



SPRIMUN

RULES OF PROCEDURES

For all committees

SCIENCES PO RENNES INTERNATIONAL
MODEL UNITED NATIONS
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CONFERENCE HANDBOOK

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RULES OF PROCEDURE

I. GENERAL RULES

I. GENERAL SCOPE

These rules apply to all Committees held in English of the 2019 edition of the Sciences Po Rennes International Model United Nations (SPRIMUN), excepted for modifications provided at the discretion of the Secretariat, and will be considered as adopted in advance of the session.

2. INTERPRETATION

Interpretation of the rules is an exclusive competence of the Secretary General or selected members of the Secretariat. Such interpretations shall be in full compliance with the philosophy and principles of the Sciences Po Rennes International Model United Nations and will seek to promote its educational mission.

3. LANGUAGE

English will be the exclusive working language of the conference, except for the African Union for which the working language shall be French.

4. PROTOCOL

All participants of the PRIMUN shall display courtesy and respect at all times when dealing with any person directly involved with the PRIMUN (including Staff and Delegates/Chairs of any Committee) or indirectly involved through any of its partners (including but not limited to Sciences Po Rennes, sponsors, accommodation providers, and other university students). Participants are also expected to observe the PRIMUN's dress code, which is business formal attire. The Committee Chairs shall immediately call to order any Delegate who fails to comply with the rules regarding etiquette. Chairs have the authority to suspend Delegates who infringe these rules. Delegates who commit a grave breach of etiquette rules can also be permanently removed from the Committee by the Secretary General and selected Secretariat members.

5. PARTICIPATION OF NON-MEMBERS

Accredited Observers will have the same rights as those of full members, except that they may not sign or vote on substantive matters, i.e. the final vote on a resolution.

Journalists and reporters are not allowed to sign, vote nor participate in the formal debate without the prior authorization of the Chair.

II. GENERAL RULES

6. GENERAL DUTIES OF THE CHAIRS

Under the powers bestowed upon the Chair by the Secretary General and these rules, the Chair shall announce the opening and closing of each meeting of the Committee, direct discussions, guarantee the observance of these rules, grant the right to speak, submit questions to voting and pronounce decisions. The Chair, subordinated to these rules, shall have absolute control of the procedures of the Committee and over the upholding of order at its meetings. The Chair shall rule on points of order, may suggest to the Committee the closure of the list of speakers, a limitation on speaking time, the interruption or closure of the debate, and the suspension or adjournment of a meeting. The Chair may momentarily transfer his or her duties to a member of the Secretariat. Committee Chairs may also counsel Delegates on the possible course of debate. In the exercise of these functions, Committee Chairs will be at all times subject to these rules and responsible to the Secretary General. It is the Chairs' power to assign speaking times for all speeches attendant to Motions and amendments. Further, the Chair is to use his or her discretion, to determine if a particular Motion is based on the philosophy and principles of PRIMUN. Such discretion should be used on a limited basis and only in order to make progress in the debate.

7. MOTION TO APPEAL DECISIONS OF THE CHAIR

A Delegate may raise a Motion to appeal any decision of the Chair, except those described in these rules as not open to appeal. A Delegate wanting to raise such a Motion shall orally state their Motion without delay after the Chair has announced their decision. The Chair may speak briefly in defence of their decision after which the Motion will be submitted to a vote. The Chair's decision will stand unless two-thirds of the Committee vote 'Yes' on the Motion to appeal the Chair's decision. Number of required votes: 2/3 majority. The following Chair's decisions are not subject to appeal: – Approve a Resolution, – Approve an Amendment, – The order in which Motions are entertained, – Unmoderated Caucus, – Moderated Caucus, – Closure of Debate, – Adjournment of the Meeting, – Adjournment of the Debate, – Right of Reply, – Stop entertaining Motions. The vote of appeal underlined in this rule is a procedural vote. Hence all Delegates will be required to vote – abstentions are out of order. The decisions of the Secretary General or members of the Secretariat are not open to such a Motion to appeal. Delegates should note that this Motion should only be used as a last resort only after a point of order has already been raised.

8. STATEMENTS MADE BY THE SECRETARIAT

The Secretary General or a member of the Secretariat selected by him or her may, at any time, make both oral and written statements during a Committee. 9. QUORUM In the first session of each day, the Chair may declare a Committee open and allow debate to proceed when at least one-third of the total number of members of the Committee are in the room. In the next sessions, quorum shall be onethird of the members of the Committee present on that day. Roll Call must be taken at the start of every Committee session.

III. SETTING THE AGENDA

10. ROLL CALL

At the beginning of each Committee session, the Committee Chairs will call Member States in the alphabetical order of the Committees' working language. Member States may reply "present" or "present and voting". "Present and voting" means the Member State cannot abstain during substantive votes, i.e. the final vote concerning a resolution. Observers are required to reply "present" in compliance with Rule 5.

II. AGENDA SETTING

The first order of business for the Committee is to set the Agenda. A Motion should be made in order to put forward an Agenda item. If no Delegate opposes the Motion, it shall be considered automatically as adopted by the Committee. If there are objections to this Motion, a speakers' list will be set up for and against the Motion, both of which will have two speakers. If there is only one speaker for or against, the speakers' list will be composed of one speaker for and one against. When debate is closed, the Committee will move to vote immediately on the Motion to put an Agenda item first. If the Motion fails, the other Agenda item will automatically be placed first on the Agenda. Number of required votes: 1/2 majority.

IV. DEBATING RULES

12. SPEAKERS' LIST

After the Agenda has been set, a constantly open speakers list will be established for the purpose of general debate, called the "General Speakers' List". The Chair shall ask the Committee for those who wish to be added to the General Speakers' List and shall keep a written copy of the order of the speakers. Any Delegate wishing to be added to the General Speakers' List can do so by sending a written note to the Chair or by raising their placard when the Chair asks if there are any Delegates wishing to be added to the General Speakers' List. No Delegate may be on the General Speakers' List twice at the same time.

This General Speakers' List will be followed throughout the debate on the Agenda item, except when superseded by procedural Motions such as those for unmoderated or moderated caucuses. Speakers may speak generally on the Agenda item being considered and may address any resolution currently on the floor.

Should the General Speakers' List elapse, debate on the Agenda item shall be considered finished and the Committee shall move into closing procedures as per Rule 18.

13. PROPOSING MOTIONS

The Chair can ask for any Motions to be put forward when the floor is open. The Chair will ask for Motions one by one. The Chair may stop entertaining Motions at any time and move to vote on the motions already raised. This is not open to a Motion to appeal to make sure debate moves forward. The Chair will then entertain the raised Motions one by one, starting from highest in the order of priority, i.e. the most disruptive. In the case of several Motions having equal priority, they will be considered in the order in which they were submitted. This continues until a Motion is passed or the floor returns to the General Speakers' List. If a Motion passes, all other Motions previously raised are removed from the floor and must be raised again when the Chair calls for new Motions. Number of required votes: ½ majority.

14. WITHDRAWING A PROPOSAL

A Motion may be withdrawn by its proposer at any time before voting has begun. A Motion thus withdrawn may be raised again by any Delegate. Any Motion approved by the Committee may not be withdrawn by the Committee member who introduced it.

15. ORDER OF PRIORITY OF MOTIONS

The order of priority of Motions which may be raised while the floor is open, from most to least superseding, is:

1. Adjourning the Meeting (Rule 20)
2. Suspending the Meeting (Rule 19)
3. Closing Debate (Rule 18)
4. Introducing Draft Resolutions (Rule 31)

5. Introducing Amendments (Rule 34)
6. Introducing a Friendly Amendment (Rule 35)
7. Introducing Working Papers (Rule 29)
8. Unmoderated Caucus (Rule 16)
9. Moderated Caucus (Rule 17)

Motions introduced after others of the same type cannot supersede those other ones except at the Chair's discretion. A longer Motion of one type does not automatically supersede a shorter Motion of the same type.

16. UNMODERATED CAUCUS

A Motion for an Unmoderated Caucus is in order at any time when the floor is open prior to closure of debate and when the Chair asks for Motions. The Delegate raising the Motion must specify an overall time limit for the caucus that can't exceed twenty minutes (including Motions to extend the caucus). Number of required votes: ½ majority. The Chair may rule the Motion out of order if he or she feels that the Motion is not constructive to the debate at that point in time. The decision of the Chair is not open to appeal.

17. MODERATED CAUCUS

A Motion for a Moderated Caucus is in order at any time when the floor is open prior to closure of debate and when the Chair asks for Motions. In a Moderated Caucus, the Chair will momentarily depart from the General Speakers' List and call on Delegates to speak at the Chair's discretion. The Delegate making the Motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes (including Motions to extend the caucus), and a time limit for the individual speeches. If the Motion is approved by the Committee, the Delegate who proposed the caucus will be the one making the first statement. Number of required votes: ½ majority. The Chair may rule the Motion out of order if he or she feels that the Motion is not constructive to the debate at that point in time. This decision of the Chair is not open to appeal.

18. CLOSURE OF DEBATE

A Motion for the Closure of Debate requests ending all discussion on the Agenda item and

moving into voting procedures on all substantive proposals introduced under debate, i.e. all Draft Resolutions. Once this Motion has been successfully passed, debate has been closed, and voting procedures can take place. Following voting procedures, the Committee shall, without delay, adopt the second Agenda item, or an alternate Agenda item if instructed by the Secretariat. A Motion for Closure of Debate is in order at any time when the Chair asks for Motions. Note however that the Chair may rule the Motion out of order if he or she feels that there should be further debate before moving to voting procedures. The decision of the Chair is not open to appeal. Immediately before moving into voting procedures on this Motion, authorisation to speak on the Motion shall only be given to two Delegates opposing the closure, unless only one Delegate wishes to oppose the Motion to close debate. After this, the Motion shall be submitted to voting immediately. No speeches are required in favour of closing debate. Number of required votes: 2/3 majority.

19. SUSPENSION OF THE MEETING

A Motion for the Suspension of the Meeting calls for the temporary interruption of the meeting. It is usually used at the end of the Committee session. While the floor is open, a Delegate may move for the Suspension of the Meeting, specifying a time for reconvening the Committee. Number of required votes: 1/2 majority. This Motion can be used to propose short breaks of the session, rather than through unmoderated caucuses. The Chair may rule the Motion out of order if he or she feels that it is not yet time for the end of the session. The decision of the Chair is not open to appeal.

20. ADJOURNMENT OF THE MEETING

The Adjournment of the Meeting means the end of the Committee's work in the last session of SPRIMUN. After the adjournment, the Committee shall reconvene at SPRIMUN 2018. As this Motion, if successful, would end the session until the Committee's next regularly scheduled meeting, the Chair will not entertain it until the end of the last session of the Committee. The Chair's decision on whether to entertain this Motion is not open

to appeal. Number of required votes: 1/2 majority.

V. RULES CONCERNING SPEECH

21. RIGHT TO SPEAK

No Delegate may speak in a session without having obtained beforehand the consent of the Chair (except during an unmoderated caucus). The Chair may at his or her discretion call a Delegate to order if his or her speech is not relevant to the subject under discussion; is considered personally offensive to any party or otherwise goes against the rules and spirit of the SPRIMUN.

22. TIME-LIMIT ON SPEECHES

The Chair may limit the time given to each speaker. The minimum time-limit will be thirty seconds and the maximum time-limit will be two minutes. When a Delegate exceeds the allotted time, the Chair may call the speaker to order. Should the Chair not explicitly state a different speaking time for the General Speakers' List, the time limit shall be 90 seconds. Delegates may raise a Motion to change the speaking time on the General Speakers' List should they feel that changing the time limit would benefit the debate. Number of required votes: 1/2 majority.

23. YIELDS

If a Delegate was given the right to speak on a substantive issue – not during a caucus – and has time remaining at the end of his or her speech, the Delegate has to yield his time in one of three ways:

1. Yield to another Delegate. His or her remaining time will be given to that Delegate, who may not, however, do any further yields.
2. Yield to Questions. If a Delegate does so, other Delegates wishing to ask a question to the current speaker will be chosen by the Chair and be limited to one short question each.
3. The Chair has the right to call to order any Delegate whose question is rhetorical, leading, or not designed to elicit information. Only the time taken for the speaker's answers to questions

will be deducted from the speaker's remaining time.

4. Yield to the Chair. Such a yield should be made if the Delegate does not wish to yield to questions or to another Delegate. The Chair will then move on to the next speaker.

Note that Delegates can only yield if they have time remaining at the conclusion of their speech. If the Delegate has utilized the entirety of the time allotted to him or her, the Chair will not permit yields and simply move on to the next speaker.

24. RIGHT OF REPLY

A Delegate may request a Right of Reply only in cases where the Delegate feels their country's national integrity has been impugned by another Delegate. A remark that impugns a Delegate's "national integrity" is one directed at the governing authority of that Member State and/or one that puts into question that Member State's sovereignty. Any delegate wishing to use a Right of Reply shall immediately (after the speech is completed) raise his placard and ask the Chair the authorization to use the Right of Reply. If the Chair deems that such a request is in order, the Delegate may reply in a thirty seconds time-limit and state why the Delegate feels that the remark is incorrect or unjustified. The Chair's decision whether to grant the Right of Reply is not open to appeal. A Right of Reply to a Right of Reply is out of order.

VI. RULES CONCERNING POINTS

25. RAISING POINTS

Any of the points below may be raised by any Delegate at any time as long as it does not disrupt a speaker (with the exception of a Point of Personal Privilege in extreme circumstances). A Delegate wishing to raise a point shall, at the proper time, raise their placard and state the point they wish to raise and then wait for the Chair to ask them to state it fully. The Chair shall then take any action necessary as per the Rules below. Points shall be recognized before any Motion or speakers.

26. POINT OF PERSONAL PRIVILEGE

If there is a circumstance impeding a Delegate from participating in the proceedings to their fullest ability, or if the Delegate is in personal discomfort, he or she may raise a Point of Personal Privilege. For instance, Points of Personal Privilege may be raised when the Delegate cannot hear what has been said, if the Delegate cannot see something being projected on a screen, or if the Delegate is not comfortable with the temperature in the room. A Point of Personal Privilege may only interrupt a speaker if the Delegate raising the point cannot hear the speaker. If appropriate, the Chair will request that the speaker speak more clearly or louder or take any other action they feel appropriate. Points of Privilege for any other situation may not interrupt a speaker.

27. POINT OF ORDER

During the discussion on any matter, a Delegate may raise a Point of Order to point out a case of improper parliamentary procedure either by the Chair, or by a Delegate that has escaped the attention of the Chair. A Delegate may not, when raising a Point of Order, speak on the substance of the matter under discussion, and a Point of Order may under no circumstances interrupt the speech of a fellow Delegate. The Point of Order will be immediately ruled upon by the Chair in accordance with the Rules of Procedure. The decision of the Chair is open to appeal.

28. POINT INQUIRY OF PARLIAMENTARY

When the floor is open, a Delegate may raise a Point of Parliamentary Inquiry to ask the Chair a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with questions not regarding the rules of procedure, i.e. substantive questions related to the content of the debate, should not raise this Point, but should instead approach the Committee Staff with the question during caucus or send them a written note.

VII. RULES CONCERNING WRITTEN PROPOSAL

29. WORKING PAPERS

Working Papers are intended to help the Committee in its debate and need not be written in Resolution format. Delegates may submit Working Papers to the Committee's attention by raising a Motion to Introduce a Working Paper. Working Papers are not official documents but do require the approval of the Chairs before a Motion to introduce them is raised. The procedure to raise this Motion is the same as outlined in Rule 13. Number of required votes: ½ majority. Working Papers do not require the signatures of any Committee members. They will be displayed on screens where possible, but will not be printed by the Secretariat. Delegates should take note that the Working Paper is not a mandatory prerequisite to the Draft Resolution. Delegates wishing to introduce a Draft Resolution may do so directly without trying to first introduce the Draft Resolution as a Working Paper.

30. DRAFT RESOLUTIONS

A Draft Resolution may be introduced through the procedure underlined in Rule 31, once it has been signed by one-fifth of the number of members present (including Observers) and has received prior approval from the Chairs. This list should include both Sponsors and Signatories, each to be listed in alphabetical order. A Delegate counts as a Sponsor only if the Delegate has authored, or helped to write the Draft Resolution. The role of a Sponsor indicates support of the Draft Resolution and no more than four Delegates shall sponsor any Draft Resolution. A Delegate counts as a Signatory if the Delegate has agreed to sign the Draft Resolution. Signing a Draft Resolution need not indicate support of the Draft Resolution, and the Signatory has no further obligations. Note that Sponsors of a Resolution do count towards the total number of Signatories. Observers may both sign and sponsor Draft Resolutions. Draft Resolutions shall be written in the style determined at the discretion of the Chairs with regards to form, grammar and punctuations.

31. INTRODUCING A DRAFT RESOLUTION

Once a Draft Resolution has been accepted as predetermined above and has been made available to the Committee, a Delegate may propose a Motion to introduce the Draft Resolution. Number of required votes: ½ majority. The operative clauses of the Draft Resolution shall be read out loud. More than one Draft Resolution may be on the floor at anytime, but only one final Resolution may be passed per Agenda item. Once a Draft Resolution on the floor has been passed by the Committee, or all the Draft Resolutions have been put to a vote, the Committee will move to discuss the next Agenda item.

32. PANEL OF AUTHORS

After a Draft Resolution has been introduced, any of its Sponsors may call for a Panel of Authors to answer questions raised by the Committee with regards to the Draft Resolution. The granting of a Panel of Authors shall be decided at the discretion of the Chair. The decision of the Chair is not open to appeal. If granted, the Chair shall set a time limit of twenty minutes maximum during which members of the floor may ask short questions to the Sponsors for the sole purpose of clarifying the content or meaning of the Resolution. Both the time taken for questions and for answers count towards the time limit. Delegates should note that the Panel of Authors is not meant for the debate of principles, but is instead a forum for strict clarification of the details of a Draft Resolution. 21

33. AMENDMENTS

An Amendment is a proposal that simply adds to, deletes from or revises the operative clauses of a Draft Resolution. Delegates may amend any Draft Resolution which has been properly introduced. In order for Amendments to be considered, they should be submitted in writing to the Chairs for approval, along with the names of one-eighth of the Committee members present, as Signatories of the Amendment. Amendments shall have one Sponsor exactly, counting towards the required number of Signatories. The Chairs may, at their discretion, approve the Amendment for transmission amongst the Delegates. Provided that an Amendment has

received approval from the Chairs, it may be formally introduced by a Signatory when the floor is open. Amendments to an Amendment currently under debate are out of order; although part of a Draft Resolution which has previously been successfully amended may be further amended through a separate amendment. Amendments may not affect preambulatory clauses.

34. INTRODUCING AN AMENDMENT

Once an Amendment has been approved, one of its Signatories may raise a Motion to introduce the Amendment as per Rule 13. After the Motion is entertained by the Chair, the Delegate shall read out the Amendment. The Motion to introduce the amendment is put to vote. Number of required votes: $\frac{1}{2}$ majority. Delegates should note that the vote on the Motion to Introduce the Amendment to the floor is separate from the vote on whether to incorporate the Amendment to the Draft Resolution. Merely voting in favour of introducing the Amendment to the floor does not mean support for the Amendment itself. The Chair shall then form a Speakers' list, with Speakers both for and against the Amendment so as there is an equal number of speakers on both sides. This Speakers' list cannot have more than six Delegates (i.e. a maximum of three Speakers for and three Speakers against). The maximum time-limit for these speeches is determined by the Chair. Once the Speakers' list has elapsed on both sides, any Delegate may raise a Motion to extend the number of speakers by up to three for and against the Motion. The Chair shall rule on this Motion without a vote. Once all the speeches on an amendment are over, the Committee shall vote on making the Amendment part of the Draft Resolution. Number of required votes: $\frac{1}{2}$ majority. If an Amendment fails, it cannot be re-introduced on an identical clause(s).

35. FRIENDLY AMENDMENTS

If an Amendment is signed by all the sponsors of a Draft Resolution and once it has been approved by the Chair, it may be introduced as a Friendly Amendment at the discretion of the Chair. Friendly Amendments do not require a vote to be introduced to the floor nor to the Draft Resolution.

VIII. RULES GOVERNING VOTING

36. DEFINITION OF MAJORITY

A simple majority is defined as more votes in favour than against. A tie is taken as a failure. A two-thirds majority requires at least twice as many votes for as against.

37. PROCEDURAL VOTING

Before any Motion can be considered by the Committee, the Chair will call for "Seconds" and "Objections". If no Seconds are heard, the Motion will not be considered. If no Objections are heard, the Motion will be automatically adopted. If there are both Seconds and Objections, the Motion will be voted on by the Committee. All states must vote either in favour or opposed on procedural matters such as setting the speaking time and closing debate. Delegates may vote by raising their placards. Delegates must vote for or against in procedural votes; abstentions are not in order.

38. SUBSTANTIVE VOTING, ROLL CALL VOTE

A substantive vote is taken only on passing a Draft Resolution: it corresponds to the final vote on the topic which has been on the floor. A substantive vote can only be processed through a Roll Call vote.

Before moving into a Roll Call vote, a Motion for Closure of Debate must be introduced and approved by the Committee as stipulated in article 18. A Delegate may then Motion for a Roll Call vote. The Chair will proceed to call on Member States in alphabetical order thereafter. In a substantive vote, members may vote by stating "Yes", "No", "No with Rights", "Pass" or "Abstain"; members who stated they were 'present and voting' cannot abstain, as stipulated in Rule 10. Observers may not vote, in accordance with Rule 5.

Any representatives replying "Pass" must, during the second and final round of voting, respond with either "Yes" or "No" and may not pass again or abstain from voting.

Any representatives replying 'No with rights' can after the second round of voting briefly explain their vote against the proposal. The speaking time cannot exceed thirty seconds.

After the Chair has announced the beginning of voting, no Delegate can interrupt the voting except on a Point of Personal Privilege or a Point of Order relating to the conduct of voting. Delegates may not enter or leave the room while voting is taking place.

39. REORDERING THE VOTE ON DRAFT RESOLUTIONS

If two or more Draft Resolutions are on the floor, they will be voted on in the order in which they were submitted unless a Motion to reorder the vote is passed. A Motion to reorder the proposal may be in order immediately after Closure of Debate, but prior to entering voting procedure. Such a motion must specify a desired order. Once such a Motion has been proposed, the Chairs will accept alternative proposals for ordering. This Motion takes precedence over a Motion to Divide the Question on a Resolution. Proposals will be voted on in the order in which they were received. Number of required votes: $\frac{1}{2}$ majority. Once a proposal has been passed, all others are discarded and resolutions will be voted on in that order.

40. DIVISION OF THE QUESTION

After debate on any Resolution has been closed, a Delegate may move for the operative clauses of the Draft Resolution to be voted on separately. This should be raised after debate has been closed but before substantive voting has started. Division of the question may not separate preambulatory clauses and operative clauses. If there are multiple Motions for different divisions, those

shall be voted on in an order to be set by the Chair where the most radical division will be voted on first. The most radical division is considered to be the one that separates the Draft Resolution into the largest number of divisions. A Motion to Divide the Question is a procedural matter. Number of required votes: $\frac{1}{2}$ majority. If the Motion passes, the Resolution will be divided accordingly. Parts of the Resolution that are subsequently passed will be carried into the separated final votes on the proposal. If all of the operative parts of a Resolution are rejected, the proposal will be considered to have been rejected as a whole.

41. VOTING IN THE SECURITY COUNCIL

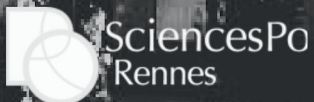
General procedural rules for voting apply. Each Member State has one vote. Decisions of the Security Council on procedural matters shall be made by a simple majority of nine members. Decisions of the Security Council on substantive matters shall be made by a simple majority of nine members including the concurring votes of all permanent members. Veto is held by the five permanent Members of the Security Council: The People's Republic of China, the French Republic, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland and the United States of America. Veto applies only to substantive matters, there is no veto during procedural matters.

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