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AMERICAN MODEL UNITED NATIONS INTERNATIONAL CONFERENCE

# RULES & PROCEDURES



# 2014 AMUN International Executive Committee

SECRETARY-GENERAL . . . . .	Kayla Schmidt Osborn
UNDER-SECRETARY-GENERAL FOR ADMINISTRATION . . . . .	Jessica Eick
UNDER-SECRETARY-GENERAL FOR PUBLICATIONS . . . . .	Jacob P. Torres
UNDER-SECRETARY-GENERAL FOR SECURITY COUNCIL PROCEDURES . . . . .	Kristen Chellis
UNDER-SECRETARY-GENERAL FOR RESEARCH . . . . .	Gavin D. Way
DEPUTY-UNDER-SECRETARY-GENERAL FOR RESEARCH . . . . .	Collin R. Bockman
PRESIDENT OF THE GENERAL ASSEMBLY . . . . .	Lillian M. Shaker

## Acknowledgments and thanks to...

### Authors

Christopher Easley  
Brian Endless  
Eric Hutson

### Publisher and Cover Design

Jacob P. Torres

### Editor-In-Chief

Jacqueline E. Whitt

### Editors

Christina Bates  
Collin R. Bockman  
Tom Brown  
Kristen Chellis  
Emily Davis  
Hannah Douglas  
Shannon L. Dunn  
Jessica Eick  
John Gaustad  
Nia Indelicato  
Kate Koett

Paul Kruchoski  
Shaun O'Hara  
Ben Osborn  
Kayla Schmidt Osborn  
Lillian M. Shaker  
Princess Tarrance  
Jacob P. Torres

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Secretariat, from The General Assembly Video Series*

## Contact Us At:

### AMERICAN MODEL UNITED NATIONS

1212 N. Columbian Avenue  
Oak Park, Illinois 60302  
United States

Phone: (773) 777-AMUN  
Fax: (877) 220-6755  
E-mail: [mail@amun.org](mailto:mail@amun.org)

www.amun.org



# AMUN RULES & PROCEDURES

## TABLE OF CONTENTS

This *Rules and Procedures* handbook is published to assist Representatives in their preparations for the American Model United Nations (AMUN) Conference. When used to complement the research students conduct on the State they represent and the topics of discussion, this handbook provides Representatives with all the substantive information they will require to function effectively at the simulation. Its sister handbook, *Issues at AMUN*, provides an overview of the topics which will be discussed at the simulation.

The following pages include many of the logistical items which must be taken into account when attending the American Model United Nations Conference. These are intended as both a guide to help you in pre-conference preparations and to give you direction at the Conference. Please feel free to call or write the Secretariat if you have any questions on these or other issues. Representatives are strongly encouraged to read this handbook thoroughly and discuss the items that apply to their delegation(s) before arriving at Conference.

### CHAPTER ONE – GENERAL CONFERENCE INFORMATION

Dress Code .....	3
Conduct .....	3
Use of Electronic Devices.....	3
Credentials .....	3
Placards.....	3
Executive Office.....	3
Conference Secretariat .....	4
Home Government.....	4
Delegate Services.....	4
Conference Services .....	4
Dais Staff .....	4
After-Hours Events & Representative Dance .....	4
Security Council Emergency Sessions.....	4
Safety at AMUN.....	5
AMUN Lost & Found Policy.....	5
Events for Faculty Advisors and Permanent Representatives .....	5
Post Conference Surveys .....	5

### CHAPTER TWO – ROLEPLAYING

The Representative.....	6
Roleplaying.....	6
Strategy at the Conference .....	6
The Permanent Representative .....	6
The Faculty Advisor .....	7
Grading the Model UN Experience .....	7
Using the AMUN Home Government Office.....	8
Substantive Issues.....	8
Delegations that Are “Out of Character”.....	8
Understanding the AMUN Rules of Procedure.....	9
Practicing the AMUN Rules of Procedure.....	9
2014 Conference Simulations .....	9

### CHAPTER THREE – THE INTERNATIONAL PRESS DELEGATION

What is the International Press Delegation? .....	10
IPD Membership.....	10
Duties of IPD Reporters .....	10
Connecting with the IPD .....	10

### CHAPTER FOUR – THE INTERNATIONAL COURT OF JUSTICE

What is the International Court of Justice? .....	11
Structure of AMUN’s International Court of Justice.....	11
Representative Information .....	12
Preparation .....	12
Preparation of Memorials.....	12
Preparation of Oral Arguments .....	12
Duties of the Justices .....	13

### CHAPTER FIVE – DRAFT DOCUMENTS

Draft Documents.....	14
Points to Consider in Writing Draft Resolutions .....	15
Rules for Submission of Draft Resolutions .....	15
Draft Resolution Guidelines and Format .....	15
Amendments .....	15
Reports .....	16
Sample Table of Contents for Reports.....	16
Resolution Introductory Phrases .....	17
Lending Emphasis to Resolution Phrasing.....	17
Sample Preambular Phrase Crescendos .....	17
Sample Operative Phrase Crescendos .....	17
Commonly Misunderstood Terms.....	17
Sample Draft Resolution.....	18
Checklist for Resolution Formatting .....	19
Security Council Presidential Statements .....	20
Sample Security Council Presidential Statement .....	20
Sample Amendment Form .....	20

### CHAPTER SIX – SECURITY COUNCIL RULES OF PROCEDURE

1.0 Administrative .....	21
2.0 General Rules.....	22
3.0 Rules That Relate to the Rules.....	23
4.0 Draft Resolutions, Amendments & Statements.....	23
5.0 Voting.....	24
6.0 Points of Procedure in Order of Priority.....	24
7.0 Motions in Order of Priority.....	25

### CHAPTER SEVEN – GA & ECOSOC RULES OF PROCEDURE

1.0 Administrative .....	27
2.0 General Rules.....	27
3.0 Rules That Relate to the Rules.....	28
4.0 Draft Proposals & Amendments .....	28
5.0 Voting.....	29
6.0 Points of Procedure in Order of Priority.....	30
7.0 Procedural Motions in Order of Priority .....	30
8.0 Rules Relating Only to the General Assembly Plenary Sessions .....	32
9.0 Rules Relating to the Economic and Social Council, its Subsidiary Bodies and Special Committees.....	33

### ORDER OF PRECEDENCE RULES SHORT FORMS

Security Council Short Form .....	35
GA & ECOSOC Short Form .....	36



# TENTATIVE CONFERENCE AGENDA

## SATURDAY

1:00 p.m. – 6:00 p.m.	Registration
4:30 p.m. – 5:30 p.m.	Rules and Roleplaying Overview Sessions: General Assembly and ECOSOC; Commissions and Special Committee (CSocD, ECA, UNHCR); Security Councils; and International Court of Justice
5:30 p.m. – 6:00 p.m.	International Press Delegation Reporters Meet
6:15 p.m. – 7:00 p.m.	Opening Plenary Session
7:30 p.m. – 10:00 p.m.	GA Committee / Concurrent GA Plenary / Commission / Council Sessions International Court of Justice Sets Docket and Begins Deliberations (Ongoing) International Court of Justice Advocate Meeting
8:00 p.m. – 9:00 p.m.	

## SUNDAY

8:30 a.m. – 12:00 p.m.	GA Committee / Concurrent GA Plenary / Commission / Council Sessions
12:00 p.m. – 1:15 p.m.	Lunch
1:15 p.m. – 5:00 p.m.	GA Committee / Concurrent GA Plenary / Commission / Council Sessions
3:15 p.m. – 4:15 p.m.	Permanent Representative / Faculty Advisor Meeting
4:15 p.m. – 4:45 p.m.	Permanent Representative / Faculty Advisor Meeting (Hotel Issues)
5:00 p.m. – 7:00 p.m.	Dinner
7:00 p.m. – 10:00 p.m.	GA Committee / Concurrent GA Plenary / Commission / Council Sessions
7:30 p.m. – 8:15 p.m.	AMUN Staff Information Session

## MONDAY

8:30 a.m. – 1:00 p.m.	GA Committee / Concurrent GA Plenary / Commission / Council Sessions
10:00 a.m. – 11:00 a.m.	Permanent Representative / Faculty Advisor Meeting
11:30 a.m. – TBD	2015 Country Lottery
1:00 p.m. – 6:00 p.m.	Free Afternoon
6:00 p.m. – 9:30 p.m.	GA Committee / Concurrent GA Plenary / Commission / Council Sessions
8:00 p.m. – 9:00 p.m.	Committee on the Agenda
10:00 p.m. – 2:00 a.m.	Representative Dance
1:00 a.m. – TBD	Emergency Sessions for all Security Councils

## TUESDAY

8:30 a.m. – 11:00 a.m.	Combined GA Plenary / Commission / Council Sessions
9:00 a.m. – 1:00 p.m.	Graduate School and Career Expo
11:00 a.m. – 1:00 p.m.	Lunch
1:00 p.m. – 3:15 p.m.	Combined GA Plenary / ECOSOC Plenary / Council Sessions
3:30 p.m. – 4:15 p.m.	Closing Plenary Session

### KEYNOTES AT AMUN

American Model United Nations International strives to bring quality keynote speakers to our Conferences. AMUN keynote speakers are usually individuals with extensive background in international affairs and have included ambassadors, United Nation employees, speakers from NGOs and notable personalities. The date and time of the keynote speaker will be dependent upon the speaker's schedule, and the Conference Agenda will be adjusted accordingly. Biographical information on the keynote speaker will be made available in the Conference Program.



# CHAPTER ONE

## GENERAL CONFERENCE INFORMATION

This chapter provides Representatives with all of the logistical information needed to attend the American Model United Nations International Conference. Questions about this information should be directed to the AMUN Executive Office at the phone number or e-mail listed on the inside cover of this book.

### DRESS CODE

The appearance of AMUN participants provides the first impressions of their delegation to other Representatives. Attention to proper appearance sets an expectation for professionalism and competence. In order to demonstrate respect to fellow Representatives, Secretariat members, and distinguished guests of the Conference, AMUN requires Western business attire during all formal sessions, including the final sessions on Tuesday.

Western business attire is a business jacket or suit, dress slacks (or a skirt for women), dress shirt (with a tie for men), and dress shoes. Attire should follow the rule of being appropriate for visiting an embassy. Revealing dress shirts that expose excessive bare skin on the chest or any skin on the stomach are not appropriate. Sweaters or leggings are generally considered too casual for Western business attire. Clothing that reveals undergarments in any way, including being too tight, is not appropriate. AMUN will not consider any manner of dress appropriate which includes T-shirts, jeans, shorts, hats, athletic shoes or any form of commercial advertising.

Participants shall not wear the traditional or religious garb of any state or organization. The only exception to this is required traditional or religious garb from a student's personal religion or culture. Additionally, participants should not affect the mannerisms, linguistic characteristics, or any other perceived traits of a state or culture that they are representing. These affectations are inappropriate and may be seen as offensive by other students, or by natives of that state or culture.

Please be aware that Representatives who are not appropriately attired or who do not follow these rules may not be recognized during formal debate in any AMUN simulation. Further, AMUN reserves the right to refuse admittance to the Conference floor to any Representative who is inappropriately attired or who violates the above provisions. Decisions about appropriate attire and professional behavior are at the discretion of the AMUN Secretariat.

### CONDUCT

Representatives are expected to conduct themselves at all times in a manner befitting international diplomats. This means that every courtesy, both in speech and behavior, should be extended to all Representatives, faculty members, guests and AMUN Secretariat members at the Conference. AMUN reserves the right to expel any Representative not acting in a courteous and professional fashion. Please refer to Rule 2.2, Diplomatic Courtesy, for more information.

### USE OF ELECTRONIC DEVICES

The use of electronic devices, including laptops, tablets, e-readers, and cell phones is permitted in committee rooms provided they are silenced. All electronic devices must be set up and powered in a manner which does not create a safety hazard for other Representatives. During formal session, groups may not congregate around said devices; all caucusing must take place outside committee rooms. Any use of electronic devices in committee rooms should relate to the purposes of the Conference and must comply with the expectation of Diplomatic Courtesy as outlined in Rule 2.2. All Representatives are expected to comply with the directions of the AMUN Secretariat regarding the use of electronic devices.

### CREDENTIALS

Name badges act as Representatives' credentials for the Conference. Credentials will list a Representative's name, country, and the Committee to which he/she is originally assigned. Credentials for Permanent Representatives will state "Permanent Representative" regardless of whether they are assigned to a particular simulation. Representatives, Faculty Advisors and Conference guests will be required to wear their assigned credentials at all times while in the Conference area. This includes social events after normal Conference hours. No one will be admitted to any Conference area, including social events, without approved credentials.

Representatives must also wear their credentials at all times while in the common areas of the hotel. This will allow Representatives to be easily recognized by both Conference and hotel staff, and will help to alleviate any potential problems that may arise within the hotel. Representatives should always remove their credentials immediately before leaving the hotel. A convention badge worn on the streets of Chicago advertises you as a tourist and is an open invitation to potential trouble. Please exercise caution in this area.

### PLACARDS

A placard with the name of each delegation will be placed at that delegation's seat in each Committee. These are the property of AMUN; the placard should not be defaced or removed from the location assigned by the Secretariat or removed from the room. Placards of Member States are always placed in alphabetical order, but the exact position of the placards changes at the beginning of each session to ensure equality in seating delegations. Observer States are always seated at the end of the Member States. Representatives are welcome to take their placard with them as a souvenir at the conclusion of the final Committee session of the Conference.

### EXECUTIVE OFFICE

The AMUN Executive Office includes the Executive Director and other senior members of the AMUN Secretariat. This is the primary point of contact for participating schools throughout the year. At the Conference, the Executive Office handles all financial and registration issues, makes changes to credentials as needed, is available at Faculty and Permanent Representative meetings, and conducts the lottery for country assignments for the next year's Conference.



## CONFERENCE SECRETARIAT

The AMUN Secretariat is made up of college students, graduate students and professionals from a variety of fields. All staff are highly experienced in Model UNing, both as Representatives and staff members at previous AMUN simulations or other Model UN Conferences. Secretariat members will chair the Committees, serve as Simulation Directors, Rapporteurs and Special Rapporteurs, direct the International Press Delegation and International Court of Justice, and run the Home Government, Delegate Services, Conference Services and Executive Offices. Secretariat Members will be able to answer any questions that Representatives or faculty members have about AMUN, or direct them to someone who will be able to answer their questions.

The Secretariat will also be available at after-hours functions. They will encourage all Representatives to move all gatherings to designated areas and to not become disruptive. They will intervene with the hotel, when possible, in disputes between the Representatives and the hotel. In the interest of an orderly Conference, please follow all directions of Secretariat members.

## HOME GOVERNMENT

The AMUN Home Government Secretariat is available to help representatives provide an accurate roleplaying experience at Conference. See Chapter 2, page 8 for a detailed list of how Home Government can assist Representatives during the course of the Conference.

## DELEGATE SERVICES

Delegate Services will provide logistical support and document processing for the AMUN Conference. These services include the production of draft resolutions and other official documents for distribution in the simulations; the copying of any materials needed by Representatives during the Conference (note that there is a small fee for this service); and the use of computers to type draft resolutions and other official documents during the Conference.

Delegate Services will produce documents in the quickest and most efficient manner possible. While we aim for a speedy turn-around in returning documents to committees, Representatives should expect that resolution and document processing can take up to two hours at busy times, when all simulations are submitting documents. Your Dais Staff can provide more information on the busiest times for production.

## CONFERENCE SERVICES

Conference Services is the all-purpose information hub for representatives and faculty. Visit Conference Services on the Ballroom level, to find helpful information about nearby restaurants, places of worship, tourist information about Chicago for your free afternoon, and all things related to the Conference.

The staff will answer your Conference-related questions, provide Conference handouts and have Conference handbooks for sale. Conference Services is the place to purchase AMUN memorabilia to commemorate your AMUN experience. Conference Services also prints replacement credentials for Representatives.

## DAIS STAFF

Members of the AMUN Secretariat assigned to the General Assembly and its Committees, ECOSOC and its Commissions, Special Committees, and Security Councils are referred to as Dais Staff. Chairs and Presidents facilitate debate and the use of rules of procedure, assisting in the orderly flow of debate during formal sessions. In General Assembly committees and ECOSOC, Rapporteurs facilitate the creation and adoption of resolutions by assisting Representatives with the format and purview of draft resolutions. In Reporting bodies, Special Rapporteurs act as a resource, guiding committees in structure and content through the report-writing process. In the Security Council and Historical Security Councils, the Simulation Directors act as the Home Government and main source of information in the Councils' deliberations as they guide the Councils through crisis simulations.

## AFTER-HOURS EVENTS & REPRESENTATIVE DANCE

One of the draws of any MUN conference is the after-hours "informal caucusing." An informal meeting area will be announced in the Conference Program, which Representatives will be encouraged to use after hours. Gatherings in hotel sleeping areas are strongly discouraged; these could very easily disturb other guests in the hotel, reflecting poorly on both participating schools and on the Conference.

AMUN encourages all participants to attend our Representative Dance on Monday evening of the Conference. Attire matching the Dance theme is encouraged, although not required.

As this is a Conference function, only Representatives wearing appropriate casual attire and their Conference credentials will be allowed to enter the dance. Non-participants will not be allowed. Glassware, bottles and large bags are not allowed at the dance. Representatives are expected to remain diplomatically courteous during and after the Representative Dance. AMUN reserves the right to expel any participant acting in a discourteous manner.

## SECURITY COUNCIL EMERGENCY SESSIONS

Representatives in each Security Council will try to resolve a simulated crisis during the Conference. Open only to Members of the Security Council and requested parties to the dispute, this unique simulation occurs late Monday evening, during and after the Representative Dance. It is strongly encouraged that all members of the Security Council stay at the Sheraton Chicago Hotel and Towers during their participation at AMUN.



## SAFETY AT AMUN

AMUN places extreme importance on the safety of our participants and guests. We hope that you have an excellent and fun learning experience while at the Conference, but encourage everyone to consider safety issues in and around the Conference hotel. We also suggest that you follow several common-sense rules to keep all participants safe during the Conference, including the following guidelines:

- As a general rule, do not leave the hotel grounds without letting your group know how to find you;
- Always let one of the leaders of your group (faculty, club officer, etc.) know where you are going prior to leaving the area around the hotel (to visit local friends or relatives, etc.);
- Never leave any hotel alone after dark, and always travel with at least one person that you know;
- Always remove your name tag prior to leaving the hotel so as not to advertise yourself as a tourist;
- Help other participants to be safe by encouraging them to not travel outside of the hotel alone;
- Inform one of the leaders of your group immediately if you have a safety concern, or if any emergency situation occurs to you or another participant, regardless of the time. Remember that safety should always be more important than avoiding minor embarrassment to you or another person.

AMUN encourages all Faculty Advisors and other group leaders to take time before the Conference to reinforce these and any other relevant safety instructions based on the rules of your schools. In case of an emergency, hotel security may be reached by dialing 0 on any hotel phone and requesting the security office. Also, please feel free to contact the AMUN Secretariat at any time during the Conference, day or night, if any emergency event occurs in which we can be of assistance.

## AMUN LOST & FOUND POLICY

Any found unclaimed property can be turned in to Lost & Found located at Conference Services. Items will be held until the end of the closing session, at which time they will be turned over to hotel security.

- The Conference Services staff will make every attempt to contact the owner if an e-mail, phone number, country name or address is located on the item.
- In order to claim a lost item at Lost & Found, the owner must describe as closely as possible the lost item.
- A log book is available to customers with missing items. They may list the lost item along with their name, e-mail or phone number and they will be contacted if their item is turned in.
- Conference Services' hours are listed in the Conference Program.

## EVENTS FOR FACULTY ADVISORS AND PERMANENT REPRESENTATIVES

AMUN hosts several Conference-related events for Permanent Representatives and Faculty Advisors during each Conference. They are

- **Delegation Lottery:** The Delegation lottery is hosted on Monday of each Conference and allows the current year's attendees to select countries for the following year and guarantee a reduced fee for the next Conference. A small deposit for next year's Conference is required to participate.
- **Committee on the Agenda:** Also held on the Monday of Conference, the Committee on the Agenda is the chance for schools to voice their opinions on topics for the next Conference. This input is highly valued by the AMUN Staff and is used by the Executive Committee when deliberating on the topics for the next year.
- **Permanent Representative and Faculty Advisor Meetings:** Held on Sunday and Monday of Conference these meetings allow you to share comments and concerns on this year's Conference and any hotel issues your school may be experiencing.
- **Special Sessions for Faculty Advisors:** Guest speakers discuss running and advocating for MUN with faculty advisors in round robin discussions. Consult the Conference Program for times and locations.

## POST CONFERENCE SURVEYS

The AMUN Secretariat works year-round to prepare and run a premiere MUN Conference. With your feedback we are able to improve the educational and administrative experience for our participants. Please take a moment after Conference is over to complete a post conference survey. Your feedback is invaluable to us as we plan for an even more successful Conference the following year. Surveys will go live immediately after Conference ends and will be available until 31 December. Visit [www.amun.org/Conference\\_Surveys.html](http://www.amun.org/Conference_Surveys.html) for more information.



PLEASE FILL OUT POST CONFERENCE SURVEYS BY 31 DECEMBER.

YOUR FEEDBACK IS IMPORTANT TO US.



## CHAPTER TWO ROLEPLAYING

### THE REPRESENTATIVE

Representatives' preparations are fundamental to any Model UN conference. A delegation's job is to research the positions of a United Nations Member State, both on the specific topics that will be discussed at the conference and for a general overview of that nation's policies.

After preparation Representatives should be ready to discuss the issues with their counterparts and to prepare draft documents which, based on the specifics of each simulation, codify solutions to problems. These draft documents may be submitted for debate at the Conference. See Chapter 5, "Draft Documents," for details.

Finally, Representatives attend the AMUN Conference to represent their nation in discussing the various issues presented. When Representatives enter the Opening Session of AMUN, they assume the role of the Distinguished Representative from their country with all the rights and responsibilities that entails.

At the Conference, Representatives, in the role of their country's spokespersons, will debate the issues on the agenda to seek solutions to the problems facing the world community. They will also create and discuss draft documents, caucus with Representatives who are roleplaying other countries and work to solve the problems facing the world. In the United Nations today, nations will usually debate an item in an attempt to reach a solution that can be agreed to by all, or at least by most, states. The draft documents under discussion at AMUN can be accepted by consensus, adopted, amended, combined or even debated to the point that no final document can be produced on a given issue.

Special effort should be made to adopt documents through consensus rather than a formal vote. Adoption by consensus shows solidarity and strong support within the body for a decision or course of action. Over seventy-five percent of the General Assembly's resolutions are now adopted by consensus. While not always achievable on every issue, passage of resolutions by consensus illustrates the importance of an issue to the international community. By aiming for universal agreement on their written work, AMUN Committee simulations strive to emulate this aspect of international diplomacy.

### ROLEPLAYING

The AMUN Conference is a simulation of the United Nations. By its very nature, the quality and tone of debate will be dramatically different than in the United Nations in New York. At the United Nations, Representatives and their consular staffs spend months in preparation, caucusing behind closed doors and interacting with other nations before an issue is brought to a vote. A United Nations Representative, or Head of State, will rarely make a prepared speech that would be surprising to the other Representatives present.

At AMUN, however, Representatives will have only four days to assume the role of their nation's Representative and simulate the actions of the United Nations. This consolidation of time leads to many different circumstances with which each delegation will have to contend. Among the considerations is the fact that Representatives will rarely

have the opportunity to give a pre-written speech on a topic. Instead, they will often be forced to verbally react to circumstances as they arise, which may put them in a position where it is reasonable to reinterpret their nation's position in light of new facts. Representatives should not simply read from their country's established record on the issues presented; they should be prepared to compromise with the other nations represented and adapt their policies where needed to meet the current circumstances of the world as simulated at the Conference.

Note that this in no way gives delegations license to act "out of character." Representatives should research and generally follow the policies of their country, modifying these as new circumstances dictate. Successful roleplaying involves walking a careful line on policy; avoid the extremes of either reading verbatim a country's past statements or creating an ad hoc policy with no previous basis.

### STRATEGY AT THE CONFERENCE

Toward the end of the preparation process, each delegation should determine its strategy and goals for the Conference. Each delegation should be involved in working toward solutions to the problems placed before the United Nations. This requires a great deal of negotiation and compromise, often at the expense of certain positions which may be of concern to an individual delegation. Each delegation's Representatives must therefore decide which items are of greatest importance to their nation and set their strategies accordingly. Strategic areas to consider include the following:

- What kind of role will the delegation play at the Conference (e.g., conciliatory, obstructive, aggressive, neutral, or leading)?
- Will the delegation seek informal leadership positions in each committee and in the Combined General Assembly Plenary?
- How can the delegation achieve the goals and interests identified in your research?
- With which other nations will the delegation attempt to work? (Note: this may vary by committee or by topic.)
- Which other delegations will be this delegation's main adversaries on each topic?

*Remember, passing resolutions and reports is not the true measure of success at the Conference.* While each delegation is encouraged to propose written solutions on the various issues, Representatives must stand ready to *compromise* to achieve any real solution to the problems being discussed.

### THE PERMANENT REPRESENTATIVE

Each delegation must appoint one person to act as the primary representative for that delegation, who will assume the role of Permanent Representative when the delegation is on the floor for meetings. Schools with more than one delegation must appoint one Permanent Representative per delegation.





The Permanent Representative has a number of responsibilities, including, but not limited to the following:

- Being responsible to the Secretariat for the delegation and its actions;
- Acting as the leader of the delegation for substantive matters;
- Coordinating the delegation across Committees, and during the move from General Assembly Committees into the Combined General Assembly Plenary and the ECOSOC Committees and Commissions into the Combined ECOSOC Plenary session;
- Coordinating and monitoring the delegation's submission of draft documents;
- Representing the delegation at general meetings of Permanent Representatives called by the Conference;
- Acting as liaison to the Secretariat for any administrative matters at the Conference.

The Permanent Representative may sit in any Committee at AMUN on which that delegation is seated in addition to the two regular Representatives allowed in any body. The Permanent Representative may be assigned to a specific Committee, or may float throughout the various simulations at the Conference, helping where needed. If the Permanent Representative is not assigned to a specific Committee, this person may be ideal if your country is called into the Security Council or the Historical Security Councils. Permanent Representatives will be asked to provide their hotel room numbers, cellular phone numbers (if available), and Committee assignment (if they have one) to the Secretariat when they register at the Conference.

As leader of the delegation, the Permanent Representative should be the focal point for coordinating the delegation's efforts throughout the various Committees. This person should facilitate your state's ability to maintain a coherent policy on similar issues which may surface in the different simulations.

It is essential that the Permanent Representative maintain contact with all Committees to ensure that one Representative is not acting inconsistently with the remainder of their delegation. While the "character" of the delegation's roleplaying should be thoroughly discussed in advance of the Conference, the Permanent Representative must ensure that individuals remain within that character at the Conference.

Permanent Representatives should monitor draft documents sponsored by the delegation. A draft document is a written statement of a country's viewpoint on the issue in question. Each draft document should be considered carefully to ensure that it is within the country's policies and is of sufficient content to not prove embarrassing to the country if submitted for consideration on the floor.

## THE FACULTY ADVISOR

If a school has a Faculty Advisor, AMUN suggests that his/her main role be in working with and preparing the school's delegation(s) before they attend the Conference. Regardless of whether the Faculty Advisor is a class professor or club sponsor, this person can assist the delegation in both logistical and content preparation for the Conference.

Logistically, the Faculty Advisor may be the main contact with both the Conference and the school administration. This role could include working with finances and group organization, registering the school for the Conference, making hotel reservations, preparing travel

arrangements and a host of other preparations. Alternately, these roles could be delegated and assumed by the delegation leaders or club officers at a school.

In helping delegations prepare for the content issues they will face at the Conference, Faculty Advisors could either run a full-curriculum class or serve as a resource for a Model UN Club or other organization. They may use a well-established, proven curriculum or utilize this handbook as a guide to preparing the students who will attend. All registered schools may elect to receive the *Model UN "in a Box"* Simulation Guide, which contains resources to assist Model UN leaders in training delegations to participate at AMUN. Also, the Faculty Advisor can coordinate and run preparatory sessions to better prepare students for the Conference.

## GRADING THE MODEL UN EXPERIENCE

AMUN strongly recommends that Faculty Advisors not grade students based on quantitative measures of performance at the Conference. This very often leads to poor roleplaying as the students involved are working for their grade and not necessarily for the accurate portrayal of their country's positions. Several areas where AMUN specifically *discourages* grading include the following:

- Students getting their draft resolution or amendment to the floor or passed;
- Students speaking a certain number of times (stressing quantity over quality); or
- Students making a certain number of motions.

If grading is necessary, AMUN suggests the following as possible areas for appraisal:

- Pre-Conference preparation (possibly including testing or paper submission)
- Quality of position papers, either internal or those submitted to the Conference
- Quality of resolutions drafted
- The effectiveness of the student at the Conference in playing the delegation's role (based on direct Faculty observations, not the quantitative items listed previously). Evaluation could include
  - Clearly stating and basing all actions upon the country's position
  - Effectively working with other delegations, both on the floor and in caucusing
  - Effectively working toward a consensus of the body, when appropriate
- Whether or not the student is present and on time for all assigned Committee sessions
- A post-Conference paper based on what students learned and experienced at the Conference

The interactive nature of the Model UN experience provides incredible learning opportunities for students who attend and become immersed in that experience. AMUN requests that Faculty Advisors not dilute the students' experiences by linking grades to quantitative performance at the Conference.



## USING THE AMUN HOME GOVERNMENT OFFICE

AMUN's Home Government serves a variety of important interactive functions:

**Resource Center:** Home Government will be a resource center where Representatives can obtain information to supplement their pre-Conference research. AMUN's Home Government has access to documents about the United Nations in general and issues being discussed at AMUN, and can access additional sources/information as needed. The Home Government staff will be available to give competent, general advice on many areas. They can also give country-specific advice if a Representative is unsure of their country's policy. They will not, however, tell a Representative how to vote on any given issue.

**Roleplaying:** Home Government may be called upon to roleplay a country or organization that is not otherwise represented at AMUN. Home Government may also be brought in to provide the following: a substantive report from the Secretariat, an expert report as a Secretariat member from a relevant United Nation body, an informational source from a non-governmental organization, the perspective of an unrepresented Member State, observer, or other recognized group. This process can be used to clarify any points of confusion about the work of a simulation or to provide additional technical information or specifics about the current status of United Nation efforts in a particular area. All requests for roleplayers should be directed to the Dais Staff. Based on the availability of the Home Government staffer and at the discretion of the Chair, Representatives may have the opportunity to raise points of inquiry to gain additional information about the subject.

## SUBSTANTIVE ISSUES

Issues occasionally arise which are outside the scope of an AMUN simulation. In these cases, Representatives should consult their Rapporteur or Special Rapporteur to determine whether the issue may be discussed at the Conference. Representatives on Security Councils should consult their simulation directors about such issues. All decisions of the Secretariat are final on such issues.

## DELEGATIONS THAT ARE "OUT OF CHARACTER"

Because students attending the Conference are not career diplomats representing their country and, in most cases, will not have lived or been raised in the country they are representing, questions do sometimes arise at Conference as to whether the actions of individuals are "out of character" in relation to their delegation's policies in the real world. AMUN has several specific suggestions to address this issue.

First, and most importantly, being "in character" is the responsibility of each delegation, and ultimately falls to the Permanent Representative or the Faculty Advisor. There is no possible substitute for extensive preparation on your country and the issues to be discussed before attending the Conference. AMUN operates under the expectation and assumption that the members of each delegation will enter the Conference prepared and more knowledgeable about their individual country and their country's stance on the issues than any other Representative present.

If you, or your delegation, believe that a Representative has not done sufficient research and is misinformed or acting "out of character" on a particular issue, AMUN recommends several steps which can be taken: First, please revisit the actions taken by the Representative in question. Is the Representative "out of character" given the particular resolution and situation on the floor? Have circumstances (either in the real world

or at Conference) changed such that the Representative could *realistically* modify their country's stance on a particular issue? Are you *certain* that you know the actual stance of the country in question on the issue? Many cases of a Representative appearing "out of character" are actually just misinterpretations of what was said or of a country's previously stated policies.

If you still believe that the Representative is "out of character," AMUN asks that you talk to the Representative about the issue before bringing the problem to the Secretariat. This can be easily done in a *non-confrontational* manner by stating something like: "*I hadn't realized that was your country's position on the issue, where did you see that?*" -or- "*I thought I read something in (state your source) about your country having a different opinion on this issue; have you seen that information?*" Directly confronting a Representative to say "*You're wrong on this*" will likely not succeed and could damage your diplomatic relations in the future.

The Representative will likely respond in one of two ways to your question. The Representative may respond with information to justify his/her statements with a statement like, "*I did the research and this is my country's view on the issue,*" or with interest in the new information you have provided. If this response answers your question, the issue is resolved. If a Representative is interested in more information, please suggest that person visit the Home Government office or speak to a Simulation Director in Security Council Simulations, which has resources to help with questions. If the Representative is non-responsive or chooses not to answer your question, you can bring the issue to the attention of the Dais Staff who will assist Representatives in seeking further assistance from the Home Government Secretariat or Simulation Director.

AMUN staff members have different roles. *Please note that AMUN Chairs and Rapporteurs are specifically instructed to NOT provide advice to Representatives on the issues being discussed.* Chairs are specifically trained on the Rules of Procedure. Rapporteurs are trained to assist with issues related to the drafting of resolutions and reports and ensuring that documents fall within the purview of a specific simulation. Committee Chairs or Rapporteurs may arbitrate disagreements but will never render an opinion regarding an "out of character" situation. The Home Government Secretariat, Special Rapporteurs and Simulation Directors are trained on assisting Representatives with content questions.

If delegations or individuals are finding it difficult to remain in character, AMUN's goal is to provide them with the information needed to correctly represent their country on a given issue. The delegation's Permanent Representative will be sought out by the Secretariat if it appears that someone from their delegation may be "out of character" to inform them of the situation.

Because all participants at AMUN are learning about the United Nations as they participate, these situations may occur. AMUN expects that all delegations will take the time necessary to prepare and correctly portray their countries on each issue under consideration. AMUN also asks that Representatives not jump to conclusions about other delegations' roleplaying without having a detailed background on the other countries' positions on the issues. Finally, AMUN asks that Representatives on all sides handle potential "out of character" situations with the utmost diplomatic courtesy for all parties involved. The AMUN Secretariat will be the final arbiter of any "out of character" disputes that arise at the Conference.



## UNDERSTANDING THE AMUN RULES OF PROCEDURE

While substantive discussions of the issues form the basis of any good simulation of the United Nations, the rules of procedure are essential to facilitating the substantive debate which occurs. In general, these rules are intended to provide an even playing field, allowing each country to accomplish its individual goals in advocating their policies, while also maximizing opportunities for the group to reach agreement, or even consensus, on the issues. Several levels of preparation are possible on the rules. For new Model UN participants, it is recommended that each person have a working knowledge of the principal motions which can be made during the simulation, encapsulated on the Rules Short Forms on pages 35-36 of this book. The Dais Staff of each committee will assist Representatives in using these rules on the first day of the Conference and assist in bringing everyone onto an even playing field. For experienced Representatives, especially those who have not attended AMUN in the past, we suggest reading AMUN's rules in-depth, both as a refresher on these rules of procedure and to note differences from other conferences a school might attend. Most Model UN conferences use slightly different rules of procedure, and, in some cases, the contrasts are significant. In order to best facilitate everyone's experience, it is incumbent upon every participant to learn and use the rules established for this Conference. All Representatives are highly encouraged to attend the appropriate Rules and Roleplaying session on Saturday afternoon before Opening Plenary. These are led by senior AMUN Secretariat members and designed to give Representatives an overview of AMUN's rules and procedures.

## PRACTICING THE AMUN RULES OF PROCEDURE

In addition to preparing to represent their countries' positions, it is also recommended that Representatives be able to practice the rules side of their simulations in preparation for AMUN. Using the AMUN rules and formatting guidelines, Representatives should develop several mock resolutions to discuss. Delegations can then hold a mock session, with each student representing a different State and using the rules in a real setting. This can also give students the opportunity to trade roles as practice for the Conference. Note that this method of preparation has also been successful where delegations have held an open conference, including any interested students at their school, not just the members of their class or club. AMUN also provides the *Model UN "in a Box"* simulation guide to all registered schools, which can assist Faculty Advisors or club leaders in running practice simulations. *Please e-mail the AMUN Executive Office at [mail@amun.org](mailto:mail@amun.org) if you have any questions about the AMUN Rules of Procedure.*

## 2014 CONFERENCE SIMULATIONS

AMUN simulates the General Assembly (GA) Plenary, four Main GA Committees, the Security Council, the Economic and Social Council, the Commission on Social Development (CSocD), the Economic Commission for Africa (ECA), the United Nations High Commissioner for Refugees (UNHCR) and the International Court of Justice. AMUN also features three non-traditional simulations: two Historical Security Councils and an International Press Delegation. Please see the *Issues at AMUN Handbook* for information about the topics and the purviews of these simulations.

In the **General Assembly**, the **First (Disarmament & International Security)**, **Second (Economic & Financial)**, **Third (Social, Humanitarian & Cultural)** and **Sixth (Legal)** Committees, will meet for the first three days (Saturday through Monday) of the Conference. These four committees will then merge with the **Concurrent GA**

**Plenary** to form a **Combined GA Plenary** session on Tuesday.

Note that Representatives who participate in the Committees will also participate in the Combined GA Plenary session (up to four Representatives may be seated at each delegation's placard). The purpose of this combined session is to build consensus on and ratify the resolutions which passed in the four main GA Committees. While a small amount of additional debate is typical, it is expected that the work done by each Committee over the first three days of the Conference will be respected. It would thus be rare for significant changes to be made or for a resolution to fail in the Plenary session after passing in Committee. The combined General Assembly Plenary will also hear and consider the UNHCR's annual report.

The **Economic and Social Council (ECOSOC)** will meet for all four days of the Conference. ECOSOC deals with the issues on its agenda, including any necessary interactions with the other bodies simulated. On Tuesday afternoon the ECOSOC Plenary session will take place to hear and consider the reports of CSocD and ECA.

The **Commission on Social Development (CSocD)** and the **Economic Commission for Africa (ECA)** will meet for the four days of the Conference, reporting to the ECOSOC Plenary session on Tuesday afternoon. The purpose of this combined session is to build consensus on and ratify the reports and resolutions which passed in the bodies reporting to ECOSOC. While a small amount of additional debate is typical, it is expected that the work done by each subsidiary body over the first four days of the Conference will be respected. Plenary bodies that receive reports generally pass the resolution that accepts a subsidiary body's report by consensus or with overwhelming support.

The contemporary **Security Council** will be responsible for dealing with international peace and security issues as they stand at the time of the Conference. A tentative list of topics will be given, but Representatives should be prepared to discuss any and all peace and security issues that a Member of the Council might bring to the table.

The **Historical Security Council** simulations will simulate the events occurring in the years 1961 and 1993. Representatives will follow standard Security Council rules and procedures, but will roleplay the viewpoint of their delegation as of the respective year of the simulation in which they are seated, according to the start date listed in the *Issues at AMUN Handbook*.

The **United Nations High Commissioner on Refugees (UNHCR)** will meet for the four days of the Conference, reporting to the Combined GA Plenary session on Tuesday. The UNHCR is responsible for the protection and support of refugees and stateless people. It assists with refugees' right to seek asylum, voluntary repatriation, local integration or resettlement to a third country.

The **International Court of Justice (ICJ)** will feature Justices, drawn from any interested Representatives, presiding over cases brought before the Court by Member States or other entities. Individuals from colleges and law schools not affiliated with a delegation are also encouraged to participate in this simulation.

The **International Press Delegation (IPD)** will feature Reporters covering the issues of the Conference as they occur. The IPD will publish a once or twice daily newspaper on Conference topics and other issues of interest to Representatives. IPD will also accept personal ads and press releases from Representatives and hold press conferences for interested delegations.



## CHAPTER THREE

# INTERNATIONAL PRESS DELEGATION

### WHAT IS THE INTERNATIONAL PRESS DELEGATION?

The International Press Delegation (IPD) is a unique simulation offered by very few Model UN programs.

In fact, the IPD is not really a simulation at all. An “International Press Delegation” does not exist at the United Nations. However, hundreds of reporters from news agencies around the world cover the work of the United Nations, making information on United Nations events available to people living in every nation on Earth. By doing so, the members of the international press corps assist the United Nations in fulfilling one of its fundamental objectives: the dissemination of information about the United Nations and world events to all people.

AMUN has created the IPD simulation in recognition of the critical role of the press in the workings of the United Nations. Specifically, the IPD has two major goals:

- To provide an opportunity for students with an interest in journalism to work as reporters covering newsworthy events at the AMUN Conference
- To provide all AMUN Representatives with a high-quality newspaper (the AMUN Chronicle) each day of the Conference, both to keep Representatives informed about the news from each individual simulation and to add to Representatives’ understanding of how the United Nations functions as an organization. The AMUN Chronicle also allows Representatives the opportunity to present their country’s position through press releases and press conferences.

AMUN Secretariat Members will serve in the following roles:

- the IPD Director and Deputy Director, who are ultimately responsible for all IPD activities and for the content contained in the published AMUN Chronicle;
- Editors, who are responsible for helping Reporters plan each issue of the AMUN Chronicle and write their articles; and
- The Publisher, who is responsible for taking the articles and laying them out into the template for the AMUN Chronicle.

IPD Reporter meetings will occur in the Colorado Room, and IPD Reporters will have computers and printing facilities at their disposal. The AMUN Secretariat reserves the final editorial rights for all content published in the AMUN Chronicle.

### IPD MEMBERSHIP

IPD Reporter positions are open to any interested student. However, it is important to note that *IPD Reporters cannot also be members of their school’s delegation(s)*. In other words, participation on the IPD is an exclusive, duration-of-the-Conference position. One or two students from any school may become IPD Reporters. Also, students from schools that are not sending a delegation to AMUN are welcome to apply to participate as individuals on the IPD.

Due to the resource-intensive and specialized nature of this simulation, *AMUN will accept up to 12 IPD Reporters; positions will go to applicants on a first-come, first-served basis*. Please contact the AMUN Executive Office ([mail@amun.org](mailto:mail@amun.org)) for more information.

### DUTIES OF IPD REPORTERS

Each IPD Reporter will be assigned to at least one beat. A Reporter’s beat usually includes a specific simulation (e.g., Security Council, ICJ,

Third Committee). Additionally, Reporters will be assigned to cover press conferences and other Conference events, such as interviews with guest speakers. All IPD Reporters will be responsible for the submission of articles covering their assigned stories for each issue of the *AMUN Chronicle*, which is published each day during the Conference. Reporters should be prepared to type their own articles and to assist with the production and distribution of the paper. The *IPD Procedures and Style Manual* will be provided to all registered IPD Reporters prior to the Conference to further assist in their preparations.

### CONNECTING WITH THE IPD

All AMUN Representatives and delegations are encouraged to explore the news-coverage possibilities offered by the IPD. In particular, Representatives should get to know the Reporter(s) covering their simulations, make themselves available for interviews and provide background information when such is requested or when it is in their State’s interest to seek press coverage. Also, Representatives and delegations are strongly encouraged to call press conferences and to submit press releases, personal ads, and letters to the Editor to the IPD. These opportunities are detailed below:

**Press Conferences:** Press Conferences are initiated by Representatives and allow Representatives a chance to give an oral statement (that is often-times prepared) and, if they choose, to answer questions from Reporters and other Conference participants. Representatives request press conferences using the IPD Request Form. They are asked to provide three specific pieces of information: (1) a time for the press conference, (2) the States that will participate, and (3) the topic(s) that will be discussed. Representatives have a total of 20 minutes to complete the press conference, including the question-and-answer session.

**Press Releases:** Press releases are official statements from a Representatives’ country. Typically, these releases detail or explain a state’s stance on one of the topics under debate at AMUN. Press releases are limited to a maximum of 150 words and are included in every edition of the *AMUN Chronicle*, contingent upon available space. Press releases can be submitted in writing (forms are available at the documents table in each simulation) or can be typed in the IPD Office.

**Personal Ads:** Informal personal ads can be submitted by any individual attending the AMUN Conference. Personal ads can be no longer than 30 words, and are included in *AMUN Chronicles* contingent upon available space. Personal ads can be submitted in writing (forms are available at the documents table in each simulation) or can be e-mailed to [personals@amun.org](mailto:personals@amun.org), after the Opening Plenary Session has ended.

**Letters to the Editor:** Letters to the Editor can be submitted by any AMUN Representative and can be on any topic germane to the Conference. Letters to the Editor have a maximum word limit of 250 words. At the discretion of the Director of the International Press Delegation, letters to the Editor may include pictures. Letters to the Editor can be submitted in writing (forms are available at the documents table in each simulation) or can be typed in the IPD Office.

The decision to include material submitted to the IPD office in the *AMUN Chronicle* is left at the discretion of the Director of the International Press Delegation and the AMUN Executive Committee. Any material submitted to the IPD that does not remain diplomatically courteous will not be included for publication in the *AMUN Chronicle*.



## CHAPTER FOUR

# INTERNATIONAL COURT OF JUSTICE

### WHAT IS THE INTERNATIONAL COURT OF JUSTICE?

The International Court of Justice (ICJ or the Court) was established under Chapter III and outlined in Chapter XIV of the United Nations Charter. It replaced the Permanent Court of Justice, which existed under the United Nation's predecessor, the League of Nations.

The ICJ is the only major United Nations body whose headquarters is not in New York City; the Court sits in The Hague, Netherlands. The Court is the principal judicial organ of the United Nations, and all Members of the United Nations are *ipso facto* (Latin for "by the fact itself") Parties to the Statute of the ICJ. Fifteen independent Justices, elected by the United Nations General Assembly and the United Nations Security Council, serve on the Court for nine-year terms.

The primary purpose of the ICJ is to render opinions on international legal disputes between States. Only States that have accepted the jurisdiction of the ICJ may submit cases. Another purpose of the ICJ is to clarify significant international legal questions brought to it by the United Nations General Assembly and Security Council. When a body brings an issue before the Court, it is requesting an Advisory Opinion. The ICJ does not have authority to decide disputes involving individuals, the public, or private organizations, although the Court may request that public organizations present information in a case.

In order to ensure a successful and educational simulation, any developments in contemporary cases that occur after 18 October will be disregarded. When submitting your memorials, please take this date into account. The Conference simulation will begin with the facts of the case as they are on 18 October. AMUN is dedicated to running a superior simulation, and preempting contemporary developments in this way will ensure that all participants can adequately prepare for their roles.

When States have a case before the Court, the named parties submit written memorials and present oral arguments. When the Court is asked to render an Advisory Opinion, interested or assigned parties also submit written memorials and present oral arguments before the Court. In both types of cases, interested parties can seek to submit an *amicus curiae* (Latin for "friend of the Court") memorial. These memorials may be submitted by States not specifically named in the case.

Article 38 of the Statute of the ICJ establishes the sources of law that the Court must apply resolving disputes in accordance with international law:

- International conventions (and treaties)
- International custom, as evidence of a general practice accepted as law
- General principles of law recognized by civilized States
- As a subsidiary means, judicial decisions and the teachings of qualified legal scholars.

Since 1945, the Court has rendered many decisions and Advisory Opinions. Since the Court has no binding enforcement mechanism, not all of the disputing parties have complied with its decisions. Despite this condition, the Court's rulings are typically considered as authoritative interpretations of law and have a strong moral and persuasive effect

on the international legal community. The Court's most effective areas have been boundary disputes and providing a legal basis for enforcing States' damage claims in disputes involving the use of force (e.g., in Libyan Arab Jamahiriya/Chad, and in Islamic Republic of Iran v. United States).

### STRUCTURE OF AMUN'S INTERNATIONAL COURT OF JUSTICE

The cases before this year's AMUN International Court of Justice are

- Ahmadou Sadio Diallo (Republic of Guinea v. Democratic Republic of the Congo)
- LaGrand (Germany v. United States)
- Obligation to negotiate access to the Pacific Ocean (Bolivia v. Chile)

Other cases may be determined and announced later. Background papers on the cases listed above are provided in the *Issues at AMUN* handbook.

Students serve as both Justices and Advocates at AMUN. While Justices adjudicate the dispute, the Advocates present the arguments of the parties to the dispute. Advocates can also represent other interested groups who seek to submit an *amicus curiae* memorial.

Representatives may submit an *amicus curiae* memorial from any State or organization with an interest in the case. Such memorials may advocate the position of either the Applicant or the Respondent; other arguments based partially on each side's position(s); or another position not advocated by either party.

The ICJ Justices and Advocates will be assisted by members of AMUN's Secretariat: the Director and Registrars of the Court. Secretariat responsibilities include approving cases for inclusion on the Court's docket, reviewing memorials submitted to the Court, assisting in the preparation of the Court's docket, and providing any other assistance needed by ICJ Justices and Advocates.

The cases pre-selected by the AMUN Secretariat will form the substance of the Court's docket. The General Assembly or the Security Council may submit a request to the ICJ for an Advisory Opinion on a topic of international law. The Secretary-General, with the advice of the Director, will decide whether to include additional cases on the Court's docket.

The Court will meet to hear arguments throughout the Conference. The Justices, in consultation with the Director, will set the docket and review the procedures of the Court on the first day of the Conference.



## REPRESENTATIVE INFORMATION

Any college, graduate or law student may register as a Justice for the ICJ, regardless of whether the student's school is registered for a delegation at AMUN.

**A delegation with a case before the ICJ will be expected to provide at least one Representative to argue its case unless other arrangements are made with the Secretary-General by 1 October.**

Justice positions are available on a first-come, first-served basis until the fifteen seats on the Court are filled. Note that no school will be allowed more than one Justice on the Court unless additional seats are open just prior to the Conference. It is not a requirement for Justices to be a member of a delegation. States involved in a case before the Court are strongly encouraged to place a Justice on the Court. States wishing to do this may do so in two ways: (1) they may register someone to be a permanent Justice; or (2) they may appoint an ad hoc (Latin phrase meaning "for this") Justice who would only sit for their case.

Ad hoc Justices only sit on the Court for the case in which their country is involved and must be assigned to another committee. If States wish to appoint an ad hoc justice they must contact the Secretary-General by 1 October. All other Justices are duration-of-Conference assignments, and Representatives serving as Justices shall not be assigned to another simulation. The Justices should expect to spend the first day setting the docket, electing officers, determining the final procedures of the Court and reviewing the substantive issues in each case before the Court. The rest of Conference will be spent hearing cases, deliberating and rendering opinions on those cases.

Advocate positions are not duration-of-the-Conference assignments. ICJ Advocates should expect to spend two to three hours presenting their case and hearing the Court's opinion during Conference. ICJ Advocates should also serve as Representatives in another AMUN simulation. It is essential that, whenever possible, the ICJ advocate or ad hoc Justice is teamed with another Representative in a Committee, so that their State is represented while the Representative is fulfilling their duties in the ICJ.

## PREPARATION

**General Preparation:** All ICJ Justices and Advocates need to acquire a basic working knowledge of the history of the ICJ and how it functions, which is available at [www.icj-cij.org](http://www.icj-cij.org). They will also need to read the ICJ section in the *Issues at AMUN* handbook and further research the factual and legal background of each of the disputes in which they are involved.

**Justices:** Justices should review relevant treaties, applicable international common law and prior ICJ decisions, in addition to scholarly articles analyzing those treaties, common laws and decisions. Most law school libraries, and many undergraduate libraries, have international law casebooks which contain ICJ opinions, as well as opinions written by Justices sitting on other international tribunals. Many of these options are also available online at [www.un.org/Depts/dhl/resguide/specil.htm](http://www.un.org/Depts/dhl/resguide/specil.htm). As you read these decisions, ask yourself:

- What writing style does the author use?
- How do Justices address jurisdictional issues?
- How do they apply the law to the facts of the case?

**Advocates:** Advocates must thoroughly research both the law and facts involved in the dispute from which their case arises. Advocates also will be responsible for the preparation of written memorials and the presentation of oral arguments regarding their positions in their case.

**Note:** Remember that the AMUN ICJ is a simulation. No one expects students, who are not lawyers or Justices, to make presentations, decisions or render opinions with the same level of sophistication as actual ICJ Justices or Advocates. The students' job is simply to gain a basic understanding of what considerations are taken into account when presenting or presiding over a case.

## PREPARATION OF MEMORIALS

ICJ memorials contain, in the following order,

1. A statement of facts (what are the relevant facts in the case?);
2. A jurisdictional statement and arguments (does the State recognize the Court's jurisdiction on this case, and why or why not?);
3. A statement of law (what treaties, customs, or laws apply?);
4. A detailed argument section, which discusses how the law and facts apply to the merits of the case (how do the laws and facts support your case?); and
5. A summary and prayer for relief (what do you want the Court to do?).

The "plaintiff," or party bringing the case, is called the Applicant. The "defendant" is called the Respondent. Due to time constraints, both the Applicant and Respondent in any AMUN ICJ case must prepare their memorials without seeing the memorial of their opponent. However, the Respondent's memorial should seek to counter the anticipated arguments of the Applicant.

**All memorials must be submitted by 25 October to the AMUN Secretariat at [icj@amun.org](mailto:icj@amun.org).**

## PREPARATION OF ORAL ARGUMENTS

Oral arguments provide Advocates with an opportunity to explain to the Justices the factual and legal merits of their case. In each case, the Applicant shall argue first. The Respondent shall then have the same amount of time to reply. Finally, the Applicant will have the opportunity to present a brief rebuttal. Advocates presenting *amicus curiae* arguments will then be accorded no more than five minutes each to speak. On the first day of Conference, the Justices will create the docket and define the amount of time for oral arguments. Advocates, with the exception of *amicus curiae*, should be prepared for anywhere between 10 and 20 minutes for arguments.

Advocates should be aware that the oral argument is not simply an opportunity to give a prepared speech. While an Advocate should have an outline of the points they wish to make, the Justices often interject with specific questions during each Advocate's presentation. The first five minutes of each Advocate's presentation will be uninterrupted to allow each side the opportunity to freely present the key issues of their arguments. After the initial five minutes, the Advocates may continue with their presentations, but the Justices may also interject and question the Advocates on the merits of their case. Therefore, Advocates must be prepared to both answer questions and defend their position.



The following steps should be taken to prepare for oral arguments:

1. Identify the issues that are the critical, deciding factors in the case. You should try to have at least three critical points to your argument.
2. Examine your memorial. What are your best arguments regarding the critical issues?
3. Develop a theme which incorporates your best arguments on the critical issues. Keep it simple. Remember, you are just trying to tell the Justices a story—a story about why your country has been wronged, or about what they can do to provide a fair and just solution.
4. Prepare an outline. The outline should include your theme, your best arguments on the critical issues, your answers to your opponent's best arguments, and ideas about answers to any other questions you think the Justices might ask. Try to make your memorial and oral argument outline consistent so that the first issue addressed in the memorial is the first addressed in the oral argument.
5. Though each Advocate will have more than five minutes to present oral arguments, keep in mind that only the first five minutes of the presentations will be uninterrupted. Therefore, while preparing your presentation it is to your advantage to focus on the main points and key issues during the first five minutes. We suggest that you follow a pyramid format, in which the crux of the argument is presented first and then for the remainder of the allotted time the speaker expands on those issues in a more thorough and complete manner. This format can also allow for a quick means of referencing issues during the remaining period of presentation/questions. It is also wise to conclude the presentation by again summing up the key points.
6. Do not write out answers verbatim. Do, however, write out catch phrases or legal terms you will want to remember precisely. Oral arguments will involve extemporaneous speaking and responses, not the presentation of a memorized speech.
7. Be sure your outline includes specific names of conventions, treaties, cases, etc. which you are using to support your answers. This is very important because your legal argument is what you need to use to convince the Justices that your side of the case is stronger.
8. Practice, practice, practice! There is no substitute for practicing oral arguments: your presentation is likely to be smoother, and thus more persuasive. Have your Faculty Advisor or other students fire questions at you. Learn to field those questions and then transition back to the point you were making prior to the question.
9. Hammer home your theme again and again. Remember, your legal argument is what is going to convince the Justices to decide in favor of your state. The facts are the facts; what is going to be in contention is how international law views the dispute. Rambling, disjointed presentations are not persuasive. Simple, concise answers that repeatedly stress the same points are persuasive, and will be remembered by the Justices.
10. Contact a court (an appeals court, if possible) in your area and find out when arguments or a trial will occur. Then, visit the court and observe how the attorneys make their presentations and how the Justices question them. Also, audio files of past oral arguments before the ICJ are available at [www.icj-cij.org](http://www.icj-cij.org).
11. Learn proper courtroom demeanor. Remember to be polite and deferential to the Justices at all times. While argument is the method, persuasion is the goal. Advocates will be provided the

opportunity to practice their oral arguments before members of the AMUN Secretariat. Justices will not be allowed to attend.

## DUTIES OF THE JUSTICES

Each Justice, while independent, will still have a roleplaying function. ICJ Justices retain their citizenship with whatever State their school represents at the Conference. Justices not affiliated with a delegation will be assigned citizenship with a State. A Justice's citizenship is important, because it is frequently the case in the real ICJ that a Justice from a particular country will side with the position advocated by their country of origin when that State comes before the ICJ, although they do not always do so. Thus, while ICJ Justices are supposed to be independent advocates for the law, they often come to the Court with inherent biases based on their home country's history, culture, religion and laws.

Justices will each have an opportunity to review the memorials submitted for each case. All Justices will be expected to hear arguments and question the Advocates in all cases on the docket. After each case is argued, the Justices will retire to deliberate and to write opinions. Any Justice not present during the Court's Oral Arguments may not participate in the subsequent deliberations and opinion writing for that case.

Justices should take the time to do preliminary research on the cases and Advisory Opinions, including becoming familiar with relevant treaties and conventions. If Justices have difficulty accessing documents relevant to the cases or Advisory Opinions, they should contact the Director of the Court to request assistance at [icj@amun.org](mailto:icj@amun.org).



## CHAPTER FIVE

# DRAFT DOCUMENTS

Resolutions are the primary tools for action at the United Nations. Debate at the United Nations focuses on solving, at least in part, the many problems facing the world community. After months of debate and behind-the-scenes discussion on a topic, Member States will come to an agreement on how their countries should proceed on the issue. This agreement is then codified in the form of a draft resolution. The text of a draft resolution is usually worked out well in advance of being brought to the floor, with many States making suggestions and many changes occurring behind the scenes. When a draft resolution is brought to the floor, it may also be formally discussed, amended, rejected or adopted as circumstances dictate. Note that it is very rare for a United Nations resolution to be rejected; most Member States prefer to bring a draft resolution to the floor only if they are sure that it will be adopted, and it is not uncommon to wait until they are sure that all Members present will agree to the resolution and adopt it by consensus.

Resolutions usually state a policy that the United Nations will implement and they may often form the body of reports, treaties, conventions and declarations. At AMUN, several simulations will utilize the report format. Additional information about resolutions and reports is noted below. Resolutions and Reports range from very general to very specific in content. Depending on the body involved, they may call for or suggest a course of action, condemn an action, or require action or sanctions on the part of the Member States. The General Assembly, Economic and Social Council, and special committees and commissions may either call for or suggest actions. It should be noted that no body other than the Security Council may require action from or place sanctions on Member States. In some cases, final conventions and treaties may also require action, but this would only be applicable to the States Parties.

Resolutions are formal documents adopted by a United Nations body, which follow a standard format and include preambular and operative clauses. Any body may issue a resolution, but in practice, most are adopted by the General Assembly, its Committees, and the Security Council.

Reports and statements are similar to resolutions in that they state a United Nations policy or objective. The primary functional difference is in the format of these documents. Reports (typically written by long-standing commissions and committees) advise and inform decision-making bodies of a committee's work and are divided into chapters and sections that cover the various topics under discussion. Presidential Statements (often used in place of resolutions in the Security Council) offer a less formal pronouncement of some United Nations action or position.

### DRAFT DOCUMENTS

AMUN simulations will accept draft resolutions, reports and other documents only at the Conference. These may not be submitted in advance of the Conference, but delegations may choose to bring working documents with them to assist in getting a quick start in deliberations.

Draft resolutions are not eligible for formal consideration on the floor of GA Committees and the Concurrent GA Plenary until they receive the sponsorship of at least 25 percent of the total delegations in attendance

at the Conference. The specific number of sponsors needed is announced at the first session of each committee. For ECOSOC and reporting bodies, draft resolutions and reports require the sponsorship of at least 25 percent of total delegations registered for that simulation. In the Security Council, only one sponsor is required. Additional sponsors may be added as the document is written, in caucusing sessions, or at a later point in the Conference until the draft resolution has been moved to the floor, at which point a delegation may only become a sponsor with the consent of the original sponsors. Once a vote on a contested amendment to the draft resolution/report, or draft resolution/report has been taken, no new sponsors may be added to the draft resolution/report, as it has become the property of the body and not the sponsors.

To facilitate the process of discussing, creating, combining and changing drafts, a motion for a suspension of the meeting may be entertained near the beginning of each simulation. It is recommended that Representatives use this time to discuss the problems facing their simulation and to begin the creation of documents or combination of existing drafts proposed by the delegations. This session will be the Representatives' first opportunity to formally enter the United Nations political process of working with others in an attempt to build consensus.

The process of using drafts and requiring more than one sponsoring delegation is intended to replicate the United Nations' practice of gaining support for drafts before they are discussed in committee. Further, it should push delegations away from looking at a proposal as "my draft" and toward working with others to find a solution and to gain a consensus opinion on the topic being discussed.

*To this end, Representatives will need to work together and most likely combine clauses from a number of drafts or subsequent proposals made by other Member States at the Conference.* Representatives are strongly encouraged to undertake this process before a draft comes to the floor. As in the real United Nations, building support for one draft that encompasses the entire topic will be a much better use of the Representatives' time than trying to work on multiple draft resolutions, many of which will overlap. AMUN suggests that Representatives not contend over which draft will come to the floor, but rather caucus and compromise to determine how best to combine drafts into a coherent, whole product that all nations can accept, either through friendly amendments or through the drafting of a new all-encompassing draft.

After a draft receives the requisite 25 percent sponsorship, two copies of it must be brought to the Rapporteur for approval. Once an approved draft is made available by Delegate Services in sufficient quantity for all delegations, the Dais Staff will announce that the draft has become available for discussion on the floor.





## POINTS TO CONSIDER IN WRITING DRAFT RESOLUTIONS

The following list includes important points to consider when writing a draft resolution. This is by no means an exhaustive list, but should provide a good starting point to make draft resolutions as realistic as possible. Points to consider include the following:

- In the preambular clauses, describe the recent history of the situation and the issue as it currently exists
- Reference past United Nations actions and previous resolutions passed on the topic, when available
- In the operative clauses, include actions or recommendations which will solve the problem, not just make a statement
- Do not be blatantly political in the content of the draft resolution—this may damage efforts to reach a consensus on the issue
- Take into account the points of view of other States whenever possible
- Write the draft resolution from an international or United Nations perspective, not just from a single country's point of view
- Consider whether the substance is within the purview of the Committee and refer relevant parts to other bodies where appropriate
- Refer issues which need further discussion to appropriate, existing bodies
- Do not create new committees/councils/commissions/working groups/etc. without first considering if other similar bodies already exist
- Always consider previous United Nations resolutions on the topic—do not duplicate what other resolutions have done without referencing the appropriate sources.

## RULES FOR SUBMISSION OF DRAFT RESOLUTIONS

While Representatives are free to circulate unofficial drafts, no draft resolution will be accepted for discussion on the floor unless it has been entered into the AMUN computer system located in the Delegate Services office, and has been approved by the Rapporteur or Dais Staff in the relevant simulation. When a draft resolution is approved, it will then be copied and distributed to the entire Committee, at which time it can be moved to the floor for formal discussion if desired.

Note that AMUN reserves the right to reject any draft resolutions which are not in proper format or which do not relate to one of the topics as stated in the *Issues at AMUN* handbook. The AMUN Secretariat will typically approve any draft resolution that is on topic, regardless of the relative quality compared to other submitted drafts. This means that Representatives should be especially careful in preparing their draft resolutions. A poorly-written draft resolution will not be automatically rejected and may be available for the study and critique by all delegations in the Committee. The converse is also true though: a well-written draft resolution, accurately asserting a country's viewpoint and allowing for the viewpoints of others, can be a very positive statement about a delegation.

## DRAFT RESOLUTION GUIDELINES AND FORMAT

Draft resolutions will consist of the heading section, followed by preambular and operative or activating clauses. Preambular clauses are listed first; they are used to justify action, denote past authorizations and precedents for action, or denote the purpose for an action. Operative

clauses are the statements of policy in a resolution. Each operative clause is numbered, begins with a verb to denote an action (or suggested action), and usually addresses no more than one specific aspect of the action to be taken.

Draft resolutions must be submitted using the following format. Any draft resolutions received in any other format will not be accepted. The standard format is as follows:

- All Committee titles and topics must follow the exact wording given in the *Issues at AMUN* handbook
- The heading should contain the name of the Committee to which it will be presented, and the topic of the draft resolution
- The draft resolution is single spaced throughout, with double-spacing between clauses
- When processing draft resolutions, please do not use italics, bold or underlined print to highlight words. Italic text should only be used as shown in the "Sample Draft Resolution" on page 18
- Clauses must begin with proper introductory words/phrases in italics (see page 17 for a partial list of appropriate introductions in resolutions)
- Preambular clauses end with commas and operative clauses end with semicolons
- Operative sub-clauses end with a semicolon
- Each operative clause must be numbered and indented
- The final operative clause ends with a period.

Please do not number lines in the margin of the resolution; these will be automatically generated in the AMUN computer system. See the "Sample Draft Resolution" on page 18 and the Checklist for Resolution Formatting on page 19, for specifics.

## AMENDMENTS

An amendment is a written statement that adds to, deletes from or otherwise modifies a draft resolution, report or other document. An amendment may be as small as changing the word "and" to the word "or" in a sentence, or as large as the deletion or addition of numerous clauses to a document. Note that both preambular and operative clauses in draft resolutions may be amended.

Amendments are typically made informally during the drafting process of a document, as Representatives of various countries may make a variety of suggestions for changes to that document. Prior to approval by the Rapporteur, a document may be changed in any way that its sponsors see fit with no need for formal amendments. If a sponsor does not approve of a change, either it is not incorporated into the document (in which case a formal amendment may be proposed at a later time), or the sponsor may choose to withdraw its sponsorship from the revised document.

Once a document is approved for discussion on the floor, amendments must be made through a formal process. This involves writing the proposed changes on an Amendment form (available at the dais in each simulation) and submitting it to the dais for approval. See the "Sample Amendment Form" on page 20 for specifics. A minimum of 15 percent of delegations registered for that simulation must sponsor each amendment (in Security Councils only one sponsor is required). If all of the sponsors of a resolution are also sponsors on an amendment, an amendment is considered "friendly" and automatically becomes part of the draft resolution without a vote. If all of the resolution sponsors are not signed



on to an amendment, it must go through the standard amendment process. This includes moving the amendment to the floor, discussion and voting procedure. After the dais has approved an amendment, if the body takes any substantive vote on an amendment or any part of the draft resolution, it may no longer be amended by a “friendly amendment.” A vote must be taken on any further amendments.

## REPORTS

A report is another type of formal document at the United Nations. Reports of functional commissions, standing committees, regional commissions, or other bodies that make reports to the Economic and Social Council or the General Assembly generally follow the United Nations format for annual reports, though at AMUN the reporting body should write one report for each topic they wish to cover. The reports will summarize the body’s discussion of the topic and will recommend specific resolutions and actions to the appropriate body. At this year’s Conference, the following simulations will write reports: The Commission on Social Development (CSocD), The Economic Commission on Africa (ECA), and the United Nations High Commissioner for Refugees (UNHCR).

The report format is outlined here, and a sample Table of Contents for the report follows. A more detailed description and sample reports are available at [www.amun.org/reporting-bodies/](http://www.amun.org/reporting-bodies/). The Dais Staff in each report-writing body will provide additional details to the Commission on the first day of Conference and will assist Representatives throughout the report-writing process. Please note that in this section “Commission” refers to the reporting body and “Council” refers to the body that receives the report.

The first item in the report will be an Executive Summary, not exceeding one page, that outlines the major points of the report, especially in regard to the Commission’s findings and its recommendations to the Council. The Executive Summary, rather than hard copies of the full report, will be distributed to all Council delegations before the presentation of reports during the plenary session on Tuesday afternoon. Thus it is important that the Executive Summary contain all the critical information for the body hearing the report. Secretariat members in the appropriate simulations will guide Representatives through the reporting process.

Chapter I of the report will be titled “Matters calling for action by the Economic and Social Council or brought to its attention.” (For bodies reporting to the General Assembly, the chapter titles should be changed accordingly.) First, this chapter will contain the text of draft resolutions recommended by the Commission for adoption by the Council. With the exception of the title and numbering, the resolutions should follow standard resolution format as detailed in this handbook. Second, this chapter may contain a short statement on any other matter that requires action or attention by the Council but has not been included in a draft resolution.

Chapter II of the report will be titled according to the official agenda item before the Commission. This chapter should contain a brief account of the proceedings that the Commission considers essential to transmit to the Council. The focus should be on the decision-making process that the Commission followed in order to make its recommendations.

Chapter III, if necessary, should be titled “Decisions adopted by the Commission at its 2014 session” and should contain those decisions, if any, adopted by the Commission that do not require further action and that the Commission takes in its own name. (This practice is, in reality, rare because ECOSOC Resolution 1623 (LI) states that resolutions of functional commissions and subsidiary bodies should normally be in the form of drafts for approval by the Council.)

The last chapter should be titled “Adoption of the report.” The chapter should detail the manner in which the Commission adopted the report, including the voting record, if any. Following the substantive chapters of the report, the Commission may choose to include additional information for the Council, including statements regarding the financial implications of the Council’s recommendations; other relevant publications or statements; and relevant data, charts or graphs.

Reports will be heard by the Combined General Assembly and by the Economic and Social Council during plenary sessions on Tuesday afternoon of the Conference. Reporting bodies should conclude their substantive work by Monday evening, and they should finalize and accept the report and compose the Executive Summary for the report during the morning session on Tuesday.

## SAMPLE TABLE OF CONTENTS FOR REPORTS

Chapter	Heading	Page
	Executive Summary	
I.	Matters calling for action by the Economic and Social Council and brought to its attention.	3
	A. Draft resolutions for adoption by the Economic and Social Council	3
	I. Draft Resolution I - Title of first Resolution	3
	II. Draft Resolution II - Title of second Resolution	4
	B. Other recommendations for action	6
II.	Consideration of [agenda topic]	7
III.	Resolutions and decisions adopted by the Commission at its 2014 session	10
	A. Resolution XX/I/1 - Title of first resolution	10
IV.	Adoption of the report	12
Appendix I	Statements of financial implications of actions and proposals of the Commission	13
Appendix II	Relevant publications and documents issued by the Commission	14



## RESOLUTION INTRODUCTORY PHRASES

The following phrases/words are a partial list of appropriate introductions in resolutions.

### Preambular Phrases (*single verb in present participle or other introductory phrase*):

Affirming	Emphasizing	Keeping in mind
Alarmed by	Expecting	Noting with approval
Approving	Fulfilling	Noting with concern
Aware of	Fully alarmed	Noting with regret
Bearing in Mind	Fully aware	Noting with satisfaction
Believing	Fully believing	Observing
Confident	Fully deploring	Reaffirming
Convinced	Guided by	Realizing
Declaring	Having adopted	Recalling
Deeply concerned	Having considered	Recognizing
Deeply convinced	Having examined	Seeking
Deeply disturbed	Having heard	Taking into consideration
Deeply regretting	Having received	Viewing with apprehension
Desiring	Having studied	Welcoming

### Operative Phrases (*verb in third person present indicative tense*):

Accepts	Encourages	Reaffirms
Affirms	Endorses	Recommends
Approves	Emphasizes	Regrets
Authorizes	Expresses its appreciation	Reminds
Calls	Expresses its hope	Requests
Calls Upon	Further invites	Solemnly affirms
Condemns	Further proclaims	Strongly condemns
Confirms	Further recommends	Supports
Congratulates	Further reminds	Takes note of
Considers	Further requests	Transmits
Declares accordingly	Further resolves	Urges
Deplores	Has resolved	Welcomes
Designates	Notes	
Draws the attention	Proclaims	

## LENDING EMPHASIS TO RESOLUTION PHRASING

Diplomatic communication relies heavily on connotation and nuance, and United Nation resolutions and decisions are no exception to this rule. When resolutions are constructed, they often contain language which, although apparently innocuous, conveys the precise attitudes and intentions of their authors. At AMUN, Representatives are urged to select words carefully when drafting resolutions. The introductory phrases listed above also carry significant emotional and diplomatic meaning. Accurate use of these introductory terms is of paramount importance at the United Nation, and should also be emphasized in the AMUN simulations.

A more useful method for listing introductory phrases, rather than the alphabetical listing above, might be in order of the phrases' emotional weight, described by United Nation practitioners as "crescendos." Each of the following crescendos begins with a neutral phrase at the top (conveying little emotion) and concludes with a strongly worded phrase

(conveying strongly positive or negative emotion). Some of these opening phrases also have common uses in the language of United Nation resolutions; when applicable, this information has been included parenthetically with each phrase. Some phrases that express strong insistence or negative emotion are typically only used in Security Council resolutions, and even then are selected with great care—these are noted where appropriate.

## SAMPLE PREAMBULAR PHRASE CRESCENDOS

All lists of sample phrase crescendoes presented below start with the neutral/weakest phrase and end with the strongest phrases.

**Noting** (by being neutral, this term actually can connote negativity; for example, a resolution "noting the report of the Secretary-General" actually insults the Secretary-General's work by not being more approving)

**Noting with appreciation** (this is the typical way to recognize a report or other document)

**Noting with satisfaction**

**Noting with deep satisfaction**

**Noting**

**Noting with regret**

**Noting with deep regret**

## SAMPLE OPERATIVE PHRASE CRESCENDOS

**Notes** (See comments on "noting" above)

**Notes with appreciation**

**Notes with satisfaction**

**Welcomes**

**Recommends** (suggests that other organs take an action)

**Invites** (suggests that Member States take an action)

**Requests** (suggests that the Secretary-General take an action)

**Appeals** (suggests that Member States take an action, more emotional)

**Calls Upon** (suggests that Member States take an action, very emotional)

**Urges** (strongest suggestion by the General Assembly)

**Demands** (rarely used outside of the Security Council)

**Notes with concern**

**Expresses its concern**

**Expresses its deep concern**

**Deplores**

**Strongly deplores**

**Condemns** (rarely used outside of the Security Council)

## COMMONLY MISUNDERSTOOD TERMS

**Declares** (used to make a statement)

**Decides** (used to indicate an action to be taken)

For sample usage of the phrases, see "Sample Draft Resolution" on Page 18 and the Checklist for Resolution Formatting on Page 19.

**SAMPLE DRAFT RESOLUTION**

Please note: The sample resolution presented below is shown for formatting purposes only. While roughly based on past United Nation resolutions, it is intentionally simplistic, and it is not meant to represent the content of an actual draft resolution.

SUBJECT OF RESOLUTION: Protection of Human Rights and Fundamental Freedoms while Countering Terrorism

SUBMITTED TO: The General Assembly Plenary

1 *The General Assembly,*

2

3 *Reaffirming* its resolutions 61/171 of 19 December 2006 and 59/191 of 20 December 2004, as well as Security Council  
4 resolution 1757 (2007) of 30 May 2007,

5

6 *Additionally reaffirming* the tenets of the Universal Declaration of Human Rights,

7

8 *Further reaffirming* that acts of international terrorism constitute a threat to international peace and security as well as an  
9 impediment to stable growth in Least Developed Countries,

10

11 *Recognizing* the need to combat, by all means in accordance with the United Nations Charter, threats to international peace  
12 and security caused by international terrorism,

13

14 *Deeply concerned* that the international increase in acts of terrorism, especially those motivated by intolerance or extremism,  
15 will result in an increase of retaliatory violence that will claim the lives of many who are innocent of any kind of terrorism,

16

17 *Guided by* the principle established by the General Assembly in its declaration of 24 October 1970 (resolution 2625 (XXV))  
18 and reiterated by the Security Council in its resolution 1189 (1998) of 13 August 1998, namely that every State has the duty to  
19 refrain from organizing, instigating, assisting or participating in terrorist acts in another State or acquiescing to organized activities  
20 within its territory directed towards the commission of such acts,

21

22 1. *Urges* all States to enforce existing resolutions and agreements, to the best of their abilities, including those designed to:

23 (a) Prevent terrorist acts through:

24 (i) The suppression of monetary funds used for international terrorism;

25 (ii) The utilization of education to combat intolerance and extremism;

26 (iii) The prevention of the proliferation of small arms and explosives or components used for the creation of small arms and  
27 explosives;

28 (b) Criminalize the willful provision or collection, by any means, directly or indirectly, of funds by their nationals or in  
29 their territories with the intention that the funds should be used, or in the knowledge that they are to be used, in order to carry out  
30 terrorist acts;

31

32 2. *Further urges* all States to refrain from providing any form of support, active or passive, to entities or persons involved in  
33 terrorist acts, to suppress recruitment of new members to terrorist groups, and to eliminate the supply of weapons to terrorists;

34

35 3. *Requests* that States take the necessary steps to prevent the loss of innocent life while combating international terrorism;

36

37 4. *Additionally requests* that all States make an effort to help those who have been injured or displaced as a result of  
38 combating international terrorism or because of a terrorist attack;

39

40 5. *Additionally urges* all States to ensure that any person who participates in the financing, planning, preparation or  
41 perpetration of terrorist acts or in supporting terrorist acts is brought to justice and ensure that, in addition to any other measures  
42 against them, such terrorist acts are established as serious criminal offenses in domestic laws and regulations and that the punishment  
43 duly reflects the seriousness of such terrorist acts;

44

45 6. *Reminds* all States of their responsibility under the United Nations Charter to comply with all relevant United Nations  
46 resolutions on this matter.

47



## CHECKLIST FOR RESOLUTION FORMATTING

The Checklist for Resolution Formatting details the common formatting and stylistic requirements for all draft resolutions at AMUN. Before submitting a draft resolution to the Dais staff for review, please confirm that the following criteria are met. If there are any formatting errors, the Dais staff will ask Representatives to correct the errors before approving the resolution.

### DOCUMENT FORMAT:

- All preambular and operative phrases are italicized.
- All clauses are single-spaced internally with a hard return between clauses.
- The first line of all clauses and sub-clauses is indented.
- All lines in sub-sub-clauses are indented.
- All operative clauses are numbered; a period and one space follow each number.
- All sub-clauses are given lowercase letters in alphabetical order, set in parentheses, and followed by one space (e.g., (a) The nation...)
- All sub-sub clauses are given small roman numerals, set in parentheses, and followed by one space (e.g., (i) All Member States...)
- All preambular clauses end with a comma (,).
- All operative clauses except the last end with a semicolon (;).
- Phrases that introduce a set of sub-clauses end with a colon (:).
- All sub-clauses and sub-sub-clauses end with a semicolon (;).
- The sub-clause that introduces a set of sub-sub clauses ends in a colon (:).
- The final operative clause ends with a period (.

### DOCUMENT STYLE:

- The first word of all clauses, sub-clauses and sub-sub-clauses are capitalized. In a clause with a two-word introductory phrase (e.g., *Further noting*) both words are italicized, but only the first is capitalized.
- All preambular clauses begin with an “ing” form verb (e.g., *Acknowledging*, *Recalling*), or other appropriate phrase.
- All operative clauses begin with a verb that demonstrates action (e.g., *Requests*, *Calls upon*).
- All words should be spelled according to standard American usage, except in formal program or organization names or titles (e.g., World Food Programme).
- Acronyms and initialisms are appropriate in resolutions, except when referring to the United Nations and its principal organs (e.g., the General Assembly, the Economic and Social Council), which should always be spelled out in full.
- Acronyms and initialisms are written out in full the first time they are used within a resolution, followed by the abbreviation in parentheses (e.g., African Development Bank (ADB)).
- Full dates should always be used, including in reference to resolutions (e.g., 9 October 1977 or resolution 61/171 of 19 December 2006).
- In Security Council resolutions, the year the resolution was passed should be in parentheses along with the full date (e.g., resolution 1757 (2007) of 30 May 2007).
- When referencing a resolution, use the short resolution number instead of the full document symbol (e.g., resolution 61/171 instead of resolution A/Res/61/171).
- Numbers under 10 are written out, except in fractions, in lists or comparisons, in percentages, vote counts, ratios, etc.
- Numbers between 10 and 999,999 should be written in figures, except at the beginning of a clause/sentence.
- Millions, billions and trillions: 1 million, 4.3 billion. If there would be more than one digit to the right of the decimal point, write out the number (e.g., 3,430,000 rather than 3.43 million).
- Isolated references to weights and measurements are spelled out (e.g., ten kilometers).



## SECURITY COUNCIL PRESIDENTIAL STATEMENTS

While the GA and other United Nation bodies usually only speak through reports and resolutions, the Security Council has another option: the submission of a “Presidential Statement.” The use of Presidential Statements is extremely common in the United Nation Security Council, and they are used more frequently than resolutions.

A Presidential Statement is a written statement made by the President, noting that the Council has been discussing a specific topic and stating the general course of that discussion. These are frequently made at the beginning of or after a significant event in a crisis situation. These statements are usually no more than one sentence to one or two paragraphs in length.

At AMUN the Security Council President does not craft this statement, as happens at the United Nation in New York. Instead, members of the body craft a statement together during consultative session. Once the President confirms the language is finalized and all Members agree to the statement, the Presidential Statement is adopted and moves through Delegate Services for final publication. These statements are usually clear and simple enough that they are agreed to by the entire body, although they have little real weight (unlike resolutions, which are technically binding on Member States). Presidential Statements are often used when Members want to make a strong statement, but when, for reasons of their own, one or more Member States (often Permanent Members) find it politically inexpedient to pass an actual, binding resolution on the subject.

## SAMPLE SECURITY COUNCIL PRESIDENTIAL STATEMENT

Statement by the President of the Security Council:

At the meeting of the Security Council, held on 22 May 2002, in connection with the Council’s consideration of the item entitled “The Situation in Sierra Leone,” the President of the Security Council made the following statement on behalf of the Council:

“The Security Council welcomes the elections held in Sierra Leone on 14 May 2002. It congratulates the people of Sierra Leone on the peaceful and orderly way in which the elections were held. It commends the National Electoral Commission and all those responsible for the successful management of the elections, and commends UNAMSIL for their invaluable supporting role. The Council notes that the various electoral observation groups were impressed by the Sierra Leonean people’s commitment to democracy and their determination to vote. The Council calls on all political parties and their supporters to work together to strengthen democracy and thereby assure continuing peace.

The Security Council will continue to pay close attention to developments in Sierra Leone and the Mano River region. The Council requests the Secretary-General monitor the situation there closely and to keep the Council informed of any significant developments.”

## SAMPLE AMENDMENT FORM

On Floor\_\_\_\_\_

### AMENDMENT FORM

Committee: The General Assembly

Amendment Letter: \_\_\_\_\_

*Assigned by Rapporteur*

Topic: Protection of Human Rights and...

Resolution Number: 1

REMOVE from the preambular clause starting with ‘Recognizing’  
“by all means in accordance with the United Nations Charter”

REMOVE the whole preambular clause beginning with ‘Deeply concerned’

ADD the following preambular clause after ‘Recognizing ...’  
“Fully alarmed by the use of terrorist actions against civilian targets,”

REPLACE operative clause 1 (a) with  
“Prevent future actions of terrorism through:”

REPLACE in operative clause 4  
“make an effort” with “make additional efforts”

ADD operative clause 7  
“Further reminds all States to follow applicable protocols of the Geneva Convention when dealing with those suspected of terrorism.”



## CHAPTER SIX

# SECURITY COUNCIL RULES OF PROCEDURE

### 1.0 ADMINISTRATIVE

**1.1 THE SECRETARIAT.** The Secretariat consists of the volunteer staff members of American Model United Nations.

**1.2 RULES COMMITTEE.** The President of the General Assembly, the Director of Rules and Procedures, the Director of Security Council Procedures, and one other person as appointed by the Secretary-General shall compose the membership of the Rules Committee.

**1.3 CREDENTIALS.** All questions concerning the validity of Representative credentials shall be submitted in writing to the Secretariat,

- The Secretariat has sole authority to decide all questions concerning credentials,
- Representatives must wear approved credentials at all times while on the Conference premises.

**1.4 QUORUM.** A quorum is made up of all member delegations; to begin a Council session all members must be present,

- The Secretariat reserves the right to adjust the quorum as it deems necessary.

**1.5 SECURITY COUNCIL OFFICERS.** The Secretariat shall appoint the President and Vice President of the Security Council, and shall select any other positions necessary to help conduct the sessions of the Council.

**1.6 GENERAL AUTHORITY OF THE SECURITY COUNCIL PRESIDENT.** In addition to exercising such authority conferred upon the President elsewhere in these rules, the President shall have the authority to

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

During the course of the session the President may propose Suspension of the Meeting (rule 7.1), Adjournment of the Meeting (rule 7.2), Closure of Debate (rule 7.5), Consultative Session (rule 7.7), and Limits on Debate (rule 7.11), The President is under the direct authority of the Rules Committee, and may be directed to inform the Council on matters of procedure if such action is deemed necessary by the Rules Committee.

**1.7 ABSENCE OF COUNCIL PRESIDENT.** If the Council President should find it necessary to be absent during any part of a Council session, he/she will designate an individual, normally the Vice President, to chair the Council session with the same authority.

**1.8 ATTENDANCE AT SECURITY COUNCIL SESSIONS.** Each Security Council Member delegation assumes the responsibility to have present a minimum of one accredited Representative at each Council session.

**1.9 EMERGENCY COUNCIL SESSIONS.** Emergency Security Council Sessions may be called by the Secretariat at any time international conflicts require immediate Council attention, as established in the Charter of the United Nations.

**1.10 PROVISIONAL AGENDA.** The Secretariat shall distribute a provisional agenda to all delegations prior to the start of the Conference,

- This agenda in no way limits the Council's topics.

**1.11 DAILY ORDER OF CONSIDERATION OF AGENDA TOPICS.** The Council will establish the daily order of consideration of agenda topics at the start of each daily session. Once established, this will become the working agenda for the duration of that day,

- Agenda topics will be discussed in the order in which they appear on the working agenda (rule 7.10),
- A Delegation wishing to change this order may move to change the order of consideration of the working agenda (rule 7.9).

**1.12 PARTICIPATION BY NON-COUNCIL MEMBER STATES AND INTERNATIONAL ORGANIZATIONS.** When an issue before the Security Council involves a non-Council United Nation Member State or Observer, the Council may request that the Delegation be represented during Council sessions in which the issue is being discussed,

- To do this a Council member Delegation must move that the nation is Party to the Dispute (rule 7.15),

A non-Council United Nations Member or Observer that has been requested to attend Council sessions will usually be given debating privileges, allowing the delegation to be recognized by the President during debate,

- A non-Council United Nations Member State or Observer may submit draft resolutions or amendments, but may not move these to the floor or vote at any time,
- A non-Council Member requested to attend a Council session, but not given debating privileges, will be subject to a question and answer period,

When discussing any issue, if the Security Council finds it necessary to have present a Representative of a non-United Nations Member State, an international organization or any other persons it considers competent for the purpose, it may request one by means of Party to the Dispute (rule 7.15). A Representative will be made available to the Council in a timely fashion,

- These Representatives may not be given debating privileges, but will be subject to a question and answer period,
- The Secretariat will assume full responsibility to certify Representatives' credentials prior to their appearance before the Council,



If it is determined that many nations outside of the Security Council have an interest in a specific issue, the Council may declare an “open meeting” on any issue being discussed,

- In order to allow all delegations time to prepare their comments, an open meeting in the Council should be announced at least two hours in advance of the open debate session (rule 7.15),
- Any United Nation Member State or Observer may participate in an open meeting.

### 1.13 SECURITY COUNCIL PRIORITY RELATING TO ISSUES CONCERNING THE MAINTENANCE OF INTERNATIONAL PEACE AND SECURITY.

The Security Council, as established in the United Nations Charter, shall have priority over the General Assembly on issues that pertain to the maintenance of international peace and security,

- Issues of this type, while under discussion in the Security Council, shall be seized from General Assembly action,
- Accordingly, any General Assembly draft resolution pertaining to a seized issue cannot be put to a final vote until the Security Council has completed its deliberations on the issue,
- General Assembly draft resolutions that deal with a seized issue may be discussed and amended, but no final vote on the draft resolution may be taken,

If no resolution has been adopted, the Security Council will be considered to have completed its deliberations on a seized issue once that agenda topic is no longer under discussion. The Council may declare itself actively seized on a topic by stating this in a resolution; this seizure will prevent the General Assembly from taking action until a two-hour time period has elapsed. Throughout the General Assembly, Representatives will be kept informed by the Secretary-General of any seized issues.

## 2.0 GENERAL RULES

**2.1 STATEMENTS BY THE SECRETARIAT.** The Secretary-General or any member of the Secretariat may make verbal or written statements to the Security Council at any time.

**2.2 DIPLOMATIC COURTESY.** All participants in the AMUN Conference must accord Diplomatic Courtesy to all credentialed Representatives, Secretariat Members, Faculty Advisors and Observers, as well as to Hotel staff at all times,

- Representatives who persist in obvious attempts to disrupt the session shall be subject to expulsion from the Council by the President,
- The Secretariat reserves the right to expel any Representative/ delegation from the Conference,
- This decision is not appealable.

**2.3 SPEECHES.** No Representative may address the Council without obtaining the permission of the President,

- Delegations, not Representatives, are recognized to speak; more than one Representative from the same delegation may speak when the delegation is recognized,
- Speakers must keep their remarks germane to the subject under discussion,
- A time limit may be established for speeches (rule 7.11),
- Representatives, at the conclusion of a substantive speech, will be allowed, if they are willing, to answer questions concerning their speech,

- A delegation that desires to ask a question of the speaker should signify by raising a Point of Inquiry (rule 6.3),
- All questions and replies are made through the President,
- A speaker who desires to make a motion may do so after his/ her speech and accepting points of inquiry, but prior to yielding the floor,
- By making a motion the speaker yields the floor.

**2.4 RECOGNITION OF SPEAKERS.** Delegations wishing to speak on an item before the body will signify by raising their placards,

- The exception to this rule occurs on any Point of Order (rule 6.1), Information (rule 6.2), or Inquiry (rule 6.3), at which time a Representative should raise their placard and call out “Point of \_\_\_\_\_” to the President,
- Points will be recognized in the order of their priority,
- Motions may not be made from Points of Order (rule 6.1), Information (rule 6.2) or Inquiry (rule 6.3),
- A motion to Appeal the Decision of the Chair (rule 7.6), may be made when recognized for a Point of Order,
- The President shall recognize speakers in a fair and orderly manner,
- Speakers’ lists will not be used, except during an open meeting (rule 1.12).

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

- Requests for a Right of Reply shall be made in writing to the President,
- Requests shall contain the specific language which was found to be insulting to personal or national dignity,
- There shall be no reply to a reply,
- The President may limit the time for reply,
- This decision is not appealable.

**2.6 WITHDRAWAL OF MOTIONS.** A motion may be withdrawn by its proposer at any time before voting on it has begun,

- A withdrawn motion may be reintroduced by any other Delegation.

**2.7 DILATORY MOTIONS.** The President may rule out of order any motion repeating or closely approximating a recent previous motion on which the Council has already rendered an opinion,

- This decision is not appealable.

**2.8 OPEN DEBATE ON MOTIONS.** Representatives wishing to speak to a motion may do so for any motions which are subject to open debate,

- The President shall declare the opening and closing of debate on motions,
- Points of Inquiry are not in order during this debate,
- Motions of higher priority than the one being debated may be made from the floor during open debate,
- The President will declare debate closed when no other delegations signify their desire to speak,
- Closure of open debate may not be moved by a delegation from the floor,
- The body will move to an immediate vote on the motion following the President’s declaration of closure.





**2.9 CONSULTATIVE SESSION.** The Council may choose to suspend its rules and enter an informal, consultative session moderated by the Council President if the members determine that this process will better facilitate the discussion of a particular issue,

- The Council will move immediately into a formal session once the time period or topic set for the Consultative Session has expired (rule 7.7).

### 3.0 RULES THAT RELATE TO THE RULES

**3.1 RULE PRIORITY AND PROCEDURE.** The rules contained in this handbook are the official rules of procedure of American Model United Nations and will be used for all Council sessions. These rules take precedence over any other set of rules.

**3.2 PRECEDENCE OF RULES.** Proceedings in the Security Council of AMUN shall be conducted under the following precedence of rules

1. AMUN Rules of Procedure,
2. AMUN Security Council Order of Precedence of the Rules Short Form (see page 35),
3. Rulings by the Rules Committee,
4. Historical Usage of the AMUN Rules of Procedure,
5. The Charter of the United Nations.

**3.3 THE ORDER OF PRECEDENCE OF MOTIONS.** The order of precedence of motions is listed in order of priority in both the Security Council Precedence Short Form (see page 35) and in these rules under Section 7, *Motions in Order of Priority*. These motions, in the order given, have precedence over all other proposals or motions before the Security Council.

**3.4 RULE CHANGES.** The Rules Committee reserves the right to make changes to these rules at any time. Should a change occur, it will be communicated to the Representatives in a timely manner.

### 4.0 DRAFT RESOLUTIONS, AMENDMENTS & STATEMENTS

**4.1 DEFINITION OF DRAFT RESOLUTIONS.** A draft resolution is a written proposal consisting of at least one preambular and one operative clause.

**4.2 DRAFT RESOLUTIONS.** Draft resolutions may be submitted to the Security Council President/Vice President for approval at any time during the Conference,

- For a draft resolution to be considered it must be organized in content and flow, in the proper format and approved by the Council President and Simulation Staff,
- After acceptance, draft resolutions shall be processed in the order in which they are received and distributed to all delegations as soon as feasible.

A draft resolution that has been distributed may be proposed when the Council considers the agenda topic that is the subject of the draft resolution,

- Only one draft resolution may be considered at any time during formal debate,
- Once a draft resolution is on the floor for discussion, additional sponsors may only be added to that draft resolution with the consent of the original sponsor(s),
- Once a vote has been taken on a contested amendment to a draft resolution, no additional sponsors may be added,

- Friendly amendments (rule 4.4) do not limit the addition of sponsors as noted above,

- See also Closure of Debate on an Agenda Topic (rule 7.4), Closure of Debate (rule 7.5), and Consideration of Amendments (rule 7.14).

**4.3 DEFINITION OF AMENDMENTS.** An amendment to a draft resolution is a written proposal that adds to, deletes from, or revises any part of a draft resolution.

**4.4 AMENDMENTS.** All amendments must be submitted on an official amendment form to the President/Vice President for approval,

- For an amendment to be considered it must be organized in content and flow, be in the proper format, and be approved by the Council Secretariat,
- Approved amendments will be assigned an identification letter by the Vice President,
- Typographical errors in a draft resolution will be corrected by the Council Secretariat and announced to the body,

One or more amendments may be considered on the floor at any given time (see also Closure of Debate on an Agenda Topic (rule 7.4), Closure of Debate (rule 7.5), and Consideration of Amendments (rule 7.14)). An amendment will be considered “friendly” if all sponsors of the draft resolution are also sponsors of the amendment,

- A friendly amendment becomes part of a draft resolution upon the announcement that it is accepted by the dais,
- No vote is required to add a friendly amendment to a draft resolution,
- The President shall announce the acceptance of a friendly amendment on the first opportunity at which no speaker has the floor,
- Friendly amendments cannot be accepted after a vote has been taken on a contested amendment, or after closure of debate on the resolution has been moved.

**4.5 WITHDRAWAL OF SPONSORSHIP.** Sponsorship of a resolution or amendment may be withdrawn at any time before voting on it has begun,

- Sponsorship of a resolution may not be withdrawn after a vote has been taken on a contested amendment,
- If a draft resolution or amendment has all sponsorship withdrawn, any delegation may take up sponsorship of that draft resolution or amendment by informing the President,
- If all sponsors withdraw from a draft resolution or amendment, it is automatically removed from consideration.

**4.6 DEFINITION OF PRESIDENTIAL STATEMENTS.** The Security Council may choose to issue a Presidential Statement on issues which do not warrant a resolution. This statement is formally issued by the President of the Council, but is drafted by the body, or its designees.

**4.7 PRESIDENTIAL STATEMENTS.** Presidential Statements are discussed, drafted and accepted in informal debate or outside of a formal Council session,

- This statement must be accepted by a consensus of the Council,
- As this type of statement does not represent a formal decision of the Council, no formal vote is recorded on a Presidential Statement,



- Unlike resolutions, Presidential Statements are not binding on Member States.

A Presidential Statement may be submitted to the Security Council President/Vice President for approval at any time during the Conference,

- For a Presidential Statement to be considered it must be organized in content and flow, be in the proper format, and be approved by the Council Secretariat.

## 5.0 VOTING

**5.1 VOTING RIGHTS.** Each Security Council member is accorded one vote,

- No Representative/Delegation may cast a vote on behalf of another Member State.

**5.2 VOTES REQUIRED FOR PASSAGE.** Unless otherwise specified in these rules, decisions in the Council require nine affirmative votes for passage,

- Historical Security Councils occurring prior to 1965, consisting of eleven members, require seven affirmative votes for passage of decisions.

**5.3 ADOPTION BY CONSENSUS.** The adoption of amendments and draft resolutions by consensus is desirable when it contributes to the effective and lasting settlement of differences, thus strengthening the authority of the United Nations,

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

**5.4 METHOD OF VOTING.** The Council shall normally vote on motions by a show of raised placards,

- The votes of Council members on all substantive matters shall be officially recorded, and all substantive matters are subject to the Consent of the Permanent Members, regardless of the means by which they are voted upon (rule 5.8),
- Any Delegation may request a roll call vote on substantive matters, unless adopted by consensus; this request shall then automatically be granted by the President,
  - When applicable, roll shall be called in English alphabetical order beginning with a nation selected at random by the Vice President,
  - Representatives shall reply “yes,” “no,” “abstain” or “abstain from the order of voting,”
  - A nation may abstain from the order of voting once during a roll call; a second abstention from the order of voting will be recorded as an abstention.

**5.5 CONDUCT DURING VOTING.** Immediately prior to a vote, the President shall describe to the Council the proposal to be voted on, and shall explain the consequences of a “yes” or a “no” vote. Voting shall begin upon the President’s declaration “we are now in voting procedure,” and end when the results of the vote are announced,

- Once in voting procedure, no Representative shall interrupt the voting except on a Point of Order or Point of Information concerning the actual conduct of the vote,

Following Closure of Debate, and prior to entering voting procedure, the President shall pause briefly to allow delegations the opportunity to make any relevant motions,

- Relevant motions prior to a vote include Adoption by Consensus (rule 5.3) Suspension of the Meeting (rule 7.1), Adjournment of the Meeting (rule 7.2), Enter Consultative Session (rule 7.7) and Division of the Question (rule 7.12).

**5.6 CHANGES OF VOTES.** At the end of roll-call, but before Rights of Explanation (rule 5.7) are granted and the subsequent announcement of the vote, the Vice President will ask for any vote changes. Any delegation that desires to change its recorded vote may do so at that time.

**5.7 RIGHTS OF EXPLANATION.** Rights of Explanation are permitted on all substantive votes after voting. The President may limit the time for Rights of Explanation.

**5.8 CONSENT OF THE FIVE PERMANENT MEMBERS.** As established in the Charter of the United Nations, each of the five Permanent Members (China, France, Russian Federation, the United Kingdom and the United States) shall have the right to veto any substantive matter which comes to a vote before the Security Council,

- A “no” vote by any Permanent Member, along with nine affirmative votes by other Council members (or seven affirmative votes in the HSC before 1965), shall constitute a veto and cause the motion to fail.

## 6.0 POINTS OF PROCEDURE IN ORDER OF PRIORITY

**6.1 POINT OF ORDER.** During the discussion of any matter, a Representative may rise to a Point of Order if he/she believes that the Council is proceeding in a manner contrary to these rules,

- The Representative will be recognized immediately by the President and the point ruled on,
- A Representative rising to a Point of Order may not speak substantively on any matter,
- If a Representative’s ability to participate in the Council’s deliberations is impaired for any reason, the Representative may rise to a Point of Order,
- A Point of Order may interrupt a speaker.

**6.2 POINT OF INFORMATION.** A Point of Information is raised to the President if a Representative wishes to obtain a clarification of procedure or a statement of the matters before the Council,

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

**6.3 POINT OF INQUIRY.** During substantive debate a Representative may question a speaker by rising to a Point of Inquiry,

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



## 7.0 MOTIONS IN ORDER OF PRIORITY

**7.1 SUSPENSION OF THE MEETING.** During the discussion of any matter, a Representative may move to suspend the meeting. Suspending a meeting recesses it for the time specified in the motion,

- The motion is not debatable,
- The President may request that the delegation making the motion modify the time of suspension,
- If the motion passes, upon reconvening the Council will continue its business from the point at which suspension was moved, unless otherwise stated in these rules.

**7.2 ADJOURNMENT OF THE MEETING.** The motion of adjournment means that all business of the Council has been completed, and that the Council will not reconvene until the next annual session,

- The motion is not debatable,
- The President may refuse to recognize a motion to adjourn the meeting if the Council still has business before it,
- This decision is not appealable.

**7.3 ADJOURNMENT OF DEBATE.** During the discussion of any amendment, draft resolution or agenda topic before the Council, a Representative may move for adjournment of debate,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall be put to a vote,
- Adjournment of debate on a draft resolution or amendment would end debate on that draft resolution or amendment without a vote on the content of that issue,
  - An adjourned draft resolution can be resubmitted to the floor by any delegation, at the discretion of the President as to the dilatory nature of such a motion,
  - Adjourning debate on an agenda topic has the effect of postponing debate on the topic and allowing the Council to move on to consideration of other topics or issues,
- The Council may return to discussion of an agenda topic by changing the order of consideration of the working agenda (Rule 7.9).

**7.4 CLOSURE OF DEBATE ON AN AGENDA TOPIC.** A Representative may move to close debate on an agenda topic at any time during the discussion of that topic. The effect of this motion, if passed, is to bring the draft resolution that is on the floor to a vote,

- If no draft resolution is on the floor, the effect of this motion is to end debate on this topic, removing it from the working agenda and moving to the next topic on the working agenda,
- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote.

**7.5 CLOSURE OF DEBATE.** A Representative may move to close debate on a draft resolution or amendment at any time during the discussion of that item. The effect of this motion is to bring the issue under discussion to an immediate vote,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
- Representatives should specify whether the motion for closure applies to an amendment or a draft resolution,
- If closure passes on a draft resolution or agenda topic, all amendments on the floor will be voted upon in the reverse order from which they were moved to the floor,
- After voting on all amendments is completed, the draft

resolution shall be voted upon in accordance with these rules. At the conclusion of voting procedure, the draft resolution or amendment being voted on is removed from consideration for future discussions, regardless of whether it passes or fails. Debate then continues on the current topic under discussion.

**7.6 APPEALING A DECISION OF THE PRESIDENT.** Rulings of the President are appealable unless otherwise specified in these rules,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
- An appeal must be made immediately following the ruling in question,
- This motion may be made by a delegation that has been recognized through a Point of Order,
- The President shall put the question as follows: “Shall the decision of the President be sustained?” A “yes” vote supports the President’s decision; a “no” vote signifies objection,
- The decision of the President shall be sustained by a tie,
- Rulings by the President on the following rules or motions are not appealable: Diplomatic Courtesy (rule 2.2), Right of Reply (rule 2.5), Dilatory Motions (rule 2.7), granting of a roll call vote (rule 5.4), Adjournment of the Meeting (rule 7.2), and any time a ruling by the President is a direct quotation from these Rules of Procedure.

**7.7 CONSULTATIVE SESSION.** A motion to enter consultative session is in order at any time,

- The motion should specify a length of time or topic for the consultative session,
- This can be set to a specific time, or based on the discussion of a specific amendment, draft resolution or agenda topic (rule 2.9),
- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote.

**7.8 ADD AN AGENDA TOPIC.** A motion to add an agenda topic to the working agenda is in order during any Council session,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
- Once an issue is added as an agenda topic, it is placed as the last topic on the working agenda.

**7.9 CHANGE THE ORDER OF CONSIDERATION OF THE WORKING AGENDA.** A motion to change the order of consideration of topics on the working agenda is in order during any Council session. The effect of this motion is to change the order in which agenda topics are to be discussed by the Council,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
- The delegation making this motion must state, in the motion, the new order in which the agenda topics are to be considered.

**7.10 SET WORKING AGENDA.** At the start of each daily session the Security Council shall establish a Working Agenda (rule 1.11). A delegation may move to set the working agenda,

- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
- The motion must include the order in which agenda topics are to be considered,
- A working agenda does not have to contain all agenda topics.



- 7.11 LIMITS ON DEBATE.** A motion to limit or extend the time allotted to each Delegation, or limit the number of times each Delegation can speak on any matter, is in order at any time,
- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
  - The time allotted for speakers on amendments, draft resolutions and agenda topics shall be no less than three minutes,
  - This motion may limit the number of Points of Inquiry a speaker may accept to a minimum of one,
  - A motion to limit the time of debate on an agenda topic, draft resolution, or amendment is also in order.
- 7.12 DIVISION OF THE QUESTION.** A motion to divide the question, proposing that clauses of an amendment or draft resolution be voted on separately, is in order at any time prior to entering voting procedure on the amendment or draft resolution,
- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
  - No debate or vote is necessary if the sponsor(s) of the draft resolution does not object to the division,
    - If a vote has previously been taken on a contested amendment to the draft resolution, any Council member may object to division and require a vote,
  - After a majority vote is received on a motion for Division of the Question, no other motion for Division of the Question is in order on that amendment or draft resolution,
  - Those clauses of the amendment or draft resolution which are approved shall then be put to a vote as a whole,
  - If division causes a draft resolution to no longer be in proper format (rule 4.1), the proposal as a whole is rejected.
- 7.13 CONSIDERATION OF DRAFT RESOLUTIONS.** A draft resolution may be moved to the floor by any Delegation that receives recognition by the President,
- This motion is not debatable,
  - Only one draft resolution may be on the floor at any time,
  - The delegation moving consideration will be allowed to speak first on the draft resolution, if desired.
- 7.14 CONSIDERATION OF AMENDMENTS.** To bring an amendment to the floor for discussion, a Delegation must first be recognized by the President,
- This motion is not debatable,
  - The Vice President will present the amendment to the body,
  - The Delegation moving consideration will be allowed to speak first on the amendment, if desired.
- 7.15 PARTY TO THE DISPUTE.** When the Security Council discusses a topic/issue that involves a nation or international organization not represented on the Council, it may request a Representative by moving for a Party to the Dispute,
- This motion is subject to open debate. Upon closure of the open debate period, the motion shall then be put to a vote,
  - The motion must state the United Nation Member State(s) or organization(s) whose Representative is desired and, if a nation, whether debating privileges are to be granted,
  - If debating privileges are not granted, a formal “question and answer” period shall be instituted by the President, for the purposes of questioning the Representative on the issue(s) at hand,
- If it is determined that many nations outside of the Security Council have an interest in a specific issue, the Council may declare an “open meeting” on any issue being discussed,
  - See also Participation by Non-Council Member States and International Organizations (rule 1.12).



## CHAPTER SEVEN

# GA & ECOSOC RULES OF PROCEDURE

### 1.0 ADMINISTRATIVE

**1.1 THE SECRETARIAT.** The Secretariat consists of the volunteer staff members of American Model United Nations.

**1.2 RULES COMMITTEE.** The President of the General Assembly, the Senior Vice President of the General Assembly, the Director of Rules and Procedures, and one other person as appointed by the Secretary-General shall compose the membership of the Rules Committee.

**1.3 CREDENTIALS.** All questions concerning the validity of Representative credentials shall be submitted in writing to the Secretariat,

- The Secretariat has sole authority to decide all questions concerning credentials,
- Representatives must wear approved credentials at all times while on the Conference premises.

**1.4 QUORUM/MAJORITY.** A quorum is one-fourth of the member delegations in attendance for each Committee; a majority is one-half of the member delegations in attendance for each Committee,

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

**1.5 COMMITTEE OFFICERS.** The Secretariat shall appoint the President/Chairperson, Vice President/Vice Chairperson, and Rapporteur(s) for each Committee, and shall select any other positions necessary to help conduct the sessions of the Committees,

- Hereafter, in these rules, “Chair” will refer to both “Chairpersons” and “Presidents,”
- Hereafter, in these rules, “Committee” will refer to any Committee, Council or Commission, unless otherwise stated in the rule.

**1.6 GENERAL AUTHORITY OF THE CHAIR.** In addition to exercising such authority conferred upon the Chair elsewhere in these rules, the Chair shall,

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

During the course of the session the Chair may propose Suspension of the Meeting (rule 7.1), Adjournment of the

Meeting (rule 7.2), Closure of Debate (rule 7.4), Limits on Debate (rule 7.10), and, in Report-Writing Commissions, Consultative Session (rule 7.7). The Chair is under the direct authority of the Rules Committee, and may be directed to inform the body on matters of procedure or the body’s topical competence if such action is deemed necessary by the Rules Committee.

**1.7 ABSENCE OF CHAIR.** If the Chair is absent during any part of a Committee Session, he/she will designate an individual, usually the Vice Chair, to chair the session with the same authority.

**1.8 NUMBER OF ACCREDITED REPRESENTATIVES.** Each delegation is allowed two Representatives per Committee on which it is a member, plus one Permanent Representative.

**1.9 SELECTION OF AGENDA TOPICS.** Agenda topics shall be selected by the Secretariat prior to the start of the conference. Once selected, these topics are fixed for the duration of the conference.

**1.10 OBSERVER STATUS.** Those delegations recognized as having Observer Status by AMUN shall be accorded all rights in the Committee except the following:

- They may not vote on any item,
- They may not make or second the following motions:
  - Adjournment of the Meeting (rule 7.2),
  - Adjournment of Debate (rule 7.3),
  - Closure of Debate (rule 7.4),
  - Decision of Competence (rule 7.8).

### 2.0 GENERAL RULES

**2.1 STATEMENTS BY THE SECRETARIAT.** The Secretary-General or any member of the Secretariat may make verbal or written statements to a Committee at any time.

**2.2 DIPLOMATIC COURTESY.** All participants in the AMUN Conference must accord Diplomatic Courtesy to all credentialed Representatives, Secretariat Members, Faculty Advisors and Observers, as well as to Hotel staff at all times,

- Representatives who persist in obvious attempts to disrupt the session shall be subject to expulsion from the Committee by the Chair,
- The Secretariat reserves the right to expel any Representative/delegation from the Conference,
- This decision is not appealable.

**2.3 SPEECHES.** No Representative may address the Committee without obtaining the permission of the Chair,

- Delegations, not Representatives, are recognized to speak; more than one Representative from the same delegation may speak when the delegation is recognized,
- Speakers must keep their remarks germane to the subject under discussion,
- A time limit may be established for speeches (rule 7.10),
- Representatives, at the conclusion of a substantive speech, will be allowed, if they are willing, to answer questions concerning their speech,



- A delegation that desires to ask a question of the speaker should signify by raising a Point of Inquiry (rule 6.3),

- All questions and replies are made through the Chair,

- A speaker who desires to make a motion may do so after their speech and accepting Points of Inquiry, but prior to yielding the floor,

- By making a motion the speaker yields the floor,

**2.4 RECOGNITION OF SPEAKERS.** Delegations wishing to speak on an item before the body will signify by raising their placards,

- The exception to this rule occurs on any Point of Order (rule 6.1), Information (rule 6.2), or Inquiry (rule 6.3), at which time a Representative should raise their placard and call out “Point of \_\_\_\_\_” to the Chair,

- Points will be recognized in the order of their priority,

- Motions may not be made from Points of Order (rule 6.1), Information (rule 6.2), or Inquiry (rule 6.3), or from any procedural speeches,

- A motion to Appeal the Decision of the Chair (rule 7.6), may be made when recognized for a Point of Order.

- The Chair shall recognize speakers in a fair and orderly manner,

- Speakers’ lists will not be used.

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

- Requests for a Right of Reply shall be made in writing to the Chair,

- Requests shall contain the specific language which was found to be insulting to personal or national dignity,

- There shall be no reply to a reply,

- The Chair may limit the time allowed for a reply,

- This decision is not appealable.

**2.6 WITHDRAWAL OF MOTIONS.** A motion may be withdrawn by its proposer at any time before voting on it has begun,

- Seconds to a motion may also be withdrawn,

- A withdrawn motion or second may be reintroduced by another delegation.

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

- This decision is not appealable.

### 3.0 RULES THAT RELATE TO THE RULES

**3.1 RULE PRIORITY AND PROCEDURE.** The rules contained in this handbook are the official rules of procedure of the American Model United Nations and will be used for all Committee sessions. These rules take precedence over any other set of rules.

**3.2 PRECEDENCE OF RULES.** Proceedings in the Committees and General Assembly sessions of AMUN shall be conducted under the following precedence of rules

1. AMUN Rules of Procedure,

2. AMUN GA & ECOSOC Order of Precedence of the Rules Short Form (see page 36),

3. Rulings by the Rules Committee,

4. Historical Usage of the AMUN Rules of Procedure,

5. The Charter of the United Nations.

**3.3 THE ORDER OF PRECEDENCE OF PROCEDURAL MOTIONS.** The order of precedence of procedural motions is listed in both the GA/ECOSOC Precedence Short Form (see page 36) and in these rules under Section 7, “Procedural Motions In Order of Priority.” These motions, in the order given, have precedence over all other proposals or motions before a Committee or the General Assembly.

**3.4 RULE CHANGES.** The Rules Committee reserves the right to make changes to these rules at any time. Should a change occur, it will be communicated to the Representatives in a timely manner.

### 4.0 DRAFT PROPOSALS & AMENDMENTS

**4.1 DEFINITION OF DRAFT REPORTS.** A draft report is a formal written proposal consisting of sections and paragraphs that detail a committee’s deliberations and recommendations on a particular topic. The report may include resolutions that the reporting body recommends for adoption by the body that receives the report. Reports must include an Executive Summary (rule 4.7).

**4.2 DRAFT REPORTS.** Draft reports may be submitted to the Committee Secretariat for approval at any time during the Conference,

- In order for a draft report to be considered, it must be organized in content and flow, have a minimum of 25 percent of the delegations in attendance listed as sponsors, and the approval of the Special Rapporteur,

- The final required number of sponsors will be determined by the Rules Committee at conference registration and announced at the opening of each committee session,

- After acceptance by the Special Rapporteur, draft reports shall be processed in the order in which they are received.

- Limited copies of the full text of the draft report shall be issued to the committee, and a copy of the Executive Summary shall be distributed to all delegations as soon as feasible,

- Only one draft report per topic area shall be accepted for consideration by the Special Rapporteur,

- Once a draft report is on the floor for discussion, additional sponsors may only be added to that draft report with the consent of the original sponsors,

- Once a vote has been taken on any part of a draft report, including a contested amendment, it becomes the property of the body, and no additional sponsors or friendly amendments may be added.

- Friendly amendments (rule 4.6) do not limit the addition of sponsors as above,

- See also Closure of Debate (rule 7.4) and Consideration of Draft Reports (rule 7.14),

- Objections or reservations to the report shall be included in the text of the report,

- Objections to the report must be in writing and may be submitted before or after the final vote on the report,

- The default method of voting for reports shall be Adoption by Consensus (rule 5.3). If there is any objection, the Committee will proceed with a substantive vote, which requires a simple majority for passage.



**4.3 DEFINITION OF DRAFT RESOLUTIONS.** A draft resolution is a written proposal consisting of at least one preambular and one operative clause.

**4.4 DRAFT RESOLUTIONS.** Draft resolutions may be submitted to the Committee Secretariat for approval at any time during the Conference,

- For a draft resolution to be considered, it must be organized in content and flow, in the proper format, have a minimum of 25 percent of the delegations in attendance listed as sponsors, and the signature of the Rapporteur,

- The final required number of sponsors will be determined by the Rules Committee at conference registration and announced at the opening of each committee session,

- After acceptance by the Rapporteur, draft resolutions shall be processed in the order in which they are received and distributed to all delegations as soon as feasible,

A draft resolution that has been distributed may be proposed when the Committee considers the agenda topic that is the subject of the draft resolution.

- Only one draft resolution may be considered on the floor at any time during formal debate,

- Once a draft resolution is on the floor for discussion, additional sponsors may only be added to that draft resolution with the consent of the original sponsors,

- Once a vote has been taken on a contested amendment to a draft resolution, no additional sponsors may be added,

- Friendly amendments (rule 4.6) do not limit the addition of sponsors as noted above,

- See also Closure of Debate (rule 7.4) and Consideration of Draft Resolutions (rule 7.15).

**4.5 DEFINITION OF AMENDMENTS.** An amendment to a draft resolution or report is a written proposal that adds to, deletes from, or revises any part of a draft proposal.

**4.6 AMENDMENTS.** All amendments must be signed by 15 percent of the delegations in attendance,

- The final required number of sponsors will be determined by the Rules Committee at conference registration and announced at the opening of each committee session,

An amendment is submitted on an official amendment form to the Rapporteur for approval.

Amendments will be approved if they are legible, organized in content and flow, and in the proper format,

- Approved amendments will be assigned an identification letter by the Rapporteur,

- Typographical errors in a resolution or report will be corrected by the Rapporteur and announced to the body,

One or more amendments may be considered on the floor at any given time (see also Closure of Debate (rule 7.4) and Consideration of Amendments (rule 7.16)),

An amendment will be considered “friendly” if all sponsors of the draft resolution or report are also sponsors of the amendment,

- A friendly amendment becomes part of a draft proposal upon the announcement that it is accepted,

- A dais member shall announce the acceptance of a friendly amendment on the first opportunity at which no speaker has the floor,

- Friendly amendments cannot be accepted after a vote has been taken on a contested amendment or after closure of debate on the report/resolution has been moved.

**4.7 DEFINITION OF EXECUTIVE SUMMARIES.** The reporting body must issue an Executive Summary of the finalized report, which will briefly summarize the contents of the formal report.

**4.8 EXECUTIVE SUMMARIES.** Executive Summaries are discussed, drafted and accepted outside of formal Committee sessions (during a suspension of the meeting or consultative session),

- The Executive Summary must be accepted by a consensus of the Committee, but no formal vote will be taken or recorded,

- The final Executive Summary must be presented to the dais for inclusion with the Report and distribution to the Committee receiving the Report.

**4.9 WITHDRAWAL OF SPONSORSHIP.** Sponsorship of a resolution, report, or amendment may be withdrawn at any time before voting on it has begun,

- Sponsorship of a resolution or report may not be withdrawn after a vote has been taken on a contested amendment,

- If a draft resolution, report, or amendment falls below the number of sponsors required for consideration, additional sponsors may be added to that proposal with the consent of the original sponsors,

- If a draft resolution, report, or amendment falls below the required number of sponsors, it is automatically removed from consideration.

## 5.0 VOTING

**5.1 VOTING RIGHTS.** Each Member State is accorded one vote in each Committee on which it is represented,

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

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

- The phrase “nations present and voting” refers only to members casting affirmative or negative votes. Members which cast a final abstention are not voting.

**5.3 ADOPTION BY CONSENSUS.** The adoption of draft resolutions, reports and amendments by consensus is desirable when it contributes to the effective and lasting settlement of differences, thus strengthening the authority of the United Nations,

- Any Representative may request the adoption of a report, amendment or draft resolution by consensus at any time after closure of debate has passed,

- For reports, the default method of voting is adoption by consensus,

- The Chair then shall ask whether there is any objection to a consensus, and then shall ask if any Member States wish to abstain from consensus,

- If there is no objection, the proposal is approved by consensus,

- If any Representative objects to consensus, voting shall occur as otherwise stated in these rules.



**5.4 METHOD OF VOTING.** The Committee shall normally vote by a show of raised placards,

- The Chair may grant a request by a delegation for a roll call vote on any substantive matter, and the Chair's decision on such a request is not subject to appeal,
- When applicable, roll shall be called in English alphabetical order beginning with a nation selected at random by the Vice Chair,
- Representatives shall reply "yes," "no," "abstain," or "abstain from the order of voting,"
- A nation may abstain from the order of voting once during a roll call; a second abstention from the order of voting will be recorded as an abstention.

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

- Once in voting procedure, no Representative shall interrupt the voting except on a Point of Order or Point of Information concerning the actual conduct of the vote,
- Following Closure of Debate, and prior to entering voting procedure, the Chair shall pause briefly to allow delegations the opportunity to make any relevant motions,
- Relevant motions prior to a vote include Adoption by Consensus (rule 5.3), Suspension of the Meeting (rule 7.1), Adjournment of the Meeting (rule 7.2), Decision of No Action (rule 7.5), Consultative Session (rule 7.7), Decision of Competence (rule 7.8), Division of the Question (rule 7.11), or Important Question (rule 7.13).

**5.6 CHANGES OF VOTES.** At the end of a roll call vote, but before Rights of Explanation (rule 5.7) and the subsequent announcement of the vote, the Vice Chair will ask for any vote changes. Any delegation that desires to change its recorded vote may do so at that time.

**5.7 RIGHTS OF EXPLANATION.** Rights of Explanation are permitted on all substantive votes after voting. The Chair may limit time for Rights of Explanation.

## 6.0 POINTS OF PROCEDURE IN ORDER OF PRIORITY

**6.1 POINT OF ORDER.** During the discussion of any matter, a Representative may rise to a Point of Order if he/she believes that the Committee is proceeding in a manner contrary to these rules,

- The Representative will be recognized immediately by the Chair and the point ruled on,
- A Representative rising to a Point of Order may not speak substantively on any matter,
- If a Representative's ability to participate in the Committee's deliberations is impaired for any reason, the Representative may rise to a Point of Order,
- A Point of Order may interrupt a speaker.

**6.2 POINT OF INFORMATION.** A Point of Information is raised to the Chair if a Representative wishes to obtain a clarification of procedure or a statement of the matters before the Committee,

• Representatives may not interrupt a speaker on a Point of Information.

**6.3 POINT OF INQUIRY.** During substantive debate, a Representative may question a speaker by rising to a Point of Inquiry,

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

## 7.0 PROCEDURAL MOTIONS IN ORDER OF PRIORITY

**7.1 SUSPENSION OF THE MEETING.** During the discussion of any matter, a Representative may move to suspend the meeting. Suspending a meeting recesses it for the time specified in the motion,

- This motion requires a second,
- This motion is not debatable,
- The Chair may request that the delegation making the motion modify the time of suspension,
- If the motion passes, the Committee, when it reconvenes, will continue its business from the point at which the suspension was moved.

**7.2 ADJOURNMENT OF THE MEETING.** The motion of adjournment means that all business of the Committee has been completed, and that the Committee will not reconvene until the next annual session,

- This motion requires a second,
- This motion is not debatable,
- The Chair may refuse to recognize a motion to adjourn the meeting if the Committee still has business before it,
- This decision is not appealable.

**7.3 ADJOURNMENT OF DEBATE.** During the discussion of any draft report, draft resolution or amendment, a Representative may move for Adjournment of Debate,

- Adjournment of Debate on a draft report, draft resolution or amendment has the effect of tabling that item and allows the Committee to move on to another draft report, resolution or amendment,
- This motion requires a second,
- Two delegations may speak in favor of the motion, and two opposed; the motion shall then be put to a vote,
- An item upon which debate has been adjourned must pass a vote of Reconsideration before it may be brought back to the floor for consideration (rule 7.12).

**7.4 CLOSURE OF DEBATE.** A Representative may move to close debate on a draft report, draft resolution or amendment before the Committee at any time. The effect of this motion, if passed, is to bring a draft report, resolution or amendment that is on the floor to a vote,

- This motion requires a second,
- Two delegations may speak against closure; the motion shall then be put to a vote,
- Representatives should specify whether the motion for closure applies to an amendment or a draft report/resolution,
- If closure passes on a draft report/resolution, all amendments on the floor will be voted on in the reverse order from which they were moved to the floor,





- After voting on all amendments is completed, the draft report or resolution shall be voted upon in accordance with these rules,

At the conclusion of voting procedure, the draft report, draft resolution or amendment being voted on is removed from consideration for future discussions, regardless of whether the proposal passes or fails. Debate then continues on the current agenda topic under discussion.

**7.5 DECISION OF NO ACTION.** Applicable only in the General Assembly Plenary (rule 8.5).

**7.6 APPEALING A DECISION OF THE CHAIR.** Rulings of the Chair are appealable unless otherwise specified in these rules,

- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed,
- An appeal must be made immediately following the ruling in question,
- This motion may be made by a delegation that has been recognized through a Point of Order,
- The Chair shall put the question as follows: “Shall the decision of the Chair be upheld?” A “yes” vote supports the Chair’s decision; a “no” signifies objection,
- The decision of the Chair shall be upheld by a tie,
- Rulings by the Chair on the following rules or motions are not appealable: Diplomatic Courtesy (rule 2.2), Right of Reply (rule 2.5), Dilatory Motions (rule 2.7), granting of a roll call vote (rule 5.4), Adjournment of the Meeting (rule 7.2), and any time a ruling by the Chair is a direct quotation from these Rules of Procedure.

**7.7 CONSULTATIVE SESSION.** Applicable only in the Economic and Social Council and designated reporting bodies (rule 9.4).

**7.8 DECISION OF COMPETENCE.** A motion calling for a decision on the competence of the Committee to discuss or adopt a draft report, draft resolution or amendment is in order at any time prior to entering voting procedure,

- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote,
- The effect is the same as Adjournment of Debate (rule 7.3) and requires a motion for Reconsideration of Proposals (rule 7.12) in order to discuss the item again.

**7.9 CONSIDERATION OF AGENDA TOPICS.** Agenda topics will be considered in the order in which they appear in the *Issues at AMUN* handbook, unless that order is altered by the passage of a motion for Consideration of Agenda Topics,

- This motion requires a second,
- This motion is not debatable,
- This motion is not in order during the Combined General Assembly Plenary session.

**7.10 LIMITS ON DEBATE.** A motion to limit or extend the time allotted to each delegation, or limit the number of times each delegation can speak on a proposal, is in order at any time,

- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote,
- The time allotted for substantive speeches shall be no less than three minutes,

• The time allotted for procedural speeches shall be no less than one minute,

• This motion may limit the number of Points of Inquiry a speaker may accept to a minimum of one,

• A motion to limit the time of debate on an agenda topic, draft report, draft resolution, or amendment is also in order.

**7.11 DIVISION OF THE QUESTION.** A motion to divide the question, proposing that clauses of an amendment or draft resolution or paragraphs of a draft report be voted on separately, is in order at any time prior to entering voting procedure on the amendment, draft resolution, or report,

- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote,
- After a majority vote is received on a motion for Division of the Question, no other motion for Division of the Question is in order on that amendment, draft resolution or draft report,
- Those clauses or paragraphs of the amendment, draft resolution, or report which are approved shall then be put to a vote as a whole,
- If division causes the draft resolution or report to no longer be in the proper format (rules 4.1 and 4.3), the proposal as a whole is rejected.

**7.12 RECONSIDERATION OF PROPOSALS.** A motion for Reconsideration of Proposals is in order on a report, amendment or draft resolution which has passed or failed when put to a final vote. The motion is also in order for proposals on which Adjournment of Debate has passed (rule 7.3), on proposals on which a Decision of No Action was decided (rule 7.5) and on proposals upon which the Committee has decided it was not competent to discuss or adopt (rule 7.8),

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

**7.13 IMPORTANT QUESTION.** Applicable only in the General Assembly Plenary (rule 8.6).

**7.14 CONSIDERATION OF DRAFT REPORTS.** Applicable only in the Economic and Social Council and designated reporting bodies (rule 9.5).

**7.15 CONSIDERATION OF DRAFT RESOLUTIONS.** A draft resolution may be moved to the floor by a motion for Consideration of Draft Resolutions,

- This motion requires a second,
- The motion is not debatable,
- Only one draft resolution may be on the floor at any time,
- If the motion passes, the delegation moving consideration will be allowed to speak first on the draft resolution, if desired,
- This motion is not in order during the Combined General Assembly Plenary session.

**7.16 CONSIDERATION OF AMENDMENTS.** To bring an amendment to the floor for discussion, a delegation must first be recognized by the Chair,

- No verbal second is required,



- The Committee Secretariat will present the amendment to the body,
- The delegation moving consideration will be allowed to speak first on the amendment, if desired.

**7.17 SETTING THE ORDER OF CONSIDERATION OF DRAFT RESOLUTIONS FOR COMBINED GA PLENARY SESSION.** This motion is in order at the conclusion of General Assembly Committee sessions, prior to convening the Combined General Assembly Plenary session. Each main General Assembly Committee must set a priority order of consideration of the resolutions which have passed during its sessions for consideration by the Combined Plenary. The Combined Plenary will then consider these resolutions for ratification, as described in rule 8.4,

- This motion requires a second,
- This motion is not debatable,
- This motion may list any or all resolutions already passed by the Committee, in order, for consideration by the Combined Plenary,
- The first motion to set the order of consideration of draft resolutions to receive a majority vote shall determine the order in which the draft resolutions are considered in the Combined Plenary. After a majority vote is received, no other motion to set the order of consideration of draft resolutions is in order for that Committee,
- If a Committee session concludes and this motion has not yet passed, a priority order will be set by the Committee Dais Staff and the President of the General Assembly,
- This motion is not in order during the General Assembly Plenary sessions or the Economic and Social Council.

## 8.0 RULES RELATING ONLY TO THE GENERAL ASSEMBLY PLENARY SESSIONS

This section of the rules applies to both the Concurrent General Assembly Plenary session, which will convene at the same time as the main Committees, and to the Combined General Assembly Plenary session. Each rule below identifies the General Assembly session(s) to which it applies.

**8.1 INTERCHANGEABILITY OF RULES.** All Committee rules apply to the conduct of business in the General Assembly Plenary, except where noted below:

- Motions described under Consideration of Agenda Topics (rule 7.9), Consideration of Draft Resolutions (rule 7.15), and Setting the Order of Consideration of Resolutions for Combined GA Plenary Session (rule 7.17) are not in order during the Combined General Assembly session.

**8.2 QUORUM.** The Concurrent General Assembly will observe the quorum requirements of rule 1.4. In the Combined General Assembly Plenary session, a quorum will be one-third of the member delegations in attendance at the conference.

**8.3 OFFICERS.** The President of the General Assembly shall act as the principal Chair of the Assembly, with the Assembly Vice President, Committee Chairs and Rapporteurs serving as supporting officers during the Combined General Assembly Plenary. The officers shall have all the powers, duties, and responsibilities of the Committee Officers, as described in rules 1.5 and 1.6.

**8.4 ORDER OF CONSIDERATION OF COMMITTEES IN COMBINED GENERAL ASSEMBLY PLENARY.** The Secretary-General will randomly select an order for consideration of Committees in the Combined Plenary session. Each Committee will establish, in advance, the order in which its own passed resolutions are to be considered for ratification (rule 7.17). The Combined Plenary session will begin by considering the first resolution selected by the initial Committee. After considering this resolution, the Combined Plenary will then consider the first resolution selected by the next Committee on the list. Each Committee's first resolution will be considered in turn. After the last Committee's first resolution has been considered, the Combined Plenary will consider the second resolution prioritized by the next Committee in the order and move down the Committee list again,

- Resolutions passed by a Committee are considered in the Combined Plenary with no additional signatures needed,
- When a Committee resolution is brought to the floor of the Combined Plenary, an automatic limit of debate of 40 minutes is imposed on the discussion; after 40 minutes (including debate and suspension time) have expired, the draft resolution will come to an immediate vote as if Closure of Debate had been passed,
  - This limit may be shortened, extended, or repealed through the passage of a Limits on Debate motion (rule 7.10),
- For the purposes of this rule, a Committee resolution has been "considered" when the Limit for Debate has expired, or when any of the following motions is passed: Adjournment of Debate (rule 7.3), Closure of Debate (rule 7.4), or Decision of No Action (rule 7.5),
- If a resolution before the Combined Plenary does not pass (either through a failed vote, Adjournment of Debate or a Decision of No Action), the Combined Plenary may move to reconsider that resolution (rule 7.12) when the Committee from which it originated is again under consideration. A successful vote for reconsideration of a resolution would have the effect of deferring all subsequent resolutions selected by that Committee for consideration in the Combined Plenary to the next available time for that Committee,
- Combined General Assembly Plenary will hear the reports of and consider resolutions accepting the work of its reporting bodies. The Secretary-General will place the relevant resolution(s) on the agenda for Combined General Assembly Plenary.

**8.5 DECISION OF NO ACTION.** During the discussion of any draft resolution or amendment, a Representative may move that the body take no action on that matter,

- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote,
- The effect is the same as adjourning debate (rule 7.3) and requires a motion for Reconsideration (rule 7.12) in order to discuss the item again,
- This motion is in order during the Concurrent and Combined General Assembly Plenary sessions.

**8.6 IMPORTANT QUESTION.** An Important Question in the General Assembly requires a two-thirds majority vote of all members present and voting for passage. Amendments to draft resolutions



dealing with Important Questions also require a two-thirds majority vote for passage. Decisions on Important Questions are applicable only to the General Assembly. When discussed in committees, these issues are debated and voted upon utilizing normal committee rules. Such questions shall include:

- Recommendations with respect to maintenance of international peace and security (only when the Security Council fails to act),
- Admission of new members to the United Nation,
- Suspension of rights and privileges of membership,
- Expulsion of Member States,
- Questions in relationship to the Trusteeship system,
- Budgetary questions.

Draft resolutions which fall into these categories are automatically Important Questions, and will be designated as such by the President of the General Assembly,

- Determination of additional categories of Important Questions may be made by a simple majority vote of the members present and voting, before a vote is taken on any part of a proposal dealing with the subject.
- If Important Question status is moved, there shall be two speakers in favor and two opposed, followed by an immediate vote on the change of status,
- Note that this motion is in order only in the Concurrent and Combined General Assembly Plenary sessions.

**8.7 SECURITY COUNCIL PRIORITY RELATING TO ISSUES CONCERNING THE MAINTENANCE OF INTERNATIONAL PEACE AND SECURITY.** The Security Council, as established in the United Nations Charter, shall have priority over the General Assembly on issues that pertain to the maintenance of international peace and security. Issues of this type, while under discussion in the Security Council, shall be seized from General Assembly action. Accordingly, any General Assembly draft resolution pertaining to a seized issue cannot be put to a final vote until the Security Council has completed its deliberations on the subject,

- General Assembly draft resolutions that deal with a seized issue may be discussed and amended, but no final vote on the draft resolution may be taken,
- If no resolution has been adopted, the Security Council will be considered to have completed its deliberations on a seized issue once that agenda topic is no longer under discussion,
- The Council may declare itself actively seized on a topic by stating this in a resolution; this seizure will prevent the General Assembly from taking action until a two-hour time period has elapsed,
- General Assembly Representatives will be kept informed by the Secretary-General of any seized issues,
- Note that this rule applies to only the Concurrent and Combined General Assembly Plenary sessions.

**8.8 APPLICATIONS FOR ADMISSION OF NEW MEMBER STATES.** Any State which desires to become a member shall submit an application to the Secretary-General. Applications shall contain a declaration, made in a formal instrument, that the State in question accepts the obligations contained in the United Nation Charter,

- The Secretary-General shall inform the Security Council and the General Assembly of any applications.

**8.9 CONSIDERATION OF APPLICATIONS AND DECISIONS THEREON.** If the Security Council recommends the application of a State for membership, the General Assembly shall consider whether the applicant is a peace-loving State and is able and willing to carry out the obligations contained in the United Nation Charter,

- Any draft resolution on admission is automatically an Important Question,
- If the Security Council does not recommend the applicant State for membership, or if it postpones consideration of the application, the General Assembly may, after full consideration of the special report of the Security Council, send the application back to the Council, together with a full record of the discussion of the General Assembly, for further consideration and recommendation,
- Note that this motion is in order in only the Concurrent and Combined General Assembly Plenary sessions.

**8.10 NOTIFICATION OF THE DECISION AND EFFECTIVE DATE OF MEMBERSHIP.** The Secretary-General shall inform the applicant State of the decision of the General Assembly. If the application is approved, membership shall become effective on the date on which the General Assembly takes its decision on the application.

## **9.0 RULES RELATING TO THE ECONOMIC AND SOCIAL COUNCIL, ITS SUBSIDIARY BODIES AND SPECIAL COMMITTEES**

**9.1 INTERCHANGEABILITY OF THE RULES.** All committee rules apply to the conduct of business in the Economic and Social Council, its subsidiary bodies, and special committees. The priority of rules for motions specific to the Council shall be the order in which they are listed under Section 9, and they shall follow all other GA/ECOSOC rules in overall precedence.

**9.2 PARTICIPATION OF NON-MEMBER STATES.** The Council may invite a non-represented State or intergovernmental organization to participate in its discussions on any item before the body. This includes all United Nations Member States, recognized non-Member States, and any organization or individual recognized by the United Nations whose participation would enhance the proceedings of the Council,

- Non-members may be invited into the Council by a request made to the Chair from any Member State,
- Non-Council United Nations Member States shall have the same rights as observers (rule 1.10) in the General Assembly,
- Organizations or individuals may speak, but have no rights to make any motion or vote.



### 9.3 CONSIDERATION OF REPORTS IN ECOSOC PLENARY

**SESSION.** The Secretariat will announce an agenda for the ECOSOC Plenary session at the beginning of its meeting,

- The agenda will establish the order in which Committees' reports are to be considered, and the agenda will be made available at the dais for review.
- The agenda order may be altered by a majority vote of the Council (rule 7.9). ECOSOC must consider one report or item from each Committee before considering a second report or item from any Committee.
- When a draft report or resolution is brought to the floor of ECOSOC Plenary, an automatic limit of debate, as determined by the Secretary-General and announced by the Chair, is imposed on the draft resolution; after this time (including debate and suspension time) has expired, the draft resolution will come to an immediate vote as if Closure of Debate had been passed,
- This limit may be lengthened, shortened, or repealed through the passage of a motion for Limits on Debate (rule 7.10),
- For the purposes of this rule, a report has been "considered" when either Closure of Debate is successfully moved or the automatic limit has expired, and a vote, either passing or failing, has been taken on a draft resolution pertaining to the report,
- This motion is not in order in ECOSOC Commissions or Special Committees.

**9.4 CONSULTATIVE SESSION.** The Council may choose to suspend the rules and enter an informal, consultative session if the members determine that this process will better facilitate the discussion of a particular issue,

- The motion should specify a length of time and a moderator for the consultative session,
  - A moderator can be a Representative, Chair or Rapporteur from the Committee,
- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote,
- The Council will move immediately into a formal session at the conclusion of consultative session.

**9.5 CONSIDERATION OF DRAFT REPORTS.** A draft report may be moved to the floor by a motion for Consideration of Draft Reports,

- This motion requires a second,
- This motion is not debatable,
- Only one draft report may be on the floor at any time,
- If the motion passes, the delegation moving consideration will be allowed to speak first on the draft report, if desired,
- Applicable only in reporting bodies.

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

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

A committee, once established, shall elect its own officers and determine its rules of procedure, within the bounds of the Council rules,

- This motion requires a second,
- Two delegations may speak in favor of the motion and two opposed; the motion shall then be put to a vote,
- Upon the conclusion of the committee's work, it will report its findings to the Council.

**9.7 FORMATION OF COMMISSIONS.** The Council has the authority to establish commissions on topics that require long-term consideration,

- A commission may be established to develop a convention or treaty, or to deal with an issue that requires more in-depth deliberation than the Council can provide,
- The motion to establish a commission should be in the form of a draft resolution, detail the commission's membership, and establish the mandate for its formation,
- Upon the conclusion of the commission's work, it will report to the Council as a whole for approval on its findings.

**9.8 CREATION OF CONVENTIONS AND TREATIES.** The Council may decide to draft a convention or treaty on any given topic. The Council shall determine the format of such a document,

- Conventions and treaties, upon conclusion, shall be sent to the General Assembly Plenary session for approval and ratification by all Member States.



## AMUN SECURITY COUNCIL ORDER OF PRECEDENCE OF THE RULES SHORT FORM

RULE	DEBATABLE?	VOTE REQUIRED	PAGE NUMBER	DESCRIPTION
6.1 POINT OF ORDER	No	None	24	Point out a misuse of the rules
6.2 POINT OF INFORMATION	No	None	24	Ask any question of the President, or gain a clarification
6.3 POINT OF INQUIRY	No	None	24	Ask a question of a speaker at the end of his or her speech, prior to the Delegation's yielding the floor
7.1 SUSPENSION OF THE MEETING	No	Majority	25	Recess the meeting for a specific period of time
7.2 ADJOURNMENT OF THE MEETING	No	Majority	25	End the meeting for the year
7.3 ADJOURNMENT OF DEBATE	Yes	Majority	25	Remove from consideration any substantive issue open to debate <i>without</i> a vote on the content of that issue
7.4 CLOSURE OF DEBATE ON AN AGENDA TOPIC	Yes	Majority	25	End debate on an agenda topic, bringing all draft resolutions and amendments on the floor to an immediate vote
7.5 CLOSURE OF DEBATE	Yes	Majority	25	End debate on any substantive issue open to debate and bring it to an immediate vote
7.6 APPEALING A DECISION OF THE PRESIDENT	Yes	Majority	25	Challenge a ruling made by the President
7.7 CONSULTATIVE SESSION	Yes	Majority	25	Suspend rules and move to an informal debate session
7.8 ADD AN AGENDA TOPIC	Yes	Majority	25	Add an agenda topic to the working agenda
7.9 CHANGE THE ORDER OF CONSIDERATION OF THE WORKING AGENDA	Yes	Majority	25	Change the order in which agenda items are set on the working agenda
7.10 SET WORKING AGENDA	Yes	Majority	25	Set the daily order for the working agenda
7.11 LIMITS ON DEBATE	Yes	Majority	26	Impose (or repeal) a limit on the length of debate
7.12 DIVISION OF THE QUESTION	Yes	Majority	26	Divide a draft resolution or amendment into two or more clauses, each to be voted on separately after Closure of Debate
7.13 CONSIDERATION OF DRAFT RESOLUTIONS	No	None	26	Bring a draft resolution to the floor for discussion
7.14 CONSIDERATION OF AMENDMENTS	No	None	26	Bring an amendment to the floor for discussion
7.15 PARTY TO THE DISPUTE	Yes	Majority	26	Request a non-Security Council member be invited to the session

- Notes:
1. A majority in the Security Council shall always be 9 votes.
  2. Historical Security Councils occurring prior to 1965 will require a 7 vote majority for passage.
  3. Any motion may be seconded, but no seconds are required in the Security Council.



## AMUN GENERAL ASSEMBLY & ECOSOC ORDER OF PRECEDENCE OF THE RULES SHORT FORM

RULE	SECOND?	DEBATABLE?	VOTE REQUIRED	PAGE NUMBER	DESCRIPTION
6.1 POINT OF ORDER	No	No	None	30	Point out a misuse of the rules
6.2 POINT OF INFORMATION	No	No	None	30	Ask any question of the Chair, or gain a clarification
6.3 POINT OF INQUIRY	No	No	None	30	Ask a question of a speaker at the end of his or her speech, prior to the Delegation's yielding the floor
7.1 SUSPENSION OF THE MEETING	Yes	No	Simple Majority	30	Recess the meeting for a specific period of time
7.2 ADJOURNMENT OF THE MEETING	Yes	No	Simple Majority	30	End the meeting for the year
7.3 ADJOURNMENT OF DEBATE	Yes	2 Pro 2 Con	Simple Majority	30	Remove from consideration any proposal on the floor <i>without</i> a vote on the content of that issue
7.4 CLOSURE OF DEBATE	Yes	2 Con	Simple Majority	30	End debate on any proposal on the floor and bring it to an immediate vote
7.5 DECISION OF NO ACTION	Yes	2 Pro 2 Con	Simple Majority	31	<b>Only in GA Plenary sessions;</b> signify that no action will be taken on the matter
7.6 APPEALING A DECISION OF THE CHAIR	Yes	2 Pro 2 Con	Simple Majority	31	Challenge a ruling made by the Chair
7.7 CONSULTATIVE SESSION	Yes	2 Pro 2 Con	Simple Majority	31	<b>Only in ECOSOC;</b> Suspend rules and move to an informal debate session
7.8 DECISION OF COMPETENCE	Yes	2 Pro 2 Con	Simple Majority	31	Question whether the UN body is competent to act on a certain issue within the Charter and international law
7.9 CONSIDERATION OF AGENDA TOPICS	Yes	No	Simple Majority	31	Change the order in which agenda items are discussed
7.10 LIMITS ON DEBATE	Yes	2 Pro 2 Con	Simple Majority	31	Impose (or repeal) a limit on the length of any form of debate
7.11 DIVISION OF THE QUESTION	Yes	2 Pro 2 Con	Simple Majority	31	Divide a draft resolution or amendment into two or more clauses, or divide a report into two or more paragraphs, each to be voted on separately after Closure of Debate
7.12 RECONSIDERATION OF PROPOSALS	Yes	2 Con	2 / 3 Majority	31	Reconsider an item on which debate has been adjourned or upon which a vote has been taken
7.13 IMPORTANT QUESTION	Yes	2 Pro 2 Con	2 / 3 Majority	31	<b>Only in GA Plenary sessions;</b> requires a 2/3 majority vote for passage on a draft resolution or amendment
7.14 CONSIDERATION OF DRAFT REPORTS	Yes	No	Simple Majority	31	<b>Only in report-writing bodies;</b> bring a draft report to the floor for discussion
7.15 CONSIDERATION OF DRAFT RESOLUTIONS	Yes	No	Simple Majority	31	Bring a draft resolution to the floor for discussion
7.16 CONSIDERATION OF AMENDMENTS	No	No	None	32	Bring an amendment to the floor for discussion
7.17 SETTING THE ORDER OF CONSIDERATION OF DRAFT RESOLUTIONS FOR THE GA PLENARY SESSION	Yes	No	Simple Majority	32	Establish a priority order for draft resolutions passed in GA committees to be considered by the Combined GA Plenary



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American Model United Nations  
1212 N. Columbian Avenue  
Oak Park, IL 60302  
mail@amun.org  
www.amun.org

