

Rules of Procedure

Hamburg Model United Nations

“Shaping a New Era of Diplomacy”

28th November – 1st December 2019



Introduction by HamMUN Academics Team

The following rules apply to the Hamburg Model United Nations Conference (HamMUN) and the Hanseatic Model United Nations (HanseMUN).

An assembly of the size of a United Nations plenary session cannot work without a strict and binding set of rules. It is therefore of utmost importance that all participants understand the basic Rules of Procedure.

The Rules of Procedure will secure an orderly and productive working atmosphere and thus allow for a better understanding of diplomatic work. We recommend that all delegates at HamMUN attend the Rules of Procedure Workshop at the start of the conference on Thursday.

For those new to Model UN, we highly recommend that delegates bring the Rules of Procedure, to the sessions at HamMUN. Examples of how items might be formulated (see below) will help delegates to bring in their own points and motions.

But aside from all the rules, don't forget to have fun!

Kind regards,

Roi, Aisha, Helena, Mirko



License Information

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1. Diplomatic Conduct

1.1. Courtesy

Please show common courtesy to fellow Delegates and Chairs. While various views may be presented during debate, delegates are reminded that they and their colleagues are representing an entity that may not reflect their opinions on the matter at hand, and that personal opinions should not be included in debate. Furthermore, all participants are reminded that abuse and/or discrimination on any grounds will not be tolerated and will be brought to the attention of the organizing team.

1.2. Dress Code

The Dress Code for all participants is formal attire, both during sessions and while on the campus.

Please refrain from wearing any national or political symbols during the Conference. An exception is made for symbols of the UN or its bodies and sub organizations as well as symbols of the regional bodies simulated, which are the African Union, the European Union and the North Atlantic Treaty Organisation.

1.3. Working Language

Working language of the Conference is English. All communication within the conference, and with the HamMUN Secretariat should thus also be held in English.

1.4. Note Passing

Delegates may communicate with other delegates or the Chairs by passing handwritten notes during formal sessions. This is not permitted during voting procedure.

1.5. Electronic Devices

The use of electronic devices is permitted during committee and can be used for: researching facts and writing or editing documents. Chairs may forbid or suspend the use of individual devices or committee if they feel they distract a delegate from the session.

1.6. Decorum

Do not interrupt when the Chair, an invited representative, or another delegate is speaking.



When given the floor, delegates should rise when addressing the room and remember to properly address the parties present in the room, e.g. "Honourable Chairs, fellow Delegates..."

Delegates are advised to avoid speaking in the first person ("I") during formal session. Delegates are representing their country's view, not their own; we therefore recommend referring that they refer to their delegation or country when speaking.

Please wait until the Chairs have recognized you and granted you the Floor before speaking. If raising a Point, i.e. a Point of Parliamentary Inquiry (a question about the Rules of Procedure), raise your placard and wait for the chair to call on you (see below).

2. The Roles of the Secretary Generals and the Chairs

2.1. The Secretary Generals

The Secretary Generals are the highest authority of the conference. They open the annual session of Hamburg Model United Nations and thereby establish the diplomatic floor of the conference. Diplomatic conduct has to be maintained until the closure of the annual session by the Secretary Generals. It is the right of the Secretary Generals to interpret these Rules of Procedure; their decision shall be considered final. The Secretary Generals may overrule any point or motion in case they are hindering the debates.

The Secretary Generals have the right to address the committee at any time.

2.2. The Secretariat

The **Secretary Generals** and associated persons are collectively referred to as the Secretariat. Their task is to ensure that the conference runs smoothly.

Delegates may approach a member of the Secretariat at any time should they have any questions. Questions concerning logistics should be made to the the **Under-Secretary-General of Logistics**. Questions concerning academics, the Rules of Procedure and whatever happens in committee should be directed to the **Under-Secretary-General of Academics**.

2.3. The Chairs

The Chairs oversee the conduct of debate in Committee. They will apply the Rules of Procedure and see that the debate moves forward.



The Chairs may interpret these rules at their discretion to ensure that debate is constructive. Any queries over interpretation should be made to the Under-Secretary-General of Academics. The Chairs may call for or deny motions as they deem necessary so as to fulfil their mandate.

3. Rules infractions and disciplinary measures

3.1. Plagiarism

Plagiarism and direct copying of text without referencing is never acceptable, including within the context of a MUN. Should we become aware that a delegate has plagiarized his/her Position Paper, Working Paper, or any other document, we will disqualify those involved from any sort of award.

3.2. Pre-written Resolutions

Any form of pre-written resolution at HamMUN is forbidden. Delegates found with a pre-written resolution cannot be considered for any kind of award.

3.3. Disciplinary measures

All infractions that disrespect others or disregard the diplomatic nature of the conference may lead to disciplinary measures being taken, which will range from an official warning to expulsion from the conference. The decision will be taken by the Secretary Generals, and this decision is final.

4. Roll Call and Quorum

Roll call is taken at the beginning of every session. The Chairs will read out the list of countries with a seat in the committee and the countries will state their presence as either **present** or **present and voting**. Those present and voting are not allowed to abstain during substantive voting.

After the roll call, **observers**, which do not have the right to vote on substantive matters, are invited to join the proceedings.

The **quorum**, which is the number of delegates needed to have a debate, is set at 20% of the total present at the very first roll call of the committee.



5. Points

Points are used to clarify questions or point out errors in the proceedings of the committee. These are always used for procedural purposes. Points may be introduced at any point during debate as long as they do not interrupt another speaker.

5.1. Point of personal privilege

If a discomfort is seriously impairing a delegate's ability to participate in the debate, delegates may raise a Point of Personal Privilege. This concerns matters like a cold room, or an inaudible delegate, or moving seats to charge one's laptop. Please try to avoid interrupting a speech with this point.

5.2. Point of parliamentary inquiry

In case delegates have a question concerning the Rules of Procedure they may raise a Point of Parliamentary Inquiry when in formal session. In informal session (an unmoderated caucus), delegates should simply approach the Chair. For a Point of Parliamentary Inquiry, delegates should raise their placard, wait until recognised, then stand up and ask their question. Delegates should remain standing while their question is answered. This point may not interrupt another speaker.

5.3. Point of order

A Point of Order can be used in any situation where a delegate feels that the Rules of Procedure or codes diplomatic conduct are being violated. The highest authority on the Rules of Procedure are the Secretary Generals. If a delegate believes the Chair has wrongly decided not to entertain their Point of Order, they may approach the Secretariat. This point does not require the raising of a placard. This point may also not interrupt another speaker.

5.4. Point of entertainment

A Point of Entertainment may be used when the delegates feel particularly lethargic and there is a need to lift the mood of the committee. Delegates are invited to raise a point of entertainment to perhaps play a funny song, video or showcase a talent that they have outside MUN. Examples have included making the Chairs sing in German, catwalk and solving a Rubik's cube. This point may not interrupt another speaker.



5.5. **Right of reply**

If a delegate insults the sovereignty of a country, the delegate of the country whose sovereignty is being insulted may raise a point for a Right of Reply. Note that a difference of opinion does not constitute a Right of Reply. Whether to allow or disallow a Right of Reply is subject to the discretion of the Chair and cannot be appealed. The Right of Reply may not interrupt another speaker, however the delegate will have to raise their placard while stating “Right of Reply!” immediately after the offending speech for the point to be considered. Upon being recognised by the Chair, the delegate may briefly state why they think a Right of Reply is in order. This point does not require the raising of a placard.

If the Chair decides that the Right of Reply should be granted, the offending delegate must also then be given an opportunity to apologise. If they choose to not do so, the Chair may grant a Right of Reply, upon which the offended delegate shall deliver his reply within 30 seconds.

The delegate rising to reply will have to address the whole plenary and not just the offending speaker. The speaker who delivered the offending speech must remain standing during the reply. Either party may not be addressed personally.

6. Motions

Motions are used by delegates to push for a certain matter to be discussed within a given format, or to help push forward the committee’s proceedings.

Once the Floor is open, the Chairs will ask for motions. If delegates wish to bring one to the Floor, they should:

1. Raise their placards horizontally
2. Wait to be recognised by the Chair
3. Stand up and state the motion they wish to propose. Please note that Chairs may ask for clarification, modification and rephrasing of the motion.
4. Sit down once the Chairs have noted the motion.

Every motion is subject to seconds unless otherwise stated. To pass a motion, at least one other nation has to second the motion brought forward by saying “Second!” after the Chair has asked for seconds. Delegates may not second their own motion. If there are



no seconds, the motion automatically fails. If a motion has a second, the Chair will ask for objections. If no objections are raised, the motion will pass without a debate or a procedural vote.

In case of objections, a procedural vote will be held, which is a vote on matters of procedure for the committee (i.e. motions). For the motion to pass, a simple majority is required unless not otherwise stated. Please note that there are no abstentions in a procedural vote; all delegates must vote either “Yes” or “No”.

Some motions require debate, and this will be clearly noted should it apply. If so, a speakers list will be established with 2 speakers in favour and 2 speakers against the motion with a standard time of 60 seconds (may be subject to change following the appeal of a delegate). If that is the case, the Chairs will usually ask the delegate who raised the motion to speak in its favour, as well as parties who have seconded the motion. Said Delegate is encouraged, but not obliged, to do so. When the speakers’ list has lapsed, a procedural vote will immediately be held.

In case of a tie, the votes will be recounted. In the case of a second tie, the motion fails as it has not achieved the necessary majority.

In case of multiple motions on the Floor, the votes will be cast in Order of Disruptiveness, then in Order of Precedence.

Should one motion pass, the others will not be voted upon. They may, however, be reintroduced once the Floor is open again.

If all motions fail the committee will automatically move back to general speakers list.

6.1. Minute of silent prayer or meditation

Any delegate may make a motion for a minute of silent prayer or meditation before the Roll Call in the beginning of the session takes place. A delegate may also make a motion for a minute of silent prayer or meditation during debate in case of occurring situations which would suit for a minute of silent prayer or meditation before the roll call. It is possible to add a special reason to the request. Any decisions concerning this motion are not subject to appeal.



6.2. Motion to set the Agenda

In all committees, there will be two topics to debate, set prior to the conference. The first thing the delegates will have to do at the opening session of their committee is to set the Agenda. The delegate raising this motion should state the order in which these topics should be addressed according to their preference.

In case of a second, the Chair will ask for objections. If no objections are raised, the motion will pass without discussion and procedural vote.

In case of objections, a Speakers' List will be established to discuss the motion. This motion requires a simple majority.

6.3. Motion to set the speaker's time

At the beginning of the debate on a topic or on setting the agenda, the speakers' time is unlimited until it is set otherwise by the committee; subsequently this should be one of the first motions raised following setting the Agenda. Any delegate can move at any time to set or change the speakers' time. Any length of time is allowed; however, 45 to 120 seconds has proven to be the most efficient amount. It is not possible to reset speakers' time to unlimited later on.

If there are multiple motions to set speaking time on the Floor, the proposal with the longest amount of time takes precedence. If objections are raised to the motion a balanced speakers' list is established of one for and one against with a speaking time of 30 seconds each. After the debate closes a procedural vote is held.

6.4. Motion to close or (re)open the general speakers' list

After the Roll Call the general speakers list is automatically established, a motion to open the general speakers list is not required. With a motion to close the speakers' list, delegates are prevented from being put on the speakers' list. Those who are already on the list will still be able to deliver a speech.

If the speakers' list is closed and a delegate wishes to deliver a speech, they must motion to reopen the speakers' list.



This motion is subject to seconds and objections but is not debatable.

When the speakers' list runs out, the committee will move to voting procedure.

6.5. **Motion for a moderated caucus**

In a moderated caucus, short speeches are given by the delegates in direct reply to each other. A moderated caucus will have a specific topic and will be moderated by a Chair.

Its aim is to have an open discussion on (a specific, pre-stated part of) the topic under consideration, with more possibilities for interaction among the delegates than the general speakers' list. The moderator will call upon speakers in the order in which they signal their desire to speak.

In raising a motion for a moderated caucus, the following must be specified: total duration of the moderated caucus, the individual speaker's time and the topic of the caucus. This motion is subject to seconds and objections but is not debatable. In the case of there being multiple motions for a caucus on the Floor, the vote will be cast first for the caucus with the longest duration. In case of multiple motions for the same duration, the vote will be cast by the longest speaker's time. Should the motions be equally disruptive, then the motions will be voted on in order of introduction.

Once a motion for a moderated caucus has been passed, the Chair will ask the delegate who proposed the motion whether they wish to speak first or last. Should the delegate wish to speak last, then the Chair will ensure that the last speech of the moderated caucus will be given to them.

Please note that a moderated caucus is not a formal session. As such, there is **no speakers' list** and delegates are not required to yield their speaking time. **Motions cannot be entertained** once a motion for a moderated caucus has been passed. **Points** cannot be introduced as well with these exceptions: A delegate may raise a Point of Personal Privilege (e.g. if the speaker should speak louder) or, in case the Chairs do not keep the announced order of speakers or the last speech, a Point of Order.

At the end of the caucus, delegates may ask for an extension which does not exceed the original time of the motion. There can be no more than one extension to each motion. This vote requires a simple majority.



6.6. Motion for an unmoderated caucus

In unmoderated caucuses, delegates may move around the room freely and converse with other delegates. This is generally the time to find allies, develop ideas, formulate working papers, draft resolutions and amendments. Remember that delegates are required to stay in the room unless given permission to leave by a Chair.

When raising a motion to suspend the meeting for an unmoderated caucus, the delegate must state the desired duration of the caucus; no topic needs to be specified. The duration of an unmoderated caucus may not exceed 20 minutes. The Chair shall announce at what time the committee will reconvene. This motion is subject to seconds and objections but is not debatable. In case there are multiple motions for a caucus on the Floor, the vote will be cast first for the caucus with the longest duration.

At the end of the caucus, delegates may ask for an extension which does not exceed the original time of the motion. There can be no more than one extension to each motion. A simple majority is required to pass a motion for the extension of a caucus.

6.7. Motion for a Consultation of the Whole

During a Consultation of the Whole, short speeches are given by the delegate in direct reply to each other. The consultation does require a specific topic.

Unlike moderated caucuses, a Consultation of the Whole is not moderated by a Chair, but rather by the delegates themselves. That is to say, the previous speaker will select the next speaker at the end of their speech. Delegates should prevent the Consultation becoming a dialogue between two delegates and ensure different opinions are heard, although there is no time limit for an individual speech.

If delegates wish to bring in a motion for a Consultation of the Whole, they will have to specify the duration and the purpose of the caucus. This motion is subject to seconds and objections but is not debatable. In case there are multiple motions for a caucus on the Floor, the vote will be cast first for the caucus with the longest duration, as this is more disruptive.

Once a motion for a Consultation of the Whole has been passed, the delegate who raised the motion will automatically be first



speaker. The delegate can decide to use this opportunity to just appoint another speaker, if he does not want to speak at that moment.

At the end of the Consultation, delegates may ask for an extension which does not exceed the original time of the motion. There can be no more than one extension to each motion. A simple majority is required to pass a motion for extension of a caucus.

6.8. **Motion to suspend the meeting**

A suspension of the meeting is a pause in the debate for the purpose of a short break (i.e. for coffee/tea breaks). It is permitted to step outside the committee room during this break, but delegates may continue discussions. The Chair will clearly indicate a time when the committee shall reconvene.

6.9. **Motion to introduce a written proposal**

Once a written proposal (meaning draft resolutions or amendments) has been approved by the Chairs, one of the Sponsors may move to introduce it. This motion is unrivalled: it does not require seconds, will not be subject to a debate and will not be voted upon. Following the motion, the proposal shall be read out loud by one of the Sponsors.

To discuss the draft resolution, delegates may motion for a **Panel of Authors**. This motion does need to be raised directly following after the introduction.

Three different kinds of written proposals may be introduced:

6.9.1. **Draft resolutions**

Voted upon after the debate during voting procedure.

6.9.2. **Friendly amendments**

When all the Sponsors agree with the amendment, the friendly amendment automatically becomes part of the draft resolution. The friendly amendment needs to be signed by all Sponsors of the resolution before handing it to the Chair for approval. If a friendly amendment reverses in part or full a previous amendment passed by the committee the Chair may choose to treat it as an unfriendly amendment.

6.9.3. **Unfriendly amendments**



When at least one of the Sponsors does not agree to the amendment, an amendment is considered unfriendly. In case of an unfriendly amendment, any delegate can raise a motion for a Moderated Caucus to discuss the motion. Afterwards, the committee will immediately move to a substantive vote on the amendment.

For further details on written proposals see 8. Resolution writing.

6.10. Motion for a panel of authors

After a resolution has been introduced, delegates may motion for a Panel of Authors, which requires a simple majority to pass and the total time proposed in raising the motion may not exceed 15 minutes. A Panel of Authors is where the main Sponsors of the resolutions stand in front of the committee and briefly present the core ideas of the resolution after which they answer questions. When a Panel of Authors is motioned for, up to 4 Sponsors of the draft resolution will approach the front of the room. They have up to 2 minutes to briefly explain the main points of the draft resolution. After the brief review, the duration of the panel should be used to answer questions from other delegates. The Chairs will choose which delegates ask questions as they would select speakers in a Moderated Caucus.

6.11. Motion to adjourn debate

Sometimes the committee is not able to reach a solution. In that case, a motion to adjourn debate is appropriate. No substantive voting on any draft resolutions or amendments can take place once the debate is adjourned and the committee will start debating on the next topic.

This motion is subject to seconds and objections and requires a debate with a balanced speakers' list of up to two speakers in favour and two speakers against, with a speakers' time of up to 30 seconds. This motion requires a simple majority.

6.12. Motion to reconsider a question

This allows a topic on which debate has been already been adjourned to be debated again. It is subject to seconds and objections and requires a debate with a balanced speakers' list with up to two speakers in favour and two speakers against, with a speakers' time of up to 30 seconds each. This motion requires a majority of two thirds.



6.13. **Motion to close debate**

At the conclusion of debate on a topic, a motion for the closure of debate is introduced. Passing this motion means an immediate end to the debate and the start of voting on any resolutions on the Floor. This motion requires two speakers in favour and two speakers against with a speaking time of 30 seconds each. This motion requires a majority of two thirds.

6.14. **Motion to adjourn the meeting**

Before the closing ceremony of the Hamburg Model United Nations Conference a motion to adjourn the meeting (until next year) will finish this annual session of HamMUN for your committee, and so is the last motion to be entertained. This motion does not require a second and is not debatable.

6.15. **Motion to appeal the decision of the chair**

There may be a time when delegates feel that the decision of the Chair does not reflect the will of the council. Delegates then have the chance to appeal the Chair's decision. In this case, the delegates decide whether to change or sustain the decision of the chair. This motion can be raised at any time by raising a placard and shouting with restraint "Appeal!" **whether or not the Floor is open**. However, it may never interrupt a speech.

The Chair then has the chance to briefly explain the triggering decision before the vote is cast. Should the motion pass, the chair must change the appealed decision. This vote requires a 2/3-majority.

The Secretary Generals may overrule any appeal.

Decisions that cannot be appealed with this motion: Minute of silent prayer or meditation, Right of Reply and Adjournment of the meeting.

7. **Yielding**

When a speaker from the general speakers' list has the Floor, they are not obliged to use all the allotted time. However, should they have an excess of time at the end of their speech, they may yield this to another person or cause. This is done as follows:



7.1. Yield to points of information

Other delegates may raise their placards. The Chair will choose a delegate who may then pose a question. The question itself does not count against the remaining time, but the answer does. Cross-talking is not allowed. The speaker may ask for clarification or rephrasing. The asker must remain standing throughout the process as the question is answer. The speaker is not required to answer the question, and thus will be asked if they accept prior to receiving the floor to respond.

7.2. Yield to another delegate

The remaining time will be passed to another delegate. The delegate yielded to cannot yield again but may do with the time as he wishes.

7.3. Yield back to the Chairs

The remaining time can be yielded back to the Chair, in which case it is at the Chair's discretion to use the time.

8. Resolution writing

The goal of the sessions in all committees is to adopt resolutions. Resolutions are not required to solve the whole problem and can deal with part of it or lay the groundwork to begin a more comprehensive solution. Their effectiveness and power depend on the authority of the committee, the intent of the Sponsors, and their acceptance among member states. The only body that is able to adopt and enforce binding resolutions is the Security Council. Thus, delegates should be aware of the thematic scope and mandate of their committee.

During the conference, delegates will hear terms akin to 'working paper', 'draft resolution' or 'resolution'. These papers have the following differences:

8.1. Working Paper

A paper is called a 'working paper' before it is handed in to the Chair and accepted. This is the time when delegates work on the paper itself, formulate phrases, negotiate with delegates to find compromises, and look for Sponsors and signatories. During this phase the entire paper, preambulatory and operative clauses, may be changed without any formal procedure. The working paper does not require a specific format or layout; it could be a chart, a power



point slide or something else entirely. However, at the point of submission as a draft resolution, the paper does need to have been formatted correctly in accordance with the Rules of Procedure. After delegates have handed in a working paper, the Chair will correct it if necessary and decide whether to accept it as it is. If delegates are confident that their working paper provides a viable solution, you may hand it in to the chair.

8.2. **Signatories & Sponsors**

Handing in a working paper for it to become a draft resolution requires a certain number of signatories and Sponsors.

8.2.1. **Signatories**

A signatory supports the working paper and wants to ensure it is discussed. They do not have to agree with the text of the working paper that they signed. The number of signatories needed is dependent on the number of countries present in the committee; at least 10% of the committee need to sign the resolution for it to be considered as valid.

8.2.2. **Sponsors**

Sponsors support the working paper in substance and are expected to vote in favour of it; usually they were also those who wrote the majority of the working paper. Any friendly amendment of the resolution will need their support. The number of Sponsors needed is dependent on the number of countries present in the committee; at least 10% of the committee need to or sponsor the resolution for it to be considered as valid. Sponsors will amend working papers and Draft Resolutions if this is required by the Chairs.

8.3. **Draft Resolution**

As soon as the Chair accepts the working paper, the paper becomes a 'Draft Resolution'. The Chair will inform the committee that a draft resolution is on the Floor, provide it with a name (eg. Draft Resolution 1) and give one of the Sponsors the opportunity to introduce it to the committee by reading it out loud and or distribute it electronically to the committee (see Motion a Draft Resolution). Immediately after the draft resolution has been introduced a delegate may motion for a Panel of Authors to have up to 4 of the Sponsors and signatories explain their draft resolution for up to 15 minutes.



Afterwards it is open for the whole committee for debate. Its operative clauses may be changed by friendly or unfriendly amendments (see below). The preambulatory clauses cannot be changed anymore.

The paper stays a draft resolution until it has been voted upon. If it is adopted, it becomes a 'resolution'. If no draft resolutions are passed, then delegates have the option to adjourn debate.

8.4. Amendments

Amendments are 'altering requests' for draft resolutions. Once a draft resolution has been introduced, every country has the chance to work on an amendment in order to strike out clauses, to change clauses or to add clauses. There are two types of amendments: friendly and unfriendly.

8.4.1. Friendly Amendment

Friendly amendments have the support of all Sponsors of the draft resolution. All Sponsors have to sign it before it is submitted to the Chair for approval. After the amendment has been handed in, the Chair will correct it if necessary and decide whether or not to accept it as it is. If the Chair has some remarks, corrections or advice, they will inform the Sponsors and ask them to change it accordingly. As soon as the friendly amendment is introduced, it automatically becomes a part of the draft resolution. It will not be voted upon.

8.4.2. Unfriendly Amendment

If the support of all Sponsors of the draft resolution cannot be obtained for an amendment, it is considered unfriendly. These require a certain number of signatories (10% of those present or present and voting during the first roll call or a minimum of 3, whichever is bigger) in order to be handed in. After an unfriendly amendment is accepted by the Chairs, the signatories may move to introduce it (Motion to Introduce a Written Proposal).

Unfriendly amendments can be discussed in a moderated caucus. The caucus, or caucuses, are moderated by the Chair and its duration is up to the Chair's discretion. Afterwards, the committee will immediately move to a substantive vote on the amendment. Please note that preambulatory clauses cannot be changed through an amendment, only operatives. Furthermore, second-degree amendments cannot stand; that is to say, one can't amend an amendment prior to its



passing. Should a Delegate wish to change an amendment, it must first be retracted by its authors and then reintroduced. Should authors not agree on this, then the corrections may be brought in as a new amendment to be evaluated on its own.

8.5. Formal requirements of a resolution

All resolutions must be handed in on the template provided by HamMUN. The Chair will number the resolutions on the Floor in their order of introduction.

A resolution must follow the format of preambulatory and operative clauses, keeping in mind that a resolution is grammatically one (long) sentence and that the first word in each clause must be italicised.

8.5.1. Preambulatory clauses

The preambulatory clauses are aimed at providing the justification for the actions taken with the operative clauses, and effectively ‘set the stage’ for the resolution. They can supply information on the current situation, historical background, refer to past actions on the topic or important declarations, conventions or the UN Charter. Delegates who are not fully convinced of a proposed idea may be more likely to agree with it, if formulated as a preambulatory clause.

Preambulatory clauses begin with a present participle, always end with a comma, and are written in past tense with legally binding language. Examples include:

<i>Affirming</i>	<i>Emphasizing</i>	<i>Having received</i>
<i>Alarmed by</i>	<i>Expecting</i>	<i>Having studied</i>
<i>Aware of</i>	<i>Fulfilling</i>	<i>Keeping in mind</i>
<i>Bearing in mind</i>	<i>Fully alarmed</i>	<i>Noting further</i>
<i>Believing</i>	<i>Fully aware</i>	<i>Noting with deep concern</i>



<i>Confident</i>	<i>Further believing</i>	<i>Noting with regret</i>
<i>Contemplating</i>	<i>Further deploring</i>	<i>Noting with satisfaction</i>
<i>Convinced</i>	<i>Further recalling</i>	<i>Observing</i>
<i>Declaring</i>	<i>Guided by</i>	<i>Realizing</i>
<i>Deeply concerned</i>	<i>Having adopted</i>	<i>Recalling</i>
<i>Deeply conscious</i>	<i>Having considered</i>	<i>Recognizing</i>
<i>Deeply convinced</i>	<i>Having considered further</i>	<i>Referring</i>
<i>Deeply disturbed</i>	<i>Having devoted attention</i>	<i>Seeking</i>
<i>Deeply regretting</i>	<i>Having examined</i>	<i>Taking note</i>
<i>Desiring</i>	<i>Having heard</i>	<i>Welcoming</i>

8.6. **Operative clauses**

The real action(s) taken by the committee with its resolution is written down in the operative clauses. They may urge, encourage or request certain action(s), or state an opinion regarding a specific situation. Pay attention that not every committee can use all expressions; your possibilities depend on the power of your committee (if in doubt ask your Chair).

Operative clauses should be as specific as possible and address the individual aspects of the topic to facilitate a concrete solution to the problem at hand.

Clauses begin with an active, simple present verb and end with a semicolon. The last operative clause marks the end of the resolution and always ends with a period. All operative clauses are sequentially numbered to make it easier for everybody to refer to a specific clause and are underlined. Examples include:



<u>Accepts</u>	<u>Designates</u>	<u>Notes</u>
<u>Affirms</u>	<u>Draws attention</u>	<u>Proclaims</u>
<u>Approves</u>	<u>Emphasizes</u>	<u>Reaffirms</u>
<u>Asks</u>	<u>Encourages</u>	<u>Recommends</u>
<u>Authorizes</u>	<u>Endorses</u>	<u>Regrets</u>
<u>Calls</u>	<u>Expresses its hope</u>	<u>Reminds</u>
<u>Calls upon</u>	<u>Further invites</u>	<u>Requests</u>
<u>Condemns</u>	<u>Further proclaims</u>	<u>Resolves</u>
<u>Confirms</u>	<u>Further recommends</u>	<u>Solemnly affirms</u>
<u>Considers</u>	<u>Further reminds</u>	<u>Supports</u>
<u>Decides</u>	<u>Further requests</u>	<u>Takes note of</u>
<u>Declares accordingly</u>	<u>Further resolves</u>	<u>Urges</u>
<u>Deplores</u>	<u>Having resolved</u>	

Please note that only the Security Council decides on any action concerning Chapters VI and VII of the UN Charter, including sanctions and the installation of UN peacekeeping or peace-making operations.

9. Voting Procedure

All draft resolutions and amendments introduced to the Floor need to be voted upon to be adopted. The rules set out in this section apply to all substantive voting:

The doors of the room are closed. Anyone outside after the start of voting will not be admitted until voting concludes. Exiting the room is only permitted for medical and dire reasons. Note passing is suspended, the use of electronics and cross-talking are forbidden. Furthermore, all non-essential persons to the committee are required to leave.

The above paragraph does not apply to Faculty Advisors or Secretariat members or the conference press.



9.1. **Going into voting procedure**

Debate ends when delegates motion to close debate or the general speakers list runs empty.

9.1.1. **End of general speakers' list**

When the general speakers' list is empty (the last speaker on the list has run out of speakers' time), the assembly moves directly into voting procedure. Delegates are reminded that once having entered Voting Procedure, the debate will have automatically closed on a given topic, and as such, will move to the next topic on the agenda or the adjourning of the session after.

9.1.2. **Motion to close debate**

If such a motion passes you will automatically go into voting procedure. If you have not declared yourself 'present' or 'present and voting' before the start of voting procedure, you will not have the right to vote.

Furthermore, if you declared yourself **present and voting** at the start of debate, you will **not** be able to abstain in the substantive parts of the voting procedure. For any procedural matters abstaining is not permitted as always.

Only the following points and motions from debate (see above) remain in order: Point of Personal Privilege, Point of Parliamentary Inquiry, Point of Order and Motion to appeal the decision of the Chair.

However, special motions can be introduced:

9.2. **Motion to reorder draft resolution**

Draft resolutions are voted upon in their order of introduction to the committee prior to the voting procedure. The committee can decide to reorder them with the appropriate motion.

If this motion passes, then subsequent motions can be introduced to decide the new order, which are phrased descriptively (i.e. motion to reorder the draft resolutions to X, Y and Z). These motions are voted upon in their order of introduction, and until one pass. If none pass the original order is kept and the voting procedure continues.

9.3. **Voting on amendments**

Amendments are voted on after the caucus time apportioned to their debate has lapsed. Substantive voting procedure is used and



abstentions are allowed if delegates declared themselves ‘present’ during Roll Call. Delegates may motion to Adopt by Acclamation and Vote by Roll Call when voting on amendments.

9.4. **Voting on draft resolutions**

Once the voting order of the draft resolutions is established, the first draft resolution will be voted upon as a whole.

Only one draft resolution may be passed; if a draft resolution has been passed, all other draft resolutions are discarded. If no resolutions are passed, delegates have the option of motioning to reconsider the question/reopen debate.

9.5. **Motion to vote by acclamation**

Essentially, this motion means that the committee agrees with the draft resolution.

The Chair will then ask whether there are any objections to the adoption of the Draft Resolution by acclamation. Delegates considering voting in opposition to the draft resolution should be against this motion and raise an objection.

If there is an objection within the body, the motion immediately fails and the draft resolution will be voted upon in a regular manner.

If there is no objection, the draft resolution is thereby adopted unanimously; no further voting on that draft resolution is necessary.

9.6. **Motion to vote by roll call**

This vote is suitable for delegates wishing to see how each individual country votes. This motion serves also to secure minority interests and therefore carries in case 1/3 of the delegates vote in favour during a procedural vote.

During a roll call vote, the Chair will read out the names of all countries in alphabetical order. When the delegate’s country is called out, they may answer “In favour”, “Against,” “Pass” or “Abstain” if the delegate is present. The delegates declaring themselves “Present and Voting” during Roll Call may not abstain.

Should a delegate answer with “Pass”, the chair will continue the Roll Call and immediately afterwards ask them for their vote. The delegate will then have to answer “In favour” or “Against” and



will lose the right to abstain regardless of if they are listed as “present”.

Should a delegate’s vote appear to be against their country’s policy and they wish to explain their decision, they may answer “Yes with rights” or “No with rights”. After all countries have cast their vote, the Chair will give them up to 30 seconds to give an explanation. This type of voting takes much longer than the usual way; this motion should therefore be used with caution.

9.7. Motion to vote clause by clause

With this motion, delegates will vote on the operative clauses one by one. After considering all individual clauses the resolution is voted upon in its entirety. Delegates may not vote on this motion; it is at the discretion of the Chair.

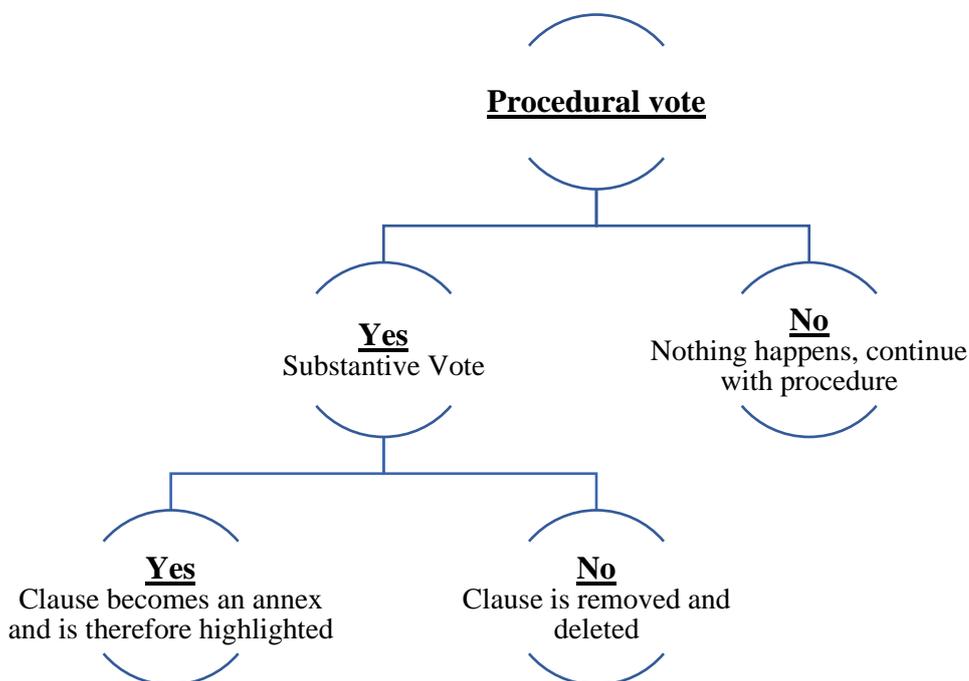
In case of a combination of roll call and clause by clause vote, the procedure will be as follows: The votes on the separate clauses will be taken by show of placards. After that the document will be voted upon in its entirety by roll call.

The motion to vote clause by clause cannot be considered during the motion to divide the question.

9.8. Motion to divide the Question

The motion to divide the question is a procedural action to decide whether one or more operative clauses are to be removed or “divided out” from the overall resolution, effectively allowing for the committee to vote upon certain sections of the resolution separately from the full resolution. The separated sections will be voted upon prior to the rest of the resolution; depending on the outcome of these substantive votes, these will then be included or removed from the full resolution which is then voted upon after all separated sections. This motion is two-parted with a procedural and a substantive part, illustrated by the diagram below.





9.8.1. The procedural part

At the discretion of the Chair, two speakers may speak in favour and two against this motion for 30 seconds each. This part of the motion requires a procedural vote. There are no abstentions. If this motion passes, delegates will continue to the substantive part. If it fails, the whole motion will fail and the draft resolution stays as it is.

9.8.2. The substantive part

If the motion to divide the question passes, delegates will have to decide what is going to happen to the clauses which have been divided out. There are two possibilities:

1. The clauses can become an annex to the draft resolution (this will happen if the committee votes in favour of them);
2. The clauses are deleted completely (this will happen if the committee votes against them at this stage).

Annexes are supposed to show the clauses on which all nations could agree or which are of greatest importance. This makes the annex even stronger than the operative clauses. The second vote is a substantive vote; delegates may abstain if they are “Present”, but not if they are “Present and voting.” All other voting procedure motions still apply. Should the draft resolution fail later, the annex



becomes a resolution without preamble since it has already been decided upon by substantive vote, unless all other operative clauses were divided out.

The above motions are in order right before the substantive vote on a draft resolution takes place. The Chair will indicate when this is the case and shall take points or motions on the Floor before the vote takes place.

10. Committee-specific Rules of Procedure

Some committees have additional or modified rules in order to better simulate their unique character and to set them apart from the main UN-committees. The following rules only ever apply to the committees under which they are listed.

10.1. United Nations Security Council

The Security Council Rules of Procedure that are slightly different from those in other committees in the following regards:

Delegates are one of fifteen members of the Council. Five of them have the right to block decisions by their veto, have a permanent seat in the Council, and are often collectively called the P5. The P5 states are the People's Republic of China, the French Republic, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America. The veto may make it much more difficult to find a consensus on a draft resolution.

Due to the special situation in the Council, the following rules apply:

10.1.1. Voting in the Security Council

In accordance with Article 27 of the Charter of the United Nations, all votes on procedural matters require nine (9) votes in favour to pass. All votes on substantive matters require a majority of nine (9) votes in favour, including the concurring votes of all permanent members. Should a permanent member vote against a draft resolution, amendment or against any other substantive matter, the item, which was have voted upon, fails. An abstention of the permanent member however will not be considered as a usage of veto rights.

The usual quorum does not apply. Instead, at least nine members must be physically present in the committee in order to reach a quorum.



At least five members must be signatories or Sponsors and three of them must hand in unfriendly amendments to hand in a working paper or draft resolution.

10.1.2. Motion to declare a vote substantive

This motion may only be used by the permanent members of the Security Council and may be entertained on any procedural motion. The motion automatically passes.

The aim of this motion is to change the required vote on the procedural motion into a substantive one. On a substantive vote, all delegates who are “Present” may abstain and the required majority for that motion to pass is nine, including all permanent members. This gives the P5 members the possibility to veto a normally procedural motion. As soon as any permanent member introduces this motion, the formerly procedural motion is automatically declared substantive.

Please note that you cannot vote by Roll Call or any other motion mentioned in Section 9 of this document on motions that have been declared substantive.

Motion to Set the Speakers’ Time and Motion to Adjourn the Meeting may not be made a substantial vote.

10.1.3. Presidential statement

When the Security Council is unable to reach a resolution that is supported by enough members of the Council, it is possible for the Security Council to release a Presidential Statement if its members feel that they are otherwise unable to come to a consensus. Moving to a Presidential Statement passes at the Chair’s discretion.

Such a statement is phrased similarly to a resolution; however, it is neither legally binding, nor does it differentiate between preambulatory and operative clauses. It requires consensus between the members of the committee to be adopted.

This is strictly speaking neither a point nor a motion, so it will be introduced in another way.

Firstly, if the delegates present in the Security Council fail to reach agreement during a debate, one of them might bring up the idea of writing a Presidential Statement to the Committee. After this, the Chairs might ask the committee if it agrees with this idea. If so, it is usually a good idea to motion for an unmoderated caucus during which the delegates jointly write the Presidential Statement.



After this, they should hand it in to the Chairs who will correct it as usual. When this is complete, there will be no formal vote upon it, but the Chairs will read it out again and then ask if any member objects to it. Should this be the case, delegates may either drop the entire Statement, or try to rephrase it to meet the objector's demands during another caucus.

Secondly, if the Chairs feel that the debate will not lead to a resolution, they may ask the body to write a Presidential Statement according to the procedure laid down above.

10.2. North Atlantic Treaty Organization

As a regional and consensus-based committee and in accordance with the North Atlantic Treaty, the following rules apply:

10.2.1. Declarations

These committees do not only have the ability to pass resolutions but may also elect to release Declarations. As such, the NATO 'equivalent' of a resolution would be a Declaration on behalf of the Organisation. They must meet the same formal requirements as resolutions as outlined before. In addition, the preambulatory clauses of a declaration must state which countries are parties to the declaration. Contrary to resolutions, declarations are legally binding! Declarations may only be made on behalf of the North Atlantic Treaty Organization.

10.2.2. Joint Statements

If the delegates fail to reach consensus during a debate, one of them may bring up the idea of writing a Joint Press Statement. After this, the Chairs may ask the committee if it agrees with this idea. If so, it is usually a good idea to go for an unmoderated caucus during which the delegates write the Joint Press Statement.

After this, they should hand it in to the Chairs who will correct it as usual. When this is complete, there will be no formal vote, but the Chairs will read it out again and then ask if any member objects to it. Should this be the case, you can either drop the entire statement, or try to rephrase it in order to meet the objector's demands during another caucus.

There are no formal requirements for Joint Press Statements, so these can be much more varied. However, the Chairs may ask the delegates to rephrase them if necessary, and this decision is final.

10.2.3. Voting in NATO



As a consensus-based committee, all substantive decisions must be made unanimously; a “no” in substantive voting is an effective veto. In addition, observer states have no voting rights in substantive votes on declarations, Joint Statements, or on amendments.

10.3. The European Council

As a regional and consensus-based committee and in accordance with the Treaty of the European Union as well as the Treaty of the Functioning of the European Union, the following rules apply:

10.3.1. European Council Meeting

Although the European Council is a meeting of the Heads of State and Heads of Government, the delegates at HamMUN will be representing their state’s delegations rather than adopting the role of the Head of State or Government

10.3.2. Conclusion

The Conclusion is an unanimously accepted document and the final product of the European Council, containing the guidelines for the Union. It is divided by either chapters dedicated to major points such as "Trade" or "Development", etc. Since it is a political and not a legal document, it is therefore not binding. But it lays down the major points for the European Commission for drafting the legislative based on their expertise, reports and other sources, which will be presented to the European Parliament and Council of the European Union.

10.3.3. Joint Statements

If the delegates fail to reach consensus during a debate, one of them may bring up the idea of writing a Joint Statement. After this, the Chairs may ask the committee if it agrees with this idea. If so, it is usually a good idea to go for an unmoderated caucus during which the delegates write the Joint Statement.

After this, they should hand it in to the Chairs who will correct it as usual. When this is complete, there will be no formal vote, but the Chairs will read it out again and then ask if any member objects to it. Should this be the case, delegates may either drop the entire statement, or try to rephrase it in order to meet the objector’s demands during another caucus.



There are no formal requirements for Joint Press Statements, so these can be much more varied. However, the Chairs may ask the delegates to rephrase them if necessary, and this decision is final.

10.3.4. Voting in the European Council

As a consensus-based committee, all substantive decisions must be made unanimously; a “no” in a substantive vote is an effective veto. In addition, observer states have no voting rights in substantive votes on the Conclusion, Joint Statements, or on amendments.

10.4. International Telecommunication Union

As the International Telecommunication Union consists not only of member states but also private entities, the following rules apply:

10.4.1. Participation of private entities

Private entities will be addressed as “Representative of [X]”. They have the same participation rights as member states; however they may not sponsor a draft resolution or an amendment on their own. At least one member state has to be among the Sponsors of any written proposal.

10.4.2. Voting in ITU

During procedural and substantive votes private entities do have the same voting rights as delegates of countries.

10.5. African Union

As a regional consensus-based committee and in accordance with the Treaty of the African Union, substantive decisions in the Assembly of the African Union shall be taken by consensus where possible. If this is not possible, substantive decisions may be taken by way of a two-thirds majority. Procedural matters shall be decided by a simple majority.

10.5.1. Voting in the African Union

After entering voting procedure, the Chairs will ask for a motion to vote by acclamation. If no delegate introduces such a motion or the motion fails because of an objection, reaching consensus will be considered failed and the 2/3-majority applies.

10.5.2. Joint Statements



If the delegates fail to reach consensus during a debate, one of them may bring up the idea of writing a Joint Statement. After this, the Chairs may ask the committee if it agrees with this idea. If so, it is usually a good idea to go for an unmoderated caucus during which the delegates write the Joint Statement.

After this, they should hand it in to the Chairs who will correct it as usual. When this is complete, there will be no formal vote, but the Chairs will read it out again and then ask if any member objects to it. Should this be the case, delegates may either drop the entire statement, or try to rephrase it in order to meet the objector's demands during another caucus.

There are no formal requirements for Joint Press Statements, so these can be much more varied. However, the Chairs may ask the delegates to rephrase them if necessary, and this decision is final.

10.6. ITLOS, G20 & Crisis

Due to the nature of ITLOS and crisis, this Rules of Procedure are often not suitable to apply. The delegates are encouraged to read the specific RoP of their committee.

The G20 annual summit will work on CBA, which is explained in the respective Study Guide. However, Rules 1 – 4 apply in the committees.



11. Order of Disruptiveness

	Point/Motion	Debate	Vote
1	Point of Personal Privilege <i>Correct a personal discomfort</i>	None	None
2	Point of Order <i>Correct an error in procedure</i>	None	None
3	Right of Reply <i>Reply to an offending or insulting statement with a speech</i>	None	None
4	Point of Parliamentary Inquiry <i>Question to the Chair</i>	None	None
5	Motion to appeal the decision of the Chair <i>Overrule the decision of the Chair</i>	None	Simple Majority
6	Motion to adjourn debate <i>End debate on the question without substantive voting</i>	2 for 2 against	Simple Majority
7	Motion to close debate <i>Move directly into the voting procedure</i>	2 for 2 against	Simple Majority
8	Motion to introduce a written proposal <i>Introduce a draft resolution, amendment, etc.</i>	None	None
9	Motion for an unmoderated caucus <i>Suspension of the meeting for an unmoderated caucus</i>	None	Simple Majority



10	Motion for a Consultation as a Whole <i>Suspension of the meeting for a Consultation as a Whole</i>	None	Simple Majority
11	Motion for a moderated caucus <i>Suspension of the meeting for a moderated caucus</i>	None	Simple Majority
12	Motion for a suspension of the meeting <i>Suspension of the meeting (Coffee break etc.)</i>	None	Simple Majority
13	Motion to close speakers' list <i>Closing the speakers' list</i>	None	Simple Majority
14	Motion to set the speakers' time <i>Setting the speakers' time</i>	1 for 1 against	Simple Majority
15	Motion to reconsider a question <i>Reopen an adjourned debate</i>	2 for 2 against	Majority (two-thirds)
16	Motion to reopen speakers' list <i>Reopening speakers' list</i>	None	Simple Majority
*	Motion for a Panel of Authors <i>Presentation and Q&A for a draft resolution</i>	None	Simple Majority
*	Motion for a minute of silent prayer or meditation <i>One minute of silence</i>	None	None
*	Motion to set the agenda <i>Set the agenda order</i>	None	Simple Majority

* These motions are unrivalled

