



Rules of Procedure of the General Assembly, Disarmament Commission, and The Economic and Social Council

1. ADMINISTRATIVE

1.1 The Secretariat. The Secretariat consists of the volunteer staff and students of the American International School Model United Nations. The Rules Committee of the Secretariat shall be composed of the Secretary General, the President, and the Chair.

1.2 Quorum. A quorum will be three-fourths of the member delegations in attendance at the conference,

- A quorum must be present at all times during Committee/Council sessions,
- A majority is required for a substantive question to be put to a vote,
- Questions concerning quorum or majority should be directed to the chair,
- It is the responsibility of the chair to insure that a quorum is present at all times.

1.3 Committee/Council Officers. The Secretariat of AISMUN shall select persons to serve as President/Chairperson and Vice President/Vice Chairperson for each Committee, and shall select any other positions necessary to help conduct the sessions of AISMUN.

1.4 General Authority of the Chairperson. In addition to exercising such authority conferred upon the Chair elsewhere in these rules, the Chair shall;

- Declare the opening and closing of each session,
- Ensure the observance of the rules,
- Direct the discussions of the Committee/ Council, and accord the right to speak,
- Advise the Committee/Council on methods of procedure that will enable the body to accomplish its goals,
- Rule on Points of Order and Procedure, and subject to these rules, shall have complete control of the proceedings of the Committee/Council and the maintenance of order at its meetings,

During the course of the session the Chair may propose;

- Limits on Debate, Closure of Debate, and Suspension and Adjournment of the Meeting,

The Chairperson is under the direct authority of the Rules Committee. If the assigned Chairperson finds it necessary to be absent, an individual will be assigned to perform the duties with the same authority. At no time will the Chair be accorded the right to vote.

1.5 Selection of Agenda Items. Agenda items shall be selected by the Secretariat prior to the start of the conference. Once selected, these items are fixed for the duration of the conference.

1.6 Observer Status. Those delegations recognized as having Observer Status by AISMUN shall be accorded all rights in the Committee/Council except the following:

- They may not vote on any item,
- They may not make or second the following motions;
- Adjournment of the Meeting,
- Adjournment of Debate,
- Closure of Debate.

2. GENERAL RULES

2.1 Statements by the Secretariat. The Secretary General or any member of the Secretariat may make verbal or written statements to a Committee/Council at any time during the conference.

2.2 Diplomatic Courtesy. Delegates must accord diplomatic courtesy to all other Delegates and Secretariat members at all times,

- Delegates who persist in obvious attempts to disrupt the session shall be subject to expulsion
- from the Committee/ Council by the Chair,
- The Secretariat reserves the right to expel any Representative/delegation from the conference,
- Decisions of the Chair and President on diplomatic courtesy are final.

2.3 Speeches. No delegation may address the Committee/Council without obtaining the permission of the Chair,

- Delegates are called upon in the order in which they signify their desire to speak,
- Speakers must keep their remarks relevant to the subject under discussion,
- A time limit may be established for speeches,
- Delegates, at the conclusion of a substantive speech, will be allowed, if they are willing, to answer questions concerning their speech,
- A speaker who desires to make a motion may do so after their speech and questioning, but prior to yielding the floor,
- By making a motion the speaker yields the floor,
- Motions may not be made from; Points of Order, Information, Inquiry, or from any procedural speeches.

2.4 Recognition of Speakers. Delegations wishing to speak on an item before the body will signify by raising their placards when they are asked to,

- The exception to this rule occurs on any Point of Order, Information, or Personal Privilege, at which time a Representative should raise their placard and call out "Point of _____" to the Chair,
- Points will be recognized in the order of their priority,
- Speakers will be recognized in a fair and orderly manner,
- Speakers lists will not be used.

2.5 Right of Reply. The Chair may accord a Right of Reply to any Representative if a speech by another Representative contains unusual or extraordinary language clearly insulting to personal or national dignity,

- Delegation requests for a Right of Reply shall be made by raising their placards,
- The request shall contain the specific language which was found to be insulting to personal or national dignity,
- The Chair's decision is not subject to appeal,
- There shall be no reply to a reply,
- The Chair may limit the time allowed for a reply.

2.6 Withdrawal of Motions. A motion may be withdrawn by its proposer at any time before voting on it has begun, provided the motion has not been amended,

- Seconds to a motion may also be withdrawn; if a withdrawn sponsorship or second brings the proposal below the required number the motion is withdrawn,
- A withdrawn motion, sponsorship or second may be reintroduced, either verbally or in writing, by any other delegation.

2.7 Dilatory Motions. The Chair may rule out of order any motion repeating or closely approximating a recent, previous motion on which the Committee/Council has already rendered an opinion.

3. POINTS OF PROCEDURE IN ORDER OF PRIORITY

3.1 Point of Order. During the discussion of any matter, a Delegate may rise to a Point of Order if he/she believes that the Committee/ Council is proceeding in a manner contrary to these rules but cannot interrupt a discussion,

- The Delegate will be immediately recognized by the Chair and the point ruled on,
- If a Delegate's ability to participate in the Committee/Council's deliberations is impaired for any reason, the Representative may rise to a Point of Order,
- A Point of Order may interrupt a speaker.

3.2 Point of Information to the Chair. A Point of Information is raised to the Chair if a Delegate wishes to obtain a clarification of procedure or a statement of the matters before the Committee/ Council,

- Delegates may not interrupt a speaker on a Point of Information.

3.3 Point of Information. During substantive debate, a Delegate may question a speaker by rising to a Point of Information,

- Questions must be directed through the Chair and may be made only after the speaker has concluded his/her remarks, but before he/she has yielded the floor,
- Delegates may not interrupt a speaker on a Point of Inquiry,
- See also rule 2.3, Speeches.

4. RESOLUTIONS & AMENDMENTS

4.1 Definition of Resolutions. A resolution is a proposal consisting of at least one preambulatory and one activating clause.

4.2 Draft Resolutions. Delegates will receive a packet containing "Draft Resolutions" submitted by participating delegations,

- For a Draft Resolution to be considered on the floor, it must have a minimum number of submitters as defined by the President and Chair.
- Draft Resolutions should be brought to the President and Chair for acknowledgment upon receipt of the required sponsoring co-submitters,
- After acceptance by the President or Chair, resolutions shall be processed in the order in which they are received and distributed to all delegations during formal debate,
- Once a resolution is on the floor for discussion, additional sponsors may only be added to that resolution with the consent of the original sponsors,

4.3 Definition of Amendments. An amendment is a motion that adds to, deletes from or revises any part of a resolution.

4.4 Amendments. All amendments to resolutions must be voted on by the majority of the delegations,

An amendment is submitted on an official amendment form to the Committee/Council Vice-Chairperson for approval. Amendments will be approved if they are legible, organized in content and flow, and in the proper format,

- Typographical errors will be corrected by the chair and announced to the body,

An amendment will be considered "friendly" if all sponsors of the resolution are also sponsors of the amendment,

- A friendly amendment becomes part of a resolution upon receipt by the Chair,
- The Chair shall announce the acceptance of a friendly amendment on the first opportunity at which no speaker has the floor,
- No vote is required to add a friendly amendment to a resolution.

4.5 Resolution Failure: Resolutions will fail if 3/4th of it is amended.

5. VOTING

5.1 Voting Rights. Each member delegation shall have one vote in each Committee/Council on which it is represented, except for NGO's

- No Representative/delegation may cast a vote on behalf of another country.

5.2 Simple Majority. Unless otherwise specified in these rules, decisions in the Committee/Council shall be made by a majority vote of those nations present and voting. If there is an equal division between yes and no votes, the motion fails,

- The phrase "nations present and voting" refers to members casting affirmative or negative votes.

5.3 Adoption by Consensus. The adoption of amendments and resolutions by consensus is desirable when it contributes to the effective and lasting settlement of differences, thus strengthening the authority of the United Nations,

- Any Representative may request the adoption of an amendment or resolution by consensus at any time after Closure of Debate has passed,
- The Chair shall ask whether there is any objection to a consensus, and shall ask if any nations wish to abstain from consensus,
- If there is no objection, the proposal is approved by consensus,
- If any Representative objects to consensus, voting shall occur as otherwise stated in these rules.

5.4 Method of Voting. The Committee/Council shall normally vote by a show of raised placards. The Chair may grant a request by a delegation for a roll-call vote; the decision to grant such a request is not subject to appeal,

- Unless adopted by consensus, all final votes on resolutions shall be taken by roll-call; the roll shall be called in English alphabetical order beginning with a nation selected at random by the Vice Chair,
- Delegates shall reply "yes", "no", or "abstain", except for voting on amendment where abstentions are not permitted.

5.5 Conduct During Voting. Immediately prior to a vote, the Chair shall describe to the Committee/Council the item to be voted on, and shall explain the consequences of a "yes" or a "no" vote. Voting shall begin upon the Chair's declaration "we are in voting procedure", and end when the results of the vote are announced,

- Once in voting procedure, no Representative shall interrupt the voting except on a point of order or information concerning the actual conduct of the vote, or a point of personal privilege.
- Following Closure of Debate, and prior to entering voting procedure, the Chair shall pause briefly to allow delegations the opportunity to make any relevant motions,
- Relevant motions prior to a vote include: Suspension of the Meeting, Adjournment of the Meeting, Decisions of Competence, Division of the Question, Important Question or Adoption by Consensus.

5.7 Rights of Explanation. Rights of explanation are permitted on all substantive votes after voting. Rights of explanation may be limited in time by the Chair.

6. PROCEDURAL MOTIONS IN ORDER OF PRIORITY

6.1 Chair Approval: All Procedural Motions must be approved by the Chair

6.2 Suspension of the Meeting. During the discussion of any matter, a Representative may move to suspend the meeting, except when such a motion would interrupt a speaker. Suspending a meeting recesses it for the time specified in the motion,

- Second required and a majority vote for passage,
- The motion is not debatable,
- The Chair may request the mover to modify the time of suspension,
- If the motion passes, the Committee/ Council, when it reconvenes, will continue its business from the point at which the suspension was moved.

6.3 Adjournment of the Meeting. The motion of adjournment means that all business of the Committee/Council has been completed, and that the Committee/Council will not reconvene until the next annual session,

- Second required and a majority vote for passage,
- The Chair may refuse to recognize a motion to adjourn the meeting if the Committee/ Council still has business before it,
- This decision is not appealable,
- A motion to adjourn is not debatable, and will be put to an immediate vote.

6.4 Motion to move to Voting Procedures. A Delegate may move to Voting Procedures on an issue before the Committee/Council at any time, except when such a motion would interrupt a speaker,

- If closure passes, the item upon which debate was closed will be put to a vote,
- Second required and a majority vote for passage,
- Two delegations may speak against closure, and the motion will then be put to a vote,
- When discussing an amendment, Delegates should specify whether the motion for closure applies to the amendment in question or to the resolution,
- If closure passes on the resolution, all amendments on the floor will be voted on in the reverse order from which they were moved to the floor,
- After voting on all amendments is completed, the resolution shall be voted upon in accordance with these rules.

6.5 Limits on Debate. A motion to limit or extend the time allotted to each delegation, or limit the number of times each delegation can speak on a proposal, is in order at any time. This motion may be proposed by the chair or a delegation,

- Second required and a majority vote for passage,
- Two delegations may speak in favor of the motion and two opposed,

It may also be moved to limit the time allowed for debate on an agenda topic, a resolution, or an amendment.

6.6 Consideration of Amendments. To bring an amendment to the floor for discussion a delegation must first be recognized by the Chair,

- No verbal second is required,
- The Chair will present the amendment to the body,
- The delegation moving consideration will be allowed to speak first on the amendment, if desired.

6.7 Reconsideration of Proposals. A motion to reconsider is in order on an amendment or resolution which has passed or failed when put to a final vote. The motion is also in order for proposals on which debate has been adjourned, and on proposals upon which the Committee/ Council has decided it was not competent to discuss or adopt,

- A motion to reconsider requires a second and two-thirds majority vote for passage,
- Two delegations may speak opposed to the motion,
- If the motion passes it brings the issue back before the body for debate, and to be voted on again.

6.8 Changing the Order of Consideration of Resolutions. Resolutions with at least 25% sponsoring delegations will be considered in the order in which they appear in the resolution packet, unless that order is altered by the passage of a motion To Change the Order of Consideration of Resolutions,

- Second required and a majority vote for passage,
- The motion is not debatable,
- If the motion passes, the delegation moving to change the order of consideration will be allowed to speak first on the resolution, if desired,
- Resolutions with fewer than the required number of sponsoring delegations may not be moved to the floor,
- If no resolution has the required number of sponsoring delegations, the Chair may suggest a Suspension of the Meeting for delegations to consider the draft resolutions available,
- If no resolution with the required number of sponsoring delegations receives a majority vote in favor of consideration, the Committee/ Council will automatically have before it for consideration the first valid resolution in the resolution packet under that agenda item.

7. RULES RELATING ONLY TO THE GENERAL ASSEMBLY PLENARY

7.1 Interchangeability of Rules. All Committee/Council rules apply to the conduct of business in the General Assembly, except where noted below.

7.2 Quorum. A quorum in the General Assembly Plenary session will be three-fourths of the member delegations in attendance at the conference.

7.3 Officers. The President of the General Assembly shall act as the principal Chair of the Assembly, with the Senior Vice President and Committee Chairpersons serving as supporting officers. The officers shall have all the powers, duties, and responsibilities of the Committee Officers, as described in rule 1.6.

7.4 Order of Consideration of Committees. The Secretariat will announce an agenda for the General Assembly prior to its first session. The agenda will establish the order in which Committees are to be considered. The agenda order may be altered by a majority vote of the Assembly. The General Assembly must consider one topic from each Committee before considering a second topic from any Committee.

- For the purposes of this rule, a topic has been "considered" when Closure of Debate is successfully moved and a vote, either passing or failing, has been taken on a resolution pertaining to the topic.

7.5 Consideration of Resolutions. Resolutions passed by a General Assembly Committee are available for discussion in the order in which they were passed in that Committee, with no additional signatures needed. Additional resolutions may also be submitted from the floor in the General Assembly Plenary

- Resolutions submitted from the floor must have a minimum of 11 signatures of delegations in attendance, as well as the signature of the President or Vice President,
- After acceptance by the President or Vice President, resolutions shall be processed in the order in which they are received and distributed to all delegations as soon as feasible,
- The President shall announce additional resolutions for discussion on the floor as they are ready for distribution.

8. RULES RELATING ONLY TO THE ECONOMIC & SOCIAL COUNCIL

8.1 Interchangeability of Rules. All Committee/Council rules apply to the conduct of business in the Economic & Social Council. The priority of rules for motions specific to the Council shall be in the order in which they are listed under Section 9, and they shall follow all other GA/ECOSOC rules in overall precedence.

8.2 Participation of Non-Member States. The Council may invite a non-represented state or intergovernmental organization to participate in its discussions on any item before the body. This includes all United Nations member states, recognized non-member states, and any organization or individual recognized by the United Nations whose participation would enhance the proceedings of the Council,

- Non-members may be invited into the Council by a request made to the Chair from any member state,
- Non-member states of the Council shall have all rights as observers in the Economic & Social Council,
- Organizations or individuals may speak, but have no rights to make any motion or vote.

8.3 Consultative Session. The Council may choose to suspend its rules and enter an informal, consultative session if the members determine that this process will enhance members understanding on a particular issue,

- The motion to move into a consultative session must include the amount of time that such a session is to be in effect,
- The Council will move immediately into a formal session at the conclusion of discussions on the consultative topic.

8.4 Formation of Committees. A delegation may propose the formation of a Committee to deal with any issue(s), including topics not already on the agenda of the Economic and Social Council. The motion must be submitted in writing to the Chair prior to being made from the floor, and must contain the following:

1. Membership of the Committee;
2. Issue(s) to be investigated;
3. Objectives of the Committee;
4. Duration of the Committee's existence.

8.5 Formation of Commissions. The Council has the authority to establish commissions on topics that require long-term consideration,

- A commission may be established to develop a convention, treaty, or deal with an issue that requires more in-depth deliberation than the Council can provide,
- The motion to establish a commission should be in the form of a resolution, it should detail the commission's membership, and establish the mandate for its formation,
- Once the establishment of a commission has been recommended by the Council, the Secretariat will review the proposal for potential implementation at the next year's conference,
- Upon the conclusion of the commission's work, it will report to the Council as a whole for approval on its findings.

8.6 Creation of Conventions and Treaties. The Council may decide to draft a convention or treaty on any given topic. The format of such a document shall be determined by the Council,

- Conventions and treaties, upon conclusion, shall be sent to the Economic & Social Council Plenary session for approval and ratification by all member nations.