

GENERAL RULES OF PROCEDURE

GENERAL DISPOSITIONS

Rule 1 - Scope

These rules shall apply to all college committees simulated at FACAMP Model United Nations (FAMUN), except for committees with special rules of procedure, which take precedence over these. These general rules of procedure shall be considered adopted in advance of the sessions and no other rules of procedure will be applicable.

Rule 2 - Language

The official language of college committees is English, except for committees with special rules of procedure, which take precedence over these. Delegates will not be allowed to address the President of the session, the Secretariat or other delegates in a language different from the official one.

Rule 3 - Delegations

Each delegation will be represented by one or two delegates in each committee that he/she is part of, according to the number established by the Organization Commission of FAMUN in advance of the conference. Delegates allocated to a committee will remain in that same committee during the entire conference.

Rule 4 - Credentials

The names of all members of a delegation shall be submitted to the Organization Commission of FAMUN prior to the beginning of the conference. All delegations must have proper credentials to participate in the conference.

Delegates are all presumed to possess the necessary diplomatic authority to discuss and vote the main issues being dealt with by the committees. The instructions and powers given to all delegates do not allow them to declare war, sign or denounce treaties, impose sanctions or perform any action that is not strictly within the purview of the committee, unless so determined by the President of the session.

Rule 5 - General duties of delegates

Delegates have the duties of respecting the decisions of the President of the session, obtaining the floor before speaking, safeguarding their country's interests, acting accordingly to their country's foreign policy and acting with diplomatic decorum at all times.

Rule 6 - General rules of the Secretariat

The Secretary-General is the highest-ranking member of the Secretariat and may designate any other member of the organization to act in his place during the conference. Along with the other secretaries, he/she shall direct all the work of the conference. The Secretary-General or any other member of the Secretariat designated as his representative may at any time address either oral or written statements about any matter under consideration by any committee.

The decisions of the Organization Commission of FAMUN are final and not subject to appeal.

Rule 7 - General duties of the Chair

The Chair will be composed by the Bureau (with a President and a Rapporteur) and by it (its) secretary (secretaries).

7.1 Duties of the President

The duties of the President are, in addition to exercising the powers conferred upon him/her elsewhere by these rules: (a) declare the opening and closing of each session of the committee, (b) conduct the debate observing the due respect to the rules of procedure, (c) guarantee the right to speak to all delegates, (d) answers questions and announce decisions,

(e) decide upon points of order, (f) maintain the order during all sessions, (g) announce the suspension of session to the committee, and (h) announce the adjournment of debate to the committee. Besides, the President shall, whenever considered necessary, stipulate the time limit for speakers, limit the amount of interventions of each delegate and close the general speakers' list.

Whenever the President is not present or available, he/she will be able to indicate any other member of the Chair to take over his/her duties.

7.2 *Duties of the Rapporteur*

The duties of the Rapporteur are, in addition to exercising the powers conferred upon him/her elsewhere by these rules: (a) record all activity of the committee, (b) prepare a final report that expresses the negotiation process and the final decision of the committee, (c) maintain the confidentiality of information collected in private meetings, and (d) record the votes if requested by any representative.

7.3 *Duties of secretaries*

The duties of the secretaries are, in addition to exercising the powers conferred upon them elsewhere by these rules: (a) receive, translate, print and distribute all documents and reports written by the committee, (b) elaborate the speakers' list based on the interest of the representatives to speak, (c) guarantee the proper implementation of the rules of procedure, and (d) answer the notes sent by the representatives.

Rule 8 - Decisions of the Chair

The decisions of the Chair of the committee are final and not subject to appeal. The members of the Chair are empowered to substitute and interpret the rules as they see fit in order to guarantee the fruitful development of the committee's works.

Rule 9 - Plagiarism

Plagiarism is understood within the scope of the rules as the unacknowledged use of another individual's words or ideas. When writing or making a speech during all their participation in the conference, delegates are not allowed to use fragments of already existing documents without referencing to them properly. A participant caught plagiarizing any document will be dealt with accordingly. Punishment may entail disqualification for awards, denied speaking rights and/or voting, and/or possible expulsion from the conference. Applicable legal measures will be taken at the discretion of the Organization Commission of FAMUN.

GENERAL RULES OF PROCEDURE OF THE COMMITTEE'S SESSIONS

The general rules of procedure of the committee's sessions follow the UN4MUN approach, developed by the United Nations Department of Public Information (DPI). These rules are adapted accordingly to the general rules of procedure elaborated by the *World Federation United Nations Associations International Model United Nations* (WIMUN).

General issues

Rule 10 - Quorum

The President may declare a session open and permit debate to proceed when at least one fourth (rounded up) of the registered delegates are present. The presence of a simple majority of the registered delegates shall be required for any decision to be taken.

The President shall proceed with a Roll Call at the beginning of each session in order to recognize the presence of delegates. The President shall inform delegates of the quorum whenever requested.

Rule 11 - Conduction of business

At the beginning of the first session, the President shall introduce to the committee the conduction of business related to the division of time between formal and informal sessions.

Rule 12 - Agenda

The President shall present the agenda of each committee before the beginning of the formal session.

Delegates are encouraged to develop an informal agenda in order to facilitate the flow of the debate.

Rule 13 - Speeches

No representative may address the committee without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they express their desire to speak. The President shall stipulate the limit of speech time previously. When the delegate has ten seconds of speaking time left, the President will knock the gavel once. When the allotted time expired, the President will knock the gavel twice and call the delegate to order.

13.1 There is not yielding of time.

13.2 There is no right of reply. Real or perceived offenses, or untruths, shall be dealt within the normal course of the debate.

Rule 14 - Point of order

During the discussion of any matter, the only point that will be accepted is the point of order. A delegate may raise a point of order if he/she believes that the President is not properly following the rules of procedure. This point does not interrupt a speech: the President will rule the point in or out of order as it sees fit.

When raising a point of order, the representative shall not make a statement regarding the items under discussion in the committee.

During many moments of the conference, the President deliberately makes few rule deviations on behalf of the dynamics of the debate. In such cases, the

delegates are not encouraged to raise points of order, whose confrontational aspect can create a negative environment for the committee.

14.1 Another use of the point of order is to introduce motions or request consultations and group coordinations. When the President asks the committee if there is a point of order, the delegate shall raise his/her placard and, after being recognized, indicate that his/her point of order is a motion.

Procedures related to the flow of debate

Rule 15 - Flow of debate

The committee sessions are held in public unless its representatives decide that exceptional circumstances require the meeting to be held in private. All decisions taken at private meetings shall be announced at the first committee's public meeting available.

Rule 16 - Formal sessions

The formal session is the first committee session and its main goal is to present the perspectives of the Secretariat and of the delegates about the items under discussion. For that, the formal sessions are divided in two moments: the interactive dialogue and the formal debate. These sessions are held in public.

16.1 *Interactive dialogue*

In this moment, the Secretary-General, or a member of the Secretariat designated by him/her as his/her representative, who has a direct interest in the item under discussion in a committee (for example: the representative of the United Nations Department of Political Affairs), will be invited to make a statement to the committee. In this statement, the guest will present to delegates the main points of the General Report of the committee (Study Guide B). Such statement shall have its time limit settled by the special rules of procedure of each committee. At the end of the statement, the President may accept questions directed to the representative invited.

16.2 *Formal debate*

At the end of the interactive dialogue, the formal debate will begin with a general speakers' list. The time limit will be defined by the special rules of procedure of each committee. The order of speeches will be established during the interactive dialogue, when delegates must indicate to the secretary, through written notes, their desire to speak in the next phase. The speeches will be ordered in a first come, first served basis. The general speakers' list is closed and the speeches cannot be interrupted.

Rule 17 - Informal consultations

The informal consultations are held in private and are divided between formal-informal and informal-informal consultations.

17.1 *Formal-informal consultations*

During formal-informal consultations, the President of the committee will conduct the debate and the delegates may indicate their desire to speak by raising their placards. The speech time will be defined by the special rules of procedure of each committee.

17.2 *Informal-informal consultations*

During informal-informal consultations, moderation is suspended and delegates can discuss freely in the time previously set by the committee schedule. These sessions will have two phases:

17.2.1 *Consultations*

In the periods established for consultations, the moderation of the debate is suspended and all delegates of the committee can discuss freely the items under discussion, aiming at advancing the negotiations.

Besides, the elaboration of the final document starts during consultations: it is expected that delegates submit versions to possible paragraphs that will compose the final document. The procedures are discriminated under the rule 17.4, concerning the revision of proposals.

17.2.2 *Group coordination*

In the periods corresponding to the group coordination, delegates will be separated into negotiation groups and shall define their strategy of negotiation with the other groups and members of the committee, setting priorities and points that may be conceded. The negotiation groups will be indicated in the special rules of procedure of each committee.

17.3 Introduction of proposals (drafts)

Draft documents shall be submitted in writing to the Secretary of the committee, who shall circulate copies to all delegates. As general rule, no proposal shall be discussed or put to a vote before copies of it have been circulated to all delegates, who must have the proper time to read them.

17.3.1 The delegate who started elaborating the draft document is considered its sponsor and, therefore, the main responsible for the document. Throughout negotiations, other delegates may choose to become co-sponsors of the draft document. If a sponsor decides to withdrawal the draft document, but a co-sponsor wants it to be discussed, then the draft remains open to the committee's appreciation and can be put to a vote.

17.3.2 There are no working papers. The delegate's proposals shall be presented in different sessions and negotiated during the informal-informal sessions.

17.4 Revision of proposals (drafts)

The sponsor and the co-sponsors are considered the "owners" of the draft documents. This means that any modification in the draft shall be made or approved by them. In informal consultations, in case a non-sponsor wants

to suggest a change in the draft, he/she may do so through the “revision of proposals”. The non-sponsors may suggest additions, exclusions or modifications to part of or to the entire paragraph. After discussions in group coordination and consultations, the suggestions shall be submitted in writing form to the Secretary of the committee. The proposals will be organized by the Secretary in the order that they were submitted and will be presented to the committee in a paragraph-by-paragraph compilation. Then, delegates will proceed to a line-by-line revision of the document. This procedure will happen in a formal-informal session that will be informed by the President.

Procedures related to the action phase

Rule 18 - Draft presentation

At the end of informal consultations, once delegates have taken a decision about the draft document, it shall be formally submitted to the Secretary, and its sponsor shall indicate if the document will be put to a vote or approved by consensus.

18.1 The draft document may be withdraw, as long as it has not been amended.

Rule 19 - Action phase

After the debate on a particular item of the agenda, the committee must advance to the consideration of the draft document(s) elaborated during the negotiation phases. The adoption of a final document is in fact the last part of a more lengthy process, called action phase. The action phase is a public session that incorporates the introduction of the draft to the Secretary and the process of taking action, or decision, by the committee.

The decision taking shall happen by consensus or by voting, when the motions for adjournment of debate and closure of debate may be applied.

Rule 20 - Motion for adjournment of debate

The adjournment of debate delays the consideration and the action upon the item under discussion, preventing that the committee takes any decision on that item.

After a delegate requires the adjournment of debate on the item under discussion, two representatives must speak in favor and two against the motion. After this procedure, the motion must be put to a vote immediately. A simple majority approves the motion.

20.1 *No-action Motion*

When consensus is not reached, non-sponsors are free to introduce or reintroduce amendments that were not accepted by the sponsors during informal consultations. In this moment, the sponsors may prevent that these amendments are presented through a motion for adjournment of debate (also known as no-action motion).

If the motion is approved, amendments and division of the document are not allowed, and the document is immediately put to a vote. If the motion fails, amendments may be introduced and voted on.

Rule 21 - Motion for closure of debate

A representative may at any time request the closure of debate on an item under discussion. The closure of debate, if approved, puts the document to a vote automatically. If there is not consensus, the President shall listen two representatives against the closure of debate and, after it, the motion must be put to a vote. A simple majority is required for the approval of the motion.

Rule 22 - Motion for the suspension of the session

The suspension of the session can be requested by a representative or indicated by the President. The motion suspends the session and delays the debate until the beginning of the next session. In this case, it is not necessary to consider representatives in favor or against the motion; it is immediately put to a vote and approved by simple majority.

Rule 23 - Order of precedence of the motions

The motions indicated previously follow the following order of precedence:

23.1 *Suspension of the session;*

23.2 *Adjournment of debate/No-action Motion;*

23.3 *Closure of debate.*

Voting

Rule 24 - Voting of draft document

When more than one draft document is submitted to the Secretary, then the committee shall consider the order in which they were received to guide the voting process. This means that the first draft submitted will be the first one to be voted.

It is assumed that all draft documents submitted to the Secretary are approved by consensus, that meaning they are not put to a vote. However, in cases when consensus is not an option, the representatives must signalize to the President, in the session and on the time indicated by him/her, that the voting procedure will be necessary. In these cases, a simple majority shall approve the document.

24.1 In these rules, a “simple majority” will be understood as one half of the possible votes plus one, rounded down, and “two-thirds majority” shall consist of two thirds of the possible votes, rounded up. For example, a simple majority of 5 is 3, and the two-third majority of 10 is 7. Whenever the expression “qualified majority” appears, delegates must check its exact meaning in a committee on its special rules of procedure. Tied votes always fail.

Rule 25 - Voting on Amendments

Amendments are any addition, exclusion or revision of an original paragraph of the draft document. In case the document is put to a vote, the action phase will begin with a consultation in order to write amendments. All proposals must be submitted to the Secretary, presented by the President and voted before being incorporated in the draft document.

In the cases when more than one amendment is presented to the same paragraph, the committee shall initiate the voting process with the first amendment received and shall continue until the last amendment is put to a vote. However, if the adoption of an amendment implies, necessarily, in the disregard of others due to

its content incompatibility, then the others will not be put to a vote. If one or more amendments are adopted during this procedure, then the amended draft document must be put to a vote in its new format.

A delegate may withdraw an amendment at any given time before it is voted. The final moment will be indicated by the Chair.

Rule 26 - Motion for division of draft documents

Any representative may request to vote separately parts of draft documents. The motion for division of draft and/or amendments may be used when there are divergences in the committee about specific parts of the draft document. With the division of the draft, the committee has the option of excluding parts of the document that prevents representatives reaching an agreement. When raising this motion, the delegate must highlight which parts he/she would like to be put to a vote separately.

If there is not consensus on the suggestion, the motion for division of draft documents can be accepted. The President shall ask if there are objections to the motion for division. If there are objections, the motion will be put to a vote and will be approved by a simple majority. Before voting the motion, the President must listen two delegates in favor and two against it.

In case the motion is approved, the draft document will be voted in different parts. The delegates will vote then in favor or against the maintenance of that part in the draft document and a simple majority is required to approve each part.

Rule 27 - Roll Call voting

Any representative may request a Roll Call to the voting of documents and amendments. The President automatically accepts the Roll Call voting and recognizes randomly a representative to begin the procedure. The voting follows the alphabetical order and the representatives have three options when voting: (a) yes (in favor), (b) no (against), and (c) abstention.

27.1 The option of "Rights" is not valid in this procedure.

Rule 28 - Justification of vote

The President may allow that non-sponsors of a draft document present an oral justification of their vote before or after voting. The speech limit is 45 seconds. The sponsors of a final document or amendment cannot justify their votes.

The justification before voting has generally the goal of requesting the inclusion as a co-sponsor of the document or expressing a last reservation regarding the draft that is being put to a vote. In case the delegate requests his/her inclusion as a co-sponsor, at the end of speeches and before the voting, the President shall announce the updated list of co-sponsors.

The justification after voting aims at highlighting the position of delegates that were not sponsors of the document. Delegates may express that they supported the document even without sponsoring it, or indicate that the document was the possible outcome, but not the desirable one.

ANNEX - VERBS TO FINAL DOCUMENTS

Preambular paragraphs

Acknowledging	Having adopted
Affirming	Having considered
Appreciating	Having noted
Approving	Having reviewed
Aware	Mindful
Bearing in mind	Noting
Believing	Noting with approval
Commending	Noting with concern
Concerned	Noting with satisfaction
Conscious	Observing
Considering	Realizing
Convinced	Recalling
Desiring	Recognizing
Emphasizing	Seeking
Expecting	Taking into consideration
Expressing	Underlining
Fully aware	Welcoming
Guided by	Whereas

Operative paragraphs

Accepts

Adopts

Agrees

Appeals

Approves

Authorizes

Calls upon

Commends

Considers

Decides

Declares

Determines

Directs

Emphasizes

Encourages

Endorses

Expresses appreciation

Expresses hope

Invites

Notes

Notes with approval

Notes with concern

Notes with satisfaction

Proclaims

Reaffirms

Recommends

Reminds

Repeals

Requests

Resolves

Suggests

Supports

Takes note

Urges