



# THESSISMUN



## Rules of Procedure

## Council of Europe - Committee of Ministers

**Rules of Procedure**  
Committee of Ministers – Council of Europe



## Aim of the Council of Europe

1. The aim of the Council of Europe is to achieve a greater unity between its members for the purpose of safeguarding and realising the ideals and principles which are their common heritage and facilitating their economic and social progress.
2. This aim shall be pursued through the organs of the Council by discussing questions of common concern, by forging agreements and taking common action in economic, social, cultural, scientific, legal and administrative matters and in maintenance and further realisation of human rights and fundamental freedoms.
3. Participation in the Council of Europe shall not affect the collaboration of its members in the work of the United Nations and of other international organisations or unions to which they are parties
4. Matters relating to national defence do not fall within the scope of the Council of Europe.



## **1. ThessISMUN Board**

### **1.1. Chairpersons.**

The Board of the Committee of Ministers of the Council of Europe shall be composed of a President, a Vice-President and a Secretary General. The Committee of Ministers is presided by the representatives of the members states for a period of six months from November to May and vice versa in accordance with a pre-established rotation based on alphabetical order.

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

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

The President is responsible for all procedural matters pertaining to the Committee, 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 Committee. As a representative of the presiding state, the President of the Committee also holds the right to vote on all matters, both on procedural and substantial matters and is entitled to express the presiding state's policy on the topic at hand.

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

The Vice President shall have authority over all Committee support operations. The Vice President will have as primary responsibility to ensure that delegates are accurately representing the position of their countries with respect to substantive issues and topics. The Vice President 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 Vice President shall also be responsible for ensuring relevancy of the content and format of the Working Papers before their submission for verification by the Secretariat. The Deputy President shall also assist the President with all Committee presiding matters.

### **1.3.4. 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 Committee, at any time. It is within his/her responsibilities to assist in the policy planning of the Committee. 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 Recommendations 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 Committee 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 Committee session. Delegates shall establish their presence in the Committee 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 Committee 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 Committee 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 voting procedure as set in section 16.1.



### 3. Delegations' Rights

Each delegate in the Committee shall represent one country delegation and shall have speaking and voting rights on all topics at hand. Each delegation shall have only one vote.

#### 3.1. Permission to Approach the Bench.

Any delegate wishing to contact the Chairpersons for a very delicate matter may ask for permission to approach the Bench. This is a last resort in case of *emergency*.

### 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 substantive matter requiring a simple majority to pass implies that fifty percent plus one vote (50% + 1) of the Committee must vote in favour of the matter to pass. If the vote is a tie, the matter will be considered to have failed.

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

A procedural or substantive matter requiring a two-thirds (2/3) majority implies that two-thirds (2/3) of the Committee 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.

#### 4.3. Unanimity.

A substantive matter requiring unanimity implies that every voting member 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

Committee activities and debate shall start when at least one quarter ( $\frac{1}{4}$ ) of the delegates (quorum) are present which will be verified through Roll Call that will be carried out by the Chairpersons, following rule 5.1. If quorum is not met thirty (30) minutes after the scheduled start time of the Committee session, the Committee 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 Committee. As long as participants have not informed the President of their arrival they will not be recognized or allowed to vote. All participants who have not informed the President 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 Committee session. If quorum is in question in the first Committee 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 President 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 to a *Motion for the Verification of Quorum*, where the Chairpersons will proceed with quorum confirmation by initiating a Roll Call. The President 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 Committee. The President 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.

### 6.1. Only topics set on the provisional Agenda provided by ThessISMUN shall be considered by a Committee.

### 6.2. 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 President will consider the Motions in the order in which they were made. The President 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 President 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 President shall consider the next Motion and repeat the aforementioned process. If no Motion to set the Agenda receives the necessary majority then the Committee 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 President will entertain a *Motion to Establish a Speakers' List*.



## 6.3. Alteration of the Agenda

In the event of an international crisis or emergency, the Secretary General or his/her Deputies may call upon the Committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. After a Recommendation has been passed on the crisis topic, the Committee will return to debate the tabled topic. If a Recommendation on the crisis topic fails, the Committee 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 President 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 President 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 Committee shall by default be in Formal Debate unless otherwise advised by the President. 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 substantive 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 Committee if he/she has received permission from the President.

### 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 and the floor is given back to the President, a delegate may move to a *Point of Order* or a *Right of Reply*.

### 8.5. Relevance of Speech

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

### 8.6. Time Limit

When a delegate exceeds his/her allotted time, the President may call the Speaker to order without delay. However, the President has the discretion to be flexible (within reason) about the time limit to allow a Delegate to finish his or her thought 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 President will use the remaining time to entertain questions for the Speaker from the Committee. Delegates wishing to ask questions shall raise their placards and wait to be recognised by the President. The President shall rule 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 has to immediately take the floor. A Speaker that has been yielded to cannot yield his or her time again.



### 9.3. To the Board

A Delegate can yield any remaining time back to the Board. It is in the discretion of the President 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 President. During Moderated Caucus the floor will also be automatically given to the President.

## 10. Points

All points listed below, except for *10.1. Point of Personal Privilege*, are not allowed to interrupt a speaker. *10.2. Point of Order* is in order both during *Formal* and *Informal Debate*, at any given time, provided that it does not interrupt a speaker. *10.4. Point of Parliamentary Inquiry* and *Right of Reply* 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 Committee 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 President 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 President 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 President 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 President 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 President 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.

For a Sample Right of Reply see the General Assembly (Plenary) Rules.

## 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 Committee shall vote upon them starting from the most disruptive one.

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

A Delegate may propose a *Motion to Split the Topic Area* in order for a Committee to come up with more than one Recommendation 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 President 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 Committee will enter informal debate whereby the President 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 Committee. 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 President 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 President 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 Committee 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 Committee. The Delegate proposing a *Motion to Extend the Unmoderated Caucus* must suggest duration for the extension, not exceeding the initial Unmoderated Caucus. The President 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 substantive issue without voting any Draft Recommendations that may be on the floor. If the President 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 President shall entertain a Motion to Establish a new Speakers' List, on the new topic addressed by the Committee. After the new topic has been discussed according the Rules of Procedure, the President 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 President may entertain a *Motion to Return to a Dismissed Topic*. In that event, the President will entertain one (1) Speaker in favor and one (1) Speaker against. If the Motion passes, debate on the dismissed topic resumes and the Committee returns to the existing Speakers' List of the Dismissed Topic.

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

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

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 Committee will enter immediately voting procedure on all Draft Recommendations on the floor. If the President 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 to Conduct Business in Closed Session**

This Motion serves to preserve the privacy and confidentiality of the Committee of Ministers meetings. Once passed all non-members of the Committee of Ministers are required to immediately exit the room. This includes all auxiliary personnel such as Journalists, Observers, and Advisors etc. The Chairpersons and the Secretary General, as well as his/her Deputies, are not affected by this motion. The Committee of Ministers may, or may not, allow for the Administrative Staff to remain in the room. No communication with the outside world, whatsoever, is allowed. The only possible means of communication is through the Secretary General and his/her Deputies. Voting on this Motion is considered to be substantial.

## **11.12. Conducting Business in Public Session**

After a Motion to Conduct Business in Closed Session has passed, the Committee of Ministers may conduct business again in Public through a Motion to Conduct Business in Public. This Motion requires Simple Majority to pass. Voting on this Motion is considered to be substantial.

## **11.13. Motion for the Adjournment of the Meeting.**

A Delegate may rise to a *Motion for the Adjournment of the Meeting* to suspend all Committee activities until the next scheduled meeting. The President may rule the Motion out of order without possibility of appeal. This motion requires Simple Majority in order to pass.

## **11.14. Motion for the Adjournment of the Session.**

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

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<sup>1</sup> This motion is in order only to be used for the end of the conference.



## 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.

## 13. Recommendations and Amendments

### 13.1. Motion to Question Competence.

A Motion to Question the Competence of the Committee to consider a Draft Recommendation is in order upon introduction of the documents. The President 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 Committee Delegates to work on building a Draft Recommendation. A Working Paper will be distributed at the President'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. Recommendations.

In appropriate cases, the conclusions of the Committee may take the form of recommendations to the governments of members and the Committee may request the governments of members to inform it of the action taken by them with regard to such recommendations. Recommendations are adopted by the Committee based on the principle of unanimity (see above rule 4.1).

Matters relating to national defence do not fall within the scope of the Council of Europe.

#### 13.3.1. Draft Recommendations.

A Working Paper submitted to the President under proper Recommendation format will be referred to as a Draft Recommendation. Delegates may refer to a document as a "*Draft Recommendation*" in a speech only



after it has been assigned a number by the Secretariat. If Draft Recommendations are complementary or fairly identical, the President may recommend that the Sponsors of the Draft Recommendations combine the documents prior to the end of the debate.

### 13.3.2. Recommendation denomination.

A Draft Recommendation that has been put to a vote by the Committee and passes may be referred to as a “*Recommendation*”.

### 13.3.3. Format.

Draft Recommendation must be properly formatted according to the guidelines found in the “ThessISMUN Recommendation Writing Guidelines” paper.

### 13.3.4. Sponsor.

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

### 13.3.5. Signatories.

Signatories are those countries wishing to see the respective Working Paper being introduced and discussed as a Draft Recommendation. Signatories are neither considered as supporters of the Draft Recommendation nor bear any obligation towards the sponsor. Amendments to the Draft Recommendation are not required to be approved by its Signatories. A country can be a signatory to more than one draft Recommendations on the same topic. The required number of Signatories required to discuss a *Draft Recommendation* will be set by the President being equal to at least 1/3 of the total members present at the Committee (quorum).

### 13.3.6. Withdrawal of Sponsorships

Sponsorship of a draft Recommendation may be withdrawn at any time before voting on it has begun. Sponsorship of a Recommendation 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 Recommendation as a whole.

### 13.3.7. Introduction of a Draft Recommendation.

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



Once the Working Paper has been assigned a Draft Recommendation number by the Secretariat, the President will entertain a *Motion to Introduce the Draft Recommendation*, requiring simple majority. Once the Motion has passed, the President shall invite the Sponsor of the Draft Recommendation to read out only the operative clauses of the Draft Recommendation to the Committee. The Sponsor or one of the Signatories will then be recognized for five (5) minutes to speak in favour of the Draft Recommendation. 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 Recommendation shall begin and a new Speakers' List shall be established.

### **13.3.8. Withdrawal of a Draft Recommendation**

A draft recommendation 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 Recommendation. The Amendment has to be first approved by the President. It is highly recommended, that there is at least one co-sponsor of the Amendment. It is in the discretion of the President 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 President will introduce to the Committee all Amendments approved by the Board. During this procedure, the Sponsor will be called upon to define to the Committee 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 President may rule such an amendment in order if serious mistakes have been noticed in the Pre-Ambulatory Clauses.

#### **13.4.2. Non-Substantive Amendments.**

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



### 13.4.3. Friendly Amendments.

Substantive Amendments approved by the Sponsor of a Draft Recommendation will automatically be integrated in the Draft Recommendation without the need to be voted upon by the Committee. Amendments to Friendly Amendments are out of order.

### 13.4.4. Unfriendly Amendments.

Substantive Amendments to a Draft Recommendation not approved by the Sponsor of a Draft Recommendation are considered unfriendly. Unfriendly Amendments will be put to a vote prior to the vote on the Draft Recommendation as a whole. Amendments to Unfriendly Amendments are out of order. The President 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 Recommendation.

### 13.4.6. Voting on Amendments

After all Amendments have been defined by the Sponsor as friendly or unfriendly (Rule 13.4.1.), the President will read one by one all unfriendly Amendments, entertaining one (1) speaker in favor and one (1) speaker against, at his/her discretion. The Committee 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 Recommendation. Once all Amendments relating to a Draft Recommendation have been voted upon, the Board shall read the operative clauses as they have been modified.

## 14. Voting Procedure

When the President announces that the Committee 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 Recommendations on the same Topic Area should be voted according to the number they were assigned by the Secretariat.

### 15.1. Motion to Reorder Draft Recommendation

A Motion to Reorder Draft Recommendations will be in order immediately after entering voting procedure, and before voting has started on any draft Recommendation. The delegate proposing a *Motion to Reorder Draft Recommendations* will have to state the order in which he/she desires the Draft Recommendations to be voted upon.

## 16. Method of Voting

Each Delegate of the Committee has one vote and must demonstrate his/her voting intentions by raising his/her placard at the President'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 substantive matters. No Delegate shall vote on behalf of another Delegate.

Each Delegate of the Committee has one vote and must demonstrate his/her voting intentions by raising his/her placard at the President'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 substantive 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 substantive matters. This Motion is automatically accepted unless the President rules it out of order; the decision is not subject to appeal. The Roll Call starts from a Delegate, randomly selected by the President.

### 16.2. Passing.

During Roll Call, a Delegate may choose to pass. The President 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 President may limit the speaking time at his/her discretion.

### 16.4. Voting on Draft Recommendations

Draft Recommendations will be voted upon, in the order that they were numbered by the Secretariat.

### 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 Recommendation. This Motion has to be proposed immediately after the Committee 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 Recommendation.

### 16.6. Motion to Divide the Question

Prior to the start of the voting procedure on a Draft Recommendation, 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, Committee shall vote upon the Motions, starting from the most disruptive one. The President 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 Committee will proceed to voting on the Draft Recommendation 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 Recommendation; only those sections that have passed will remain. Subsequently, the Committee will proceed to vote on the new final Draft Recommendation 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 Recommendation ends with a difference of one (1) or a tie. The Motion automatically passes and the Committee enters informal debate for a



# THESSISMUN

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 Establish 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 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 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 Resolution	Close the separate debate on a Draft Resolution	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



# THESSISMUN

Motion to Divide the Question	Divide the operative clauses to groups and vote each group separately	Yes (1+/-)	2/3 Majority	No
Motion to Introduce a Draft Resolution	Introduction of a Draft Resolution	No	Simple Majority	No
Motion to Introduce an Amendment	Introduction of an Amendment	No	Simple Majority	No



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