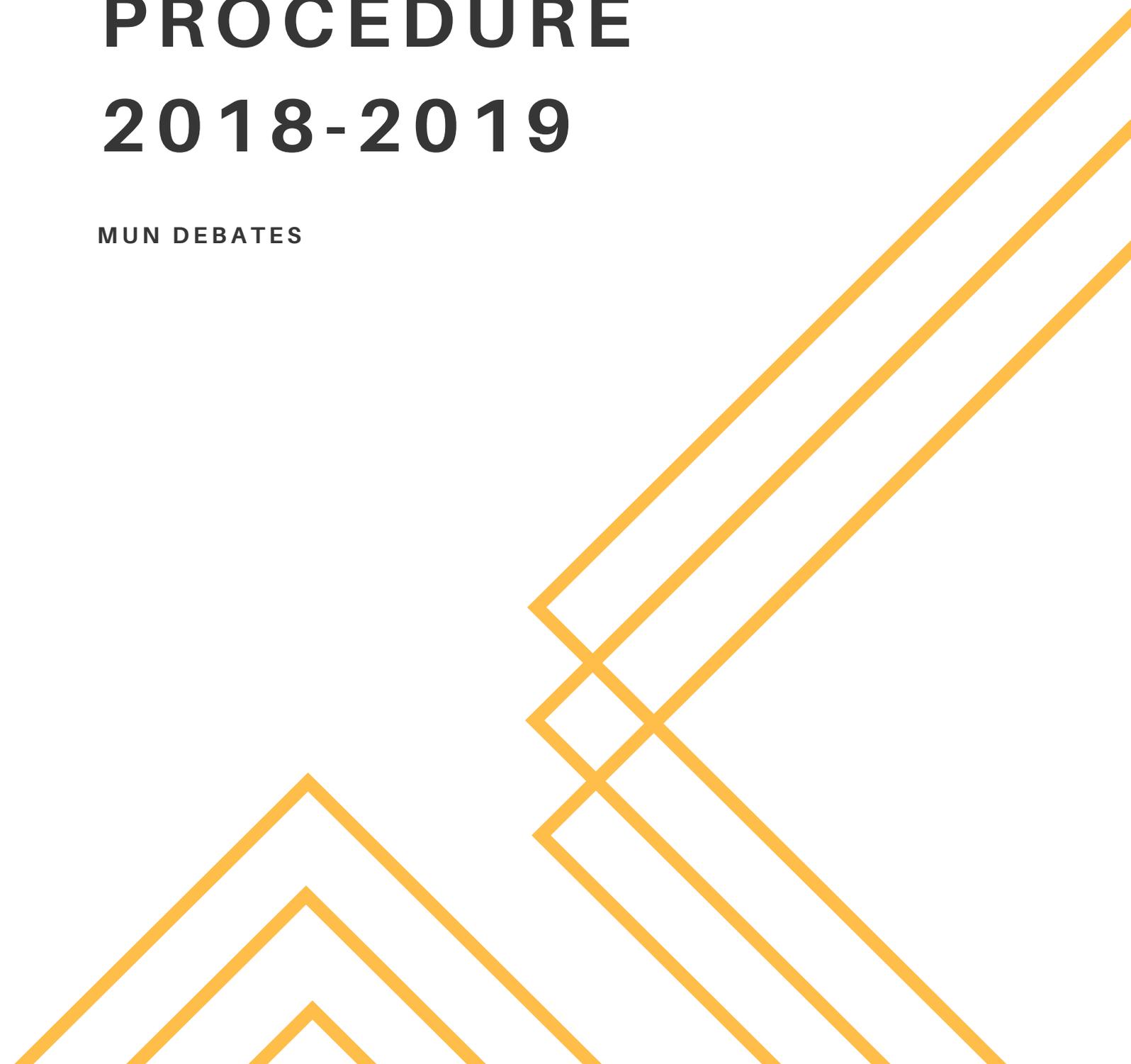




**LisboMUN
Association**

RULES OF PROCEDURE 2018-2019

MUN DEBATES





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Rule 1 - Scope of the Rules of Procedure

All Delegates and participants of the Model United Nations Debates (hereinafter “MUN Debates”) of the Lisbon Model United Nations Association will be under these Rules of Procedure, including the Committee Directorate and the Secretary General. No other Rules of Procedure are applicable during the MUN Debates.

Rule 2 – General Authority of the Secretary General

1. The Secretary General is responsible to balance the committee and may, at any time, make written or oral Statements to the Committee.
2. The Secretary General is responsible to interpret the Rules of Procedure and, in case of indecision, may ask for the Committee Directorate’s opinion.
3. If during the MUN Debates any type of matters are not specified by the Rules of Procedure, the Secretary General is allowed to create a rule according to the best solution to be adopted, considering his/her individual judgment and taking into account the particularities of the case.
4. The Secretary General has ultimate authority over all decisions and resolutions that may be approved during the MUN Debates and his/her decisions are final and can’t be subject to appeal.
5. The Secretary General may transfer his/her authority, prerogatives, and duties to other members of the Secretariat, according to the Rules of Procedure.

Rule 3 – General Authority of the Committee Directorate

1. In every session, the Committee Directorate will declare the opening and the closure of the Debate, in accordance with the Rules of Procedure.
2. The Committee Directorate will direct the discussions with impartiality, ensuring that consensus is achieved and making sure that Delegates introduce their argumentation with respect and moderation, observing the Rules of Procedure.
3. The Committee Directorate will receive, under his/ her consent and with accordance with the Rules of Procedure, the Draft Resolutions and Working Papers that are solicited during the Debate.
4. The Committee Directorate may rule motions in order or dilatory, according to the Rules of Procedure, if necessary.
5. The Chair may transfer duties to assistants to his/her discretion during the Debate.
6. If during the discussion the Chair is not in accordance with the Rules of Procedure, including the disrespect of any Delegate’s rights, the Secretary General is allowed to request the handover of his/her duties to a designated member of the Secretariat.

Rule 4 – Appeals

1. In case of necessity and regarding the Rules of Procedure, Delegates may appeal a decision of the Chair in a form of motion.



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2. This motion requires a second and the Chair is allowed to respond by an oral statement to the Committee in defence of the ruling. After this discussion, there will be a voting procedure and, if a two-thirds (2/3) majority is achieved, the Chair's decision will be overruled.
3. Decisions of the Secretary General and Secretariat are not subject to appeal once they are final.

Rule 5 – Languages of the MUN Debates and Courtesy

1. English will be the only language accepted during the Debate, unless otherwise specified by the Lisbon Model United Nations Association. No Delegation may address any forum or submit a document in a language other than English.
2. Order and respect are two fundamental principles that must guide all participants during the MUN Debates.
3. All Delegations have to respect the Rules of Procedure and treat other representations, the Committee Directorate, the Secretariat and other participants and staff with politeness and courtesy.
4. Delegates are not allowed to interrupt other Delegates' speech and all speeches must address to the Chair and never to other Delegates.
5. Delegates must show an accurate and formal speech and have to express the aspirations of the Member State represented with objectivity and clarity.
6. Delegates must present themselves in formal business attire in all sessions and lectures. If any of the Delegates wishes to wear the traditional attire of the country represented, he/she shall be granted permission prior to the event.
7. The rules outlined above are also applicable when the Secretary General and other professional staff are speaking.
8. The Chair will immediately call to order if any Delegate fails to comply with these rules. If necessary and as a final resort, the Secretary General may expel any Delegate that violates these rules.

Rule 6 – Representation

A member of the Committee is a representative who is officially registered with the MUN Debates. Each Member State will be represented by one Delegate and will have only one vote (as specified in Rule 24). Since information is crucial to have an accurate speech during the Debate, all electronic devices are permitted.

Rule 7 – Attendance and Quorum

1. Quorum denotes the minimum number of Delegates who need to be present in order to open the formal Debate.



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2. When at least one-third (1/3) of all the members of the Committee, as declared at the beginning of the first session, are present, quorum is met and the Chair declares the session of the Committee open to proceed with Debate.
3. In order to vote on any substantive motion, the Committee may establish the presence of a simple majority of members.
4. When the formal session or others at the discretion of the Chair are open, the Chair will proceed with Roll Call. Member States will be called in English in alphabetical order to state their attendance. Members States, unless otherwise specified, will choose to say either "Present" or "Present and Voting" when their country is called.
5. If a Member State declared themselves "Present and Voting" they must participate in all Resolutions and declare not to abstain in substantive votes, while "Present" allows to abstain in those kind of voting.

Rule 8 – Absences

1. If a Delegate is not present during Roll Call, he/she will be considered absent until a note is sent to the Chair.
2. A Delegate who is recognized but is not present when called upon gives his/her time to the Chair, and the Debate shall continue unchanged.

Rule 9 - Setting the Agenda

1. The Agenda decides the order in which the topics will be discussed during the Committee. This will be the first matter discussed in the session.
2. The motion to set the Agenda must be raised by a Delegate who has to declare the order of subjects that are going to be discussed. This motion requires a second.
3. Should there be only one topic to be discussed in the Agenda, in the case that the motion passes and is accepted by the Chair, the Debate will automatically begin.

Rule 10 – Debate and General Speakers' list

1. Setting the Agenda is followed by the opening of the General Speakers' list. When the Chair asks, Delegates may raise their placards in order to be included on the General Speakers' list.
2. If a Delegation is not currently in the General Speaker's List, Delegates may send a note to the Chair requesting to be included at any time during the session.
3. Once on the General Speakers' list, Delegations will be called to speak in the order they are listed.
4. Each Delegate will have maximum 90 seconds to speak, unless otherwise specified. However, if a Delegate does not wish to use the full time, he/she is allowed to yield the rest of the time to the Chair or to other Delegates at his/her discretion, according to Rule 16.



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5. During the discussion of the General Speakers' list, other motions can be raised once the Chair asks if there are any motions on the Floor. To discuss these specific topics (that include procedural, substantive motions or Amendments) a separate speaker's list is going to be established by the Chair, taking into account the Rules of Procedure. This speakers' list is not the same as the General Speaker's list.
6. Once the General Speaker's list is exhausted, the Debate will automatically close and the Committee will move into voting procedure.
7. Delegates cannot raise any type of motions once the General Speakers' list is exhausted and the Debate is close and moved into voting procedure.

Rule 11 – Moderated and Unmoderated Caucus

1. When the Director establishes that the Floor is open, Delegates may raise motions to enter Moderated or Unmoderated Caucuses.
2. Moderated and Unmoderated Caucuses facilitate discussion, especially if the General Speakers' list is long or if a Delegate wants to discuss a specific issue within the topic of the Agenda being discussed.
3. Moderated Caucuses are more formal Debates. When a Delegate raises a motion for a Moderated Caucus, he/she must state the purpose/issue, the duration of the Caucus and the time that each Delegate will have to speak. These motions require a second. To be approved, this motion need to have at least one-third (1/3) majority.
4. Once the time limit for the caucus has elapsed, Delegates may propose a motion to extend the previous caucus, in accordance with number 6 of this Rule.
5. If any Delegate wants to participate, he/she can raise his/her placard and be called on by the Chair (including the ones that are not part of the General's Speakers list).
6. The Moderated Caucus' global duration can never be longer than 30 minutes. Considering the flow and the circumstances of the Debate, the Chair may request for the duration of the Caucus and/or the speaking time of each Delegate to be shorter. This decision is not subject to appeal.
7. Unmoderated Caucus are more informal Debates. Delegates are allowed to stand up from their seats and meet informally with one another, to discuss and negotiate at their discretion.
8. When Delegates raise a motion for an Unmoderated Caucus, Delegates must explain briefly its purpose and state its duration. These motions require one-third (1/3) majority.
9. Unmoderated Caucuses cannot exceed the global time of 20 minutes. Considering the flow and the circumstances of the Debate, the Chair may request for the duration of the Caucus to be shorter. This decision is not subject to appeal.
10. The Chair's decision not to allow a motion for an extension of a Debate is not subject to appeal.

Rule 12 – Closure of Debate



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1. The Debate will close once the General Speakers' list is exhausted or if a Delegate raises a motion of Closure of Debate when the Floor is open and there is at least one Draft Resolution to be voted on. This motion requires a second.
2. If this motion is accepted by the Chair, there must be at least one Delegate that speaks in favour and one Delegate that speaks against this motion. After that, there will be a voting procedure. If no one wants to speak against the motion, then there will be a voting procedure right away.
3. Closure of Debate requires a two-thirds (2/3) majority of votes.
4. After the Closure of Debate, Delegates will vote on the Draft Resolutions and Amendments discussed during the Session.

Rule 13– Postponement of Debate

1. A Delegate may motion to delay the Debate on an Amendment or a Draft Resolution currently on the floor, whenever the Floor is open. This motion requires a second. For this motion to be discussed there must be one Delegate that speaks in favour and one Delegate that speaks against it. For this motion to pass there must be two thirds (2/3) majority of votes.
2. No Resolution or Amendment about the same subject may be discussed or voted on (during the Postponement) unless the Debate is resumed.
3. The Debate concerning the Draft Resolution or Amendment can be resumed when a Delegate raises a motion. This motion requires a second and there must be a Delegate that speaks in favour of it and another who speaks against it.

Rule 14 – Suspension or Adjournment of the Meeting

1. The Suspension of the Meeting means the postponement of all Committee functions until the next meeting. A Delegate is allowed to move a motion to suspend the meeting of the Committee until the next formal Session. Once these motions are accepted by the Director, they will not be subject to Debate and they will be immediately voted upon, with a requirement of one third (1/3) majority of the votes to pass.
2. The Adjournment of the Meeting will close the Committee's session for the duration of the MUN Debates. A motion to adjourn will be in order if at least three quarters (3/4) of the time scheduled for the last session of the Committee have elapsed. The Chair may rule this motion dilatory, its decision is not being subject to appeal. This motion will not be subject of Debate and requires one-third (1/3) majority of votes to pass.

Rule 15 – Speeches

1. Delegates are not allowed to speak without the Chair's permission. Only when they are recognized can Delegates express their country's position about the subject, respecting the Rules of Procedure.



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2. If the Chair finds the argumentation out of order, discourteous or not relevant to the discussion, he/she can call the Delegate to order.
3. The Chair can also limit the time allotted to each speaker. If a Delegate exceeds the time that he/she is allowed to speak, the Chair can call the speaker to order.
4. The Chair may exercise his or her discretion to allow a Delegate to finish his or her thought before calling the Delegate to order.
5. If a Delegate commits a serious fault under the Rules of Procedure, he/she can be removed from the Committee by the Secretary General or a designated Secretariat member.

Rule 16 –Yields

1. Once the Delegate completes his/her speech, he/she can yield the remaining time to points of information, to the Chair or to another delegate.
2. Should the delegate yield their time to points of information, the Delegate can refuse to answer certain questions. Once there are no more points of information and if there is still time, the Delegate may yield the remaining time in one of two ways:
 - a. To another Delegate - this Delegate can only speak after being recognized by the Chair;
 - b. To the Chair - the Debate will then proceed in accordance with the Rules of Procedure.
3. The Chair can ask the Delegate to give his time back to the Chair if he/she thinks that there is not enough time for points of information.

Rule 17 – Right of Reply

When a Delegate feels like his State's honour or integrity has been compromised or insulted by another Delegate, he can request a right of reply. This request is made by writing a note to the Chair. The Chair will then decide if they are allowed to use the right of reply. The time allocated to the Delegation for the right of reply will be determined by the Chair, being the maximum time 1 minute. There is no right of reply to the right of reply.

Rule 18 – Point of Personal Privilege

This point can be raised whenever a Delegate is feeling uncomfortable and therefore is not able to participate normally in the Debate. For example, if a Delegate cannot hear what another Delegate is saying or a Delegate cannot see something that is written/being shown. The Chair will decide what should be the proceedings or measures to be done, considering the point raised. Only a Point of Personal Privilege due to audibility can interrupt the speaker.

Rule 19- Point of order



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This point can be raised when a Delegate finds that some procedure is not in accordance with the Rules of Procedure. The Chair will take note of the point raised and decide immediately what should be done, presenting a justification should it find that the procedure in question is in accordance with the rules of procedure. This point cannot be raised during a speech.

Rule 20 – Point of Parliamentary Procedure

This point can be used only to clarify Rules of Procedure during Debate, not the substantive issue being discussed. The Chair will clarify their doubts as clearly as he/she can. A Point of Parliamentary Procedure cannot be raised during a speech.

Rule 21 – Working Papers

1. Working Papers may be proposed by Delegates for consideration by the Committee, in order to help them in their discussion. These documents need the Committee Directorate's approval.
2. Once the document is approved, Delegates can raise a motion to introduce the Working Paper. The document must be distributed among Delegations before voting. The motion must be approved by a simple majority.
3. In order to discuss the Working Paper, delegates must raise a motion to enter a Moderated Caucus, in accordance with Rule 11. This motion with this purpose will only be accepted by the Chair if a previous motion to introduce the Working Paper passed.
4. Working Papers do not have an official format.
5. Working Papers cannot be amended.

Rule 22 - Draft Resolutions

1. In order to be accepted by the Chair, a Draft Resolution must have a minimum of 5 Member States as Sponsors or Signatories. Of these 5 Member States, a minimum of 2 States must be Sponsors.
2. Draft Resolutions can have a maximum of 5 Sponsors and an unlimited number of Signatories.
3. Draft Resolutions must follow the official document form, or they will be refused by the Chair.
4. The Chair has the discretion to accept or not the Draft Resolution, considering its format and/or content.
5. If the Chair approves the Draft Resolution, Delegates can raise a motion to Introduce the Draft Resolution. Once the motion to introduce the Draft Resolution is raised, one of its Sponsors must read it aloud and the document distributed among Delegations, after which the Chair will open a Speakers' list to discuss the Draft Resolution. Should Member States not wish to discuss the Draft Resolution at this moment, the motion moves automatically into voting.
6. The motion to introduce the Draft Resolution requires a simple majority of votes to pass.



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7. Once the Draft Resolution is introduced, it can be object of the discussion by the Committee, through Moderated and Unmoderated Caucuses, in accordance with Rule 11. These motions are only in order if the Draft Resolution has been previously introduced.
8. In order to be adopted by the Committee, a Draft Resolution requires a two-thirds (2/3) majority. This can only happen after the Closure of Debate.
9. More than one Draft Resolution is permitted and may be adopted by the Committee.

Rule 23 - Amendments

1. An Amendment is the proposal of a change to the Draft Resolution, where the Delegates can add information to the Draft Resolution or can delete some of the information that was previously on the Draft Resolution.
2. An Amendment must be submitted in writing to the Chair for approval. After being approved by the Chair, the Amendment can be introduced by a Delegate through a motion to introduce a Amendment. The author of the Amendment will read the amendment that he/she proposes and then the Chair will open a Speakers' list to discuss the said Amendment. The motion requires a simple majority of the votes toll pass.
3. To end the Debate about the Amendment, a Delegate will have to propose a motion to close the Debate on the Amendment. If not, the discussion will continue until the Speakers' list is completed.
4. The Amendment requires a simple majority in order to be added to the Draft Resolution. Once the Amendment passes, it will be treated as an integral part of the Draft Resolution under Debate.
5. Should an Amendment be supported by all of the Sponsors of the Draft Resolution, it is automatically accepted, becoming an integral part of the Draft Resolution, and does not need to be voted on.

Rule 24 - General Voting Procedure

1. No abstentions are permitted on procedural matters. All Member States have to vote "yes" or "no". A Member State can vote on procedural matter even if it was not present during Roll Call.
2. Members States of the Committee have one vote each.
3. Regarding substantive matters, Members States must be present and declare themselves "Present" or "Present and Voting" during Roll Call (see Rule 7). If a Member-State was not present during Roll Call, they cannot vote on substantive matters.
4. Member States that declare to be "Present" can vote "yes", "no" or "abstain". Should a Member State declare to be "Present and Voting" during Roll Call, that State cannot abstain in substantive votes.
5. During the Debate, the voting will be done with the showing of placards by Delegates. The Chair will ask each Member State in English in alphabetical order. Each Delegate may



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respond “yes”, “no”, “abstain”, or “pass”. When a Delegate “passes”, he/she can be called a second time, and he/she can vote “yes” or “no”. This must be done in accordance with number 3 and 4 of this Rule.

6. The voting procedures can be interrupted due to a point of order or a point of personal privilege, if the said points are related to the voting procedures.
7. Unless otherwise specified in these Rules of Procedure, the majority required is a simple majority.

Rule 25 – Motion to Reorder Draft Resolutions

1. The motion to Reorder Draft Resolutions can only be raised if there are several Draft Resolutions being discussed, after a motion of Closure of Debate has passed, but the voting process on the Draft Resolutions has not yet started. This motion is used to propose a specific order for voting on Draft Resolutions.
2. This specific motion requires a simple majority to pass.
3. Should the motion pass, the Committee will vote on the Draft Resolutions in the order specified, until one is adopted by the Committee.
4. There may be several Motions to Reorder Draft Resolutions at the same time.

Rule 26 - Division of the Question

1. Once the Committee has not moved into substantive voting procedures but the debate is already closed, a delegate can ask for a motion for Division of the Question, so they can vote on operative clauses of a Draft Resolution separately, proposing the way that the division should be.
2. This only requires a simple majority to pass. The voting process will decide if the divided operative clauses are part of the final adopted Resolution. When this happens, the Committee has to vote on them from the one with the most divisions to the least divided option.
3. Preambulatory clauses and sub-operative clauses cannot be divided.
4. After the substantive voting is concluded, the Committee has to vote on the Draft Resolution as a complete document.

Rule 27 – Order of Precedence, Special Voting Procedures and Annexes

1. The Order of Precedence determines the sequence of motions and points that are going to be voted on. The Chair is allowed to choose the order that points and motions will be voted on. The Chair’s decision can be subject of appeal.
2. Motions that require a vote must be considered by the Committee and the most disruptive ones, regarding the Procedure, shall be voted on first.
3. Unless otherwise specified, the Order of Precedence is the following:
 - i. Parliamentary Points
 1. Points that may interrupt the speaker



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- a. Point of Personal Privilege (see Rule 18)
2. Points that are in order only when the floor is open
 - a. Point of Order (see Rule 19)
 - b. Point of Parliamentary Procedure (see Rule 20)
- ii. Parliamentary Motions
 1. Motion to Adjourn the Meeting (see Rule 14)
 2. Motion to Suspend the Meeting (see Rule 14)
 3. Motion to Close the Debate (see Rule 12)
 4. Motion to Postpone the Debate (see Rule 13)
 5. Motion to introduce a Draft Resolution (see Rule 22)
 6. Motion to introduce an Amendment (see Rule 23)
 7. Motion to introduce a Working Paper (see Rule 21)
 8. Motion to extend a Moderated or an Unmoderated Caucus (see Rule 11)
 9. Motion for an Unmoderated Caucus (see Rule 11)
 10. Motion for a Moderated Caucus (see Rule 11)
- iii. Motions after Closure of Debate
 1. Motion to reorder Draft Resolutions (see Rule 25)
 2. Motion to Divide the Question (see Rule 26)
 3. Motion for a Roll Call vote (see Rule 24)



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