

RULES OF PROCEDURE



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1. Rules of Procedure

Application

Article 1

These Rules of Procedure (RoP) apply to all proceedings before, during and after the Farel Academy Model United Nations (FAMUN) conference. No participant is exempt of these Rules of Procedures and any participant may be called to justify their actions judging by these Rules of Procedure.

Article 2

If the Rules of Procedure are unable to resolve an affair, the Secretary General will be called in to settle the dispute.

Revision

Article 3

These Rules of Procedure are a revision of the the FAMUN Rules of Procedure 1.1 written by Mr. Ties Wijntjes and reviewed by Mr. Arend Olthoff, Miss. Lindsey Horst and Miss. Floor Buissant Des Amorie. If a dispute before or after the conference can't be settled by the Rules of Procedure or the Secretary General, the Secretary General is to contact the writer or one of these three editors for consultancy.

Article 4

Revisions of these rules, except those stated in Article 3, will only be in order if both the Secretary-General and 2/3 of the current Board of Executives give prior approval through means of voting.

2. Conference Secretariat

Secretariat selection process

Article 5

In the month after FAMUN, all executives involved in the organization and willing to do so again for the next installment will altogether appoint a new Secretary General which will nominate a Deputy Secretary General thereafter. If the selection cant be settled through means of conversation, elections will be held.

Article 6

The newly appointed Secretary General (SG) and Deputy Secretary General (DSG) will handle the application and selection of the Board of Executives, including, but not limited to:

- I. Head of Registration
- II. Head of Housing
- III. Head of Press
- IV. Head of Finance
- V. Head of Hospitality
- VI. Head of Research

Article 7

The nominated executives will handle applications and selection of their respective deputies. These selections must be approved of by the Secretary General.

Article 8

The application and selection of the President of the General Assembly (PGA) will be handled by the Secretary General shortly after formation of the Secretariat.

Rights and duties of the Secretariat

Article 9

The FAMUN Secretariat is responsible for the planning, organization and execution of all aspects of the respective conference.

All Secretariat members are to comply with any requests and requirements by the acting Secretary General.

Article 10

The Secretariat is to hold weekly meetings in which the progress of various teams will be presented. All members of the Board of Executives are required to attend these meetings unless dismissed by the Secretary General. During these meetings, the Deputy Secretary General is required to hold record of all proceedings of the meeting in the form of minutes which are not to be shared publicly before the end of the conference. If the Deputy Secretary General is not present, the Conference Officer is to take over this role.

Article 11

Decisions made by the Secretariat are to be made through means of substantive voting (article 125), whereas the Secretary General receives veto rights.

Article 12

The members of the Secretariat are in public required to represent the views of the Secretariat as a whole and are to refrain from negatively representing the Secretariat or conference as a whole in any way at any time. Any objections, disapprovals or other such statements are to be made discussed by the entirety of the Secretariat during General meetings.

Article 13

If a member of the is not able to comply with the set requirements, the member's respective position is subject of doubt by the Secretary General.

Article 14

If the position of a member of the Board of Executive is compromised as mentioned in Article 13, their position shall be replaced by their deputy whose replacement will be dealt with as outlined in Article 7.



FAMUN

3. Sessions

Opening date

Article 15

The General assembly, and any other bodies to be called upon, shall meet every year in session on a date to be determined by the Secretariat of FAMUN.

Closing date

Article 16

The Secretariat shall fix a closing date for the session.

Place of meeting

Article 17

The General Assembly shall meet in the city of Amersfoort, unless otherwise decided upon by the board of executives of FAMUN.

Duration of conference

Article 18

The duration of the conference shall be announced by the Board of Executives no later than 9 months before the conference.

Article 19

The duration of the conference may be subject to change until 6 months in advance unless the Board of Executives feels there's an imminent threat to the conference. In this case, the conference may be postponed or called off if the Secretary General, the school's headmaster and the Board of Executives vote in favor with a 2/3 majority.

4. The Secretary General

Rights of the Secretary General

Article 20

The Secretary General (SG) is the official representative of the conference in all public matters. The conference officer may, however, be represented through the Deputy Secretary General, Head of Press, Conference Officer or Head of Registration.

Article 21

The Secretary General is responsible for defining a set of goals and the completion of these. He may implement any means necessary to ensure reaching these goals.

The Secretary General interprets the Rules of Procedures in the way he deems necessary.

Article 22

If the Secretary General is unable to fulfill the Secretary General's duties, the Secretary General's roles and responsibilities are to be taken over and represented by his respective deputy.

Article 23

If the Secretary General is compromised as mentioned in Article 21, his position shall be replaced by his deputy whose replacement will be dealt with as outlined in Article 12.

Rights of the Secretary General

Article 24

At all times throughout the conference, the decisions reached by the Secretary General are final.

Article 25

When in session, the committee is required to rise as the Secretary General enters the house for the first time that day.

The Secretary General holds the right to take the floor at all times of any committee, assembly or council unannounced to make a statement to the house.

Article 26

While the Secretary General is present, he is to be addressed as such before the other members of the house are when Delegate are giving a speech.

Article 27

The Secretary General reserves the right to cast an unchallenged veto on any decision reached at any time during the conference.

Article 28

The Secretary General reserves the right to call any given Executive, Student Officer or Delegate to order at any given time.

5. The President of the General Assembly

Duties of the President of the General Assembly

Article 29

The President of the General Assembly (PGA) is to report his work to the Secretariat and Secretary General in a periodic manner.

Article 30

The President of the General Assembly is to comply with requirements and requests set to him by the Secretariat and the Secretary General.

Article 31

The President of the General Assembly is responsible to review the proposed issues on the Agenda by the Head of Research.

Article 32

The President of the General Assembly is required to comply with the Rules of Procedure and the decisions of the Secretary General at all times.

Article 33

The President of the General Assembly is to fulfill his role as president through chairing the General Assembly's (GA) session as referred to in Article 32.



Article 34

While chairing the General Assembly, the President of the General Assembly will fulfill the following responsibilities:

- I. Determine opening and closing of the session;
- II. Announce suspension of the session;
- III. Announce postponement of the session;
- IV. Rule on Parliamentary Proceedings of the Assembly;
- V. Ensure order is kept at any time throughout the session for which any measures may be taken.

Article 35

During the General Assembly, the President of the General Assembly reserves the right to call upon the Secretary General for verification of any decision.

Article 36

During the General Assembly's session, the President of the General Assembly holds the full authority and responsibility over the General Assembly. Any decisions made by the President of the General Assembly are to be challenged by none but the Secretary General who must publicly explain any intervention. Appeals to decisions made by the Secretary General or President of the General Assembly by Delegates will not be in order.

Article 37

The President of the General Assembly is required to attend any Student Officers' briefing during the conference.

Article 38

If the President of the General Assembly is unable to fulfill his duties, these roles and responsibilities are to be represented by his respective deputy.

Rights of the President of the General Assembly

Article 39

While the Secretary General is present, he is to be addressed as such before the other members of the house when Delegates are giving a speech.

Article 40

The President of the General Assembly reserves the right to call any given Student Officer or Delegate to order at any given time.

6. Student Officers

Definition

Article 41

The term *Student Officers (StOff)* is to be understood as all Chairs, Presidents and their respective deputies.

Student Officers application and selection process

Article 42

The Student Officer application process is to be opened for at least 30 and no more than 60 consecutive days. All Student Officer positions should be assigned at least six months prior to the conference.

Article 43

The Student Officer application and selection process are to be handled by the Secretary General and Deputy Secretary General together with the Head of Registration.

Rights and duties of the Student Officers

Article 44

Student Officers are to comply with any request by the Secretariat. Student Officers are to attend all events the Secretariat considers necessary, including, but not limited to:

- I. Pre-Conference briefing/training
- II. Opening ceremony
- III. Daily StOff (de)briefings
- IV. All committee sessions
- V. Closing Ceremony
- VI. Post-Conference debriefing

Article 45

All Student Officers have the right to call Delegates to order according to these Rules of Procedure throughout the conference as a whole.

Article 46

During the General Assembly, all Student Officers of the different General Assemblies are to be present as observer states remaining a neutral stance at all times. Student Officers may be called to the floor to give understandings on their committees' topic at any time.

Article 47

If a Student Officer is unable to fulfill his duties, his position at the conference may be compromised.

Article 48

Student Officers are required to have intricate knowledge about the Rules of Procedure and should be able to answer questions on the Rules of Procedure by a Delegate at any time. If at some point a Student Officer has any doubt on the interpretation of the Rules of Procedure, the Secretary General will sort these out.

Article 49

Student Officers are expected to interpret the Rules of Procedure the way they deem necessary in their committees as long as remaining in compliance with the Secretary General's views.

Article 50

Student Officers are responsible for reviewing and editing the position papers submitted by their respective committee's Delegates.

Article 51

Student Officers are entitled to decide on correct disciplinary actions for Delegates who fail to comply with these Rules of Procedure under the conditions that these disciplinary actions are of no vulgar or racist nature and are previously approved by the Secretary General.

Committee guides

Article 52

Student Officers are responsible for completing the Committee Guides for their respective committee's at least four months prior to the conference. These Committee Guides must be submitted through and reviewed by the Head of Research if present and otherwise through the Secretary General.

Article 53

Committee guides must contain the following items:

- I. Student Officer introductions;
- II. Committee outline;
- III. Research report on all issues on the agenda of the respective committee;
- IV. Appropriate researching tips and sources.

Article 54

Specifications for the Research Report are to be given to the Student Officers at least two months prior to the Committee Guide's deadline.

Student Officer Training

Article 55

Student Officer training will be held on the first day of or one day before the conference. The date and duration of this training will be determined by the Secretariat. This Student Officer training is mandatory for all Student Officers.

7. Press Officers and Administrative Staff

Definition

Article 56

Press Officers and Administrative Staff are to be considered as a united body in these Roles of Procedures despite their different roles.

Rights and Duties of the Press Officers and Administrative Staff

Article 57

Press Officers and Administrative Staff must respect their respective Head of Department, and operate by their authority and the Rules of Procedures at any given point.

Article 58

Press Officers and Administrative Staff are to comply with any requests by the Secretariat and are obligated to attend all events their Head of Department considers necessary, including, but not limited to:

- I. Pre-conference briefing/training
- II. Opening Ceremony
- III. Daily (de)briefings
- IV. All Committee Sessions
- V. General Assembly
- VI. Closing Ceremony
- VII. Post conference briefing/training

Decorum

Article 59

Press Officers and Administrative Staff must act professionally and accordingly to the set requests. Disrespectful behavior, profanity and any language other than English will not be tolerated.

All members of the Secretariat, Student Officers, MUN directors, Delegates and any other visitors are to be addressed with unconditional respect and sympathy at any time.

Attire

Article 60

All Press Officers and Administrative Staff are expected to appear in formal, appropriate attire throughout the whole conference.

Article 61

Formal attire appropriate to male Press Officers and Administrative Staff are to consist of the following components:

- I. Dress shirt.
- II. Dress jacket
- III. Dress Pants (pantaloon)
- IV. Necktie (optional)
- V. Dress shoes

Bowties are not part of this formal attire.

Article 62

Female Press Officers and Administrative Staff are not to wear heels or any other footwear causing clicking sounds whatsoever due to disturbance of Committee sessions.

8. Delegates

Definition

Article 63

The expression *Delegates* is to be understood as each and every participant of the conference representing a Country, Observer State, organization or political belief. These may be both individuals or part of a Delegation.

Application Process

Article 64

Delegate applications are to be opened for at least 60 and no more than 120 days. All Delegations and Delegate positions are to be assigned at least four months prior to the conference.

Article 65

Confirmation of application and selection will only be officially verified after the application deadline.

Article 66

All Delegates are required to pay the conference fee, as defined by the Secretariat, in order to participate at FAMUN. The conference fee must be paid within one month of the Delegate's official confirmation.

Article 67

All Delegates and Delegations agree to abide by these Rules of Procedures by applying for the conference. Failure to fulfill any of the above mentioned requirements (Article 65-67) may result in the Delegate's allowance to the conference being retracted.

Housing

Article 68

Housing for all participants will be provided by the Secretariat in the form of Host Families or local Youth Hostels, unless Delegates or Delegations implicitly ask to arrange housing themselves.

Article 69

Delegates and Delegations may decide upon the form of housing. When no more vacant positions are available in one of both options: Delegates and Delegations are forced to pick the other option or arrange housing themselves.

Conference Preparation

Article 70

All Delegates are expected to perform the obligatory research to represent their countries as accurately as possible.

Rights and duties of Press officers and Administrative staff

Article 71

Delegates must at all time represent their Delegations and respective countries' views and opinion.

Article 72

Delegates are obligated to attend all events their Presidency considers necessary, including, but not limited to:

- I. Opening Ceremony
- II. Delegate workshops
- III. All Committee Sessions
- IV. General Assembly
- V. Closing Ceremony

Attire

Article 73

Delegates are expected to be dressed formally during the entire conference.

Article 74

Formal attire appropriate to male participants consists of:

- I. Dress shirt
- II. Suit jacket
- III. Pantalon (suit trousers)
- IV. Necktie
- V. Dress shoes

Bowties are not part of this formal attire.

Decorum

Article 75

Delegates must act professionally and accordingly to their role by the rulings of their presidency.

Disrespectful behavior, profanity and any language other than English will not be tolerated.

All members of the Secretariat, Student Officers, MUN directors and any other visitors are to be addressed with unconditional respect and sympathy at any time.

9. Conduct of Business

Application

Article 76

The rules and procedures stated in this section apply to any assemblies, committees and councils unless otherwise stated. Exceptions will only be in order if previously declared by the Secretary General and the respective committees presidency.

Article 77

Any resolution, clause, amendment, speech, point or other statement must be in consonance with the United Nations charter. A delegate or Student Officer not complying with the UN charter will be sanctioned accordingly by the Secretary General.

Article 78

Certain committees will have altered operation of the Conduct of Business which are stated in specific sections of these Rules of Procedure.

Session

Article 79

A 'session' of a committee is defined as the period during which the committee is in active debate and formal procedures are in order. The presidency of the committee will correspondingly with the Secretariat decide upon the initiation and conclusion of each session.

Article 80

A point may be of one of the following essences and is to be referred to as such:

- I. Point of Information
 - a. To the Speaker
 - b. To the Chair
- II. Point of personal Privilege
 - a. Various
 - b. Due to Audibility
- III. Point of Order
- IV. Point of Parliamentary Inquiry

Article 81

A point can be called for by any delegate by raising their placard. The Chair/Presidency will recognize the delegate, after which they are required to rise and state the essence of their point. The Chair/Presidency may then decide whether or not to entertain the point during which the delegate must remain standing until the Chair/Presidency has permitted the delegate to be seated. Exceptions to these procedures are the Point of Personal Privilege due to Audibility (article 84). No point except a Point of Order (article 85) related to voting procedures may interrupt voting procedures.

Article 82

A Point of Information to the Speaker May be raised if a delegate wishes to question a statement just made by the speaker. The Chair/Presidency will ask the house if any Points of Information (Pol) are in the house and request that any delegates wishing to ask a Pol raise their placards. In this case, the delegate doesn't have to state the essence of the point as previously described.

Article 83

A point of information to the Chair may be raised if a delegate wishes to ask the Chair/Presidency a question. It does not entail any question that regards your wellbeing or the interpretation of the Rules of Procedure.

Article 83

A Point of Personal Privilege addresses any and all points related to a delegate's wellbeing in order to ensure proper participation in debate. This may for example address being dismissed to visit the bathroom or opening/closing a window.

Article 84

A Point of Personal Privilege due to Audibility is an exception to the normal point procedure as it may also interrupt a speaker. After a delegate made has this point, the Chair/Presidency will ask the speaker to alter the audibility of their statement. This may not be called during voting procedures.

Article 85

A Point of Order may be called if a delegate feels the Rules of Procedures are ignored in session. The Chair/Presidency must recognize this point and will ask the delegate to explain the point. The Chair/Presidency will according to the Rules of Procedure decide upon the validity of the point and whether an adjustment to the session must be made. Further disagreement may be handled through a *Motion to Appeal to the Chairs decision* (article 110).

Article 86

A Point of Parliamentary Inquiry may be called if a delegate is unsure about the interpretation of the Rules of Procedure or a matter related to it. The point may not be made during voting procedures.

Motions

Article 87

Motions may be called for by any delegate by clearly exclaiming the essence of the motion while the Presidency holds the floor. The motion may be of the following nature and must be referred to as:

- I. Motion to Call for the Order of the Day
- II. Motion to Table the Debate
- III. Motion to Postpone Indefinitely
- IV. Motion to Resume Debate
- V. Motion to Exclude the Public
- VI. Motion to Reintroduce the Public
- VII. Motion to move into Lobbying Time
- VIII. Motion to move into Previous Questions
- IX. Motion to move into Question and Answer (Q&A) session.
- X. Motion to move into Moderated Caucus
- XI. Motion to move into Closed Debate
- XII. Motion to Suspend the Session
- XIII. Motion to Adjourn the Session
- XIV. Motion to Extend Debate Time
- XV. Motion to Vote by Roll Call
- XVI. Motion to divide the house
- XVII. Motion to Divide the Question
- XVIII. Motion to Invite Guest Speaker
- XIX. Motion to Suspend Note Passing
- XX. Motion to Appeal the Chair's Decision

Article 88

For a motion to be successful it requires the support of at least one other delegation in the form of a "second". A delegate may express his shared opinion by exclaiming the word "second" clearly. This second can only be called immediately after the motion has been made or after the Presidency enquires about any seconds in the house.

Article 89

A motion that has received a second will pass unless overruled by the Presidency or objected to by a delegate. A delegate may object to a motion by clearly exclaiming the word "objection" immediately after a second has been exclaimed. Such an objection will result in the motion being debated on. The delegate that raised the objection is automatically given the floor to express the motivation for the objection. After debate on the motion has finished, the house will be required to cast a procedural vote (Article 126) to determine whether the motion will pass or not.

Article 90

The Presidency of the committee may at any point overrule a motion or objection being made in the house. The Presidency may also pass a motion despite a lack of seconds.

Article 91

A Motion to Call for the Order of the Day may be called at the start of each sessional day if no agenda has been drawn up by the Chair/presidency. It enables delegates to decide which items will be discussed. The motion will be closed by a voting on what items to discuss, which then will be discussed in ascending order of popularity. There will be no debate on this motion.

Article 92

A Motion to Table the Debate may be called when the delegate feels that the debate is unproductive and/or irrelevant to the issue and if the delegate feels that continuing the debate at a later time will be more productive. If the motion passes, the topic will be set aside and the Chairs will put it on the agenda for a later moment. The Chairs will also decide what topic will be discussed next.

Article 93

A Motion to Postpone Indefinitely may be called when the delegate feels that the debate is unproductive and/or irrelevant to the issue and if the delegate feels that continuing the debate at a later time will not be productive. If the motion passes, the topic will be set aside and will not be available for reconsideration. This motion applies to amendments, clauses and resolutions, not to issues on the agenda.

Article 94

A motion to Resume Debate May be called to reconsider a topic that has previously been tabled. This does not apply to indefinitely postponed topics.

Article 95

A Motion to Exclude the Public may be called if the delegate feels that the debate would improve if the debate were to be made private. After passing this motion, the Chair will request all Observers, guests and other non-committee members to leave the room.

Article 96

A Motion to Reintroduce the Public may only be called after a Motion to Exclude the Public has been passed and executed if the delegate wishes to open the committee room to visitors. If the motion passes, Chairs will open the committee room for all Observers, Guests and other non-committee members again.

Article 97

A Motion to move into Lobbying Time may be called if the delegate feels that the that a session of lobbying is required to improve the debate. If the motion passes, the debate will be suspended and the committee will move into lobbying time set by the Chair. After the lobbying time has concluded, debate on the previously discussed topic will be continued.

Article 98

A Motion to Move into Previous Question may be called if the delegate feels that discussion on this side of the topic should be concluded. This motion is only applicable to move from open debate to voting procedures, from closed debate time in favor to closed debate in time against or from closed debate in time against to voting procedures. A Motion to Move into Voting Procedures does not exist.

Article 99

A Motion to move into Question and Answer (Q&A) Session may be called when the delegate has a number of questions for a certain delegate on the topic currently being debated. It may only be called when the Chairs hold the floor (have the right to speak), so not during speeches of other delegates. If the motion passes, the Chair will set a maximum time and a maximum number of questions for this Q&A session.

Article 100

A Motion to move into Moderated Caucus may be called in order to suspend the session and move into informal debate. It only applies to the P5 in the Security Council. After this motion has been passed, the P5, together with one of the Chairs, will leave the room for informal debate.

Article 101

A Motion to Move into Closed Debate may be called during open debate when the delegate wants to hear both sides of the topic separately. After this motion has been passed, debate will continue in a closed debate style.

Article 102

A Motion to Suspend the Session may be called when the delegate feels that a small break will improve the quality of the debate. If the motion passes, the Chair will decide on the duration and nature of the recess.

Article 103

A Motion to Adjourn the Session may be called if the delegate feels that no productive debates will occur anymore on that day, or if the day's itinerary has been completed. If this motion passes, the day's session will be rounded off and debates will continue the next day. Such a motion can only pass if it is in compliance with the schedule put forth through the Secretariat, or after approval by the Secretary-General (SG)

Article 104

A Motion to Extend Debate Time may be called if you feel that the topic being debated requires further discussion. This motion may only be called and executed after the set debating time on the topic has concluded, or if the Chair has ended the debate on a certain topic. If the motion passes, the Chair will decide how much debate time will be added. This motion may only be cast once per discussed topic.

Article 105

A Motion to Vote by Roll Call may be called if the delegate feels that the votes counted by the Administrative Staff were inaccurate. If the motion passes, the Chair will ask each delegate to state their vote individually in order of roll call. Abstentions are in order.

Article 106

A Motion to divide the house may be called if there are enough abstentions in the house which, if forced to vote in favor or against, could topple the result of the voting. If the motion passes, the house will vote by roll call and abstentions will not be in order.

Article 107

A Motion to Divide the Question may be called if the delegate feels that a certain part of the topic being discussed should be discussed separately, if it changes the meaning of the main issue. This may concern debating a clause of the resolution separately, or splitting an amendment into multiple smaller amendments. If the motion passes, debate on the divided parts will be executed first before resuming the original debate.

Article 108

A Motion to Invite Guest Speaker may be called if the delegate feels that further information on the topic is required. If the motion passes, the Chair will consult with the Secretariat to decide whether the organization of a guest speaker is possible.

Article 109

A Motion to Suspend Note Passing may be called if the delegate feels that the quality of debate is being influenced in a negative way by (delegates being distracted by) note passing. If the motion passes, note passing will be suspended. It will be automatically reintroduced after the next voting procedure, or when the Chair reintroduces it.

Article 110

A Motion to Appeal the Chair's Decision May be called if the delegate feels that the Chair made an incorrect procedural decision. This motion does not need a second to pass but can be objected. In the event of such a motion being called, the Chair will ask the delegate to explain the reason why it called the motion. Then, the Chair can choose to agree and change the decision made earlier, or the Chair will call the Secretary-General who will, after public consultation with the delegate and the Chair, make a decision. The Secretary-general's decision cannot be challenged or debated.

Requests

Article 111

A Request may be called by any delegate by exclaiming the essence of the request while the Presidency holds the floor. The Request may be of the following essence and is to be referred to as such:

- I. Request to Follow up
- II. Request to join the Question and Answer session
- III. Request to explain the vote

Article 112

A Request to Follow Up allows a delegate to ask a second Point of Information but may only be called out once per Point of Information. The Request must be called right after the Point of Information has been answered and must be exclaimed clearly when the delegate is still standing.

Article 113

If a delegate does not call the motion to move into Question and Answer session but does want to join it a delegate can use the Request to join the Question and Answer session.. The Chair may decline this request.

Article 114

A Request to explain the vote may be used if a delegate feels that another delegate has expressed their opinion to be in favor/against but has voted otherwise, you may request the Chair/Presidency to ask the delegate to explain their vote.

Observers

Article 115

“Observers” or “Observer States” may be Non-Governmental Organizations, countries with the Observer State Status from the United Nations, Ambassadors of countries which are not represented within the committee, or any other organization that has been granted the title of “Observer” or “Observer State” by the Secretariat. Delegates acting as an observer are to comply with the rules in Chapter 8 – Delegates.

Article 116

Any Delegate who desires to enter a committee/council as an observer should notify the presidency beforehand. The observer may after approval take place in the committee session as an ordinary Delegate but may however not vote on substantive voting procedures (e.g. resolutions). During a Motion to Exclude the Public (Article 95), observers must leave the committee until re-invited by the Presidency.

Guests

Article 117

Guests are individuals within the committee who do not actively participate in the debate within a role as Presidency, Delegate, Admin or Observer. Guests are defined as:

- I. MUN Directors
- II. Non-Committee delegates (except observers)
- III. Non-Committee participants (except Secretariat Members, Student Officers and Press Officers)

Article 118

Guests may observe any active debate and proceedings of the committee from a designated area with a prior invitation. The Presidency of the respective committee may, however, deny presence of any, or all, guests. Guests may discretely communicate with delegates if permitted by the respective Committee’s Presidency.

Voting

Article 119

Voting procedures will be initiated by the chair if debate passes or the right motion has passed. Voting procedures may only commence with 2/3 of the Committee’s delegations present.

Article 120

A “Simple Majority” is defined as a situation where the side with the majority holds more votes than the losing side. Such a majority may occur with the majority of the house depending on abstaining votes.

Article 121

An “Absolute Majority” is defined as a situation where the side with the majority holds more than 50% of the voting members votes.

Article 122

A 2/3 majority is to be defined as a situation where the side with the majority holds 66% or more of the voting members votes.

Article 123

The votes shall be counted by the Administrative Staff allocated to the Committee. The Administrative Staff will forward the outcome of the vote to the Presidency who will declare the outcome of the voting.

Article 124

There are two different types of voting. Depending on the matter being voted upon, the Presidency will decide and announce which type of voting is used:

- I. Substantive Voting
- II. Procedural Voting

Article 125

Substantive voting shall be used for all decisions regarding the resolution itself and only members of the committee permanently represented during the respective edition of FAMUN are allowed to take part in Substantive voting.

Article 126

Procedural voting shall be utilized in any voting procedures that do not have any external affect or directly influence the resolution debated on. All official members and Observers are allowed to take part in Procedural Voting.

Article 127

When either considered necessary by the Presidency or a Motion to Vote by Roll Call has been made, the committee will move into roll call voting procedures.

The presidency will call upon each member state alphabetically to individually cast their vote by stating "In Favor", "Against" or "Abstain". The Presidency shall record the votes.

Article 128

Whenever the Presidency is unsatisfied with the result of the vote, or when a Motion to Divide the House has been made, the house shall move into Roll Call Voting procedures (Article 127). However, in this case, only affirmative votes may be cast. This means that any members that previously abstained must either choose to vote "In Favor" or "Against".

Question and Answer session

Article 129

A delegate may, at any given time, call for a Motion to Move into Question & Answer Session (Q&A). Once this has been approved by the Presidency, a certain amount of questions shall be distributed amongst the attending delegate. Any new delegate that joins the Q&A shall be given the exact same number of questions as other delegates received.

The speaking time given to answer a question shall be limited by the Presidency and may differ per delegate and question.

Lobbying

Article 130

Lobbying may be held in two forms, depending on the situation:

- I. Formal Lobbying
- II. Informal Lobbying

Article 131

Formal Lobbying may be used as an introduction to the issues on the agenda. The committee will be split into groups, depending on the amount of issues. Each group will consult on a different issue, all delegate may choose freely which group to attend.

Article 132

Informal lobbying may be used at any point throughout committee sessions when requested by the Delegate (e.g. through a Motion to Move into Lobbying Time.) During Informal Lobbying, Delegates may freely move around the committee to conversate and debate with other Delegates without being recognized. Informal lobbying aims to improve later productivity during debate and can also be used to work on resolutions. One member of the Presidency must still be present at all times and Delegates may not leave the committee unless otherwise stated by the Presidency. The Presidency will at the beginning set time for the lobbying but may deviate from it at any time.

Resolutions

Article 133

Resolutions are drafts resolutions which have been debated on by the respective committee they were introduced in as draft resolutions. Resolution papers of General Assembly committees will be sent through to the General Assembly for final acceptance.

Article 134

Draft resolutions are potential solutions to the issues on the agenda. The draft resolutions are proposed by Delegates through the use of Co-Submitters (article 136). Draft Resolutions will only become Resolutions after being passed by a 2/3 substantive majority of the committee.

Article 135

The main submitter of a Resolution is the Delegate who has written and/or forwarded the Draft Resolution to the Presidency. Thus, the main submitter is also responsible for the content of the Draft Resolution. There may only be one main submitter who may not change after the Draft Resolution has been submitted to the Presidency. When a Draft Resolution is first debated on, the main submitter must read out the operative clauses and give an opening speech to profile the primary goals of the resolution.

Article 136

Co-submitters are Delegates who are interested in having a resolution on table. This can be of positive and negative nature. The main submitter of a Draft Resolution may not be co-submitter of a different Draft Resolution. Delegates can co-submit multiple Draft Resolutions but only one per issue on the agenda.

Article 137

In order to be debated, a Draft Resolution should at least consist of:

- I. The five appropriate headings
- II. Five Preambulatory clauses
- III. Five Operative Clauses
- IV. Five Co-Submitters

Article 138

A Resolution must contain the following headings:

- I. Name of Committee/Council
- II. Issue on the agenda being addressed
- III. Main submitting Country
- IV. Co-Submitting Countries

Article 139

Preambulatory Clauses are clauses that outline the issue on the agenda being addressed and state the specific details of it. These clauses may only contain information but no suggestions or actions whatsoever.

Article 140

The Operative Clauses are clauses that state the suggested solution and the actions that need to be undertaken in order to ensure success. The Operative Clauses may not further state the issue being debated on but should focus on solving it .

Note passing

Article 141

Note passing aims to allow Delegates to exchange views and information on the issue being debated on directly between them to improve the quality of and participation in the debate.

Article 142

If the Presidency has the perception that note passing is being abused, the respective Presidency may suspend note passing at any time. All notes shall pass through the Administrative Staff or Student Officers. Therefore any authors of vulgar, racist or other inappropriate notes will be disciplined.

Amendments

Article 143

Amendments are proposed changes to the Draft Resolution submitted by Delegates.

Article 144

Amendments are split in two degrees. Amendments to the first degree are proposed changed to the draft resolution. Amendments to the second degree are proposed changes to an amendment currently being discussed.

Article 145

Amendments are to be submitted to the Presidency through Amendment sheets. In order to move the amendment into active debate, the Presidency must give the Delegate the floor to hold a speech. The delegate must then read the amendment out loud and explain the essence of it.

For an amendment to the second degree to be submitted, the same procedures apply but it can only be submitted during time against on the original amendment.

Article 146

Amendments require a simple majority. When voting on amendments to the second degree, abstaining will not be in order.

Article 147

Friendly amendments are amendments that address cohesion, spelling or syntax. A friendly amendment shall automatically pass if agreed on to be classified as a friendly amendment by the Main Submitter and all Co-Submitters. If there's any objection, the amendment will be dealt with as usual.

Type of debate

Article 148

Open debate is defined as debate in which both speeches against and in favor are in order. This type of debate can be held at any time except for amendments to the second degree. Amendments may also be moved during this debate.

Article 149

Closed debate is defined as debate in which both sides, in favor and against, are entertained separately in a set amount of time. When moving into closed debate, "time in favor" will be entertained prior to "time against" and amendments may only be passed during "time against".

Article 150

Ad hoc is a style of debate in which no draft resolution is entertained. Delegates will submit individual amendments to add clauses which will all be considered individually. Passed clauses will be added to an empty document which will function as draft resolution. Once all amendments have been entertained or time on the issue has elapsed, the resolution will be voted on.

Article 151

Ad hoc debate will ordinarily only be implemented in the Security Council. A council may beforehand request the implementation of Ad hoc debate through an inquiry with the Secretariat.

Flow of debate

Article 152

The Flow of debate is defined as the order of procedures while discussing an issue on the agenda.

Article 153

Upon the introduction of a new Issue, the flow of debate is to be as follows:

- I. Informal Lobbying
- II. Draft resolution introduction
 - a. Reading out the operative clauses by main submitter
 - b. Opening Speech by main submitter
- III. Open debate
 - a. Submission of Amendments
 1. Time in favor
 2. Time against
 - a. Amendments to the second degree
 3. Return to open debate
- IV. Closed debate
 - a. Time for
 - b. Time against
 1. Submission of amendments
- V. Voting on draft resolution

10. General Assembly

Power of the President

Article 154

The President of the General Assembly holds the power to commence and adjourn the session of the General Assembly upon prior approval of the Secretariat.

Article 155

The President of the General Assembly holds the power to suspend the session at any point for a given amount of time. If this is to exceed 30 minutes, the PGA must seek prior approval of the Secretary General.

Article 156

The President of the General Assembly holds any right Student Officers do as outlined in chapter 6 – Student Officers.

Time restrictions

Article 157

The President of the General Assembly will set debate time for every resolution after which voting procedures will instantly commence.

Article 158

The President of the General Assembly will set a certain amount of time for a speech after which the PGA will request the delegate to wrap up his speech with a maximum of 30 seconds extension. The PGA may at any time deviate from the set times if this benefits the debate.

Article 159

At the beginning of each session, the President of the General Assembly will set an amount of time for a Point of Information and a follow up being either 1 minute and respective 30 seconds or 2 minutes and respective 1 minute.

Amendments

Article 160

At the beginning of each session, the President of the General Assembly will, in consultancy with the Secretary General, allow or prohibit amendments. Friendly amendments are permitted at any point if approved by the PGA and the main submitter of the issue being addressed.

11. Security Council

Application

Article 161

Each and every article declared in the Rules of Procedure applies to the Security Council unless stated otherwise in Chapter 11 – Security Council.

Permanent Members (P5)

Article 162

The permanent representations within the Security Council are:

- I. People's Republic of China
- II. French Republic
- III. Russian Federation
- IV. United Kingdom
- V. United States of America

Non-permanent Members

Article 163

Non-permanent members of the Security Council are member states that have been assigned a two-year term by in the Security Council selected by the Secretariat of every uneven (15, 17, 19 etc.) year's FAMUN. These member states are treated as ordinary Delegates and do not have a veto right.

Conduct of business Security Council

Article 164

Permanent members (P5 members) within the Security Council hold the right to cast a veto in any substantive voting procedures. The member must in advance, publicly inform the council about the Delegation's intentions. A veto is cast through voting against in Substantive Voting procedures. The Presidency must afterwards present the P5 members that have vetoed. In the case of a veto, the substantive decision is considered to have permanently failed.

