

## Rules of Procedure(RoP)

### § 1 General

- (1) The Rules of Procedure apply to all official activities at KarlMUN 2017 and are binding for all committees and participants during the conference.
- (2) This conference contains the Secretariat, the Security Council, the Human Rights Council (Menschenrechtsrat) and the Light of the East including the ASEAN Regional Forum, the Trilateral Dialogue and the ASEAN Political Security-Community Council.
- (3) English is the official working language at KarlMUN. An exception is the Human Rights Council (Menschenrechtsrat). The official working language of the Human Rights Council (Menschenrechtsrat) is German (Deutsch).
- (4) The behaviour of all involved parties must comply with the dignity of their office at any time.
- (5) All involved parties must be addressed in accordance with the dignity of their office.

### § 2 The Secretariat

- (1) The Secretariat is the main administration of the conference.
- (2) The Secretary General is the head of the Secretariat.
- (3) The Secretary General shares the highest authority regarding all matters of the conference.
- (4) The Secretary General can give a speech in any council at any time.
- (5) The Secretary General should designate a member of the Secretariat as their deputy.
- (6) The Secretariat can send experts as guest speakers into committees.
- (7) The Secretariat should review and approve all working papers which are intended to be introduced to the floor as draft resolutions.
- (8) The Secretariat can declare formulations in working papers and draft resolutions as not acceptable under certain reasons, which should be stated clearly.
- (9) Part of the Secretariat's service is to check facts.
- (10) Delegates can send research requests in written form regarding content-related questions to the scientific service of the Secretariat.
- (11) The scientific service can leave research requests by delegates unanswered, without explanation. Usually, the scientific service will state reasons for a refusal.

### § 3 The Dais

- (1) The Dais runs sessions of all committees.
- (2) The Dais grants the right to speak.
- (3) The Dais can comment on the Rules of Procedure, foundations of international law, functioning of the United Nations or latest events at any time.
- (4) In case of doubt, the Dais will decide on the interpretation of the Rules of Procedure.

### § 4 The Delegates

- (1) The delegates always address the Dais and should not speak to other delegates directly in formal session.
- (2) The delegates stand while speaking. The delegates only speak when they received the right to do so by the Dais.
- (3) Delegates must appear punctually to the beginning of formal sessions and especially after unmoderated caucuses. In case of delay the delegates shall pass a note with an explanation to the Dais. After communication with the Secretariat other options could also be adopted by the Dais.
- (4) The Dais can issue a reprimand against delegates, who disturb the order of the session. A reprimand cannot be contested.

- (5) A second reprimand against a delegate leads to a temporary suspension from the session. In that case, the delegate must justify their behaviour to the Secretariat.
- (6) The use of electronic devices during formal sessions is prohibited and may lead to a reprimand. After communication with the Secretariat other options could also be adopted by the Dais.

#### § 5 Formal debate

##### (1) Attendance

- I At the beginning of every session a role call must be conducted.
- II Delegates who run late will be added to the attendance list after acting in accordance to § 4 (3).
- III Delegates, who leave the session permanently, must inform the Dais.

##### (2) Setting the Agenda

- I The Dais determines a preliminary agenda before the start of the first session.

##### (3) Procedures of Sessions

- I In case that there are no points or motions, the Dais opens the first session with the General Speaker's List on the current topic.
- II During the formal debate delegates can submit working papers to the Dais. The Secretariat should review them according to § 2 (7).
- III After approval by the Secretariat, delegates may sign the approved working paper.
- IV Signatories of a working paper must sign the working paper. By signing the working paper, they are in favour of discussing the working paper on the floor.
- V Sponsors must sign the working paper and underline their signature. They are the principal authors of the document and agree with its substance. Only Sponsors can approve friendly amendments. The delegation submitting the working paper is automatically a sponsor. More than one delegation can be sponsor of one working paper.
- VI Changes on submitted working papers are not possible.
- VII Working papers will be introduced after a motion to present draft resolutions has passed. After this motion, the three working papers with the most signatures will automatically be recognized as draft resolutions. In case of a tie, an unmoderated caucus must take place, in which the committee brings out a decision by themselves. The sponsors must present the whole draft resolution to the committee and may deliver a speech to explain their position. The sponsors may pass their right of presentation to another delegate. After the presentation of all three draft resolutions, the General debate continues.
- VIII After this motion to present draft resolutions successfully passed, the submission of working papers (§5 (3) II) is no longer in order.

##### (4) Debate on a Draft Resolution

- I If a motion to introduce a draft resolution passes, the signatories have an adequate amount of time to present their draft resolution briefly. The amount of time is to be set by the Dais.
- II This is followed by a debate on the draft resolution. During that debate, a motion for a moderated caucus or a motion to introduce a draft resolution is not in order.
- III Within the debate on the draft resolution, amendments should be submitted to the Dais in written form.
- IV If there are no amendments or motions left on the floor, the committee directly proceeds into voting procedure on the draft resolution to vote on the adoption as a resolution.

There is only one vote on the resolution as a whole. To adopt a resolution a qualified majority is required. The vote is substantive.

V When a draft resolution has been rejected the submission of working papers is in order again.

(5) Amendments

I Friendly amendments may be passed without a voting procedure. They shall be approved by the sponsor (§5 (3) V).

II Unfriendly amendments must be introduced to the floor with a motion (§9 (10) IV).

III If a motion to introduce an unfriendly amendment passes, the submitter has an adequate amount of time to present their amendment briefly. The amount of time is to be set by the Dais.

IV This is followed by a moderated caucus on the amendments with a maximum length of 10 minutes.

V This is followed by a substantive vote (§11 (7)).

VI If the voting is successful the changes are included in the draft resolution directly.

§ 6 Formal Speeches

(1) During the general debate or within a moderated caucus, delegates can give speeches on the current topic.

(2) Any present delegates, who wish to give a speech, shall raise their placard. The Dais will add them to the speakers list.

(3) The Dais determines a limited speaking time.

(4) If the delegate finishes their speech before the time limit, they may yield the floor back to the Dais.

(5) Present delegates can ask questions or give short statements, if the speaker allows questions and short statements. The speaker and the Dais can set a limit for questions and short statements.

(6) Present delegates raise their placard and one hand, if they want to ask a question or give a short statement. The Dais runs a separate list for that.

(7) The speaking time for questions and short statements is limited and will be set by the Dais. In any case, it must not exceed thirty seconds.

(8) Questions must be clearly formulated as questions and may only include one question.

(9) If there is a question the speaker himself may answer with a short statement. Asking a second time is not in order.

(10) The Dais can withdraw the right to speak, if the speech misses the point of the current topic, or if the question or short statement does not fit to the speech or if the question is not formulated as a question.

(11) The general debate usually ends, when the speakers list expires.

§ 7 Unmoderated caucus

(1) A successful motion for an unmoderated caucus is followed by an open debate (§9 (10) III).

(2) In an open debate delegates can leave their seat and the room and can freely speak to other delegates and the Dais.

(3) The time of an unmoderated caucus is always limited and delegates must be back on their seats before the unmoderated caucus ends to start the formal session on time.

§ 8 Moderated Caucus

(1) A moderated caucus follows a successful motion for a moderated caucus (§9 (10) XII) or the presentation of an unfriendly amendment.

- (2) In a moderated caucus the delegates give speeches on the floor. Questions and short statements are in order during a moderated caucus.
- (3) The length of a moderated caucus is limited (§9 (10) XII; §5 (5) IV).

#### § 9 Points and Motions

- (1) Delegates rise with both hands on their placard, when they want to make a motion. If they want to make a point, they rise with one hand on their placard and one raised hand.
- (2) After the Dais gives the floor to the delegate, the delegate states the type of their motion. The Dais can ask for further explanation. Content-related input to the debate is not permitted.
- (3) Motions are directed to the Dais orally, after the delegate received the right to speak.
- (4) There is no debate or caucus on motions.
- (5) After the Dais has recognized all points and motions on the floor, the points or motions will be sorted and dealt by precedence (§9 (6)). In case the Dais does not decide upon the motion, it shall be deemed accepted, if the Dais does not hear any objections from other delegates. If the Dais recognizes any objections, a procedural voting (§11 (6)) follows. In case a pro and con speaker is permitted, the speeches follow directly on the objections and before the voting. The Dais decides on the speakers.
- (6) The precedence of points and motions is set in accordance with their mention in §9 (7), (8) and (10). The first mentioned point takes precedence over all other points and motions. If there are two equal motions on the floor the most extensive motion will be dealt with first.
- (7) The following points can be made by delegates and will be handled immediately, if a direct change of the situation hinders the delegate to participate appropriately in the session. If that is not the case, the delegate may wait until the end of a speech or the voting procedure:
  - I Point of personal privilege, a delegate can address personal discomfort that hinders their ability to participate in the committee.
  - II Right of reply, if a delegate feels their personal or their state's integrity infringed, the delegate must quote the infringing statement. The Dais' decision on this point is unimpeachable.
- (8) The following points can be made by delegates and will be handled after a present speech – if there is no voting procedure in progress:
  - I Point of information, if a delegate has a substantive question during formal debate.
  - II Point of parliamentary enquiry, if a delegate has a question regarding the procedure or the Rules of Procedure.
  - III Point of order, if a delegate believes that there was a mistake regarding the Rules of Procedure.
- (9) The Dais decides upon points. There is no vote on any points.
- (10) The following motions regarding the agenda can be raised by delegates:
  - I Motion for a roll call vote, if the result of a previous voting was not clear – the Dais decides upon this motion.
  - II Motion to appeal the Dais' decision – the Dais must explain their decision before the voting. The motion requires a 2/3<sup>rd</sup> majority.
  - III Motion for an unmoderated caucus – the length of which must be stated by the delegate.
  - IV Motion to adopt the agenda - this motion must be raised before the debate on a topic starts. The delegate must state a new order for the topics. A pro and con speaker is permitted.
  - V Motion to add an item to the agenda – this motion adds a new topic on the agenda. The new topic is to be set on the agenda immediately after the current topic. This motion is

not in order in the Human Rights Council (Menschenrechtsrat). Two pro and con speakers are permitted. The motion requires a 2/3<sup>rd</sup> majority.

- VI Motion to end the current debate – the current debate or moderated caucus ends immediately and the committee proceeds with the voting procedure or the superior debate.
- VII Motion to adjourn the debate - the debate on the current topic ends immediately and the committee proceeds with the next topic on the agenda. A pro and con speaker is permitted. The motion requires a 2/3<sup>rd</sup> majority.
- VIII Motion to return to the general speaker’s list - if this motion is accepted all draft resolutions expire and the General Speaker’s List will be reopened. Working papers must be introduced again to be recognized. The motion requires a 2/3<sup>rd</sup> majority.
- IX Motion for immediate vote on the draft resolution as a whole – the motion is directly followed by the vote to adopt the draft resolution as resolution. This motion is only in order during the debate on a resolution draft. A pro and con speaker is permitted. The motion requires a 2/3<sup>rd</sup> majority.
- X Motion to present the draft resolutions – this motion is followed by the presentation of the 3 draft resolutions with the most signatories. Only after the presentation working papers can formally be introduced to the floor as draft resolutions. 2 pro and 2 con speakers are permitted. The motion requires a 2/3<sup>rd</sup> majority.
- XI Motion to introduce a draft resolution - the draft resolution must be available to all delegates before the voting on this motion takes place.
- XII Motion to introduce an unfriendly amendment - this motion is only in order when the amendment was handed in to the Dais before, the length of the moderated caucus must be stated by the delegate, a maximum of 10 minutes applies. A pro and con speaker is permitted.
- XIII Motion for a moderated caucus - the topic and the length of the moderated caucus must be stated by the delegate. During a moderated caucus questions and short statements are in order.
- XIV Motion for closure or reopening of the speakers list - the motion can either refer to the speakers list itself or the list for questions and short statements.
- XV Motion to adjust the speaking time - the motion can refer to speeches or to questions and short statements (30 seconds maximum).
- XVI Motion to invite a representative or guest speaker - the speech must relate to the current topic. The motion requires a qualified majority. The Secretariat finally decides on the adoption of this motion.

(11) All voting procedures on motions are procedural and require a qualified majority (§11 (4), (6)) if not stated differently in the Rules of Procedure.

(12) The length of pro and con speeches is limited to a maximum of 30 seconds.

#### § 10 Objections

- (1) Every delegate can raise an objection after a motion or an amendment is introduced. To do this, the delegate must stand up and shout “objection” loud and clearly.
- (2) The mention of an objection questions the committee’s consensus on the current decision.

#### § 11 Voting Rights

- (1) Every present delegation has one vote in the committee.
- (2) If not stated differently, a simple majority is required to pass a decision.
- (3) A simple majority requires more votes in favour than votes against.

- (4) A qualified majority requires more than 50% of the currently present delegates to vote in favour.
- (5) A 2/3<sup>rd</sup> majority requires exactly or more than 2/3<sup>rd</sup> of the currently present delegates to vote in favour.
- (6) In a procedural voting delegates cannot abstain. The Dais must count as many votes in favour and against as there are delegates currently present in the committee.
- (7) In a substantive voting delegates can vote in favour, against or abstain.

#### § 12 Security Council

- (1) The Security Council shall consist of fifteen Members of the United Nations. There are five permanent (P5) member states in the Security Council: The People's Republic of China, France, Russian Federation, United Kingdom of Great Britain and Northern Ireland, United States of America.
- (2) A quorum shall be made up of two-thirds of the Security Council. The Council may neither begin with the conduct of business nor vote on any substantive matter without a quorum present.
- (3) In case of unpredictable happenings that need to be addressed by the Security Council the Secretariat or the Dais may set the Agenda.
- (4) Voting
  - I Votes on procedural matters require a qualified majority (§9 (11)).
  - II Votes on substantive matters require a majority of 9 in favour. The permanent members have the right to veto any substantive matter. Only a vote against the substantive matter counts as a veto. The delegate of the concerned state may give a speech to motivate the veto.
- (5) If the Security Council is unable to reach consensus, it is possible for the committee to release a Presidential Statement. A Presidential Statement is phrased like a resolution, but it is not legally binding and still requires consensus.

#### § 13 The Light of the East

##### (1) Setting

- I The Light of the East shall consist of the ASEAN Regional Forum (ARF), the ASEAN Political-Security Community Council (APSCC), the ASEAN Regional Forum Contact Group (ARF CG) and the Trilateral Dialogue (TD).
- II One delegate of each member state is assigned to the ARF. A delegation has just one vote (§11 (1)).
- III One delegate of each ASEAN member state is assigned to the APSCC.
- IV One delegate of every other member state in the ARF is assigned to the ARF CG. In addition, one "Representative of ASEAN nations" is assigned to the ARF CG.
- V The members of the TD have the possibility to arrange terms and communicate in form of the TD. The TD is not allowed to adopt resolutions.
- VI Papers that pass the ASEAN APSCC or the ARF CG are called adopted resolution drafts.
- VII Adopted resolution drafts of the APSCC shall be presented in the ARF by one delegate of the APSCC. Adopted resolution drafts of the ARF Contact Group shall be presented in the ARF by the Representative of ASEAN nations.
- VIII The procedure of working on adopted resolution drafts only includes a debate on the adopted resolution drafts in the ARF. The procedure follows the debate on a draft resolution (§5 (4)).

- IX Delegates of the ARF may introduce friendly and unfriendly amendments to an adopted resolution draft as soon as the debate on the adopted resolution draft starts. The amount of amendments is limited to five. The delegations that were sponsors in the APSCC or the ARF Contact Group are automatically sponsors in the ARF.
- X Adopted resolution drafts that get adopted in the ARF are called resolutions henceforward. The adoption requires a qualified majority plus all ASEAN member states voting in favor. Voting is substantive.

(2) Statement of the Session

- I Approaching the end of the sessions the Light of the East will hold off a General Assembly of the ARF in which all delegates come together. Every delegation still has one vote in the ARF.
- II The ARF will adopt a Statement of the Session. The resolutions will be consolidated in this Statement of the Session, which will be voted on at the end of the session. The adoption requires a qualified majority plus all ASEAN member states voting in favor. Voting is substantive.
- III The submitters of the resolutions may agree on one preamble for the Statement of the Session in the ARF, which will be voted on, too. The adoption requires a qualified majority. Voting is substantive.