



# Rules of Procedure

IBSBMUN 2022

## IBSB MUN 2022 RULES OF PROCEDURE

### TABLE OF CONTENTS

#### 1. General provisions

I.	Preamble and scope of the rules	4
II.	Language	4
III.	Dress code	4
IV.	Courtesy	5
V.	Chairpersons	5
VI.	The Secretariat	5
VII.	The Board	5

#### 2. Protocols of Parliamentary Procedure

I.	Definitions	6
II.	Agenda	6
III.	Roll call	6
IV.	Establishment of a quorum	6
V.	General speakers' list	7
VI.	Yields	7

#### 3. Points

I.	Point of parliamentary inquiry	8
II.	Point of personal privilege	8
III.	Point of order	8
IV.	Right of reply	8

#### 4. Motions

I.	Motion for a moderated caucus	9
II.	Motion for an unmoderated caucus	9
III.	Motion for an extension	9
IV.	Motion to introduce a draft resolution	9
V.	Motion to close debate on a draft resolution	9
VI.	Motion to split the topic area	10
VII.	Motion to table debate on a topic	10
VIII.	Motion to return to a dismissed topic	10
IX.	Motion for a Q&A session	11
X.	Motion to adjourn the session	11
XI.	Motion to adjourn the meeting	11
XII.	Motion to begin voting procedures	11
XIII.	Motion to split the house	12
XIV.	Motion to reorder the draft resolutions	12

#### 5. Unfriendly amendments

I.	Working papers	13
II.	Draft resolutions	13
III.	Amendments	13
IV.	Friendly amendments	13
V.	Unfriendly amendments	13

#### 6. Voting procedures

I.	General aspects	14
II.	Voting	14
III.	Voting with rights	14
IV.	Retaking the vote	14
<b>7. UNSC special rules</b>		
I.	Special rights	15
II.	Motion to declare vote substantive	15
III.	Motion for a closed-door session	15
IV.	Motion for a P5 caucus	15
<b>8. ICC special rules</b>		
I.	Presidency	16
II.	Courtesy	16
III.	Statements	16
IV.	Quorum	16
V.	Judges	16
VI.	Advocates	16
VII.	Witnesses	17
VIII.	Stages of the trial	17
IX.	Opening	17
X.	Presentation of Evidence	17
XI.	Questioning of the Advocates	17
XII.	Testimony of the Witnesses	17
XIII.	Rebuttal and Surrebuttal	18
XIV.	Judges' Deliberation	18
<b>9. EUCO special rules</b>		
I.	The Conclusion	19
II.	Joint Statements	19
III.	Special voting requirements	19

## 1. General Provisions

### I. Preamble and scope of the rules

The purpose of the IBSBMUN 2022 Rules of Procedure (“rules”) is to structure and facilitate the proceedings of debate throughout the IBSBMUN 2022 Conference (the “conference”). These rules are generally not subject to change and shall be considered adopted prior to the start of debate in all IBSBMUN 2022 committees (the “committees”). In the case of an update or change to these rules by decision of the IBSBMUN Secretariat (the “Secretariat”), all participants shall be promptly informed. It is the responsibility of the Chairpersons of each committee (“Chairs”) to enforce these rules and ensure their following by the members of the committees (“Delegates”). The committees to which these rules apply are:

- UN Historical Security Council (HSC)
- UN Human Rights Council (UNHRC)
- UN Economic and Social Council (ECOSOC)
- European Council (EUCO)
- International Criminal Court (ICC)

In the case of conflict between rules of a committee and those laid out in this document and special rules of a committee, the latter shall be assumed to take precedence.

### II. Language

The sole official working language of this conference is English. Documents may only be accepted during committee sessions as long as they are written entirely in English, or an English translation is readily available where an English original does not exist. The use of any language besides English during formal or informal debate is prohibited.

### III. Dress code

All delegates and Chairpersons are required to adopt a formal attire, in accordance with their diplomatic status. For male-identifying participants, a suit and tie are obligatory. For female-identifying participants, revealing outfits are prohibited. Informal clothing such as jeans or trainers are also prohibited. The Chairs or the Secretariat reserve all rights to guarantee the observance of this dress code, including the enforcement of sanctions upon non-compliant delegates at the discretion of the enforcing body. The Chairs are under the

obligation to immediately inform the members of the Secretariat on their decision and the reasons leading to it in any case of such a sanctioning.

#### **IV.** Courtesy

During Committee sessions, all Delegates and Chairs are expected to exercise diplomatic courtesy when addressing other Delegates, the Chairs, the Secretariat, or any other IBSBMUN 2022 participant. The Chairs and the Secretariat may issue warnings or sanctions at their discretion to Delegates who violate diplomatic courtesy.

#### **V.** Chairpersons

The Chairs of each committee shall preside over their respective committee and ensure its proper functioning. Each committee shall have two Chairs, individually referred to as “Mr./Ms. Chairperson” or “Honourable Chair”. The Chair shall have the right to open or close committee sessions, approve or deny procedural motions, grant the right to speak, introduce motions deemed necessary for the continuation of a committee session, count Delegates’ votes, and announce results. Furthermore, the Chairs are responsible for interpreting and applying these rules over the course of committee sessions.

#### **VI.** The Secretariat

The Secretariat shall be composed of three persons, entitled the Secretary-General and two Deputy Secretary-Generals. They shall have the duty of ensuring proper proceedings of the conference and maintain the right to adopt measures not stated herein at their discretion, should such measures prove necessary for the goal stated above.

#### **VII.** The Board

The Board of the conference shall be composed of the members of the Secretariat, the Organising Team, and all committee chairs, and is tasked with facilitating inter-committee communication and the discussion of administrative issues should any arise. Should any

participant have any enquiries or concerns about the proceedings of the conference, these should be addressed to the Board.

## **2. Protocols of Parliamentary Procedure**

### **I. Definitions**

A *simple majority* consists of any number of favourable votes greater than the number of opposing votes cast. Abstentions or absences are not counted.

A *qualified/two-thirds majority* consists of any number of favourable votes greater than or equal to two-thirds of the total possible number of votes. Abstentions are counted as opposing votes but do not incur veto rights where applicable, but absences are not counted.

A *procedural motion* is a motion relating to the course of parliamentary debate, but not itself representing an action taken by the committee.

A *substantive motion* is a motion which relates to some action being taken by the committee in question, such as a final resolution which may be adopted.

### **II. Agenda**

The Agenda of committees is de facto set prior to the commencement of the conference, by the Secretariat, and shall be respected by all delegates. It is the duty of the delegates to formally set the agenda via a *Motion to set the agenda*, posed at the start of the first session of each committee. In the case of an objection, the Chairs must entertain at least one speaker in favour of the agenda and one against, for a period of no more than 90 seconds each. The passing of this motion requires a simple majority.

### **III. Roll call**

At the beginning of each committee session, the Chairs shall establish the quorums required for simple and qualified majorities following a *motion for roll call*, adopted without a vote. When called, delegates must formally announce their presence and - if applicable - intent to vote, via the phrases “present” or “present and voting”, respectively. Delegates which have expressed their intent to vote may not abstain during votes on substantive motions.

## IV. Establishment of a quorum

A committee session may not begin unless at least one third of all delegates are present. After a roll call, the Chairs must announce the number of present delegates and what the threshold for a qualified majority is set at. The quorum is established following a *motion to establish the quorum*, which is automatically accepted at the beginning of each committee session. Arrival of delegates after the start of a committee session requires the delegate in question to send a note to the Chairs announcing their presence, after which the chairs will announce the new quorum at first convenience.

## V. General speakers' list

The general speakers' list is the main formal body determining the flow of debate. It is established following a *motion to establish the speakers' list*, whereupon the delegate proposing the motion may specify the maximum speaking time. The Chairs may reject the speaking time proposed at their discretion should they deem it too high or too low, and instead may state the new speaking time. This motion is adopted by a simple majority. In the case of objections, up to one speaker in favour and one in opposition may be entertained for no longer than 90 seconds each. Following the adoption of this motion, delegates may request to be added to the general speakers' list an indefinite number of times so long as they are not already on it. The order of addition is left to the discretion of the Chairs. Delegates will then be invited to speak in the order of addition to the list.

## VI. Yields

Following a speech given by a delegate on the speakers' list, the delegate is required to yield the floor. They may do this in one of three ways:

- Yielding to the Chairs: upon yielding the floor to the chairs, the delegate's remaining time is rendered void and the next delegate on the speakers' list may be invited to take the floor. Should a delegate run out of time, they are required to yield the floor this way.
- Yielding to another delegate: upon yielding the floor to another delegate, the object of the yield must be asked by the chairs whether they accept the floor. In the case that

they do, they are given the first delegate's remaining time. Otherwise, the first delegate retains the floor.

- Yielding to points of information: a delegate may yield to points of information, where for the rest of their remaining time they may answer questions from other delegates. The Chairs must ask if there are any questions, and the speaker's time is paused while the questions are asked.

### 3. Points

#### I. Point of parliamentary inquiry

A delegate may raise a *point of parliamentary inquiry* to the chairs in order to request clarification on a rule or procedure. This point must be accepted by the Chairs at all times so long as it would not interrupt an active speech.

#### II. Point of personal privilege

A delegate may raise a *point of personal privilege* in order to request some accommodation or report some discomfort. This point may interrupt an active speech only if it is necessary, such as it being raised to report an inability to hear or understand the active speech.

#### III. Point of order

A *point of order* may be raised by a delegate in order to report a potential breach of these rules, or of the rules of the committee, by a delegate or a chairperson. This point must be accepted by the Chairs at all times as long as it would not interrupt an active speech, and must be ruled upon immediately. In the case that a delegate is unsatisfied with the ruling, they may appeal it to the Secretariat if it is deemed of extreme importance.

#### IV. Point of information

When a delegate yields their remaining speaking time on the general speakers' list to points of information, other delegates may raise such points, which must be short and phrased as a question.



## V. Right of reply

Should the personal or national integrity of a delegate's character or that of the state they represent be infringed during a speech, the delegate may request their *right of reply*. Should the Chairs rule in favour, the delegate may take the floor immediately and demand an apology, which will have to be given by the offender. A right of reply may not be requested against another reply.

## 4. Motions

### I. Motion for a moderated caucus

A moderated caucus is a form of informal debate on a specific subtopic related to the committee agenda where a delegate deems more focused debate necessary. A *motion for a moderated caucus* for a given topic, individual speaker time, and total period of time may be raised at any time that the floor is not occupied, and may be adopted with a simple majority. In the case of an objection, the Chairs shall ask for any other motions, which shall all be voted upon in order of most to least disruptive.

### II. Motion for an unmoderated caucus

An unmoderated caucus is a form of informal debate where delegates may freely traverse the committee room and converse with each other without any input from the Chairs. A *motion for an unmoderated caucus* for a given period of time may be raised at any time that the floor is not taken, and requires a simple majority to come in force. No debate may take place on this motion.

### III. Motion for an extension

A moderated or unmoderated caucus may be extended via the proposition of a *motion for an extension* for a given period of time. This motion requires a simple majority to be adopted and is not subject to debate. Only one motion for an extension may be accorded per caucus, and the extension time must be shorter than the original length of the caucus.

### IV. Motion to introduce a draft resolution

A *motion to introduce a draft resolution* may be raised by any delegate which has sponsored a draft resolution that has been submitted to the Chairs and approved by the Secretariat, to be followed by a *motion to begin voting procedures* after the main submitter reads out the operative clauses of the resolution. The period of debate resembles a moderated caucus, with 2 speakers in favour and 2 against the resolution, but must begin with a 5-minute

speech given by the main submitter. This motion requires a second and a simple majority to pass.

## V. Motion to close debate on a draft resolution

A *motion to close debate on a draft resolution* may be raised while a *motion to introduce a draft resolution* is in force, immediately halting debate and discussion on the draft resolution and starting voting upon it. This motion requires a second from a delegate other than its proponent, along with a qualified majority. If the threshold for a qualified majority is not reached after two consecutive attempts without any changes to the draft resolution, the passing of this motion will only require a simple majority for the third attempt, unless changes are made to the draft resolution. The Chairs may entertain at most one speaker in favour and one speaker against this motion.

## VI. Motion to split the topic area

A delegate may propose a *motion to split the topic area* in order to allow the committee to debate on various subtopics of the agenda and create separate resolutions for said subtopics. The delegate who proposed the motion must clarify the subpoints in which the delegate wishes to part the topic area and justify the need for the measure to be adopted. The Chairs may engage a maximum of two speakers in favour and two speakers against the motion. This motion requires a qualified majority to pass.

## VII. Motion to table debate on a topic

The *motion to table debate on a topic* immediately halts discussion on the given topic and opens the possibility of a new speakers' list being established on the new topic. This motion requires a second, is debatable with up to one speaker in favour and one speaker against, and requires a qualified majority to pass. Should this motion pass, the Chairpersons will entertain a new motion to open the general speakers' list.

## VIII. Motion to return to a dismissed topic

The *motion to return to a dismissed topic* resumes the debate on a given topic that was previously tabled. This motion requires a second, is debatable with up to one speaker in favour and one speaker against, and requires a qualified majority to pass. Should this motion pass, the Chairpersons will return to the past speakers' list that had been suspended.

## **IX.** Motion for a Q&A session

A Q&A session is a form of informal debate, where delegates may ask one delegate any questions regarding the Agenda items. The delegate proposing the *motion for a Q&A session* must specify the delegate they wish to entertain the session with and its total duration. Before asking for seconds and objections, the Chairs must ask the delegate the motion is referring to whether they accept this session or not. In the case of agreement, the Chairpersons will ask for seconds and objections and then enter the voting procedure in the case of objections. This motion requires a simple majority to pass. In the case the delegate refuses the session, the motion automatically fails. The number of questions per delegate is at the discretion of the Chairs, taking into account the duration of the session.

## **X.** Motion to adjourn the session

The *motion to adjourn the session* immediately halts all committee proceedings until the next scheduled session. It is meant to be used at the end of a committee session, or in order to facilitate breaks for committee members. This motion requires a second and a simple majority to pass, with the Chairs retaining the ability to annul the motion if it is deemed disruptive or inappropriately timed. This motion does not permit debate.

## **XI.** Motion to adjourn the meeting

The *motion to adjourn the meeting* suspends committee proceedings entirely, and is meant to be used at the end of the final committee session. This motion requires a qualified majority in order to pass and may not entertain debate, with the Chairs retaining the ability to annul the motion if it is deemed disruptive or inappropriately timed.

## **XII.** Motion to begin voting procedures

*A motion to begin voting procedures* may be proposed once the active speakers' list has fully elapsed, so long as at least one draft resolution has been introduced. In the case of success, the committee will immediately begin voting procedures on the proposed draft resolutions in the order in which they have been submitted until and unless a *motion to reorder the draft resolutions* is raised. No more than one draft resolution may pass in any given committee. This motion does not entertain debate and requires a qualified majority to pass.

### **XIII.** Motion to split the house

*A motion to split the house* may be raised immediately after a successful vote on a *motion to begin voting procedures*, before a given draft resolution is voted upon. In the case of success, the vote on the following draft resolution will entertain no abstentions and all delegates must cast a decisive vote. This motion requires a qualified majority to pass, with no debate being entertained.

### **XIV.** Motion to reorder the draft resolutions

*A motion to reorder the draft resolutions* may be raised before entering voting procedures by any delegate, mentioning the desired order of voting. The passing of this motion will change the order in which draft resolutions are discussed and voted upon. In the case of objections, this motion may entertain debate with up to two speakers in favour and against for a period of no more than 90 seconds each. This motion requires a second and a qualified majority.

## **5. Draft resolutions**

### **I. Working papers**

A working paper is an informal document used by a delegate to assist them in preparing a draft resolution. Upon meeting the requirements for becoming a draft resolution and being verified by the Secretariat, a working paper may be accepted by the Chairs and become a draft resolution.

### **II. Draft resolutions**

A draft resolution needs one main submitter, a maximum of 3 co-submitters, and one third of the number of delegates in the quorum as signatories. A signatory does not necessarily have to agree with the contents of the draft resolution. In order for a working paper to be promoted to a draft resolution, it must follow standard UN document formatting, clearly present preambulatory and operative clauses, and clearly list submitters and signatories. All submitters must have taken a role in the drafting of the working paper and are required to agree with its contents.

### **III. Amendments**

During discussion on a draft resolution, amendments to its operative clauses may be proposed by any delegate. Amendments may not be submitted to preambulatory clauses unless they seek to provide reference to a relevant document.

### **IV. Friendly amendments**

A friendly amendment is defined as any amendment to which no submitter of the resolution discussed has any objections. Friendly amendments are passed without a vote and take effect immediately.

### **V. Unfriendly amendments**

An unfriendly amendment is defined as a substantive amendment to which at least one submitter of the resolution in question objects. Unfriendly amendments require a vote and a simple majority to pass, and may entertain debate with at most one speaker in favour and one speaker in opposition for no more than 90 seconds each.

## **6. Voting procedures**

### **I. General aspects**

In the event of the general speakers' list elapsing with no further motions being proposed, voting procedures may be entered via a motion to begin voting procedures. At its start, the order of draft resolutions will be made clear to delegates by the Chairs. During voting, the committee room must be sealed and all electronic devices turned off. Furthermore, any non-member observers or staff must leave the room, and delegates are forbidden from communicating with each other in any capacity. No points or motions may be entertained, except for motions relating strictly to the vote (i.e. motion to split the house, motion to vote clause by clause, and motion to vote by roll call).

### **II. Voting**

Each delegate shall have one vote per resolution. This vote may be in favour, in opposition, or an abstention. In order for a resolution to pass, a simple majority of all delegates present must vote in favour, not merely a simple majority as defined previously. Delegates may also intend to cast a decisive vote with rights.

### **III. Voting with rights**

A delegate may vote in favour or against a resolution with rights in the event that their vote is in opposition to their past attitudes on the resolution, indicating a sudden change in attitude. Should the Chairs accept the rights, the delegate may take the floor for up to 90 seconds to explain their vote after voting has ended. This should only be accepted by chairs in the case of a serious and unexpected change of the delegate's attitude, to be judged on a case-by-case basis.

### **IV. Retaking the vote**

Following a vote which failed by one single vote, a delegate may move to retake the vote a maximum of once per resolution. This motion requires a simple majority to pass and is not



subject to debate, and results in a 5 minute unmoderated caucus, followed by the retaking of the vote.

## 7. UNSC special rules

### I. Special rights

The five permanent members of the UNSC, defined as the People's Republic of China, the French Republic, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America, may issue a veto on any substantive motion or during a vote on a resolution. Any vote in opposition is to be interpreted as a veto, causing the motion or vote to fail immediately regardless of vote outcome.

### II. Motion to declare vote substantive

The *motion to declare vote substantive* may be raised in the UNSC on any procedural motion to declare it substantive and have it follow all provisions of such. This motion is itself substantive and thus subject to veto, and requires a simple majority to pass and no debate.

### III. Motion for a closed-door session

A *motion for a closed-door session* may be raised for any topic deemed important or sensitive, whereby all persons present within the committee room except for committee members and the Chairs are required to leave. This motion is not subject to debate and requires a qualified majority to pass.

### IV. Motion for a P5 caucus

A *motion for a P5 caucus* may be raised by any permanent member of the UNSC and aims to have all permanent members present temporarily leave the committee room and enter a different room where an unmoderated caucus between them will be held for some given period of time. This motion requires approval of all five permanent members to pass but is not subject to vote.

## 8. ICC special rules

### I. Presidency

The *President of the Court* (the “President”) shall be responsible for ensuring proper form is maintained in the course of court proceedings for the entire duration of such, and may issue sanctions or warnings similarly to the Chairs of other committees.

### II. Courtesy

All Advocates and Members of the Court are to hold each other in the utmost respect. Communication over the course of court proceedings may happen only in the form of written notes - paper or electronic - insofar as they are discreet and do not disturb the Court.

### III. Statements

Statements relating to court proceedings may be given to the Court by members of the IBSBMUN Secretariat or by any member appointed by it. These statements may be written or oral, at the issuer’s discretion.

### IV. Quorum

A minimum of two-thirds of the Judges must be present in order for court proceedings to begin. Participants are expected to inform the President if they are unable to arrive due to urgent matters of personal health or similar. Participants who are late must inform the President of their arrival via written note. A roll call is to be performed at the start of the court session; a simple majority of present judges is to be considered for procedural motions, and a simple majority of all judges for substantive motions.

### V. Judges

The Judges are responsible with the application of international law upon the facts of the case presented and reach a final judgement. Each Judge shall have one vote in both substantive and procedural motions. Judges may ask the Advocates or Witnesses questions related to the trial over the course of designated phases where this may happen. The final Judgement of the Court shall be written by the Judges and announced by the President.

### VI. Advocates

Advocates will represent their respective party over the course of court proceedings with impartiality and respect for the law; there will be 3 Advocates for both the Defence and Prosecution. Advocates may raise Points of Order, Points of Personal Privilege, and Points of Parliamentary Inquiry.

## VII. Witnesses

Witnesses may be called upon by the parties in order to present relevant information to the Court. Each side may call upon one witness, who may present their testimonies over a period of no more than 30 minutes. Testimonies must be factual and impartial, and given either orally or in writing. Questions to the witness must relate strictly to their personal involvement with the case, otherwise such testimony is to be null and void.

## VIII. Stages of the trial

The trial shall be split into several phases: Opening, Presentation of Evidence, Questioning of the Advocates, Testimony of the Witnesses, Rebuttal and Surrebuttal, and the Judges' Deliberation.

## IX. Opening

Each Advocate is to give a brief opening statement regarding what they will attempt to prove over the course of the trial. The allocated time can be proposed by the President, but may be motioned against by the participants; following such a motion, it cannot be modified again. The Judges may not pose any questions to the advocates during this stage.

## X. Presentation of Evidence

Evidence, in the form of tangible information deemed reliable by the Court, may be presented by both parties. It may be written documents, recordings, physical items, or any other item related to the trial or otherwise relevant to court proceedings. Evidence must be submitted before the trial begins, and new evidence may not be introduced over the course of the trial. Advocates from each party will take turns discussing the relevancy of the evidence submitted by their party, being allocated time in the same manner as with opening speeches with one possibility to motion for a different time.

## XI. Questioning of the Advocates

Following the end of the presentation of evidence, the Judges may question either party on any matters relating to the case. Only one Advocate may speak at any given time, and Judges must be recognised by the President in order to take the floor and pose a question.

## **XII.** Testimony of the Witnesses

Once all questions have been answered, the Witnesses will be called to give their testimonies. These testimonies may be examined and cross-examined by the Judges, who may pose further questions to the Witness. Members of the opposing counsel may also pose questions to Witnesses, being given the floor at the discretion of the President.

## **XIII.** Rebuttal and Surrebuttal

During this phase, Advocates may give concluding remarks on the case in the form of a short speech, with time decided as in the Opening and Presentation of Evidence. Following these speeches, the Judges may pose a total of an additional 3 questions to each party.

## **XIV.** Judges' Deliberation

Following the end of the previous phase, all Advocates are to leave the room and allow the Judges time to reach a conclusion. Once a simple majority of all Judges agrees on a Judgement of the Court, it is to be announced to the Advocates. The Judgement must contain a formal explanation of the reasons for which the Judges reached it, along with a sentence if applicable.

## **9. EUCO special rules**

### **I. The Conclusion**

Following a meeting of the EUCO, a Conclusion must be drafted and accepted by a unanimous vote of all representatives. The Conclusion is not legally binding; however, it should include points meant to advise the relevant legislative bodies of the Union on various chapters of legislation such as trade and civil rights. The Conclusion is meant to be presented before the Parliament, Council (of the European Union), and Commission, and thus should include any details that the EUCO wishes to bring to their attention in policymaking.

### **II. Joint Statements**

If a consensus cannot be reached and thus a Conclusion cannot be produced at the end of the EUCO session, or alternatively if a certain group wishes to make a formal declaration on an aspect not touched upon in the Conclusion, any group of Heads of State may issue a joint statement on the issues discussed. Unlike the Conclusion, all signatories are legally bound to follow any Joint Statements they may sign, and there is no voting performed on this action; however, the acceptance of a motion proposing the issuing of a Joint Statement is at the discretion of the Chairs.

### **III. Special voting requirements**

All substantive votes undertaken by the EUCO must be approved unanimously, except in the case of the issuing of a Joint Statement. Thus, all Heads of State wield a veto on all substantive motions; however, abstentions may still be used instead of an affirmative vote and will not trigger the failure of a motion.