



# THESSISMUN

THESSALONIKI INTERNATIONAL STUDENT  
MODEL UNITED NATIONS

## Rules of Procedure of the Council of the International Maritime Organization



UNIVERSITY OF MACEDONIA  
THESSALONIKI, GREECE

[WWW.UOM.GR/MUN](http://WWW.UOM.GR/MUN) - [WWW.THESSISMUN.ORG](http://WWW.THESSISMUN.ORG)



## Introduction

*“The Council is the executive organ of IMO and is responsible, under the Assembly, for supervising the work of the Organization. Between sessions of the Assembly, the Council performs all the functions of the Assembly, except that of making recommendations to Governments on maritime safety and pollution prevention.”*

The rules of the procedure of the Council of the International Maritime Organization shall be governed by the Convention on the International Maritime Organization (1948, as amended thereafter) and shall be guided by the Purposes of the Organization as depicted in Part I of the Convention. The Council is composed of 40 members elected by the Assembly<sup>1</sup>, which are divided into three (3) categories based on certain criteria.

### 1. ThessIS MUN Board

#### 1.1. Chairpersons.

The Board of the IMO shall be composed of a President, a Vice-President and a Security-General.

#### 1.2. Competence of the Chairpersons.

The competence of the Chairpersons may not be questioned by the delegates, at any time and for whatever reason.

#### 1.3. Chairpersons: Authorities and Responsibilities.

##### 1.3.1. Authority of the President.

The President (Chair) shall exercise ultimate authority over his/ her respective Council, presiding in an equitable and objective manner. The Chair also reserves the right to propose a motion at any given time, which will help the work and procedures of the Council move forward and should be taken seriously into account by the Council. In case of disruptive or dilatory behavior of any participants, the Chair reserves the right to take any appropriate action.

---

<sup>1</sup> The Assembly of the International Maritime Organization has elected the following States to be Members of its Council for the 2014-2015 biennium:

**Category (a)** 10 States with the largest interest in providing international shipping services:

China, Greece, Italy, Japan, Norway, Panama, Republic of Korea, Russian Federation, United Kingdom, United States.

**Category (b)** 10 States with the largest interest in international seaborne trade:

Argentina, Bangladesh, Brazil, Canada, France, Germany, India, Netherlands, Spain, Sweden.

**Category (c)** 20 States not elected under (a) or (b) above, which have special interests in maritime transport or navigation and whose election to the Council will ensure the representation of all major geographic areas of the world:

Australia, Bahamas, Belgium, Chile, Cyprus, Denmark, Indonesia, Jamaica, Kenya, Liberia, Malaysia, Malta, Mexico, Morocco, Peru, Philippines, Singapore, South Africa, Thailand, Turkey.



### **1.3.2. Responsibilities of the President.**

The Chair is responsible for all procedural matters pertaining to the Council, including but not limited to, moderating debate, determining the applicability of rules and, if necessary, clarifying the meaning of the existing rules without needing any approval of the Council.

### **1.3.3. Authority of the Vice-President.**

The Vice-President (Co-Chair) shall have authority over all Council support operations. The Co-Chair will have as primary responsibility to ensure that delegates are accurately representing the position of their countries with respect to substantial issues and topics. The Co-Chair reserves the right to take appropriate actions to ensure the proper representation of country-policies by the delegates.

### **1.3.4. Responsibilities of the Vice - President.**

The Co-Chair shall also be responsible for ensuring relevancy of the content and format of the Working Papers before their submission for verification by the Secretary General or the Deputy Secretary Generals. The Co-Chair shall also assist the Chair with all Council presiding matters.

### **1.3.5. Authority & Responsibilities of the Secretary General.**

The Secretary General can either take the floor, upon his/her request or clarify the policy of the member states, or issue written statements addressed to the Council, at any time. It is within his/her responsibilities to assist in the policy planning of the Council. The Secretary General has the duty to make remarks when a member state is out of policy at any issue at hand. She/he shall also have a supervisory and reconciliatory role in the drafting procedure of the outcome reports under the scope of protecting the general interest of states.

## **1.4. Caucus of the Board.**

The Chairpersons reserve the right to halt the procedures within the Council in order to take 30 seconds of internal Caucus.

## **2. Parliamentary procedure**

### **2.1. Roll Call.**

Attendance shall be kept by the Chairpersons with a Roll Call at the beginning of every Council session. Delegates shall establish their presence in the Council by raising their placards and declaring “*Present*” or “*Present and Voting*”. Delegates having declared themselves Present and Voting cannot abstain during voting on all substantial matters until the next Roll Call.



## 2.2. Procedural Matters.

Procedural matters are those matters relating to the structure of the Council session as defined in the ThessISMUN Rules of Procedure. They include, but are not limited to, voting on establishing a Speaker's List, motions and the adjournment of the Council session. All Delegates must vote on procedural matters, by raising their placards and no Delegate may abstain.

## 2.3. Substantial Matters.

Substantial matters are defined as those matters relating to the specific topic at hand. On substantial matters, all delegates who declared to be "*Present*" during the Roll Call may abstain. Delegates that have established their presence at the initial Roll Call shall act accordingly. Roll Call vote on substantial matters is in order following the voting procedure as set in section 16.1.

## 3. Delegations' Rights

Each delegate in the Council shall represent one country delegation and shall have speaking and voting rights on all topics at hand. Each member-state shall have only one vote. The representatives of accredited ThessISMUN observers shall have the same rights as a member-state delegate, except that they do not have the right to vote on substantial matters.

### 3.1. Permission to Approach the Bench.

Any delegate wishing to contact the Chair for a very delicate matter may ask for permission to approach the Bench. This is a last resort to be considered in outstanding cases.

## 4. Majority

Unless otherwise specified, no motions are debatable and all require a simple majority vote to pass.

### 4.1. Simple Majority.

A procedural or substantial matter requiring a simple majority to pass implies that fifty percent plus one vote (50% + 1) of the Council must vote in favour for the matter to pass. If the vote is a tie, the matter is considered to have failed.

### 4.2. Two-thirds (2/3) Majority.



A procedural or substantial matter requiring a two-thirds (2/3) majority implies that two-thirds (2/3) of the Council must vote in favour for it to pass. If there is at least one vote in favour or against and the remaining votes are abstentions, the subject is considered to have either passed or failed respectively.

## 5. Quorum

Twenty-six (26) Members of the Council shall constitute a quorum.

If quorum is not met thirty (30) minutes after the scheduled start time of the Council session, the Council shall start its session with the number of delegates already present, unless otherwise instructed by ThessISMUN Secretariat. Participants arriving during or after the roll call are required to send a note to the Board stating their presence in the Council. As long as participants have not informed the Chair of their arrival they will not be recognized or allowed to vote. All participants who have not informed the Chair of their arrival until voting procedure begins are not eligible to vote. The total number of delegates will be determined by the attendance list from the most recent Council session. If quorum is in question in the first Council session, the list of delegations expected to attend will serve to determine the total number of delegates in attendance. Quorum will be assumed to be present unless specifically challenged and shown to be absent. The Chair may at any time, and especially before entering voting procedures, revisit the quorum at his/her own discretion.

### 5.1. Motion to Verify the Quorum

Delegates may propose a motion to verify the Quorum, where the Chair will proceed with Quorum confirmation by initiating a Roll Call. The Chair can rule the Motion dilatory without option for appeal.

## 6. Agenda

The Agenda items are ordered randomly. This cannot be considered as binding for the order in which topics will be addressed by the Council. The chair may entertain a motion to set the agenda immediately after setting the quorum so as to define which topic area takes precedent in the debate.

Only topics set on the provisional Agenda provided by ThessISMUN shall be considered by the Council.

### 6.1. Motion to set the Agenda.

Following the *Motion to Verify the Quorum*, a *Motion to Set the Agenda* on a specific topic will be in order. The Chair will consider the Motions in the order in which they were made. The Chair will take one (1) Speaker in favour and one (1) Speaker against the Motion and proceed with a vote. The Speaker's Time in Favour and Against the Motion shall be equal and determined by the Chair and the Speakers will



receive the floor in rotation (in favour – against). If the Motion passes, requiring simple majority, the Agenda will be set in the manner suggested by the Motion. If the Motion fails, the Chair shall consider the next Motion and repeat the aforementioned process. If no Motion to set the Agenda receives the necessary majority then the Council will discuss as first the topic that gathered the most positive votes during the voting procedure. The order in which the Agenda is set at the beginning of the conference shall remain the same for the duration of the conference. Once the Agenda is set, the Chair will entertain a *Motion to Establish a Speakers' List*.

## 6.2. Alteration of the Agenda

In the event of an international crisis or emergency, the Secretary General or his/her Deputies may call upon the Council to table debate on the current topic area in order for the more urgent matter to be addressed to immediately. After a Report has been passed on the crisis topic, the Council will return to debate the tabled topic. If a Report on the crisis topic fails, the Council may return to debate on the tabled topic area only at the discretion of the Secretary General or his/her Deputies.

## 7. Speakers' List

### 7.1. Motion to Establish a Speakers' List

To establish a Speakers' List, a delegate shall rise to a *Motion to Establish a Speakers' List*, also determining the individual speaker's time. The Motion needs to be first approved by the Chair and then is voted upon, requiring simple majority to pass. If there is more than one *Motion to Establish a Speakers' List*, suggesting a different Speaker's Time, they will be voted upon, starting from the most disruptive one.

### 7.2 Adding a Delegation to the Speaker's List

A Delegation can be added to the Speakers' List only if not already included. The delegate may either raise his/her placard when the Chair calls for Delegates to do so or send a note to the Chairpersons stating their will to be added to the Speakers' List. Speakers must keep their remarks germane to the subject under discussion. When the Speakers' List is exhausted, debate is automatically closed even if a motion to close debate would not normally be in order.

## 8. Debate

### 8.1. Formal Debate



The Council shall by default be in Formal Debate unless otherwise advised by the Chair. Delegates should refer to the Speakers' List for the speaking order as described in rules 7.1 and 7.2.

## 8.2. Informal Debate

During formal debate a motion can be put forth by any delegate for a Moderated Caucus or an Unmoderated Caucus, both of which constitute informal debate. Informal debate can only occur on substantial issues. Motion to enter informal debate is in order following the procedures outlined in sections 11.2 through 11.5.

## 8.3. Recognition

A Delegate may only address the Council if he/she has been recognised (received verbal permission) from the Chair.

## 8.4. Interruptions

A Speaker may not be interrupted by another Delegate unless that Delegate has risen to a *Point of Personal Privilege*. A *Point of Order* or a *Right of Reply* cannot interrupt a speaker. Only once a Speaker has concluded his/her speech and the floor is given to the chair, a delegate may move to a *Point of Order* or a *Right of Reply*.

## 8.5. Relevance of Speech

A Chair may call a Delegate to order if his/her speech is not relevant to the subject being discussed or disregards diplomatic courtesy.

## 8.6. Time Limit

When a delegate exceeds his/her allotted time, the Chair may call the Speaker to order without delay. However, the Chair has the discretion to be flexible (within reason) about the time limit to allow a Delegate to finish his or her thought in order to account for the varying fluency of English among the Delegates.

## 9. Yields

Only during formal debate, a Delegate may yield any remaining time at the end of his/her speech in one of the following manners:

### 9.1. To Questions



The Chair will use the remaining time to entertain questions for the Speaker from the Council. Delegates wishing to ask questions shall raise their placards and wait to be recognised by the Chair. The Chair shall rule-out questions that are rhetorical, leading or not relevant to the Speaker's speech out of order. Only the Speaker's answer shall be subtracted from the remaining speaking time.

## 9.2. To another Delegate

A Speaker wishing to give the remaining time allotted to his/her speech to another Delegate can do so. That Delegate, to whom the remaining time has been yielded, has to immediately take the floor. The remaining time (if any) cannot be yielded again to another delegate.

## 9.3. To the Board

A Delegate can yield any remaining time to the Board. It is in the discretion of the Chair to yield the floor to the next speaker on the Speakers' list or open the floor for Points or Motions. If a specific yield has not been established by the Speaker, the floor will automatically be given back to the Chair. During Moderated Caucus the floor will also be automatically given to the Chair.

## 10. Points

All points listed below, except for *Point of Personal Privilege* (see below 10.1), are not allowed to interrupt a speaker. *Point of Order* (see below 10.2) is in order during *Formal* and *Informal Debate*, at any given time, provided that they do not interrupt a speaker. *Point of Parliamentary Inquiry* (see below 10.3) and *Right of Reply* (see below 10.4) are in order only during *Formal Debate*.

### 10.1. Point of Personal Privilege.

A delegate may rise to a *Point of Personal Privilege* if a matter impairs the delegate's participation in Council activities. The Chairpersons shall try to effectively address the source of impairment. A *Point of Personal Privilege* can interrupt the speaker in any case. However, this motion should be used with the utmost discretion.

### 10.2. Point of Order.

A Delegate may rise to a *Point of Order* if a Rule of Procedure is not properly observed by a Delegate or by the Chairpersons. The Chair will rule on the validity of the point immediately. A Delegate rising to a *Point of Order* may not comment on the topic of the discussion. A *Point of Order* ruled dilatory by the Chair may not be appealed. This point may not interrupt a Speaker.

### 10.3. Point of Parliamentary Inquiry.





A Delegate may rise to a *Point of Parliamentary Inquiry* requesting an explanation from the Chair on the Rules of Procedure. This point may not interrupt a Speaker.

#### **10.4. Right of Reply.**

A Delegate whose personal or national integrity has been impugned by another Delegate's comments may rise to a *Right of Reply*. Disagreement with the content of a Delegate's speech does not constitute sufficient justification for a *Right of Reply*. The Chair will recognize the *Right of Reply* at his/her discretion as well as decide on how to resolve the motion. This point may not interrupt a speaker but should be addressed the moment he/she has finished his/her speech. Should the Chair rule the Right of Reply out of order, his/her decision cannot be appealed. No delegate may call for a Right of Reply on a Right of Reply.

## **11. Motions**

Motions are proposed by the Delegates in order to facilitate the debate or the overall procedure, by raising their placards and waiting to be recognized. All proposed Motions shall be first approved by the Board, which will then ask for Seconds and Objections, as defined in Rule 13. If there are more than one Motions proposed, the Council shall vote upon them starting from the most disruptive (dilatatory) one.

#### **11.1. Motion to Split the Topic Area.**

A Delegate may propose a *Motion to Split the Topic Area* in order for a Council to come up with more than one Report so as to discuss separately different aspects of the same Topic Area. The delegate who proposes the Motion will have to provide sufficient justification for the proposed splitting of the Topic Area. This motion requires 2/3 majority in order to pass.

#### **11.2. Motion for a Moderated Caucus.**

A Delegate may proposing a *Motion for a Moderated Caucus* must indicate a total duration of the caucus, speaking time for each individual speaker and purpose of the Motion. The Chair may suggest a more appropriate total duration, speaker's time or purpose, or may rule the Moderated Caucus out order without possibility of appeal. If the Motion passes, the Council will enter informal debate whereby the Chair will recognize at his/her discretion Delegates who raise their placards to speak about the issue at hand.

#### **11.3. Motion to Extend the Moderated Caucus.**



A Delegate may propose a *Motion to Extend the Moderated Caucus* if he/she feels that additional time benefits the work of the Council. The Delegate proposing an Extension of the Moderated Caucus must suggest duration for the extension, not exceeding the initial Moderated Caucus. The individual speaker's time and the purpose of the Caucus remain the same. The Chair may suggest a more appropriate total duration and put it to vote or may rule the Motion out of order without possibility of appeal. Only one extension of the Moderated Caucus is allowed.

#### **11.4. Motion for an Unmoderated Caucus.**

A Delegate proposing a *Motion for an Unmoderated Caucus* must indicate a total duration and purpose for the Caucus. The Chair may suggest a more appropriate caucus length or topic and put it to vote or may rule the Unmoderated Caucus out of order without possibility of appeal. Once the Motion passes, the Council will start an informal discussion on the topic specified in the Motion without leaving the conference room.

#### **11.5. Motion to Extend the Unmoderated Caucus.**

A Delegate may move to extend the Unmoderated Caucus if he/she feels that additional time would benefit the work of the Council. The Delegate proposing a *Motion to Extend the Unmoderated Caucus* must suggest duration for the extension, not exceeding the initial Unmoderated Caucus. The Chair may suggest more appropriate caucus duration and put it to vote or may rule the *Extension of the Unmoderated Caucus* out of order without the possibility of appeal. Only one extension of the Unmoderated Caucus is allowed.

#### **11.6. Motion to Table Debate on a Topic.**

A Delegate may move to Table Debate in order to end debate on a substantial issue without voting any Draft Reports that may be on the floor. If the Chair rules the Motion in order, one (1) Delegate shall speak in favor and one (1) Delegate shall speak against before proceeding with a vote. This Motion requires 2/3 majority in order to pass. If the Motion passes, the Chair shall entertain a Motion to Establish a new Speakers' List, on the new topic addressed by the Council. After the new topic has been discussed according to the Rules of Procedure, the Chair shall entertain a *Motion to Return to a Dismissed Topic* as defined in article 11.7.

#### **11.7. Motion to Return to a Dismissed Topic.**

If a Motion to Table the Debate passes, the Chair may entertain a *Motion to Return to a Dismissed Topic*. In that event, the Chair will entertain one (1) Speaker in favor and one (1) Speaker against. If the Motion passes, debate on the dismissed topic resumes and the Council returns to the existing Speakers' List of the Dismissed Topic. This Motion requires 2/3 majority in order to pass.



## 11.8. Motion to Close Debate on a Draft Report.

A Delegate may propose a *Motion to Close Debate* in order to end debate on a Draft Report.

Should there be amendments on the floor, it is highly recommended to follow the procedure regarding Amendments, as discussed in Rules 13.4-13.4.6. If the Board rules the Motion in order, it is in his/her discretion to entertain one (1) speaker in favor and one (1) speaker against the Motion. This motion requires 2/3 majority.

## 11.9. Motion to Close Debate on the Topic Area under Discussion.

A Delegate may propose a *Motion to Close Debate* in order to end Debate on the Topic Area under Discussion, whereby the Council will enter immediately voting procedure on all Draft Reports on the floor. If the Chair rules the Motion in order, it is in his/her discretion to entertain one (1) speaker in favor and one (1) speaker against the Motion. This motion requires 2/3 majority in order to pass.

## 11.10. Motion for the Adjournment of the Meeting.

A Delegate may rise to a *Motion for the Adjournment of the Meeting* to suspend all Council activities until the next scheduled meeting. The Chair may rule the Motion out of order without possibility of appeal. This motion need simple majority in order to pass.

## 11.11. Motion for the Adjournment of the Session.

A Delegate may rise to a *Motion for the Adjournment of the Session* to cease permanently all Council activities<sup>2</sup>. The Chair may rule the Motion out of order without possibility of appeal or putting it to vote. The Motion is debatable, thus the Chair will entertain one (1) speaker in favour and one (1) speaker against. This motion requires 2/3 majority in order to pass.

## 12. Seconds & Objections

After a delegate proposes a Motion, the board may ask for seconds, i.e. delegates agreeing with the motion. All delegates wishing to second the motion will have to raise their placards. If there are no seconds the motion will automatically fail.

If there are seconds, the board will ask for objections, i.e. delegates disagreeing with the proposed motion. All the delegates wishing to express their objection will raise their placards. If there are no objections, the motion will automatically pass. If there are objections, the board will enter voting procedure.

---

<sup>2</sup> This motion is in order only to be used for the end of the conference.



## 13. Reports and Amendments

### 13.1. Motion to Question Competence.

A Motion to Question the Competence of the Council to consider a Draft Report is in order upon introduction of the documents. The Chair will recognise one (1) Speaker in favour and one (1) Speaker against the Motion. The motion requires a 2/3 majority in order to pass. If the Motion passes the document will be withdrawn and will not be allowed to be re-introduced.

### 13.2. Working Paper.

A Working Paper is an informal document used by Council Delegates to work on building a Draft Report. A Working Paper will be distributed at the Chair's discretion if requested by a Delegate. A Working Paper can be presented by the Delegate either when it is the Delegate's turn to speak, according to the Speakers' list or when a motion for an informal debate is passed, with the purpose of discussing the working paper.

### 13.3. Reports.

#### 13.3.1. Draft Reports.

A Working Paper submitted to the Chair under proper Report format, approved by the Secretariat and assigned a number will be referred to as a Draft Report. Delegates may refer to a document as a "*Draft Report*" in a speech only after it has been assigned a number by the Secretary General or the Deputy Secretary General. If Draft Reports are complementary or fairly identical, the Chair may recommend that the Sponsors of the Draft Reports combine the documents prior to the end of the debate.

#### 13.3.2. Report denomination.

A Draft Report that has been put to a vote by the Council and passes may be referred to as a "*Report*".

#### 13.3.3. Format.

Draft Reports must be properly formatted according to the guidelines found in the "ThessISMUN Report Writing Guidelines" paper.

#### 13.3.4. Sponsor.

The sponsor is recognized as the main contributor of the Draft Report. There is only one Sponsor for each draft Report. The Sponsor must be present for a Draft Report to be introduced to the Council. The Sponsor must agree to support a Draft Report unless major changes have been introduced through the amendment process.

#### 13.3.6. Withdrawal of Sponsorships



Sponsorship of a draft Report may be withdrawn at any time before voting on it has begun. Sponsorship of a Report may be withdrawn, if the Sponsor considers that a passed amendment alters the content to such extent, that his/her Delegation can't support the Draft Report as a whole.

### 13.3.5. Signatories.

Signatories are those countries wishing to see the respective Working Paper being introduced and discussed as a Draft Report. Signatories are neither considered as supporters of the Draft Report nor bear any obligation towards the sponsor. Amendments to the Draft Report are not required to be approved by its Signatories. A country can be a signatory to more than one draft Reports on the same topic. The required number of Signatories required to discuss a *Draft Report* will be set by the Chair being equal to at least the 1/5 of the total members present at the Council (quorum).

### 13.3.7. Introduction of a Draft Report.

A Delegate may propose a *Motion to Introduce a Draft Report*.

Once the Working Paper has been assigned a Draft Report number by the Secretary General or the Deputy Secretary Generals, the Chair will entertain a *Motion to Introduce the Draft Report*, requiring simple majority. Once the Motion has passed, the Chair shall invite the Sponsor of the Draft Report to read out only the operative clauses of the Draft Report to the Council. The Sponsor or one of the Signatories will then be recognized for five (5) minutes to speak in favour of the Draft Report. The Speaker may yield his/her remaining time to Questions or to another Delegate if he/she wishes to do so. A new debate upon this Draft Report shall begin and a new Speakers' List shall be established.

### 13.3.8. Withdrawal of a Draft Report

A draft Report may be withdrawn by its sponsor any time before the Amendment procedure starts, as defined by Rules 14.3-14.3.6. This request should be submitted in written form to the Chairperson.

## 13.4. Amendments.

An Amendment may add, strike out or revise a part of the Draft Report. The Amendment has to be first approved by the Chair. It is highly recommended, that there is at least one co-sponsor of the Amendment. It is in the discretion of the Chair to define the period of time, during which the floor will be open for Amendments.

### 13.4.1. Motion to Introduce Amendments

A Delegate may propose a *Motion to Introduce Amendments* after the time for the submission of Amendments has elapsed. If the Motion passes, the Chair will introduce to the Council all Amendments approved by the Board. During this procedure, the Sponsor will be called upon to define to the Council and the Board which Amendments are friendly and which unfriendly.



#### **13.4.1. Amendments to Pre-Ambulatory Clauses.**

Amendments to Pre-Ambulatory Clauses are not in order. However, the Chair may rule such an amendment in order if serious mistakes have been noticed in the Pre-Ambulatory Clauses.

#### **13.4.2. Non-Substantial Amendments.**

Amendments correcting grammar, spelling or formatting mistakes on Draft Reports will be automatically adopted without being voted upon by the Council, at the discretion of the Chair. Following the initial introduction of the Draft Report by its Sponsor, delegates are permitted to point out any such problems to the Chairpersons.

#### **13.4.3. Friendly Amendments.**

Substantial Amendments approved by the Sponsor of a Draft Report will automatically be integrated in the Draft Report without the need to be voted upon by the Council. Amendments to Friendly Amendments are out of order.

#### **13.4.4. Unfriendly Amendments.**

Substantial Amendments to a Draft Report not approved by the Sponsor of a Draft Report are considered unfriendly. Unfriendly Amendments will be put to a vote prior to the vote on the Draft Report as a whole. Amendments to Unfriendly Amendments are out of order. The Chair reserves the right to entertain one (1) speaker in favor and one (1) speaker against each Unfriendly Amendment.

#### **13.4.5. Withdrawal of Amendments**

The Sponsor of an Amendment may request its withdrawal at his/her discretion, before its inclusion in the Draft Report.

#### **13.4.6. Voting on Amendments**

After all Amendments have been defined by the Sponsor as friendly or unfriendly (Rule 13.4.1.), the Chair will read one by one all unfriendly Amendments, entertaining one (1) speaker in favor and one (1) speaker against, at his/her discretion. The Council shall vote upon each Amendment separately, after finishing debating on it. All subsequent Amendments shall be discussed and voted upon in accordance with the aforementioned procedure, and in the order defined by their assigned number.

If one Amendment implies the rejection of a second Amendment, the second Amendment will not be voted upon. An Amendment that has passed shall be automatically integrated into the Draft Report. Once all Amendments relating to a Draft Report have been voted upon, the Board shall read the operative clauses as they have been modified.



## 14. Voting Procedure

When the Chair announces that the Council is entering voting procedure, no entering or exiting from the room will be permitted, unless there is an emergency or until the voting procedure has come to an end. All auxiliary personnel, such as Journalists, Observers, and Advisors etc. are required to immediately exit the room. The Board may or may not allow the Administrative Staff to remain in the room. Note passing is suspended. At this time, Motions to Split the House, Divide the Question or Roll Call Voting are in order.

## 15. Order of Voting

Draft Reports on the same Topic Area should be voted according to the number they were assigned by the Secretariat.

### 15.1. Motion to Reorder Draft Reports

A Motion to Reorder Draft Reports will be in order immediately after entering voting procedure, and before voting has started on any draft Report. The delegate proposing a *Motion to Reorder Draft Reports* will have to state the order in which he/she desires the Draft Reports to be voted upon. This motion requires 2/3 majority in order to pass.

## 16. Method of Voting

Each Delegate of the Council has one vote and must demonstrate his/her voting intentions by raising his/her placard at the Chair's request unless there is a Roll Call vote (see Rule 16.1). Delegates must vote “in favour” or “against” on procedural matters and “in favour”, “against” or “abstain” on substantial matters. No Delegate shall vote on behalf of another Delegate. Abstentions are not counted as negative votes.

### 16.1. Roll Call Vote.

Roll Call Motions are in order primarily for substantial matters. This Motion is automatically accepted unless the Chair rules it out of order; the decision is not subject to appeal. The Roll Call starts from a Delegate, randomly selected by the Chair.

### 16.2. Passing.

During Roll Call, a Delegate may choose to pass. The Chair will place the Delegate at the bottom of the voting list. A Delegate who has passed once during a voting sequence may not pass again or abstain, but must ascertain his/her vote. A delegate who has passed cannot vote “with Rights”.



### 16.3. Voting with Rights.

A Delegate may request a right of explanation after voting. Upon completion of voting, and after the Delegates who passed have ascertained their vote, Board will allow those voting with rights to explain their vote. The Chair may limit the speaking time at his/her discretion.

### 16.4. Voting on Draft Reports

Draft Reports will be voted upon, in the order that they were numbered by the Secretary General and the Deputy Secretary Generals, unless a motion to Reorder Draft Reports (rule 15.1) has passed.

### 16.5. Motion to Split the House

The Motion to Split the House is in order when the Delegate proposing this Motion wishes to exclude abstention from the voting options during the final vote on the Draft Report. This Motion has to be proposed immediately after the Council Closes Debate and enters Voting Procedure. The motion requires 2/3 majority in order to pass. Once the Motion passes, delegations shall not be allowed to abstain during the voting of the Report.

### 16.6. Motion to Divide the Question

Prior to the start of the voting procedure on a Draft Report, a Delegate may rise to a *Motion to Divide the Question* in order to vote on an individual operative clause, a group of operative clauses or clause by clause. A Delegate must specify how he/she wishes to divide the operative clauses.

Should there be more than one Motion to divide the question on the floor, Council shall vote upon the Motions, starting from the most disruptive one. The Chair shall take one (1) Speaker in favour and one (1) Speaker against the first Motion to Divide the Question for a speaking time of one (1) minute each. The Motion requires 2/3 majority in order to pass. If the Motion passes, subsequent Motions to Divide the Question will be ruled dilatory and the Council will proceed to voting on the Draft Report in the manner suggested by the Motion. If the Motion fails, the remaining Motions will be considered in accordance with the above procedure.

The divided section that fails during voting will be taken out of the final Draft Report; only those sections that have passed will remain. Subsequently, the Council will proceed to vote on the new final Draft Report as a whole.





## **16.7 Motion to Retake the Vote.**

The Motion to Retake the vote is in order when the result of the vote on the Report ends with a difference of one (1) or a tie. The Motion automatically passes and the Council enters informal debate for a short period of time, defined by the Chairpersons. After the caucus the vote shall be retaken and the result of the second vote shall be considered as final. No Motions to retake the vote shall be entertained. Should the second vote end in tie the results of the previous vote shall be considered final and shall not be subject to another motion to retake vote. In case the initial vote is a tie as well the matter is considered to have failed.



## 17. Appendix of Points and Motions.

Rule	Description	Debatable	Votes Required	Interrupt Speaker
Point of Personal Privilege	Feeling discomfort	No	No	Yes
Point of Order	To point out a misuse of rules	No	No	No
Right of Reply	Reply to an insult	No	No	No
Point of Parliamentary Inquiry	Clarify the rules	No	No	No
Motion to Set the Agenda	Set the Working Agenda	Yes (1+/1-)	Simple Majority	No
Motion to <u>Establish</u> a Speakers' List	Open the Speakers' List and Define speaking time limit	No	Simple Majority	No
Motion to adjourn session	Adjourn session to cease permanently all council activities	Yes (1+/1-)	2/3 Majority	No
Motion to Adjourn Meeting	Adjourn until next scheduled meeting	No	Simple Majority	No
Motion for Unmoderated Caucus	Proceed to an Unmoderated Caucus	No	Simple Majority	No
Motion for Moderated Caucus	Proceed to a Moderated Caucus	No	Simple Majority	No
Motion to Split the House	Forbid the right for abstentions	No	2/3 Majority	No
Motion to Retake Vote	Retake vote if there is an one vote difference	No	No	No
Motion to Verify the Quorum	Seeking to verify the presence of delegates	No	Simple Majority	No
Motion to Close Debate on the Topic Area under Discussion	Close debate on the Topic Area	Yes (1-/1+)	2/3 Majority	No
Motion to Close Debate on a Report	Close the separate debate on a Draft Report	Yes (1-)	2/3 Majority	No
Motion to Split the Topic Area	Discuss separately two or more sections of the same Topic	No	2/3 Majority	No
Motion to Table Debate	Postpone debate	Yes (1+/1-)	2/3 Majority	No
Motion to Return to a Dismissed Topic	Resume Debate on the previous topic	Yes(1+/1-)	2/3 Majority	No
Motion to Question Competence	Question the authority of the council on a topic	Yes (1+/1-)	2/3 Majority	No
Motion to Divide the Question	Divide the operative clauses to groups and vote each group separately	Yes (1+/1-)	2/3 Majority	No
Motion to Introduce a Draft Report	Introduction of a Draft Report	No	Simple Majority	No
Motion to Introduce an Amendment	Introduction of an Amendment	No	Simple Majority	No