

Rule 1: Provisional agenda

The organizing committee or secretariat of the simulation shall draw up the provisional agenda for the session and submit it with related documentation. Such communication and transmission should take place well in advance, before the simulation begins.

Rule 2: Bureau- in other THIMUN Qatar forums these are commonly known as the Student Officer Team

Before the beginning of the simulation, the organizing committee or secretariat will choose members of the Bureau that will be in charge of the conduct of business and the application of these rules. The Bureau will be composed of a Chair (or President), a Vice-Chair (or Vice-President) and a Rapporteur. The Chair (or President) is responsible for the procedural functions of the simulation and for ensuring that these functions are carried out in an efficient and smooth manner. The Vice-Chairs (or Vice-Presidents) assist in this regard. They share the responsibilities of a Rapporteur, as they maintain the list of speakers and the order of draft resolutions and amendments, verify vote counts, take the roll-call and perform and keep track of other administrative duties as required.

Rule 3: Adoption of the agenda

At the beginning of the simulation, the agenda for the session must be adopted, on the basis of the provisional agenda referred to in rule 1. During the session, the agenda may be revised by adding, deleting, deferring or amending items. Only important and urgent items shall be added to the agenda during the session. This will be highly discouraged.

Rule 4: Representation of States Each

State shall be represented by a delegation that consists of not more than two delegates who will speak and/or act on behalf of their country, reflecting their foreign policy. Members of the Bureau will not act as delegates of any State. In the case of the Conference, States signatories of a Convention that are not yet parties (in the case of the United Nations Convention against Transnational Organized Crime) or States parties (in the case of the United Nations Convention against Corruption), can participate in the Conference with the right to vote and take part in the adoption of resolutions. They can also draft or sponsor them as Non-Governmental Organisations (NGOs).

Rule 5: Other participants

Representatives of organs or specialized agencies of the United Nations, other intergovernmental organizations and non-governmental organizations holding consultative status with the Economic and Social Council can participate in the simulation as delegates, with the right to vote and take part in the adoption of resolutions. They can also draft or sponsor them. Every country and organisation is a double delegation.

Rule 6: Role of the Secretary-General and the Secretariat

The Secretary-General of the simulation shall act in this capacity in all meetings. She or he may designate a member of the Secretariat to act as his or her representative, will lead the conference staff and will be responsible for all the arrangements that may be necessary for the meetings. The Secretary-General may make written or oral statements concerning any question and may call the attention of the delegates and meet privately with the Bureau to revise the proper application of these rules and/or to review the course of the debate. The Secretariat will distribute, publish and circulate as appropriate - preferably using electronic tools - every document required. It may perform other duties that may be required before and during the meetings.

Rule 7: Public meetings

Unless it is decided otherwise and except in the case of consultations, the meetings of the simulation shall be held in public, which means anyone is able to observe the proceedings, depending on the seating capacity of the location or room where such meetings take place.

Rule 8: Quorum

Quorum shall be defined as the presence of two thirds majority of the committee room for the purposes of CCPCJ at THIMUN. Quorum is needed to start committee sessions and voting procedures.

Rule 9: General powers of the Chair (or President)

The Chair (or President) shall declare the opening and closing of each meeting, direct the discussions, ensure observance of these rules, grant the right to speak, put questions to the vote and announce decisions. The Chair (or President), subject to these rules, shall have complete control over the proceedings and over the maintenance of order at the meetings. She or he shall rule on points of order. She or he may propose the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times the delegate of each State may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.

- *This is not an exhaustive list of powers since others might be applicable given the nature of the meetings, at the discretion of the Secretariat.*

Rule 10: Points of order

During the discussion of any matter, a delegate may at any time raise a point of order to indicate an improper procedure or the incorrect application of these rules. It cannot be used for factual errors or for any other purpose. This point shall be decided immediately by the Chair (or President) in accordance with these rules. A delegate may appeal against the ruling of the Chair (or President). A delegate may not, in raising a point of order, speak on the substance of the matter under discussion.

- *For instance, a point of order could be raised if a delegate is speaking about an issue or topic not currently under discussion. As one of the main differences vis-a-vis traditional Model United Nations conferences, in the actual meetings of the United Nations there are no “points of personal privilege” or “points of parliamentary inquiry”.*
- *Point of personal privilege is a known standard to dealing with audibility issues.*

Rule 11: Speeches

No one may address the Congress, Commission or Conference without having previously obtained the permission of the Chair (or President).

Purpose of the speeches: The debate shall be confined to the issue or question before the Congress, Commission or Conference, and the Chair (or President) must call a speaker to order if the remarks are not relevant to the subject under discussion.

Delivering the speeches: Speeches must be made standing. Speeches cannot reflect personal or private ideas, views or opinions but need to be in line with the position of the State in question.

Speaking time: The time allocated to speakers (and the number of times a delegate of each State may speak on any question) may be limited. Interventions on procedural questions shall not exceed 30 seconds. When debate is limited and a speaker exceeds the allotted time, the Chair (or President) shall call the delegate to order without delay.

- *Usually there is a default speaking time but this is at the discretion of the organizing committee or secretariat, depending on the nature, length and complexity of the simulation.*

Rule 12: Right of reply

The right of reply shall be accorded by the Chair (or President) to the delegate of any State who requests it either in writing or with his or her country name plate, when his or her personal or national integrity has been affected or was insulted by another delegate. Delegates should attempt, in exercising this right, to be as brief as possible and preferably to deliver their statements at the end of the meeting at which this right is requested.

- *Usually the use of this right of reply is restricted to very serious offences or inappropriate comments made by a delegate regarding another one or his or her country or political leadership of it.*
- *The right to reply is generally discouraged.*

Rule 13: Motions

Motions are specific actions requested by delegates to direct the debate in a certain direction or, more broadly, for the Congress, Commission or Conference to do something. The motions shall have precedence in the following order: (a) to suspend debate on the item under discussion and (b) to close the debate on the item under discussion.

Suspension of the debate During the discussion of an agenda item, a delegate may at any time request the suspension of the debate to proceed to consultations as per rule 14. The request shall include the purpose for and the length of the suspension. The request is not debatable and must be put immediately for consideration to the delegates.

- *This can be brought up by delegates if they feel that multiple clauses have been heavily disputed and it would be best if they are edited in Consultations 2 before moving forward with the debate.*
- *If allowed by the Chairperson, each such suspension shall be no longer than 10 minutes in length.*

Closure of the debate The closure of debate on the item under discussion means that no further deliberation can be made on this item at any time. A delegate may at any time request this closure, whether or not another delegate has signalled her or his wish to speak. The request is not debatable and must be put immediately to the delegates for consideration.

- *In this case, it is understood that the debate on the item has been exhausted and cannot be resumed.*
- *Similar to a "Motion to move to previous question"*
- *This is decided upon discretion of the Chairperson.*

Rule 14: Consultations

Throughout the committee sessions, there will be 2 consultations, "Consultations 1" and "Consultations 2". The primary focus of Consultations 1 is the drafting of resolution, with the discouragement of the use of pre-drafted resolutions, while Consultation 2 would be to reach a consensus amidst all parties on disputed clauses.

If the debate has been suspended as per rule 13.1, Consultations 2 among States can take place. During all consultations, the application of these rules of procedure shall be suspended but proper decorum must be present.

Decorum implies the use of diplomatic language, an adequate tone and respect among delegates, however non-parliamentary language is permitted (see Rule 19). If such decorum is missing, the Chair (or President) may call the delegates to order. Consultations must be held in private as per rule 6 and can be either informal or formal, the latter being reserved mostly for line-by-line review (debate) only.

- One of the purposes of consultations could be the drafting of a resolution or a substantive discussion that cannot take place during the formal debate. Whenever possible during the simulation, these consultations should take place first and foremost within regional, political and collaborative blocs or groups of countries that already exist in the United Nations (such as the G77 and China). Following common practice and to ensure proper negotiation, consultations must be held away from public attention, and delegates, if they wish to do so, may appoint among them someone to chair the discussions. Consultations are similar to the concept of unmoderated caucuses, as a brief recess from formal proceedings so that delegates can work together in small groups.

Rule 15: Draft resolutions

Draft resolutions shall normally be submitted in writing to the Chair (or President) and should be the result of the discussions during Consultations 1. Wholesome pre-drafted resolutions are permitted but discouraged. Format Draft resolutions must contain the formal standard structure of these documents, which takes the form of preambulatory and operative clauses.

Sponsorship A draft resolution must be sponsored by 1 - 3 States and may be co-sponsored by 5 - 15 States. Proposed clauses may be withdrawn by its sponsor(s) at any time before action on such proposal has commenced or if consensus can not be reached following deliberations in Consultations 2.

Circulation Proposals will be circulated among members of the Congress, Commission or Conference in the form of printed copies or using other methods as appropriate. After submission and circulation, proposals will be put to discussion and consideration.

Consideration If two or more draft resolutions relate to the same question, they shall be considered or voted on in the order in which they were submitted. However, the Bureau will encourage delegates to present only one draft resolution. The Congress, Commission or Conference may, after the consideration of a draft resolution, decide whether to consider or vote on the next proposal.

Rule 16: Amendments

An amendment is a proposal that does no more than add to, change, delete from or revise part of a draft resolution. When two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original draft resolution shall be considered or voted on first and so on, until all the amendments have been considered or voted on. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to consideration or voted on. If one or more amendments are adopted, the amended draft resolution shall then be considered or voted on.

- *The proposed amendments should specify in detail which part of the draft resolution is being modified.*
- *Amendments are encouraged before calling for suspension of debate for Consultations 2.*

Rule 17: Consensus

Consensus should be the first option to adopt a motion or resolution and States shall make every effort to reach consensus when adopting resolutions or decisions. When no State requests a vote, the Congress, Commission or Conference may adopt proposals or motions without a vote, if no objection is heard or seen on the proposals or motions. This is the end goal of consensus.

Line-by-line review An important element of reaching consensus is the process in which draft resolutions are edited in a line-by-line review. The individual chairing consultations will ask for objections and specific changes from the delegates. This implies that when every line or paragraph in the draft resolution is read aloud, delegates are asked if there are any reactions or recommendations to be made. Suggestions are written down and, if needed, later discussed

in the “informal” Consultations 2 as per rule 14. This takes place as many times as required to reach consensus. Most resolutions in the intergovernmental bodies of the United Nations are adopted by consensus. This is a recommendation made by the General Assembly. In the Vienna-based bodies, the process is called the “Vienna consensus”. In the final plenary, the Chair (or President) could use this formula or a variant of it: “I understand/shall take it that the States have agreed to adopt this draft resolution. Are there any objections? Seeing none, it is so decided”. More information on line-by-line review can be found in the drafting section of the Guide to the Model United Nations produced by the United Nations Secretariat.

Rule 18: Voting process

If consensus cannot be reached, a voting process takes place. Each State in the simulation shall have one vote. Procedure Voting will take place by show of hands or country name plates, as instructed by the Chair (or President). After the commencement of voting has been announced, no delegate may interrupt the voting except on a point of order in connection with the actual voting procedure.

Roll-call vote A delegate may request a roll-call, which if granted by the Chair (or President), shall be taken in the alphabetical order of the names of States represented, in the working language of the simulation. If this is the case, the Rapporteur will read aloud the names of each State. When a delegate’s State is named, she or he will respond yes, no or abstain.

Division of proposals Parts of a draft resolution shall be voted on separately if a delegate requests it. The parts that have been approved shall be put to the consideration of States as a whole.

Required majority When voting on procedural questions, decisions shall be made by a simple majority of the delegates present and voting. When voting on substantive questions such as on draft resolutions, decisions shall be made by a simple or qualified majority of the delegates present and voting, as accorded by the organizing committee or secretariat of the simulation.

Explanation of votes If there is a voting procedure, up to two delegations may make brief statements consisting solely of an explanation of their votes after the voting has been completed. In most of the meetings of the United Nations in which there is a voting procedure, except in the case of the Security Council, every State has access to an electronic voting system with coloured buttons (green, red and yellow)

Rule 19: Language

CCPCJ requires the use of diplomatic language, an adequate tone and respect among delegates, however non-parliamentary language (including personal pronouns and less formal language) is permitted during all consultation

Appendix I - Proposed Debate Outline

