

RULES OF PROCEDURE



CBSMUN
2025

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General Rules

1. Scope

- a. The rules of this document apply to all committees of CBSMUN 2025. Each rule is self-reliant unless modified by the secretariat, in which case, the modification will be publicly announced and deemed immediately adopted.
- b. No other Rules of Procedure apply. If a situation arises which has not been addressed by the Rules of Procedure, the chairs and the secretariat will be the authority on which rule to apply. In the absence of a secretariat representative in the committee, chair's appealable decision shall prevail.
- c. In case of conflict between a general rule of the Rules of Procedure and the special rules within the Annex pertaining to a given committee, the latter shall prevail.

2. Language

- a. **English is the official and working language of CBSMUN.** All communication at the conference shall take place in English. Chairs may enforce this rule even in unmoderated caucuses and break times.
- b. If a delegate wishes to present a document written in a language other than English, the delegate will have to provide a translation to the committee staff that will then distribute the translated version to the rest of the committee.
- c. If a delegate wishes to use a phrase, quote or saying in the language of their respective country while giving a speech, they will be required to provide the direct translation to the rest of the committee.

3. Secretariat

- a. The Secretariat, consisting of the Secretary General (SG), Director General (DG), Under Secretaries General (USG) and Academic Directors (AD), acts as the governing body of CBSMUN. All matters pertaining to the conduct of the debate shall be referred to them.
- b. The Secretary General and the Director General shall issue the final rulings over the interpretation of this document. All decisions made by the SG and DG shall be considered final and without appeal, both having the same authority over all academic matters.
- c. Delegates shall treat the SG and DG with respect and rise when they enter a room, with details outlined in Rule 10, e.
- d. The Under Secretaries General have different areas of responsibility, which should be consulted based on the exact need of a request. The USG of Academics holds the same deciding, unappealable authority over all matters of the rules of debate, unless overruled by the SG or DG. Delegates may not motion or request this.
- e. The Academic Directors have responsibility for the specific conduct of the committees. They are the first point of reference should an issue arise within the committee. They may rule

fully over or refer matters arising in any committee to the SG, DG or USGA, including but not limited to:

- i. Decisions made by the chairs over the conduct of the committee;
- ii. Decisions made by the chairs over the interpretation of the Rules of Procedure, irrespective of whether they have been challenged or not;
- iii. Behavior of delegates.

4. Chairperson

- a. The chairs of a committee shall preside over the formal sessions. The chairs shall declare the opening and closure of each committee session, suspend the session for a limited amount of time in case of need, compose the general speakers' list, set the initial speaking time, grant the right to speak, propose limitations on the speaking time, announce decisions and enforce these Rules of Procedure, subject to appeal by the committee or overriding decision by the secretariat.
- b. The chairs shall conduct the debate in a fair and balanced manner and have discretion over most matters arising in the committee. They shall strive to further the goals and principles of CBSMUN.
- c. Chairs may sanction delegates who break the Rules of Procedure in an appropriate manner to their infringement. No delegate should be made uncomfortable by punishments and any punishments which hinder the full involvement within debate are out of order. Breaking code of conduct or other more serious violations by participants can result in serious consequences but always require approval by the secretariat, who has final say on these matters.

5. Chairs' discretion

- a. If a situation arises, which has not been addressed in the Rules of Procedure or a particular course of action is deemed necessary given the circumstances, the chairs hold precedent setting discretion over the decisions in these circumstances, hereby called "Chairs' Discretion".
- b. Chairs' Discretion decisions must be arrived at through consensus within the chair board and are subject to the review of the secretariat, which shall have the final authority over which rule is to be applied and which course of action is to be pursued.

6. Delegates

- a. The term "Delegate" shall be understood as a generic term, referring hereinafter to every participant in a Committee with the exception of the Chairpersons, who has been granted the right to participate and speak in the committee sessions.
- b. Each member state to a committee shall be represented by one (1) delegate, unless special rules apply or the secretariat state otherwise.

- c. The delegates who represent full member states of a committee shall have speaking and voting rights on all matters discussed in their respective committee, unless deemed as an observer.
- d. **Delegates are required to remain in character** by consistently advocating the interests and representing the policies of the country assigned while in session. To act in character also entails displaying respect for the opinions and ideas of fellow delegates, even if these opinions and ideas conflict with a given delegate's own country's priorities or personal views. This especially applies to substantive and procedural voting.
- e. Delegates are asked to collaborate with fellow delegates diplomatically whenever possible.

7. Press

- a. The press is a fundamental part of international politics and should be treated **respectfully**. Press members represent a certain media outlet and are to be represented in an accurate manner given their geographical focus and political ideology.
- b. Unless provided for otherwise in the Rules of Procedure, or at the discretion of the chairs, members of the Press shall have the right to visit and leave the committees they are assigned to, the right to ask a member of the committee for an interview, or a statement for the purposes of journalistic coverage of the conference. Press cannot vote in any committee at any time, but **may raise points of information** when delegates yield to them.
- c. **Members of the Press shall not act in a manner that is disruptive** of the activities of the committees they are assigned to.

8. Faculty Advisors

- a. Faculty advisors are instructors responsible for preparing students and overseeing their performance at the CBSMUN. They should ensure students maintain professionalism, understand diplomacy, and perform **independently**. Faculty advisors must observe quietly **without** disrupting debate, interfering with the committee process, or participating in resolution writing and caucusing. They should respect the chairs' decisions and direct any feedback or criticism to the secretariat. They should refrain from using academic credit to force participation beyond a country's normal UN position, as **awards should not be a delegate's main emphasis**.
- b. Faculty Advisors are required to attend and participate in any faculty advisor meeting.
- c. **Faculty Advisors must not disturb the debate** or approach delegates during sessions, including unmoderated caucuses, and should only communicate with delegates when the committee is suspended.

9. Observers

- a. Representatives of observers will have the same rights as those of full members, including procedural voting rights, but excluding sponsoring or voting on resolutions or amendments.
- b. A representative of an organization that is neither a member of the UN nor an accredited observer may address a committee only with the approval of the chair and/or secretariat.

Conduct & Decorum

10. Conduct

- a. Delegates, chairs and all other participants shall show common courtesy and respect towards each other at all times.
- b. Delegates are expected to engage in diplomatic dialogue and collaboration, reflecting the principles and values of the United Nations to promote an atmosphere that encourages open discussion and cooperation
- c. Abuse of language or otherwise uncivil behavior shall not be tolerated and the secretariat reserves the right to sanction such deviations from diplomatic conduct.
- d. Work outside of committee is never to be expected and should be limited to minor preparation. The time in committee shall be sufficient for all resolution writing.
- e. Delegates must rise when the Secretary General or Director General enter the room, unless directed otherwise by either the chairs or the corresponding secretary. This shall also not interrupt speeches; delegates shall rise after conclusion of the speech.
- f. Delegates must treat their chairs with **respect**. Actions taken outside of debate towards the chair that can be seen as trying to gain an unfair advantage in debate must be avoided. Similarly, chairs shall avoid situations that could question their impartiality in regards to their committee's delegates. The secretariat reserves the right to reprimand delegates and/or chairs involved in any such activities.
- g. **All participants at CBSMUN 2025 must adhere and follow the CBSMUN Code of Conduct**, in which more detailed rules of personal conduct and safety mechanisms can be found.

11. Attendance

- a. Presence of the delegates during the committee meetings is mandatory. Reasons for any absence must be communicated to the chairs.
- b. Only delegates who attended at least 75% of the committee meetings are eligible for any awards or certificate of participation. The secretariat can make exceptions at their discretion.
- c. An exclusion or a partial exclusion from the committee meeting may result in the secretariat not providing the delegate with a certificate of participation.

12. Plagiarism & AI Programs

- a. Academic integrity shall be respected; plagiarism for any type of written documents will not be tolerated and **is strictly forbidden**.
- b. The secretariat holds the right to exclude delegates who committed plagiarism from debate and deny awards and participation certification on its basis.
- c. Using natural language generation (NLG) software or any other artificial intelligence (AI) tools to craft speeches, resolutions, or position papers for conferences is explicitly

prohibited. This restriction applies to any software or tool generating content autonomously, devoid of human intervention and is regarded as plagiarism.

- d. Employing these technologies for research is nevertheless allowed, contingent on users evaluating and modifying the content to guarantee precision and alignment with the conference subject, using it only as a research tool.

13. Electronic devices

- a. The use of electronic devices is permitted during committee meetings and can be used for researching facts, writing or editing documents, preparing speeches, or using MUNcommand.
- b. The extent of the usage of MUNcommand is fully to the discretion of the chairs. This is not appealable and chairs may decide which functionalities they use.
- c. Chairs may forbid or suspend the use of individual devices of an individual delegate if they feel they distract a delegate from the session or the delegate was using the electronic device for uses other than purposes as specified in a.
- d. However, chairs cannot ban electronic devices for the entire committee.

14. Dress Code

- a. All participants shall wear Western business attire, as it is defined as a formal suit, tie, business shirt, and formal shoes, or skirt suits, or pantsuits with formal business blouses or tops, stockings, formal shoes. Formal dresses are similarly in order. This rule only applies to sessions on conference sites, not to socials.
- b. CBSMUN does not tolerate the display of national or political symbols from the participant's home country. This does not include United Nations-related symbols or symbols from the delegate's assigned country, which will be tolerated. This is done to separate one's own political beliefs and nationality from the represented ones.

Rules Governing Debate

15. Roll Call

- a. To begin every session, the chairs are responsible for calling and recording the role of every member in a roll call. A member can be either “Present” or “Present and Voting” in the committee. The distinction between the two is that, if the member stated “Present and Voting” they cannot use their right to abstain during substantive voting. This option is not available to observers.
- b. Delegates who fail to answer will automatically be considered absent. Any change to this status can be completed by sending a message to the chairpersons specifying their desired status. The chairpersons shall publicly acknowledge their new status. Same procedure also applies to the delegates arriving to the committee late.

16. Quorum

- a. Quorum denotes the minimum number of delegates who need to be present in order to open debate.
- b. Quorum is met, and the chair declares a committee open to proceed debate, when at least one-third (33%) of the members of the committee scheduled to attend are present. After the first session, the amount of members quorum is based on will be the highest level of attendance the committee has recorded.
- c. The secretariat has the authority to overrule a quorum to continue debate.
- d. A quorum will be assumed to be present unless specifically challenged and shown to be absent. Therefore, chairs may always proceed, however delegates can challenge quorum through points of order.

17. Agenda

- a. The agenda determines the topic that will be discussed in the committee. All delegates are asked to only speak on matters pertaining to the agenda.
- b. As there is only one topic per committee, the agenda will be automatically set.

18. Opening Statements

- a. Opening statements are remarks of each delegate to begin each agenda item, outlining their general vision on the solutions to the issues at hand.
- b. These opening statements are delivered for each agenda item by each state’s delegate according to alphabetical order. **The time limit is sixty (60) seconds per speech** by default. This time limit can be modified by the chairs or with a motion.
- c. During each country’s address, no other country may interrupt, and motions cannot be made until all statements are read. It is considered good manners to open by recognizing the Chair and other delegates before reading your statement. **Yielding is not in order.** Props or other objects may only be used with chairs’ prior permission.

- d. Once opening statements are completed, the chairs officially open the General Speaker's List.

19. General Speakers' List

- a. The General Speakers' List (GSL) is the default activity of the Committee. Delegates may deliver speeches on the agenda at hand in the order established by the list. If no motions are on the floor, debate automatically returns to the Speakers' List, resuming with the next speaker from prior to the other caucus.
- b. Individual speaker's time for the GSL shall be **ninety (90) seconds** by default. Delegates may move to change the speakers' time. This motion requires seconds; it triggers a procedural vote.
- c. Separate speakers' lists will be established as needed for procedural motions and debate on amendments.
- d. Chairs will in their discretion ask for additional speakers for the speakers' list. Any delegate wishing to do so must raise their placard high until recognized. Any delegate added to the list will be put to the end. Chairs may limit the amount of additions at their appealable discretion.
- e. A member may add their name to the GSL by submitting a **written** request to the Chair, adding themselves via **MUNcommand**, or **signaling** by placing their placard vertically on their desk. They may remove their name from the GSL by sending a note or using MUNcommand. The use of MUNcommand may be limited by the Chairs. At any time, the Chair may invite members who wish to be added to the GSL. These procedures apply **exclusively** to the GSL.
- f. No delegate may be on the Speakers' List more than once at a time, but may be readded after completing their speech.
- g. The debate shall close as soon as the General Speakers' List runs out, meaning there must always be a delegate on the GSL for it to continue. The committee shall otherwise immediately go into voting procedures if a resolution is on the floor, or else the committee is adjourned.

20. Speeches

- a. No delegate may address a committee without having previously obtained permission by the chairs.
- b. If a delegate addresses a committee without permission, exceeds the allowed time for their speech, makes offensive statements, discuss points irrelevant to the agenda at hand, addresses items not open to debate, or in any other way violates the present Rules of Procedure, the chairs may call the delegate to order and thereby revoke her speaking permission. In case of a repeated contempt for the Rules of Procedure, the chairs may call upon the secretariat to take appropriate measures to prevent further violations.

- c. The chairs have the discretion to be flexible (within reason) about the time limit to allow a delegate to finish his or her thought in order to account for the varying fluency of English among conference attendees.
- d. Delegates are required to make all speeches **from the 3rd person (“the delegate”) or 1st person plural (“we”) perspective**. There can be no speeches made from the 1st person singular unless the approval of the Chair is received.
- e. There can be no props (utensils of any kind) used unless the approval of the chair is received. Theatrics within the committee are heavily discouraged.

21. Yields

- a. A delegate granted the right to speak on the Speakers’ List may conclude their speech by yielding in one of three ways:
 - i. **Yield to another delegate:** Their remaining time will be offered to that delegate. If the delegate accepts the yield, the chair shall recognize the delegate for the remaining time. The delegate that received the yield may only yield back to the chair, no other yields are in order.
 - ii. **Yield to points of information (questions):** Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The chair will have the right to call to order any delegate whose question is, in the opinion of the chair, rhetorical, leading and/or not designed to elicit information. Only the Speakers’ answers to questions will be counted towards the time limit. The chair must ask the delegate if they accept the question, with the right to decline a question. If declined, the chair may ask for further points of information. Press members may ask a question if present in the room.

A delegate with less than thirty (30) seconds speaking time remaining prior to yielding can ask the chairs to grant thirty (30) additional seconds to entertain Points of Information. Delegates must ask to use this right, it will not be presumed by the chairs and can be denied by the chairs on their own discretion.
 - iii. **Yield to the chairs:** Such a yield should be made if the delegate does not wish their speech to be subject to questions. The chairs will then move to the next speaker.
- b. **Minimum time to yield to another delegate or to questions is ten (10) seconds.** With less than ten seconds remaining, the chairs automatically receive the floor.
- c. A delegate must declare any yield by the conclusion of their speech.
- d. **Yields only need to be made when in a Speakers’ List.**

22. Right of Reply

- a. A delegate whose personal or national integrity has been impugned by another delegate may ask for a Right of Reply at any time within debate, except during a speech.

- b. The delegate shall rise and state which statement by which delegate they wish to reply to. The chair will grant the Right of Reply at their discretion; this decision is not appealable. A delegate granted a Right of Reply shall be given 30 seconds to reply. This does not require prior notice.
- c. A Right of Reply to a Right of Reply is out of order. A Right of Reply to proven, factual statements are not in order.
- d. Diplomatic language shall be used at all times. Failure to do so should be indicated to the secretariat, which will take appropriate action.

23. Rules of Order when Addressing the House

- a. **Referring to Prior Debates:** Members are discouraged from reopening concluded debates to prevent endless discussions; exceptions may be considered based on specific circumstances, with the house and chairs determining the extent to which the rule can be relaxed.
- b. **Reflecting upon Votes of the Committee:** Members are prohibited from criticizing or challenging committee votes without intending to propose a motion for rescinding. This restriction is particularly emphasized when it comes to reflecting on past house determinations, as it could revive discussions on settled matters.
- c. **Personal Allusions:** In order to guard against all appearances of personality in debate, no member shall refer to another by their real name. Each member is distinguished by the office they hold, by the place they represent, or by other designations. Personal pronouns shall not be used.
- d. **Initial Acknowledgments:** While not a strictly enforced rule, it is of good decorum to address the parties present in the room, e.g. "Honourable Chairs, fellow Delegates...". This especially applies to special guests or the secretariat.
- e. **Rising & Standing:** a delegate must rise to deliver their remarks unless physically unable. A delegate must remain standing for the entire duration of their remarks, including hearing and answering potential points of information. Similarly, all delegates asking Points of Information shall rise to ask them but may be seated with the conclusion of their question.

24. Rules of Order for Members Listening During Sessions

- a. **Keeping their Places:** While in formal session, members should keep their places in council, and not walk about the house, or stand in the passages.
- b. **Entering and Leaving the House:** Delegates are allowed to leave within formal session but should notify the chairs when they do so by means established by the chairs. Leaving within speeches should be avoided and generally leaving should be kept to a minimum. Those leaving early or arriving late must seek the chair's permission and adhere to the same protocol.
- c. **Maintaining Silence:** Silence should generally be observed in the House. The expressions of approval or disapproval during a speech of a member should be kept to a minimum to not distract or disturb other members. These expressions may be forbidden by chairs' discretion. Crosstalking is never in order.

- d. **No interruptions or hissing:** Members listening are not to disturb a member who is speaking by hissing, exclamations, or other interruptions. This would be extraordinarily undiplomatic and the appropriate warnings and sanctions will be given by the chairs or secretariat at such occasions.

25. Press Reporting

- a. The press is allowed to report to all proceedings within the session. There is a distinction between “**on the record**” and “**off the record**”, which shall be the keywords to distinguish between statements and actions the press may report on or not.
- b. All speeches and statements of delegates, in any type of caucus **including unmoderated caucuses**, can be generally considered “**on the record**” unless specified otherwise with a motion or by the chairs.
- c. All breaks and meeting suspensions are considered time “**off the record**” unless **explicitly** specified otherwise by all delegates interacting with the press.
- d. Voting proceedings on substantive matters are explicitly always reportable by the press; the press cannot be excluded from witnessing or reporting on a vote.
- e. Press delegates may ask points of information when delegates yield to them; this is on the record.
- f. Delegates shall take press reporting seriously, the opinion of the general public can be heavily swayed by the press.

26. Press Conferences

- a. Once per day, members of the press may call for a press conference in communication with the chairs. This press conference shall not be longer than 15 minutes and may be shorter by discretion of the committee’s chairs.
- b. Within the press conference, members of the press may direct questions either to individual delegates or the council as a whole. The press may always ask a follow up question if time allows, a follow up to a follow up is not in order. No delegate may have more than two questions directed towards them, excluding follow ups or questions directed at the entire council that the delegate may have answered. The press shall be tasked to try to get as many different delegates involved as possible.
- c. Everything said within a press conference is immediately on the record. Delegates may make corrections but statements as spoken cannot be taken off the record.
- d. Chairs shall have the ability to brief the press on the proceedings of the council prior to the press conference to ensure good reporting on the current issue.

Rules governing Points

27. General rules on Points

- a. Delegates shall raise their placard **vertically** to signify a point, or voice it if it is of time sensitive nature. After being acknowledged, delegates shall rise and state their point.
- b. All points take precedence over motions or speeches.

28. Point of Personal Privilege

- a. Whenever a delegate experiences **personal discomfort**, which impairs their ability to participate in the proceedings, they may raise a Point of Personal Privilege to request that the discomfort be corrected. Examples of this are issues with the room temperature, needing fresh air, problems seeing the GSL, difficulties hearing or other personal matters.
- b. A Point of Personal Privilege may only interrupt a speaker if the delegate speaking is inaudible or an emergency. Otherwise, the delegate rising on the Point of Personal Privilege must always wait till the end of the speech to raise the point.

29. Point of Information to the Chairs

- a. A delegate may raise this point to **ask the chair a question regarding a substantive matter of debate** at any time during the debate to explain something regarding the topic.
- b. This point may never interrupt a speaker and should be used sparingly as to not use up valuable debate time. Chairs may deny these points to answer them outside of formal debate.

30. Point of Parliamentary Inquiry

- a. A delegate may raise this point to **ask the chair a question about the Rules of Procedure**.
- b. A Point of Parliamentary Inquiry can be raised at any time but may never interrupt a speaker.

31. Point of Order

- a. A Point of Order indicates an **instance of improper parliamentary procedure**. This can, but is not required to, be initially raised as a Point of Parliamentary Inquiry, after which delegates may raise a Point of Order on the matter.
- b. The Point of Order will be immediately decided by the chair in accordance with the Rules of Procedure. A Point of Order may not interrupt a speaker.
- c. If the Point of Order addresses an issue, which the Rules of Procedure was clear to address, then the chairs shall correct their stance. If the Rules of Procedure addresses the question at hand unclearly, chairs shall have the discretion to rule over the issue, after the possible consultation of the secretariat. This ruling shall be appealable, unless the secretariat confirms the decision.
- d. In situations where a point of order is unable to be resolved swiftly, the chairs should contact the secretariat to resolve the issue at hand.

Rules governing Motions

32. General Rules on Motions

- a. All motions shall be raised only when the floor is open, unless the present Rules of Procedure explicitly state otherwise.
- b. To raise a motion when the floor is open, delegates shall either raise their placards **horizontally** and state their motion, or add their motion in MUNcommand, if chairs allow.
- c. Motions require the **support of a second delegate** (hereinafter referred to as “Second”), unless explicitly stated otherwise in the Rules of Procedure. The chairs shall ask for such a Second immediately after the motion is made, **before** asking for further motions. If the motion does not manage to gather at least one Second, it automatically fails. If the motion receives Seconds, the chairs shall immediately ask for **objections**. If there are no objections, it automatically passes.
- d. Once there are no more motions on the floor or a maximum number of motions have been made, the delegates shall vote upon them one by one with regard to their disruptiveness in a downward manner (i.e. from the most disruptive to the least disruptive one - see Annex I). After a motion on a possible caucus passes, no other motions except exclusion of the press may come to a vote.
- e. There cannot be more than **five (5)** motions on the floor at the same time. Chairs may limit the number even further in their discretion.
- f. Motions may be withdrawn at any point by the submitter.
- g. Motions are a **procedural** vote, therefore require a simple majority to pass, unless explicitly stated otherwise. Abstentions are not in order, all delegates and observers must vote.

33. Motion to Set the Speaker’s Time

- a. Delegates may change the speaker’s time with a motion. The delegate may rise and shortly explain the reasoning and state the proposed speaker's time. Chairs may overrule the motion on their discretion, this is appealable.
- b. If there are multiple motions to set speaking time the proposal with the longest amount of time takes precedence.

34. Motion for a Moderated Caucus

- a. A Moderated Caucus is a short, moderated debate on a specific subtopic pertaining to the current agenda.
- b. When raising this motion, the delegate shall briefly state the **topic** of the Moderated Caucus, propose a **total time** of the caucus and an **individual speaking time** per delegate. The maximum duration of a moderated caucus is **fifteen (15) minutes**, excluding possible extensions, though may be limited by the appealable discretion of the chairs. Individuals speaker’s time may similarly be limited at the appealable discretion of the chairs.

- c. If multiple motions for a Moderated Caucus are on the floor at the same time, they shall be voted upon beginning with the longest proposed total time as it is the most disruptive. For the motions with the same duration of total time, the precedence applies to the motion with the shortest individual Speakers' time.
- d. The Moderated Caucus interrupts the General Speakers List. No speakers' list shall be established. Delegates may indicate their desire to speak by raising their placards, given that there is no other delegate exercising her right to speak. The Chairpersons shall designate the speakers taking into consideration equity and good functioning of the Committee. Chairs can **select a maximum of 4 speakers at a time**, while less speakers may be beneficial to establish a more fluid debate. If no Delegate signals their desire to speak within a reasonable timeframe, the Moderated Caucus may be terminated directly by the chair and the committee shall return to the General Speakers List. If not enough time for a whole speech remains, the caucus elapses as well, though chairs may offer the remaining time to a delegate if they so wish. *The total time always overrules the individual time.*
- e. The delegates shall speak **only** on the proposed topic. Chairs have the appealable right to interrupt and, after a first warning, cut speeches short if they are deemed off topic.
- f. The **delegate proposing** the motion has the right to either **speak first or last**. If they select last, the chairs must ensure that the full amount of time necessary for the final speech is available.
- g. There is **no yielding** of time in moderated caucuses.

35. Motion for an Unmoderated Caucus

- a. In an unmoderated caucus, formal debate is interrupted and delegates may use the time to speak freely with each other, find allies, develop ideas, formulate working papers, draft resolutions and amendments.
- b. When raising this motion, the delegate may **only** propose the **total time** of the caucus. The maximum duration of an unmoderated caucus is **thirty (30) minutes**, excluding possible extensions, though may be limited by the appealable discretion of the chairs.
- c. If multiple motions for an Unmoderated Caucus are on the floor at the same time, they shall be voted upon beginning with the longest proposed total time as it is the most disruptive.
- d. Delegates are free to move around the room and speak in an unmoderated caucus. It is used for informal debates and negotiations. The language of discussion must continue to be English. Committee is still in session, press may report on activity on unmoderated caucus unless directed otherwise. **This is not break time**; conduct shall stay diplomatic and orderly.

36. Motion for a Consultation of the Whole

- a. A consultation of the whole is a **self moderated caucus** where delegates can call on each other without involvement of the chairs.
- b. When raising this motion, the delegate shall briefly state the **topic** of it and propose a **total time** of the caucus. The maximum duration of a consultation of the whole is **fifteen (15)**

minutes, excluding possible extensions, though may be limited by the appealable discretion of the chairs.

- c. If multiple motions for a Consultation of the Whole are on the floor at the same time, they shall be voted upon beginning with the longest proposed total time.
- d. The Consultation of the Whole interrupts the General Speakers List. No speakers' list shall be established. The delegate that proposed the motion is the first speaker and may, after concluding their speech, yield to any other delegate in the room. Delegates may indicate their wish to speak by raising their placards, however the current speaker is not bound to these when selecting their yield. The next speaker may then speak for however long they wish, before yielding to the next speaker.
- e. Chairs are not involved in the yielding or selection of speakers. However, chairs may step in if a delegate uses an unreasonable amount of time for their speech and shall remind the current delegate to round up their speech at least once. Should the delegate not react to this reminder, it shall be in the chairs' power to recognise the next speaker.
- f. Chairs may also step in if debate moves off topic or diplomatic conduct is not upheld. After yielding warnings, they may also take the floor and recognise the next speaker.
- g. This is considered **part of formal debate**, therefore conduct of delegates should remain similar to the general speakers' list or a moderated caucus. If no delegate signals their desire to speak within a reasonable timeframe, the Consultation of the Whole may be terminated directly by the chair and the committee shall return to the General Speakers' List.

37. Motion for a Tour de Table

- a. A tour de table is a caucus where every delegate present gets to speak on a matter in alphabetical order.
- b. When raising this motion, the delegate shall briefly state the **topic** of it and propose the individual speaker's time. It may not exceed **ninety (90) seconds**.
- c. Chairs may move to a tour de table on their own discretion to motivate debate. This requires no seconds or vote, but is open to appeal by the delegates.
- d. If multiple motions for a tour de table are on the floor at the same time, they shall be voted upon beginning with the longest proposed speaker's time as it is the most disruptive.
- e. The Tour de Table interrupts the General Speakers List. Each delegate gets the right to speak **immediately** following the conclusion of the speech by the previous speaker. Chairs should only interrupt to call on the next speaker if a delegate exceeds their speaking time or there is confusion on the next speaker.

38. Motion for an Extension of the Previous Caucus

- a. A Moderated/Unmoderated Caucus or Consultation of the Whole may be extended only **once**.
- b. The motion to extend the caucus can only be brought forward **immediately** after the caucus has lapsed. However, delegates may raise this motion even without the floor being open for motions to allow for extensions, though may be overruled by chairs' discretion.

- c. The extensions shall not be longer than **half** of the original duration of the caucus.

39. Motion to Exclude the Press

- a. If the committee deems it necessary to discuss a topic in private, a delegate may propose to exclude the press temporarily.
- b. This motion has a maximum duration of **twenty (20) minutes** and may be raised in combination with other motions (e.g. [un]moderated caucus) to be voted on if the other motion is successful. It requires a qualified majority (two thirds) to pass.
- c. This motion is not extendable and cannot be raised again for at least the next twenty (20) minutes. It should be used sparingly.
- d. Press **cannot** be excluded from viewing **substantive** votes and must be let back even during excluded time. Press may report on the use and voting behavior of this motion. Incorrect usage of this motion should be reported to the secretariat.

40. Motion to Invite a Representative

- a. Delegates may move to invite a representative to speak before the committee. The motion shall include the representative that is requested and (optionally) a topic for the issue that should be addressed.
- b. This motion has to be submitted via prior notice to the chairs. The chairs shall then notify the secretariat and after the confirmation of the secretariat, the motion may be entertained. This motion does not require a vote to be held, as it is under the unappealable discretion of the chairs to grant or overrule the motion.

41. Motion for Suspension or Adjournment of the Meeting

- a. The Motion for Suspension suspends the meeting until the time specified in the motion. If no timeframe was addressed in the motion, the chairs shall use their discretion to set the time to reconvene the house.
- b. The Motion for Adjournment ends the meeting and all committee functions at the end of the conference. The Motion requires a qualified majority (two thirds) to pass.
- c. These motions may be overruled by the chairs, provided it is not close enough in time to the end of the committee meeting as set out in the conference schedule. Such a decision is unappealable.
- d. Objections to these motions may be overruled by the Chair and are unappealable.

42. Motion to Close the Debate

- a. The Motion to close the Debate ends discussion on the agenda. This motion requires a **qualified** majority (two thirds) to pass.
- b. The motion is debatable to the extent of maximum two speakers for and maximum two against, 30 seconds each, to be followed by an immediate procedural vote on that motion.

The decision of entertaining speakers on the motion is up to the appealable discretion of the chairs.

- c. If there are no objections, the motion to close debate will automatically be adopted and the committee will move to the voting procedure on any draft resolution on the floor. This is the normal procedure to vote on a resolution.
- d. Should a motion to close the debate pass, the committee shall not adopt the previously closed agenda again.

43. Motion for a Minute of Silence or Prayer

- a. In moments of remembrance or grief, a delegate may move to observe one minute of silence dedicated to prayer or meditation.
- b. The motion passes at the appealable discretion of the chairs; there will be no vote.

44. Motion to Appeal the Decision of the Chair

- a. A delegate may appeal any procedural decision of the Chair unless it is stated otherwise as “unappealable” in the Rules of Procedure.
- b. The delegate can only appeal a ruling immediately after it has been pronounced. The delegate will be given time in order to explain the reasoning behind the appeal. The chairs may speak briefly in defense of the ruling.
- c. The vote on the appeal requires a **qualified** (two thirds) majority to pass.
- d. Usage of this motion shall be reported to the secretariat.

45. Motion to Reconsider the Question

- a. If the committee has voted against a draft resolution, a delegate can raise a motion for the reconsideration of the vote, for the committee to vote on the substantive document for a second time.
- b. This motion requires a simple majority to pass and can be given only once per draft resolution.

46. Motion to Introduce a Document

- a. Working papers, draft resolutions, amendments and press releases are introduced by a motion, which are detailed in the next section.

Rules Governing Documents

47. Working Papers

- a. Delegates may propose working papers for committee consideration. Working papers are intended to aid the committee in its discussion and formulation of draft resolutions and have no format requirements.
- b. Working papers are introduced with a motion. **This motion only requires a second, objections are not in order and there is no vote.** There will be no reading time for working papers after introduction.
- c. Working papers **cannot** be referred to within debate prior to introduction. Working papers can be changed and worked on further after introduction.

48. Draft Resolutions

- a. A draft resolution is the main formal document of the committee, which outlines solutions to address the current agenda issue.
- b. A draft resolutions has many formal requirements, such as but not limited to,
 - i. being grammatically one long sentence,
 - ii. having preambulatory clauses as introductory statements, which provide background, context, and considerations related to the issue being addressed and are written in the past tense, ending in a comma,
 - iii. having operative clauses, which lay out specific, actionable provisions that propose the course of action or solutions to address the issues and are written in the present tense, ending with a semicolon.
- c. The words leading into preambulatory and operative clauses are listed in Annex II & III. The list is not exhaustive, but should be used as a guide for style and format.
- d. Resolutions must adhere to the **mandate of a committee**, meaning the specific authority, scope, and responsibilities assigned to it.
- e. All major ideas of the operative clauses of a resolution **must be discussed within formal debate**. It is up to the chairs' unappealable discretion what constitutes a major idea and how strictly they wish to enforce this rule.
- f. The chairs are responsible for communicating the exact formal and content requirements, reviewing resolutions and approving them prior to introduction. Disapproval is unappealable. Challenging the approval of a document is in order though if requirements are not met, in which case the secretariat must be notified.

49. Sponsors & Signatories

- a. Sponsors are member nations recognised as the writers and the supporters of the draft resolution. Signatories are representatives wishing to discuss the draft resolution, they are not bound by any further obligations.

- b. A draft resolution has to include **two (2) to three (3) sponsors** to be introduced.
- c. A draft resolution must have at least twenty percent (20%) of the committee members as signatories, with no upper limits.

50. Introduction of a Draft Resolution

- a. A draft resolution shall be submitted to the chairs, who will review the resolution. Without the approval announcement of the committee board on the submitted draft resolution, a motion for the introduction of the draft resolution shall not be in order. A sufficient list of sponsors and signatories is needed to gain approval. Chairs may call on their Academic Directors for assistance in reviewing draft resolutions.
- b. After approval, one of the sponsors may motion for the introduction. Before asking for seconds and objections, the motioning sponsor may read out the operative clauses. After the reading, **a simple majority is required to introduce**.
- c. No delegate may refer to a draft resolution until it is formally introduced. **The resolution may be debated in speeches and caucus**. No closure of debate or new speaker's list is necessary. Multiple resolutions may be on the floor at the same time.
- d. A resolution may always be withdrawn and requires solely the approval of all the sponsors.

51. Panel of Authors

- a. A panel of authors is the possibility for the sponsors to address the main ideas of the resolution and answer questions on it.
- b. After introduction of a draft resolution, one of the sponsors may motion for a panel of authors, stating the overall time and the length of speeches. The overall time must **not exceed twenty (20) minutes** and can be limited further by the chairs.
- c. First, each sponsor may deliver a **speech** on the resolution. After this, the sponsors will have the remaining time to answer **points of information** of the other delegates, which will be moderated by the chairs.

52. Amendments

- a. An amendment is a proposed change to a draft resolution and can either add, replace or remove parts of a draft resolution. There are two categories:
 - i. A **friendly amendment** is a proposed amendment that none of the sponsors of the draft resolution object to. This can be shown by either having all the original sponsors as sponsors and signatories of the amendment, or by having the chairs ask all the sponsors for their approval. A friendly amendment doesn't require a vote to be adopted and is automatically passed after a motion to introduce has been submitted.
 - ii. An **unfriendly amendment** is a proposed amendment that does not have support by all the sponsors of the draft resolution. It requires at least one sponsor and at least ten percent (10%) of the committee as signatories. It requires a procedural vote to be introduced and a substantive vote to pass.

- b. The chairs review amendments, similar to resolutions, and **must give approval**.
- c. The amendment must be introduced by a motion after approval, in which the list of sponsors and signatories and the corresponding draft resolution is listed. The amendment is to be read out by either a sponsor or the chairs. Friendly amendments are immediately accepted, while unfriendly amendments require a procedural vote after the reading to be introduced.
- d. If an **unfriendly amendment is introduced, a new Speakers' List is established** for the amendment. The number of speeches may be limited by the chairs, usually to 4 speakers or less. After either elapsing the Speakers' List or closing the debate on the amendment, the committee will move to a substantive vote. A simple majority is needed for the amendment to be added to the main body of the resolution.
- e. **An amendment to an amendment is not in order and preambulatory clauses shall not be amended.** Furthermore, failed amendments may not be re-introduced. Previously amended clauses may be amended further.

53. Press release

- a. A press release is a statement by the committee directed to the public which the press is allowed to publish. It has no strict format.
- b. Press releases may be useful to correct false or biased news reporting, responding to claims in the media, or as a substitute to a resolution if no agreement is possible.
- c. A press release may be introduced via a motion. All delegates shall be provided the opportunity to read the press release. Immediately following, the committee will vote on its release. It requires a simple majority to pass.

Rules governing Voting

54. Procedural Voting

- a. Voting on any matter, other than draft resolutions, unfriendly amendments and press releases, is considered procedural or non-substantive. **Every member of the committee, including observers, must vote** on all procedural motions; **no abstentions will be allowed.**
- b. A simple majority shall be considered achieved when there are more “Yes” votes than “No” votes. A qualified majority vote (two thirds) will require at least twice as many in favor as against. Voting shall take place by a show of placards or via MUNcommand, if chairs allow.

55. Substantive Voting

- a. Substantive voting includes voting on draft resolutions, unfriendly amendments and press releases. Once the committee closes debate or the speakers’ list runs out, it will move into voting procedures on any documents on the floor.
- b. In substantive voting procedures, the chambers are sealed and no interruptions will be allowed. Delegates may not leave the room unless absolutely necessary. Only motions on voting procedure or points are in order. Press is explicitly allowed to view and report on the vote, but not take any influence on it.
- c. For substantive voting, each member will have one vote. Each vote may be a “Yes,” “No,” or “Abstain.” Abstaining members are not considered to be voting. All matters will be voted by a show of placards or via MUNcommand, unless a motion for a roll call vote is accepted.
- d. Several resolutions on the same subject may be adopted **as long as they do not contradict each other in substance.** If chairs deem multiple resolutions contradictory by addressing the same issues, the passing of one of these resolutions results in the immediate failure of any remaining conflicting resolution. This decision may only be appealed to the secretariat who have final say on this matter.

56. Motion to Reorder Draft Resolutions

- a. By default, the order in which resolutions are voted upon is the order of introduction. A delegate may motion to change the order, this requires a procedural vote.
- b. This is especially relevant if two resolutions are deemed contradictory, as the first to pass fails any remaining resolution.
- c. Once the order has been changed, it cannot be amended again.

57. Vote by Acclamation

- a. Before the beginning of the vote, the chair has the right to ask or a delegate may raise a motion to vote by acclamation. It requires a second and fails with an objection.
- b. If the committee members have no objections, then the matter automatically be passed without the committee going into voting procedure. A single objection will mean that the committee will go into normal voting procedure.

58. Motion to Divide the House

- a. This motion prohibits members from abstaining on a substantive matter. This motion can be raised either before a substantive vote or immediately after so that the vote is retaken.
- b. It requires seconds and objections and a simple majority in the procedural vote.

59. Motion for a Qualified Majority Vote

- a. This motion changes the requirements from simple (50%+1) majority to a qualified majority (two thirds) on a substantive matter. This motion can be raised either before a substantive vote or immediately after so that the vote is retaken.
- b. It requires seconds and objections and a simple majority in the procedural vote.

60. Motion to Divide the Question

- a. Dividing the question means that certain operative clauses of the Draft Resolution will be voted on separately. Pre-ambulatory clauses may not be separated.
- b. In the motion, the delegate must explain the division in detail, with some examples being: voting on a certain clause and the rest of the document separately, voting on each clause separately, etc. If there are multiple divisions of the question on the floor, the motion with the most divisions is the most disruptive and therefore takes precedence.
- c. If this motion passes its procedural vote; a substantive vote will be taken on each divided part. If any part of the resolution passes, all passed parts and the preambulatory clause are regarded as the past resolution. **If no part passes, the entire resolution will have failed.**
- d. If one motion to divide the question passes, all the other motions to divide the question on the floor **will automatically fail.**

61. Motion for a Roll Call Vote

- a. In a roll call vote, the Chair will call members to cast their votes in English alphabetical order. **This is only possible on substantive matters.**
- b. The motion is subject to a procedural vote that requires a simple majority.
- c. In a Roll Call Vote, delegates may vote **in favor, against, abstain** (given they are not “Present and Voting” and no motion to divide the house has been passed), **pass, and in favor or against “with rights”**. **Abstaining with rights and abstaining after passing are not in order.**
- d. If the Delegate passes on the vote, the delegation will, irrespective of the English alphabetical order, be placed to the end of the Roll Call. Delegates who passed the vote once may not pass the vote again and **may not abstain.**
- e. If a Delegate votes with rights, they shall be granted thirty (30) seconds to explain the vote, once all the votes have been cast and the chairs have announced the result of the vote. This can be a way to explain a surprising vote.

Annex I: Precedence of Points and Motions

Motions will be considered in the following order of precedence, from most distributive to least disruptive, with the most major motions being marked in bold:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Motion to Appeal the Decision of the Chair
5. Motion to Reconsider the Question
- 6. Motion to Close the Debate**
7. Motion for the Adjournment of the Meeting
8. Motion for the Suspending the Meeting
- 9. Motion to Introduce a Draft Resolution**
- 10. Motion to Introduce an Amendment**
- 11. Motion to Introduce a Working Paper**
12. Motion to Introduce a Press Release
13. Motion to Change the Speaker's Time
14. Motion for an Extension of the Previous Caucus
15. Motion to Invite a Representative
- 16. Motion for an Unmoderated Caucus**
- 17. Motion for a Consultation of the Whole**
- 18. Motion for a Moderated Caucus**
- 19. Motion for a Tour de Table**
20. Motion to Exclude the Press
21. Motion for a Minute of Silence or Prayer

At the start of substantive voting procedure, only the following points and motions are in order, in the following order of precedence:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Motion to Reorder Draft Resolutions
5. Motion to Divide the Question
6. Motion for a Vote by Acclamation
7. Motion for a Qualified Majority Vote
8. Motion to Divide the House
9. Motion for a Roll Call Vote

Annex II: Words for Preambulatory Clauses

Affirming	Further recalling
Alarmed by	Guided by
Aware of	Having adopted
Bearing in mind	Having considered
Believing	Having considered further
Confident	Having devoted attention
Contemplating	Having examined
Convinced	Having heard
Declaring	Having received
Deeply concerned	Having studied
Deeply conscious	Keeping in mind
Deeply convinced	Noting further
Deeply disturbed	Noting with deep concern
Deeply regretting	Noting with regret
Desiring	Noting with satisfaction
Emphasizing	Observing
Expecting	Realizing
Fulfilling	Recalling
Fully alarmed	Recognizing
Fully aware	Referring
Fully believing	Seeking
Further deploring	Taking note
	Welcoming

Annex III: Words for Operative Clauses

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

Annex IV: World Bank (WB)

Rule 1: Authority

In the World Bank committee at CBSMUN, delegates simulate the Board of Directors, representing both the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA). Rather than countries, delegates represent Executive Directors who serve both as Bank officials and as representatives of the country or countries that appointed or elected them. Their role is to serve the interests of their country group, not their individual opinions.

Rule 2: Voting Power

The World Bank operates on the principle of voting power. The voting power of each Member country is based on the number of shares it holds. Therefore, each executive director has the voting power of the member nations that appointed or elected them. This voting power deviates for each agency. The exact amount of votes each delegate will receive will be communicated by the chairs and can be found online for the [IBRD](#) and [IDA](#) respectively.

Rule 3: Quorum

A quorum shall be a majority of the Executive Directors, exercising not less than **half the total voting power** of both boards. The secretariat may overrule this quorum and start a debate.

Rule 4: Resolutions

World Bank Board resolutions can address one institution or multiple, therefore both **separate and joint resolutions for the IBRD and IDA are possible**. They do not have preambulatory clauses and unlike standard MUN operative clauses, World Bank operative clauses are structured in a clear, numbered format, outlining specific actions or decisions, often beginning with formal language like "Resolved that," and detailing approvals, authorizations, or directives for implementation, written in full sentences. Titles and headings may be utilized. An example can be found [here](#). The chairs will provide further guidance and examples of resolutions in committee.

Rule 5: Voting Procedure

Procedural votes in the World Bank committee allow **one vote** per Executive Director present, with no abstentions or special voting power. For **substantive votes, voting power applies**. **General** resolutions – such as loan approvals or policy adoptions – require a **50% majority** based on voting power, with abstentions permitted. **Special** resolutions – addressing institutional governance like capital increases or Articles of Agreement amendments – require an **85% majority** based on voting power, also allowing abstentions. All substantive votes are conducted by **Roll Call**. Each resolution must pass in a vote for every institution of the World Bank it addresses (i.e. in two separate votes for the IBRD and IDA if it affects both), with classification as general or special determined unappealably by the chairs and secretariat.

ANNEX V: United Nations Security Council (UNSC)

The UNSC will have an entirely **separate rule book**. However, for simplicity sake, this annex lists the key differences to standard Rules of Procedure. The UNSC Rule Book supersedes this document fully and entirely.

1. Presidency

- a. The UNSC presidency is held by a Council member, with the presidents representing their country while chairing sessions. They must chair impartially, without bias in speaker or motion selection despite representing national interest in debate.
- b. To clarify roles, the presidency declares a presiding chairperson (who does not speak or vote for their country) and a country representative (who does not chair). Both remain presidents and roles may switch as needed, with changes clearly communicated to delegates.
- c. Presidents should limit involvement in discussions and drafting but must balance national interests. The country representative must vote or abstain where permitted.

2. Permanent Member

- a. The five Permanent Members of the Security Council are China, France, Russia, the United Kingdom, and the United States.
- b. These five members hold veto power, with a vote against failing any substantive vote.

3. Voting Procedures

- a. For procedural voting, all members and observers must vote, and abstentions or vetoes are not allowed. A motion requires **9 votes in favor to pass, or 60% of present members** if the number deviates from 15.
- b. For substantive voting, only members and no observers may vote, with **9 votes in favor or 60% of present members** required to pass (if there are absences). Abstentions do not lower this threshold; 60% of all present members must be in favor. Any vote against by a permanent member constitutes a veto; the vote fails. Abstentions are not considered vetoes.

4. Types of Session

- a. In UNSC, each session shall either be an **Order Session** or a **Notice Session**.
- b. In an **Order Session**, the presidents present a proposed, fixed agenda for the session, called an *Order Book*. day. The topics of discussions and the number and length of Unmoderated or Moderated Caucuses are all defined and decided in the book. No other caucuses shall be motionable during an order session.
- c. However, the orders of the day do not issue a fully bounding schedule since it is under the discretion of the Council to suspend the Orders of the Day with a motion to open the floor for a more urgent matter.

- a. In a **Notice Session**, the proceedings of the Council are shaped upon the motions that are given by the members.
- d. The chairs announce if it shall be an Order Session or a Notice Session. They may do that for multiple sessions. If announcing an Order Session, the chairs read the proposed Order Book.

5. Setting of the Agenda

- a. For an Order Session, after reading the Order Book, the presidents ask for objections to it. If none are raised or a procedural vote passes, the Order Book becomes the session's agenda.
- b. If there's an objection or a failed vote, the presidency may amend the Order Book and restart the process, allowing the objecting delegate 60 seconds to explain. If no Order Book is adopted, the session defaults to the current topic of debate, transitioning into a Notice Session.
- c. For a Notice Session, the agenda is automatically set as the current topic of debate.

6. Special Rules regarding Motions

- a. Submissions of motions should be **non-verbal** (i.e. note paper or electronically) unless otherwise allowed by the President or if the motion is time-sensitive. They can be submitted at any time but will only be processed when the presidency opens the floor to motions.
- b. The President has appealable authority to decide which motions go to a vote, remaining fully impartial. If a motion is rejected, a reason must be provided. The President should avoid submitting motions themselves.
- c. Motions require no second but are subject to objections. If none are raised, the motion is automatically adopted. The President determines the order of voting, prioritizing disruptive motions first. After a motion on discussion format passes, no other motions can be voted on.
- d. Motions can be withdrawn before voting by informing the President. Voting is procedural, and abstentions are not allowed.
- e. During Order Sessions, motions for caucuses are not accepted, but extensions, suspensions, appeals, and closures are in order. During Notice sessions or after suspension of the Order Book, the floor must remain open until a motion passes.

7. Motion to Suspend or Resume the Order Book

- a. A motion to suspend the Order Book halts the current agenda to address a more pressing issue. The presidency may propose or reject this motion, which is subject to objections and potential procedural voting. If passed, the session becomes a Notice Session until the Order Book is resumed.
- b. To return to the original agenda, delegates or the presidency may submit a motion to resume the Order Book, restoring the structure of an Order Session.

8. Debating Format & Style

- a. In this UNSC format, there shall **not** be a general speaker's list. Rather, all debate shall take place in topical caucuses. Therefore, there shall be **no yielding** in UNSC.
- b. Furthermore, there shall not be official opening speeches. Rather, the presidents shall set a general topic as the first order of the first session and call on all delegates wishing to speak, ideally in alphabetical order. No delegate is forced to speak but it is heavily encouraged.
- c. In the UNSC, the norm is to deliver statements while seated, but delegates should remain attentive and courteous during others' remarks. All remarks and statements during formal sessions should be directed to the Presidents of the Council.

9. Special Rules regarding Moderated Caucuses

- a. If the Caucus is based on the Order Book, the presidency has the right to **select** speaking **first or last** and announce this decision publicly. If not, then the delegate proposing the caucus shall have the right to speak first or last. The position not chosen is then offered to the presidency. The presidency may take the floor again during the caucus; this is highly unusual and should be limited.
- b. By convention, presidents usually **only** ask for speakers after their starting remarks or to start, depending on if they elect to begin with their national statement or not. For all further adding of speakers, **non-verbal communication** via notepaper, software or signaling shall be used. Only in exceptional cases will the presidency ask for speakers.

10. Informal Consultation of the Whole

- a. Informal Consultations of the Whole are private Security Council meetings for fluid debate.
- b. The presidency controls the session, recognizing one speaker at a time without a set list. There's no fixed speaking time, but the presidency can intervene if a delegate speaks too long and may revoke the floor if warnings are ignored.
- c. While informal, delegates must remain diplomatic. This format encourages direct interaction and consensus-building, with the presidency ensuring productive debate.

11. Caucus of the Permanent Members

- a. This caucus allows the permanent members to discuss in private to avoid the possibility of a veto. This should be used **sparingly** and may be limited or denied by the presidency.
- b. During this caucus, the delegates of the permanent members shall leave the room **with** a representative of the presidency. The remaining non-permanent members and observers remain in the room and are considered in an **unmoderated** caucus.
- c. All permanent members must support this caucus by signing off on this caucus when motioned. The permanent member caucus itself is **self moderated**.