Qualified majority: is reached by $\frac{2}{3}$ of the committee.



Chapter IV: Procedure during formal session - Points

Article 24: Point of Order

1. A point of order is raised by a delegate if they feel the rules of procedure are being infringed by the chairs or other delegate.
2. Delegates must raise their placard and state 'point order', then rise and state their point after having been recognised by the chairs.
3. Once a point of order has been recognised, the chairs will ask the delegate to elaborate, and will correct the action if the rules of procedures had indeed been infringed.
4. In case the rules of procedure have not been infringed, the point will not be entertained.
5. If a delegate feels the chairs wrongly decided to grant or not grant a point of order, they may approach the secretariat.

Article 25: Point of information

1. During substantive debate, a Representative may question a speaker by raising a Point of Information. A Point of Information may be directed to the speaker who has the floor during the General Speaker's List and has indicated that they are willing to yield to questions.
2. A point of information must be formulated as a question e.g. "Is the speaker aware that..." or "Does the speaker (not) realize that..." etc. A short introductory statement or reference may precede the question e.g. "The Delegate stated in their speech that... Are they not aware...?" A series of questions from the same questionnaire will not be in order.



3. Questions must be directed through the Chair/President and may be made only after the Speaker has concluded their remarks, but before they have yielded the floor.
4. Representatives may not interrupt a speaker on a Point of Information.
5. Only one Point of Information may be raised after the speaker has concluded their intervention.

Article 26: Point of parliamentary inquiry

1. A Point of Parliamentary Inquiry is raised to the Chair/President if a representative wishes to obtain a clarification of procedure or a statement of the matters before the Committee.
2. Representatives may not interrupt a speaker on a Point of parliamentary inquiry.

Article 27: Point of personal privilege

1. A delegate may raise a point of personal privilege in order to inform the chairperson/President of a physical discomfort they are experiencing, which impairs their ability to participate in the proceedings, such as high room temperature, or inability to hear the speaker.
2. A point of Personal Privilege may interrupt a Speaker, if unavoidably necessary.
3. Delegates should use this power with the utmost contention.



Chapter V: Procedure during formal session - Motions

Article 28: General Concept

1. A motion is a proposal for debate which will eventually be voted upon.
2. Motions can only be introduced once the Chairperson has indicated that the floor is open to points or motions.
3. The Chairperson reserves the right to rule any motion out of order at any given time.
 - a. Delegates can appeal this and other decisions of the Chairs as long as they are within the scope of these rules of procedure
4. Motions will be voted using the criteria established in article 29. The chair has the discretionary power to modify the order in which motions are voted.
 - a. Delegates can appeal this decision on the basis of article 26.

Article 29: Motions in procedural debate

1. The following table establishes the possible motions and the order in which they are voted following the concept of disruptiveness. It also sets the majorities needed to pass and the specificities of the motions.
2. Table with the entertainable motions in order of disruptiveness:



Motion	Vote	Procedural particularities
Motion for a minute of silence	none	
Points	none	
Motion to open the debate	none	
Motion to set the agenda	Simple majority	
Motion to appeal the chair's decision	Simple majority	
Motion to adjourn the debate	Simple majority	Positibility to entertain 2 speakers in favour and 2 against
Motion to suspend the debate	Simple majority	
Motion to reopen the debate	$\frac{2}{3}$ majority	<p>Once the debate has been closed and before voting procedure has started delegates can choose to re-open the debate if serious difficulties arise.</p> <p>Positibility to entertain 2 speakers in favor and 2</p>



		against.
Motion to close the debate	$\frac{2}{3}$ majority	Positibility to entertain 2 speakers in favor and 2 against
Motion for a P-5 caucus	Affirmative vote of all P-5 members	
Motion to introduce a draft resolution	$\frac{2}{3}$ majority	May call for a motion for a panel of experts
Motion to introduce amendments	none	Once the chair has accepted an amendment one of the delegates sponsoring the amendment must raise a motion to introduce such an amendment.
Motion to introduce a written proposal	none	
Motion to concrete debate duration	Simple majority	See article 29 for motion to extend the timing of the previous caucus
Motion for an unmoderated caucus	Simple majority	Longest caucus has been voted before. See article 28
Motion for a panel of experts	Simple majority	Longest caucus has been voted before.



Motion for a moderated caucus	Simple majority	Caucus with the longest general time are voted before, when two are coincident on this criteria, Caucus with the longest time per speaker are voted before. See article 27
Motion to close the general speakers list	Simple majority	
Motion to open the general speakers list	Simple majority	
Motion to invite a representative	$\frac{2}{3}$ majority	Where applicable, the house may call for a representative of another country to ask questions about a certain topic.

3. No modification to the voting requirements of the motions will be allowed.
4. Raising motions not specified here shall not be entertained by the chairs

Article 30: Moderated Caucus

1. 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.
2. A Delegate who moves for Moderated Caucus must specify the purpose for the Moderated Caucus, the total time limit which must not exceed 20 minutes and the time limit allowed for individual speeches which must not exceed 1 minute 30 seconds.



3. The time limit is subject to the Chairperson's approval.
4. Chairs will firstly ask for seconds. If no other delegates second the proposal it shall not pass. The chair will secondly ask for objections. If no delegates object the motion will be entertained without vote.
5. If the motion passes, the Council will enter informal debate whereby the President will recognize Delegates who raise their placards to speak about the issue at hand.
6. The delegate who raised the motion for such Moderated Caucus is entitled to be the first or last speaker if he wishes to.

Article 31: Unmoderated Caucus

1. A motion for an Unmoderated Caucus is in order during formal debate at any time when the floor is open, prior to closure of debate.
2. A Delegate who moves for an Unmoderated Caucus must specify the total time limit which must not exceed 30 minutes. This form of caucusing does not require any subject or other specifications.
3. The time limit is subject to the Chairperson's approval.
4. Chairs will firstly ask for seconds. If no other delegates second the proposal it shall not pass. The chair will secondly ask for objections. If no delegates object the motion will be entertained without vote.
5. If the motion passes the chairs will cease to be the moderating agents of the debate and delegates will be able to move freely and discuss as they wish amongst themselves.

Article 32: Extensions

1. Motion to Extend Debate
 - a. During the discussion of any matter, a representative may move for the prolonging of the debate on the item under discussion.



- b. The time of the extension shall not exceed the timeframe of the former one.
- c. The Representative proposing the motion, if asked by the chairpersons, must briefly explain its purpose and propose a time limit.
- d. The chair may limit the time to be allowed to speakers under this rule.
- e. It needs second approval and in case of any objections, it is necessary to vote on the motion.

2. Motion for Caucusing Break

- a. A motion for a Caucusing Break is in order during Formal debate at any time when the floor is open, prior to closure of debate.
- b. A Delegate who moves for Caucusing break must briefly explain its purpose and specify a time limit for the caucus, which must not exceed 30 minutes.
- c. The time limit is subject to the President's/Chairperson's approval.
- d. It needs second approval and in the case of any objections it is necessary to vote on the motion.

3. Closure of Debate (Motion to Limit Debate)

- a. At any time, a representative may move the closure of the debate on the item under discussion, whether or not any other representative has signified his/her wish to speak.
- b. The motion shall be immediately put to the vote.
- c. It needs second approval and in the case of any objections, a majority is needed to proceed.



- d. If the Committee is in favour of the closure, the chair shall declare the closure of the debate.
- e. If the chair rules this motion out of order, his/her decision is not appealable.

Article 33: Withdrawal of motions

1. A motion may be withdrawn by its proposer at any time before voting on it has commenced.
2. A motion thus withdrawn may be reintroduced by any member.

Article 34: Failed motions

Motions which have not passed cannot be reintroduced. If the chair deems appropriate that they are tackled it can encourage the delegate raising the motion to rephrase it.



Chapter VI: Conduct of the debate

Article 35: Motion to Open the debate

1. Once the Quorum has been met either at the start of committee or after a suspended or adjourned session and delegates are ready to begin, a motion to Open debate is in order, once the roll call has been conducted.
2. Once the debate is open, the Speaker's List is immediately set.
3. This motion requires a simple majority to pass.

Article 36. Motion for the Suspension of the Meeting

1. If passed, the Motion for Suspension suspends the meeting for a short time. The Motion requires a qualified majority (2/3) to pass. The Chairs may rule out this Motion provided it is not close enough in time to the end of the Committee lunch as set out by the schedule.
2. The Motion for Suspending of the Meeting is debatable.

Article 37: Motion to resume the debate

1. The Motion to resume the debate will be entertained after the coffee breaks or the lunch break. The Motion requires a qualified majority (2/3 of the Committee) to pass.

Article 38. Motion for the Suspension of the Meeting

1. If passed, the Motion for Suspension of the debate ends the meeting for the rest of the day or until the next conference. The Motion requires a qualified majority (2/3) to pass. This Motion may be ruled out by the Chairs provided it is not close enough in time to the end of the Committee meeting as set out in the Conference schedule.
2. The Motion for Adjournment of the Debate is debatable.



Article 39. Motion for the Closure of Debate

1. If passed, the Motion for the Closure of the Debate ends discussion on the Agenda or an Agenda Item and the committee will move into Voting Procedure. The Motion requires a qualified majority (2/3) to pass.
2. The Motion for the Closure of the Debate is debatable to the extent of two speakers for and two against, 30 seconds each, to be followed by an immediate procedural vote on that motion.
3. When closure of debate is moved, the Chair may recognize up to two speakers for and against the motion. d) If there are no objections, the motion to close debate will automatically be adopted and the Committee will move immediately to voting procedure.

Article 40: Motion to reopen the debate

The Motion to reopen the debate will be entertained after the debate is closed and will be passed by a $\frac{2}{3}$ majority if the Committee and dependent on the Chair's discretion to accept or refuse the proposal of this motion.

Article 41: Quorum

1. In the Committees
 - a. The Chairperson may declare a meeting open and permit the debate to proceed when at least one quarter of the members of the Committee are present.
 - b. The presence of a majority of the members shall be required for any decision to be taken.
2. In the Security Council a quorum is made up of all member delegations. To begin a Council session all members must be present.



Article 42: Roll call

1. After the opening of the session the Chairpersons will begin with a roll call. During this procedure the Chairpersons will call all states in alphabetical order to declare their presence. Delegates shall establish their presence in either of the three following manners:
 - a. A Delegate that is declared "Present and voting" shall vote in favor or against on any substantive matter.
 - b. A Delegate that is declared "Present" shall vote in favor, against or abstain on any substantive matter. Observer states shall declare themselves as "Present".
2. Delegates will, during the debate, be able to change their position sending a note to the chairs. Under the chair's discretion they shall entertain such a petition.
 - a. The Chairs' decision on this issue is not appealable.

Article 43: Setting the Agenda

1. After a roll call, the Chairpersons will set the Agenda.
2. In case there are several topics in the agenda, delegates will be able to raise a motion to change the provisional agenda.
3. The Council or committees will establish the daily order of consideration of Agenda topics at the start of each daily session. Once established, this will become the working Agenda for the duration of that day.
4. Only topics set on the Provisional Agenda provided by MUNSA shall be considered by a Council or Committee.

Article 44: Speaker's list

1. After the agenda is set, the chairs will entertain a motion to open the general Speaker's list.



2. The delegate raising this motion will be entitled to be the first speaker.
3. The Chairs shall ask the committee for delegates wishing to be added to the speaker's list.
4. At any time during the debate delegates can ask the Chairs to be added to the speakers list through sending a note.
5. It will not be allowed for delegates to yield the floor two times in a single speech.
6. Delegates who have not been recognized by the chairs will not be allowed to talk.
7. Delegates who do not follow the latter rule or act against the ROP in general may be sanctioned.
8. If the floor is open to points or motions and there are none or none have passed the debate shall automatically move to the General Speaker's List.
9. If the Speaker's list is exhausted the debate will automatically be closed and the committee shall proceed into voting procedure of any documents presented.

Article 45: Time limit on speeches

1. Speakers must keep their remarks germane to the subject under discussion.
2. The duration of an intervention is limited to 3 minutes per speaker.
3. This time limit may be changed at the discretion of the President.
4. When a Delegate exceeds their allotted time, the President or chair shall call them to order immediately.
5. Delegates are entitled to raise a motion to change the time on the General Speaker's list as long as it attains to these rules.



Article 46: Yielding

1. A Delegate who was granted the right to speak and has finished speaking before their time elapsed, may yield the remaining time in one of the following manners:
 - a. Yield to Questions: If the Delegate yields his time to questions, the questioners shall raise Points of Information. Only time spent answering the question is counted toward the time limit. The number of questions is limited to two questions posed per speaking delegate. Comments or statements instead of questions are out of order.
 - b. Yield to another Delegate: If the Delegate accepts the yield, the chair will recognize him/her for the remaining time bearing in mind article 35.5.
 - c. Yield to the chair or President: The Delegate may yield the time back to the Chair or President.

Article 47: Right of Reply

1. If, during a speech while in the General Speaker's list, a delegate harms the national dignity of another country, said country will be entitled to a right of reply.
2. Such a right can be exercised through sending a note to the chairs stating the harmful comment. The chairs will have discretionary power to accept or not this right.
3. The right of reply shall consist of a speech of 1.5 minutes.
4. A response to the Right of Reply will be allowed if the speech meets the criteria of the right of reply. There shall be no further replies after this response.



Chapter VII: Caucusing

Article 48: General aspects of caucusing

1. Caucuses are the main form of debate during the conference and include two variations, moderated and unmoderated caucuses.
2. Moderated caucuses are a formal type of debate on a specific topic set in advance. Therefore, delegates remain in their places and can only intervene once the chair has recognised them.
3. Unmoderated caucuses are an informal type of debate in which delegates can leave their seats and discuss openly with the committee. Delegates are free to start writing working papers, form draft resolutions or write amendments in this time, and must mediate, debate, and negotiate to develop their stand points as well as gather sponsors on their work.
4. Caucuses function in accordance with articles 30 to 34.



Chapter VIII: Documents

Article 49: Working papers

1. Working papers are intended to aid with the work of the Committee and especially the Draft Resolution, as well as to present the viewpoints of the delegates and the potential solutions to the topic.
2. Any delegate can introduce a Working Paper for the consideration of the Committee by sending it to the chair. The Working Paper has to be approved by the Chairpersons before its distribution.
3. The working paper must be introduced through a motion and this motion must pass in order for the committee to be able to discuss such a working paper.
4. Working paper does not require any Signatories or Sponsors. However, it should bear the name of the delegate or delegates who proposed it.
5. There is no set format for the Working Paper, i.e. the working paper does not have to be introduced in the resolution format. The Working Paper is referred to by its designated number.
6. Any document of the United Nations or other organisations as well as charts and tables can be introduced as a Working Paper as long as they are relevant to the topic discussed. It is at the discretion of the Secretary-General to withdraw a Working Paper which is deemed inappropriate or not contributing to the discussion.

Article 50: Draft Resolutions

1. Draft Resolution is a document drafted in the official format of the resolution.
 - a. Draft Resolutions will follow the standards of each committee and be referred by the name given to such in every distinct committee.



2. No Draft Resolution shall be circulated without the previous approval of its required format and number of Sponsors and Signatories by the Chairpersons.
3. The ones recognized as the writers of the Draft Resolution are called Sponsors. Chairpersons will set the required minimal number of Sponsors according to each Committee. In absence of such clarification made by the Chair, the number of sponsors should never be below 10% of the members of the committee.
4. Signatories are the ones supporting the discussion regarding the Draft Resolution on the Floor and bear no further obligation. Chairpersons will set the required minimal number of Signatories according to each Committee. In absence of such clarification made by the Chair, the number of sponsors should never be below 20% of the members of the committee.
5. A Member State cannot be Sponsor and Signatory at the same time.
6. Once the Draft Resolution has been correctly introduced delegates cannot add themselves to the list of Sponsors anymore. However, they can be removed from the list by passing a request in written form to the Chairs. If the Draft Resolution does not have the number of Sponsors required, the document will be removed from the Floor immediately.

Article 51. Introduction of a draft resolution

1. A Sponsor of the Draft Resolution shall introduce it upon passing of the Motion for a Moderated Caucus with the purpose of the Introduction of the Draft Resolution. The motion needs $\frac{2}{3}$ of the votes in the committee to pass.
2. Afterwards, the Sponsors or any delegate can ask for the Operative Clauses to be read on the floor.
3. Subsequently, the Sponsors or any delegate has the right to ask for a panel of authors, aimed at clarifying the content of the draft resolution. During it, Sponsors should respond to inquiries regarding



the clarification of the Draft Resolution. Any substantive statements regarding the Draft are not in order during the Inquiries Session.

4. It is at the discretion of the Secretary-General to provide any comments, objections or suggestions for improvement to the Draft Resolution.

Chapter IX: Amendments

Article 52: General concept

1. An amendment is any form of modification to a draft resolution once it has been introduced.
2. The formatting of an amendment shall be subjected to the same formal requirements as the operative clauses of a draft resolution be it by addition, modification or elimination.
3. Amendments to a draft resolution will be accepted once a resolution is introduced and until the floor is closed.
4. Amendments shall require a minimum number of sponsors decided by the chairs where this amount shall be at least 2 delegates to 10% of the committee.
5. Amendments must be approved by the chairs and introduced before being discussed or voted upon.
6. Sponsors to the draft resolution will be able to mark the amendments as friendly or unfriendly.
7. 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 Committee shall first vote on the amendment that has been proposed first.
8. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote.



9. Amendments can be withdrawn by the Sponsors of that amendment.

Article 53: Friendly amendments

1. An amendment will be considered “friendly” if all Sponsors of the Proposal of the Draft Resolution are also Sponsors to the amendment or if all Sponsors agree with the proposed amendment.
2. No vote is required to add a friendly amendment to the Proposal of the Draft Resolution which is directly included to the Draft Resolution.

Article 54: Unfriendly amendments

1. An amendment, which is not supported by all the Sponsors of the Proposal of the Draft resolution, is considered “unfriendly”.
2. Unfriendly amendments will be put directly into the voting procedure.
3. Amendments to unfriendly amendments are out of order.

Article 55: Voting of amendments

1. The voting of amendments is considered a substantive voting.
2. The voting of amendments is subject to the provisions of these rules of procedure.



Annex 1: European Council

1. The European Council shall follow the Rules of Procedure previously explained despite differing in the following aspects;
 - a) Voting: the voting method to pass substantial voting (amendments and resolutions) is by **unanimity**, meaning that a vote against will automatically fail the possibility of passing the final conclusion. Therefore, in order to pass substantial votings, no delegate shall vote against despite being able to abstain.
 - b) Final resolution: the final resolution will be named as “Conclusion of the European Council”. The format of the conclusion will be slightly different from the UN resolutions. The chairs will offer support in instructing the formatting yet we encourage delegates to research and read previous European Council Conclusions.



Annex 2: The FIFA Council

General Dispositions

1. Despite being a special committee, the FIFA Council Rules of Procedure will be of the same functioning as those of the other United Nations committees.
2. Each delegate will represent the national football association of the designated country and therefore defend each country's interests and objectives in a diplomatic manner, aiming at professionally passing a final "communiqué".
3. The voting procedure will be just as explained in the Rules of Procedure, with no veto powers and or need to pass by unanimity.
4. Albeit the flow of the debate remains the same and the points and motions remain the same, the wording will slightly change. The FIFA terms need to be respected and used professionally by all delegates.

Explanation for the wording used during the debate

Official MUN name	FIFA Adapted Version
Extension of a moderated caucus	Motion for added time
Break	Motion for a half time
Right of reply	Motion for a yellow card
Motion to resume the debate	Motion to keep playing
Asking for order in the house <i>chairs only</i>	Order in the field
Point of order	Motion for a penalty
Point of information	Motion for a Video Assistant Referee (VAR)



	<p><i>It can be set when a delegate wishes to raise a point related to the clarification of the previous discourse. The delegate raising the VAR may have 30 seconds to formulate their question and the delegate answering shall have 40 seconds to clarify the VAR.</i></p>
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