

FIMUN DELEGATE HANDBOOK

Application

• APPLICATION

Rule 1

AGENDA

Provisional agenda

These rules of procedure apply to the proceedings of all the committees of the FIMUN Foundation.

Rule 2

All matters are conducted in accordance with these rules and FIMUN's Rules of Parliamentary Order and the former takes precedence over the latter.

II. SESSIONS

Opening date

Rule 3

The committees shall meet every year in session commencing on a date to be determined by the Board of Directors of the FIMUN Foundation.

Closing date

Rule 4

The Board of Directors of the FIMUN Foundation shall fix a closing date for the session.

Place of meeting

Rule 5

The committees shall meet in The Hague or at a location to be determined by the Board of Directors of the FIMUN Foundation.

Notification of session

Rule 6

The Board of Directors of the FIMUN Foundation shall notify the Members of the United Nations, at least ninety days in advance, of the opening of a session.

Rule 7

The provisional agenda for a session shall be drawn up by the Secretary-General² and communicated to the Members of the United Nations at least ninety days before the opening of the session.

Rule 8

The provisional agenda of a regular session shall include:

- The report of the Secretary-General on the work of the Organization;
- Reports from councils and committees (where such reports are called for under agreements entered into);
- All items proposed by the other principal organs of the United Nations;

- All items which the Secretary- General deems it necessary to put before the General Assembly.
Supplementary items

Rule 9

Any Member of the United Nations or the Secretary-General may, at least thirty days before the date fixed for the opening of a session, request the inclusion of supplementary items in the agenda. Such items shall be placed on a supplementary list, which shall be communicated³ to Members at least twenty days before the opening of the session. The procedure to be used in dealing with items so proposed is to be adopted by the Board of Directors of the FIMUN Foundation.

Explanatory memorandum

Rule 10

Any item proposed for inclusion in the agenda shall be accompanied by an explanatory memorandum and, if possible, by basic documents or by a draft resolution.

2- The Secretary-General also determines a provisional priority.

3- i.e. electronically through the website of the FIMUN Foundation.

Priority of items under Rule 8, (a) and (b)

Rule 11

All items on the agenda included under Rule 8 Paragraphs (a) and (b) shall be given priority by the Secretary-General.

Modification of the allocation of expenses

Rule 12

No proposal for a modification of the allocation of expenses for the time being in force shall be placed on the agenda⁴.

- DELEGATIONS

Composition

Rule 13

The delegation of a Member shall consist of not more than six representatives⁵.

- CREDENTIALS

Submission of credentials

Rule 14

The credentials of representatives and the names of members of a delegation shall be submitted to the FIMUN Foundation before a date to be determined by the Foundation. The credentials shall be issued by the participating school through the director of that school's delegation. The Foundation shall examine the credentials and take measures if it deems it necessary.

- PRESIDENT

Appointment

Rule 15 [79]

Before the opening of each session of the FIMUN, the Board of Directors of the FIMUN Foundation shall appoint a

President, who shall hold office until the close of the session for which he is appointed.

Acting President

Rule 16 [80]

If the President finds it necessary to be absent during a meeting or any part thereof, he shall designate one of the Chairmen of the committees to take his place.

Rule 17 [80]

A Chairman acting as President shall have the same powers and duties as the President.

Replacement of the President

Rule 18 [80]

If the President is unable to perform his functions, a new President shall be appointed by the Board of Directors of the FIMUN Foundation for the unexpired term.

General powers of the President

Rule 19 [81]

In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall, subject to the most recent programme of events, declare the opening and closing of each plenary meeting of the session, the adjournment of the meeting, direct the discussions in plenary meeting, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The President may, in the course of the discussion of an item, decide the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak or the closure of the debate. He may also propose the suspension of the meeting or the adjournment of the debate on the item under discussion.

Rule 20 [82]

The President, in the exercise of his functions, remains under the authority of the Board of Directors of the FIMUN Foundation.

- GENERAL COMMITTEE

⁴ This rule should be used in combination with rule

Duties of the Secretariat

Rule 21

The Secretariat shall receive, print and distribute documents, reports and resolutions of its committees and its organs; prepare, print and circulate the records of the session; have the custody and proper preservation of the documents in the archives of the committees; distribute all documents to the Members of the United Nations.

Regulations concerning the Secretariat

Rule 22

The Board of Directors of the FIMUN Foundation shall establish regulations concerning the staff of the Secretariat.

IX. OFFICE OF THE SECRETARY-GENERAL

Composition

Rule 23

The Office of the Secretary-General shall comprise the Secretary-General, the Deputy

Secretaries-General and the Rapporteurs.

Functions of the Secretary-General

Rule 24

The Secretary-General, in exercise of his/her functions, remains under the authority of the Board of Directors of the FIMUN Foundation.

Rule 25

All decisions of the Secretary-General shall be taken in consultation with the Board of Directors of the FIMUN Foundation.

Duties of the Secretary-General

Rule 26

The Secretary-General shall act in that capacity in all meetings of its committees. He/she may designate a member of the Office of the Secretary-General to act in his place at these meetings.

- PUBLIC AND PRIVATE MEETINGS OF THE COMMITTEES

*General principles
Secretary-General*

Regulations concerning the Office of the

Rule 27

The Board of Directors of the FIMUN Foundation shall establish regulations concerning the staff of the Office of the Secretary-General.

- COMMISSION ON RULES OF PROCEDURE

Rule 28

The Commission on Rules of Procedure shall function in accordance with its Statute, which forms an integral part of these rules.

- LANGUAGES

Official and working language

Rule 29

English shall be both the official and the working language of the committees.

*Language of resolutions and other
documents*

Rule 30

All resolutions and other documents shall be published in the language of the UN

- RECORDS

Records of meetings

Summary records of the meetings of the

Rule 31

committees shall be drawn up by the Office of the Secretary- General and published after approval by the presiding officer.

Resolutions

Rule 32

The meetings of the committees shall be held in public unless the organ concerned decides after approval of the presiding officer that exceptional circumstances require that the meeting be held in private.

Private meetings

Rule 33

All decisions of the committees taken at a private meeting shall be announced at an early public meeting of the Assembly. At the close of each private meeting of the committees, the Chairman may issue a communiqué through the Secretary-General.

- MINUTE OF SILENT PRAYER OR MEDITATION

Invitation to silent prayer or meditation

Rule 34

Immediately after the opening of the first plenary meeting and immediately preceding the closing of the final plenary meeting of each session of the General Assembly, the President shall invite the representatives to observe one minute of silence dedicated to prayer or meditation.

- PLENARY MEETINGS CONDUCT OF BUSINESS

Discussion of reports of committees

Rule 35

Discussion of a report of a committee in a plenary shall take place if at least one third of the members present and voting at the plenary meeting consider such a discussion to be necessary.

Any proposal to this effect shall not be debated but shall be immediately put to the vote.

Quorum

Rule 36 [83]

Adjournment of debate

The President may declare a meeting open and permit the debate to proceed when at least one third of the members of the committee are present. The presence of a majority of the members shall be required for any decision to be taken.

Speeches

Rule 37 [84]

No representative may address the General Assembly without having previously obtained the permission of the President. The President shall call upon speakers in an order determined by the President. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

Precedence

Rule 38 [85]

The Rapporteur of a committee may be accorded precedence for the purpose of explaining the conclusions arrived at by that committee.

Statements by the Office of the Secretary-General

Rule 40 [89]

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favour of, and two against, the motion, after which the motion shall be immediately put to the vote. The President may limit the time to be allowed to speakers under this rule.

Closure of debate

Rule 41 [90]

A representative may at any time move the closure of the debate or the item under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the committee is in favour of the closure, the President shall declare the closure of the debate. The President may limit the time to be allowed to speakers under this rule.

Rule 39 [86]

The Secretary-General, or a member of the Office of the Secretary-General designated by him as his representative, may at any time make either oral or written statements to the committee concerning any question under consideration by it.

Points of order

Rule 42 [87]

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with these rules. A representative may appeal against the ruling of the President to the Commission on Rules and Procedure. The debate will continue and the President's ruling shall stand unless overruled by the Commission. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Time-limit on speeches

Rule 43 [88]

The President may limit the time to be allowed to each speaker and the number of times each representative may speak.

Suspension of the meeting

Rule 44 [91]

During the discussion of any matter, a representative may move the suspension of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The President may limit the time to be allowed to the speaker moving the suspension of the meeting.

Order of procedural motions

Rule 45 [92]

Subject to rule 55, the motions indicated below shall have precedence in the following order over all other proposals or motions before the meeting:

- To suspend the meeting;
- To adjourn the meeting;
- To adjourn the debate on the item under discussion;
- To close the debate on the item under discussion.

Proposals

Rule 46 [93]

Recommendations with respect to the maintenance of international peace and Proposals⁸ shall be submitted according to FIMUN regulations in writing to the forum and shall be distributed to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the committees unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of motions as to procedure, even though such motions have not been circulated.

Decisions on competence

Rule 47 [95]

Any motion calling for a decision on the competence of the committee to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Withdrawal of motions

Rule 48 [96]

A motion may be withdrawn by its proposer at any time before voting on it has commenced. A motion thus withdrawn may be reintroduced by any member.

Reconsideration of proposals

Rule 49 [97]

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the committee, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

VOTING

Voting rights

Rule 50 [98]

Each member of the committee shall have one vote.

Two-thirds majority

Rule 51 [99]

Decisions of the committees on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include:

8 Draft resolutions and draft treaties

security and the suspension of the rights and privileges of membership.

Simple majority

Rule 52 [99]

Decisions of the committees on questions other than those provided for in rule 67, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting. *Meaning of the phrase "members present and voting"*

Rule 53 [100]

For the purposes of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Method of voting

Rule 54 [101]

The committees shall normally vote by show of placards, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the President. The name of each member shall be called in any roll-call, and one of its representatives shall reply "yes", "no" or "abstention".

Conduct during voting

Rule 55 [102]

After the President has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The President may permit members to explain their votes, either before or after the voting. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer of a proposal to explain his vote on his own proposal.

Division of proposals

Rule 56 [103]

A representative may move that parts of a proposal should be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal

which are approved shall then be put to the vote as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

Voting on proposals

Rule 57 [105]

If two or more proposals relate to the same question, the committee shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The committee may, after each vote on a proposal, decide whether to vote on the next proposal.

Equally divided votes

Rule 58 [106]

If a vote is equally divided, the proposal shall be regarded as rejected.

- COMMITTEES ESTABLISHMENT, OFFICERS, ORGANIZATION OF WORK

Categories of subjects

Rule 59

Items relating to the same category of subjects shall be referred to the committee or committees dealing with that category of subjects. Committees shall not introduce new items on their own initiative.

Main Committees

Rule 60

The Main Committees, for the purpose of these Rules referred to as committees, of the conference are the following:

*COMMITTEES

Representation of Members

Rule 61

Each Member may be represented by one person on each committee and a maximum of two persons on any other forum that may be established upon which all Members have the right to be represented.

Appointment

Rule 62 [19]

Before the opening of each session of the committees, the Board of Directors of the FIMUN Foundation shall appoint a Chairman, a Deputy Chairman and a Rapporteur for each committee, who shall hold office until the close of the session for which they are appointed.

Absence of officers

Rule 63 [20-22]

If the Chairman finds it necessary to be absent during a meeting or any part thereof, the Deputy Chairman shall take his place. A Deputy Chairman acting as Chairman shall have the same powers and duties as the Chairman. If any officer of the committee is unable to perform his functions, a new officer shall be appointed by the Board of Directors of the FIMUN Foundation for the unexpired term.

Functions of the Chairman

Rule 64 [23]

The Chairman shall, subject to the most recent programme of events, declare the opening and closing of each meeting of the committee, the adjournment of the meeting, direct its discussions, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The Chairman may, in the course of the discussion of an item, decide the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak or the closure of the debate. He may propose the suspension of the meeting or the adjournment of the debate on the item under discussion.

Rule 65 [24]

The Chairman, in the exercise of his functions, remains under the authority of the Board of Directors of the FIMUN Foundation.

CONDUCT OF BUSINESS

Quorum

Rule 66 [51]

Adjournment of debate

The Chairman may declare a meeting open and permit the debate to proceed when at least one quarter of the members of the committee are present. The presence of a majority of the members shall be required for any decision to be taken.

Speeches

Rule 67 [52]

No representative may address the committee without having previously obtained the permission of the Chairman. The Chairman shall call upon speakers in an order determined by the Chairman. The Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.

Precedence

Rule 68 [53]

The Rapporteur of a committee or subcommittee may be accorded precedence for the purpose of explaining the conclusions arrived at by that committee or subcommittee.

Statements by the Office of the Secretary- General

Rule 72 [57]

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak in favour of, and two against, the motion, after which the motion shall be immediately put to the vote. The Chairman may limit the time to be allowed to speakers under this rule.

Closure of debate

Rule 73 [58]

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the committee is in favour of the closure, the Chairman shall declare the closure of the debate. The Chairman may limit the time to be allowed to speakers under this rule.

Rule 69 [54]

The Secretary-General, or a member of the Office of the Secretary-General designated by him as his representative, may at any time make either oral or written statements to any committee or subcommittee concerning any question under consideration by it.

Points of order

Rule 70 [55]

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the Chairman in accordance with these rules. A representative may appeal against the ruling of the Chairman to the Commission on Rules and Procedure. The debate will continue and the Chairman's ruling shall stand unless overruled by the Commission. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Time-limit on speeches

Rule 71 [56]

The Chairman may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. When the debate is limited and a representative exceeds his allotted time, the Chairman shall call him to order without delay.

Suspension of the meeting

Rule 74 [59]

During the discussion of any matter, a representative may move the suspension of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The Chairman may limit the time to be allowed to the speaker moving the suspension of the meeting.

Order of procedural motions

Rule 75 [60]

Subject to rule 87, the motions indicated

Voting rights

Rule 81 [66]

below shall have precedence in the following order over all other proposals or motions before the meeting:

- To suspend the meeting;
- To adjourn the meeting;
- To adjourn the debate on the item under discussion;
- To close the debate on the item under discussion.

Proposals

Rule 76 [61]

Proposals shall be submitted according to FIMUN regulations in writing to the forum and shall be distributed to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the committee unless copies of it have been circulated to all delegations. The Chairman may, however, permit the discussion and consideration of motions as to procedure, even though such motions have not been circulated.

Amendments

Rule 77 [62]

Amendments shall be submitted in writing during committee meetings.

Decisions on competence

Rule 78 [63]

Subject to rule 87, any motion calling for a decision on the competence of the General Assembly or the committee to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Withdrawal of motions

Rule 79 [64]

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion thus withdrawn may be reintroduced by any member.

Reconsideration of proposals

Rule 80 [65]

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the committee, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

VOTING

Each member of the committee shall have one vote.

Majority required

Rule 82 [67-68]

Decisions of committees shall be made by a majority of the members present and voting.

Meaning of the phrase "members present and voting"

Rule 83 [69]

For the purposes of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Method of voting

Rule 84 [70]

The committee shall normally vote by show of placards or by standing, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the Chairman. The name of each member shall be called in any roll-call, and its representative shall reply "yes", "no" or "abstention".

Conduct during voting

Rule 85 [71]

After the Chairman has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The Chairman may permit members to explain their votes, either before or after the voting. The Chairman may limit the time to be allowed for such explanations. The Chairman shall not permit the proposer of a proposal or of an amendment to explain his vote on his own proposal or amendment.

Division of proposals and amendments

Rule 86 [72]

A representative may move that parts of a proposal or of an amendment should be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are approved shall then be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Voting on amendments

Rule 87

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the committee shall first vote on the amendment

furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of the proposal.

Voting on proposals

Rule 88 [73]

If two or more proposals relate to the same question, the committee shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The committee may, after each vote on a proposal, decide whether to vote on the next proposal.

Equally divided votes

Rule 89 [74]

If a vote is equally divided the proposal shall be regarded as rejected.

- ADMINISTRATIVE AND BUDGETARY QUESTIONS

Financial implications of resolutions

Rule 90

No resolution shall include either financial amounts or names of specific financial resources.

- SUBSIDIARY ORGANS OF THE GENERAL ASSEMBLY

Establishment and rules of procedure

Rule 91

The General Assembly may establish such subsidiary organs as it deems necessary for the performance of its functions. The rules relating to the procedure of committees of the General Assembly, as well as rules 36 and 46, shall apply to the procedure of any subsidiary organ unless the Assembly or the subsidiary organ decides otherwise.

XVIX. INTERPRETATION AND AMENDMENTS

Italicized headings

Rule 92

The italicized headings of these rules, which were inserted for reference purposes only, shall be disregarded in the interpretation of the rules.

Method of amendment

Rule 93

These rules of procedure may be amended by a decision of the Board of Directors of the FIMUN Foundation after the Commission on Rules of Procedure has reported on the proposed amendment.