



MUNLAWS 2025

FACULTY OF LAW, UNIVERSITY OF LJUBLJANA

RULES OF PROCEDURE



APPLICABLE FOR MUNLawS 2025



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MINISTRY OF FOREIGN
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RULES OF PROCEDURE

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FOREWORD

The following Rules of Procedure apply to the Delegates of the United Nations Security Council, United Nations Human Rights Council, United Nations General Assembly, European Parliament - AFET, International Olympic Committee and the Historical Committee at the MUNLawS conference. Due to MUNLawS being a Model United Nations conference, rules of the simulation may differ from the official rules of each Committee, as they are adapted to fit the format of the conference. In cases of doubt, the official rules of the respective Committee may be applied logically.

CHAPTER I

GENERAL CONSIDERATIONS

Article 1.1 Scope of Rules

These rules apply to the General Assembly, Human Rights Council, Historical Committee, Security Council, European Parliament's Committee on Foreign Affairs and International Olympic Committee, simulated at MUNLawS Conference.

Rules apply to the Delegates, Observers, Chairpersons and the Secretariat.

Article 1.2 Validity and Applicability of the Rules

These Rules of procedure are considered adopted prior to the conference.

The Secretary-General shall have the final word on the validity, applicability, and interpretation of these Rules in case of a dispute. The Secretary-General may, at their discretion, delegate their authority to decide on a matter of the dispute to another member of the Secretariat.

Article 1.3 Delegates

Each Member State shall be represented by only one delegate. The Secretariat shall provide a list of Member States and delegates registered.

Article 1.4 Observer States

Representatives of any Member State that is not elected to the Security Council, may be invited to participate in the Council in accordance with Article 31 of the UN Charter, if the dispute on the agenda is relevant to their State. The Secretariat decides whether there will be any Observer States present at the sessions of the Committee.

Article 1.5 Observers

As the Committee is in session, Observers may attend sessions but should not communicate with the delegates in any way. Violation of this article may result in verbal warning by the Presidency. Verbal warnings shall not be subject to appeal.

In case of recurring violations, The Presidency may expel the Observer from the Committee. Expulsion may be temporary or permanent. The Secretary-General or, with their authorization, another member of the Secretariat, shall be the final arbitrator in case of a dispute.

The Secretary-General or, with their authorization, another member of the Secretariat, may expel the Observer from all Committees of the conference. The decision on the matter is unappealable.

Article 1.6 United Nations Charter

Delegates should always act in accordance with the principles of the United Nations Charter or other relevant documents as referred to in the Annexes of these Rules.

Article 1.7 Language

The official and working language of the MUNLawS Conference is English. In case of necessity and where unavoidable, the Presidency may exceptionally and at their discretion allow usage of other

languages, given the proper interpretation is provided by the delegates.

Article 1.8 Diplomatic Courtesy

Delegates must always accord diplomatic courtesy to all other Delegates and Observers, Presidency, members of the Secretariat and other Personnel, as well as guests of the conference. Violation of this article may result in verbal warning by the Presidency. Verbal warnings shall not be subject to appeal.

In case of recurring misconduct or serious violations of diplomatic courtesy, The Presidency may revoke the Delegate's voting rights or expel them from the Committee. Expulsion may be temporary or permanent. The Secretary-General or, with their authorization, another member of the Secretariat, shall be the final arbitrator in case of a dispute.

Article 1.9 Credentials

Delegates, Chairpersons, Observers, members of the Secretariat and other Personnel (hereinafter "Participants") must always wear approved credentials during the conference. Should the Participants not wear one, they shall be denied entry into an area where the session is held. The Secretary-General, or, with their authorization, another member of the Secretariat, shall be the final arbiter of the validity of all credentials.

Article 1.10 Dress code

In accordance with the delegate's diplomatic status, a formal and discreet dress code is required. Violation of this article may result in denial of entry into an area where the session is held. The Secretary-General, or, with their authorization, another member of the Secretariat, shall be the final arbiter in case of a dispute.

Article 1.11 Communications

The only allowed form of communication during formal debate is written, through message papers provided by the Secretariat. The message papers must be transmitted by the Administrative Staff, unless otherwise instructed by the Presidency. All notes must be in the official and working language of the conference and the content of the notes shall not be irrelevant, inappropriate or abusive. In case of irrelevant, inappropriate, or abusive content, the Administrative Staff shall take the note to the Presidency for investigation and the Presidency may decide not to pass the note forward. Sanctions provided in Article 1.8 may apply.

Article 1.12 Electronic Devices

Computers, Tablets and Cell phones are allowed during formal sessions if they do not disrupt the session and are used in an appropriate manner. Cell phones are strictly forbidden and should not be seen or heard in the Committee. It is under the Presidency's discretion to modify this rule at any time of the session. Prior to the decision, the Presidency must notify the Secretariat of the modification. The decision of the Presidency on the matter is non-appealable.

CHAPTER II

RULES GOVERNING ORGANIZATION

Article 2.1 The Secretariat

The Secretariat acts as the governing body of MUNLawS and is composed of the Secretary General, Under-Secretary-Generals, Directors-in-charge and the Faculty Advisor.

Chairpersons and Administrative staff answer directly to the Secretary General.

The Secretariat shall assist the Presidency, if necessary, receive and correct Documents as proposed by the Committee, and shall supervise over the successful functioning of the conference.

The Secretary-General or, with their authorization, another member of the Secretariat, shall be the final arbitrator in case of any disputes. Their decisions are final and non-appealable. The Secretary-General cannot be the arbitrator in case of a dispute regarding non-appealable rules and provisions.

Article 2.2 Composition of the Board of the Committee

The Board of each Committee (hereinafter referred to as 'The Presidency') of MUNLawS Conference shall be composed of at least two Chairpersons selected by the Secretariat.

Article 2.3 Authorities and Responsibilities of the Presidency

The Presidency shall exercise authority over the Committee proceedings in an equitable and objective manner.

Their responsibilities and authorities include, but are not limited to:

1. declaring the opening and closing of each session of the Committee,
2. directing discussions in the Committee,
3. ensuring observance of the rules,
4. according to the right to speak,
5. ruling on points of order,
6. exercising control of the proceedings at a session and over the maintenance order thereat,
7. putting any motion to the floor at any given time, which should be seconded by the Delegates given that there are no objections,
8. determining the applicability of the rules and if necessary, clarify on the meaning of the existing rules without approval from the Committee.

They may propose to the Committee:

1. the limitation of the time to be allowed to speakers,
2. the closure of the list of speakers or the closure of the debate,
3. the suspension or the adjournment of the debate on the item under discussion.

In any matter not specifically provided in the Rules, the Presidency shall act in accordance with their own judgment on the matter, the spirit of these Rules and generally accepted customs of MUN conferences. Decisions made by the Presidency shall be binding. In case of grave violation of the Rules, a Delegate has the right to call in the Secretary-General, or, with their authorization, another member of the Secretariat, who shall have a final word in accordance with Articles 1.2 and 2.1.

Article 2.4 Absence of the Chairpersons

If at any point less than two members of the Presidency remain in the session, the session shall be adjourned for fifteen (15) minutes. The sole Chairperson shall notify the Secretariat of the absence. Upon the expiration of the adjournment, the session shall resume with only one Chairperson, unless otherwise instructed by the Secretariat. The sole Chairperson shall have the same responsibilities and authorities as if the Presidency were complete in attendance.

CHAPTER III

RULES GOVERNING PARLIAMENTARY PROCEDURE

Article 3.1 Roll Call

Attendance shall be conducted by the Presidency that may perform a Roll Call at the beginning of every session. Delegates shall establish their presence in the Committee by raising their placards and declaring themselves as 'Present' or 'Present and Voting'.

A Delegate declared Present shall vote in favour, against or abstain on any substantive matter.

A Delegate declared Present and voting shall vote in favour or against on any substantive matter, with no right to abstain.

Article 3.2 Quorum

Committee activities and debate shall start when at least 50% delegates of the Member States are present. If quorum is not met fifteen (15) minutes after the scheduled start time of the session, the Committee shall start its session with the number of delegates already present, unless otherwise instructed by the Secretariat. Quorum shall be assumed when the Committee activity begins.

Article 3.3. Verification of Quorum

Delegates may raise a motion for the Verification of Quorum, where the Presidency will proceed with Quorum confirmation by initiating a Roll Call. The Presidency can rule the Motion dilatory without option for appeal.

CHAPTER IV

COMMITTEE'S AGENDA

Article 4.1. Agenda

The first order of business for the Committee, if the Committee has more than one topic to discuss, shall be the consideration of the agenda. If the Committee has only one topic, the agenda is automatically adopted.

Article 4.2 Setting the Agenda

To set the agenda:

1. A motion to set the agenda should be raised by any Delegate or the Presidency to set the agenda to one of the proposed Committee's topics. This motion requires seconds.
2. Two speakers lists shall be established, one in favour of the motion, and one opposed to the motion and in favour of the other topic. The Committee shall hear one speaker from each of these lists. No motions for moderated or unmoderated caucuses shall be permitted during this time.
3. A motion to close the debate will be in order after the Committee has heard one or two speakers in favour of the motion to set the agenda and one or two against.
4. When the debate is closed, the Committee shall proceed to an immediate vote on the motion to set the agenda to one of the Committee's topics. A simple majority is required for passage of such motion.
5. If the motion fails, the other topic shall automatically be adopted.

Article 4.3 Case of an international Crisis or Emergency

In the event of an international crisis or emergency, the Secretary-General or their representative may call upon the Committee to table the debate on the current topic so that the more urgent matter may be attended to immediately. Under such circumstances, a Delegate shall motion to table the topic and temporarily set the agenda to the crisis. After a Resolution has been passed on the crisis, the Committee will return to debate on the tabled topic. Until a Resolution has passed, the Committee may return to debate on the tabled topic only at the discretion of the Secretary-General, their representative or the Presidency.

CHAPTER V

RULES GOVERNING THE DEBATE

Article 5.1 Form of Debate

Five forms of the Debate can be introduced during the sessions:

1. General Speakers List
2. Moderated Caucus
3. Unmoderated Caucus
4. Questions and Answers Period
5. Tour de Table

Article 5.2 Formal and Informal Debate

Formal debate is a debate in the form of a General Speakers List, Moderated Caucus, Questions and Answers Period, or Tour de Table. During formal debate, Delegates must adhere to the provisions set forth in Articles 5.3.1 to 5.3.4.

During formal debate, a motion can be made by any Delegate for an Unmoderated Caucus, which constitutes informal debate. Informal debate can only occur on substantive issues and is out of order once a motion to close debate has passed.

Article 5.3 General Speakers List

After the Agenda has been determined, motion to open the General Speakers List shall be raised.

As the motion is adopted one continuously open Speakers List shall be established for the duration of the topic when the floor is opened by the Presidency, except as interrupted by procedural points or motions, caucuses, discussion of Amendments, and introduction of Draft Resolutions.

Speakers may speak generally on the Topic being considered and may address any working paper or any Draft Resolution currently on the floor. A Draft Resolution can only be referred to as such once it has been approved by the Presidency and introduced to the Committee.

Delegates present may add their name to the speakers list either by submitting a written request or by raising their placard when being requested by the Presidency, provided that the delegation is not already on the speakers list. The delegation may, similarly, request removal from the list. A Delegate may be added to the speakers list at the discretion of the Presidency. The Presidency may also solicit delegations to be added to the speakers list by urging them to raise their placard.

Article 5.3.1 Recognition

A Delegate may only address the Committee if and one they have been recognized by the Presidency.

Article 5.3.2 Interruptions

A Speaker may not be interrupted by another delegate, unless the delegate has risen to a Point of Personal Privilege or Point of Order.

Article 5.3.3 Speaking time

(A) Speaking Time

The default speaking time shall be one (1) minute per speaker, when any speakers list is opened. A Delegate exceeding the given time for a speech may be called to order by the Presidency. Sanctions from Article 1.8 may apply.

(B) Motion to Change the Default Speaking time

A Delegate may move to change the time limit on speeches. The Presidency may either rule the motion as dilatory or put it to vote. The proposed time extension may not exceed two (2) minutes.

A simple majority is required for this motion to pass.

Article 5.3.4 Yields

A Delegate granted the right to speak from the General Speaker List may yield their time in one of the following three ways:

1. Yield to another Delegate: The delegate, selected by the previous speaker, shall be given the remaining time. They may not yield any remaining time.
2. Yield to Questions: Questioners shall be selected by the Presidency among the delegates that have raised their placards. Follow-up questions shall be allowed only at the discretion of the Presidency. Only the speaker's answers shall be deducted from the remaining time.
3. To the Presidency: If the delegate has finished their speech and does not wish it to be subject to comments. The Chairpersons may recognize only one delegate to deliver a short comment under the petition to motions for a short comment. The comment must pertain to the preceding speech. Yields are not in order following a comment.

Article 5.4 Moderated Caucus

The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. Rules regarding Moderated caucus are described in detail in Article 8.7.

Article 5.5 Unmoderated Caucus

An unmoderated caucus suspends formal debate and allows members to discuss ideas informally in the Committee room. The delegates may not leave the Committee room during an Unmoderated Caucus, unless the Point of Personal Privilege has been raised. Rules regarding Unmoderated caucus are described in detail in Articles 8.8 and 8.9.

Article 5.6 Questions and Answer Period

Question and Answer Period serves the purpose of questioning any delegate on an issue relevant to the debate.

Any Delegate may pose questions to the Delegate under questioning. It is at the discretion of the Delegate under questioning how many questions they are prepared to answer. They may refuse to answer any question. Not more than five (5) questions shall be posed to the Delegate under questioning in a single Question and Answer Period. The time allotted to answering each question shall be equal to the default speaking time.

Article 5.7 Tour de Table

Tour de Table shall be conducted at the discretion of the Presidency. The Presidency requests each delegate to give a short summary of their thinking on the matter under discussion, thus ensuring that every Member State can outline their position and allowing the Presidency to determine whether a compromise is possible. Time per speaker shall not exceed two (2) minutes.

CHAPTER VI

MAJORITY

Article 6.1 General

Unless otherwise specified by these Rules of Procedure, no motions are debatable, and all require a simple majority vote to pass.

Article 6.2 Simple Majority

A procedural or substantive matter requiring a simple majority to pass implies that fifty percent plus one member (50% + 1) of the Committee must vote in favour of the matter to pass. If the vote is a tie, the matter shall be considered to have failed.

Article 6.3 Two-Thirds ($\frac{2}{3}$) Majority

A procedural or substantive matter requiring a two-thirds ($\frac{2}{3}$) majority to pass implies that two-thirds ($\frac{2}{3}$) of the Committee must vote in favour for a matter to pass.

Article 6.4 Consensus

A procedural or substantive matter requiring a consensus to pass implies that all members of the Committee must vote in favour for a matter to pass.

CHAPTER VII

POINTS

Article 7.1 Point of Personal Privilege

A Delegate may rise to a Point of Personal Privilege if a matter impairs them from participating fully in Committee activities. The Chairpersons shall try to effectively address the source of impairment. This point may interrupt a Speaker only if urgency prevents it from being raised later.

Article 7.2 Point of Order

A Delegate may rise to a Point of Order if a rule of procedure is not properly observed by a Delegate or by the Presidency. The Presidency will rule on the validity of the point. The Presidency may rule out of order those points that are dilatory or improper. Such a decision cannot be appealed. A Point of Order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.

Article 7.3 Point of Parliamentary Inquiry

When the floor is open, a Delegate may rise to a Point of Parliamentary Inquiry to request an explanation on the Rules of Procedure by the Presidency. This point may not interrupt a Speaker. Delegates with substantive questions should not rise to this Point but should rather approach the Presidency at an appropriate time.

Article 7.4 Right to Reply

A Delegate whose personal or national integrity has been impugned by another Delegate's comments may rise to a Right to Reply. The Presidency will recognize the Right of Reply at their discretion as well as decide on how to resolve the motion. This point may not interrupt a speaker but should be addressed the moment they have finished their speech. Should the Presidency rule the Right to Reply out of order, their decision cannot be appealed. No delegate may call for a Right to Reply on a Right to Reply. The Delegate that has been granted the Right to Reply, shall have two (2) minutes to reply to an insult.

Sanctions from Article 1.8 may apply if the impugment of personal or national integrity constitutes, under the discretion of the Presidency, a breach of diplomatic courtesy.

CHAPTER VIII

MOTIONS

Article 8.1 Concept of Motion

A motion is a proposal for debate which will eventually be voted upon. Motions can only be introduced once the Presidency has indicated that the floor is open to points and motions.

Article 8.2 Acceptance of motions

When enough motions have been raised by the Delegates, the Presidency will close the Floor for motions and start the voting procedure with the most disruptive motion. If two motions are similar in terms of disruptiveness, the order in which motions were raised determines the voting order.

When required, the Presidency will ask the floor for seconds. If none are presented, the motion shall not pass. If at least one Delegate “seconds” the motion, the Chairpersons will ask the Floor for objections. If none are presented, the motion immediately passes. If at least one Delegate “objects”, the motion shall be put to vote.

All Delegates shall vote for or against the motion. A motion is passed if the required majority is reached.

Article 8.3 Precedence of Motions

If there is more than one motion on the floor, the Presidency shall abide by the following rules of Precedence:

1. Unmoderated Caucus takes precedence over Moderated Caucus,
2. Question and Answer Period and Consultation of the Committee take precedence over both aforementioned motions,
3. Motion for the Suspension or Adjournment of the Session take precedence over all aforementioned motions,
4. If the motions are of the same order, the motion with a longer proposed length takes precedence,
5. If the motions are of the same order and proposed length, the motion with longer time per speaker takes precedence,
6. If the motions are of the same order, same length and same time per speaker, the one proposed first takes precedence over the others.

The Presidency shall, at its discretion, determine the precedence among motions not stipulated by the Rules of Precedence.

Article 8.4 Withdrawal of motions

A motion may be withdrawn by its proposer at any time before voting on it has commenced. To withdraw a motion, a note must be sent to the Presidency. A motion thus withdrawn may be reintroduced by any Delegate.

Article 8.5 Failed motions

Motions which have not passed cannot be reintroduced. At the discretion of the Presidency, failed motion may be reintroduced, provided materially changed circumstances justify reconsideration.

Article 8.6 Motion for the Suspension or Adjournment of the Session

Whenever the floor is open, a Delegate may move for the suspension of the session, to suspend all Committee functions until the next scheduled session, or for the adjournment of the session, to suspend all Committee functions for the duration of the Conference. Delegates raising the motion state the time of the suspension accordingly to the conference schedule.

Such a motion will not be debated but will be immediately put to a vote. The Presidency may rule such motions dilatory. This decision is not subject to appeal.

A motion to suspend the session is not in order until three quarters ($\frac{3}{4}$) of the time scheduled for the ongoing session have elapsed. A motion to adjourn the session will not be in order until three quarters ($\frac{3}{4}$) of the time scheduled for the last session of the conference have elapsed.

The Presidency may, at its discretion, suspend the session in accordance with the conference schedule.

Article 8.7 Motion for a Moderated Caucus

A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of the debate. The Delegate making the motion must briefly specify a topic, speaking time per speaker, which may not exceed two (2) minutes, and an overall time limit, which may not exceed twenty (20) minutes.

Once raised, the motion shall be voted on immediately. The Presidency may rule the motion dilatory, and their decision is not subject to appeal.

If the motion passes, the Delegate that has proposed the motion shall speak first. The Presidency shall call on other Delegates to speak at their discretion for the stipulated time. If no Delegates wish to speak, the moderated caucus shall immediately conclude, even if time remains in the caucus. The Presidency may also decide to suspend the caucus early.

Article 8.8 Motion for an Unmoderated Caucus

A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. The Delegate making the motion must briefly explain the purpose of the motion and specify a time limit for the caucus. The proposed time may not exceed twenty (20) minutes.

The motion shall be put to a vote immediately. The Presidency may determine a more appropriate caucus length and put it to vote or rule the motion dilatory. Their decision is not subject to appeal.

The Presidency may prematurely end an unmoderated caucus if they recognize the caucus has ceased to be productive. This decision is not subject to appeal.

Article 8.9 Motion to Extend the Unmoderated Caucus

A Delegate may move to extend the Unmoderated Caucus if they feel that additional time would benefit the work of the Committee.

The Delegate who moves for an extension of the Unmoderated Caucus must suggest a length for the extension, which shall not exceed half the duration of the original Unmoderated Caucus.

The Presidency may determine a more appropriate caucus length and put it to vote or may rule the Extension of the Unmoderated Caucus out of order without the possibility of appeal.

Article 8.10 Motion to Table Debate on a Topic

A Delegate may move to Table Debate in order to end debate on a substantive issue without voting any Draft Resolutions that may be on the floor. If the Presidency rules the Motion in order, one (1) Delegate shall speak in favour and one (1) Delegate shall speak against before proceeding to a vote. A two-thirds (2/3) majority is needed in order to table the debate.

Article 8.11 Motion for Questions and Answers Period

Any delegate may, once the floor has been opened for Motions, raise a Motion for a Question-and-Answer Period. The time allotted to answering each question shall be equal to the default speaking time.

Article 8.12 Motion to Close the Debate on a Draft Resolution

A Delegate may move to Close Debate in order to end debate on a draft Resolution, whereby the Committee will enter voting procedure on all amendments on the floor. If the Presidency rules the Motion in order, there will be only one (1) Delegate speaking in favour of the Motion and one (1) against. A two-thirds (2/3) majority vote is required to pass the Motion to close the debate. If the Committee is in favour of closure, the Presidency will declare the closure of debate, and the Resolutions or Amendment on the floor will be brought to an immediate vote.

Article 8.13 Motion to Appeal the Decision of the Presidency

The request to appeal must be made immediately after the decision of the Presidency through a Motion to Appeal the Decision of the Presidency. The motion is only in order if the presenter is referring to a violation of the Rules of Procedure, whereas the Rules of Procedures do not allow for such a decision to be made within the discretion of the Presidency.

The acceptance of this motion implies that the Delegate will state the reasoning behind the appeal to the decision. The Presidency may recognize the motion and repeal the decision prior to voting.

This motion requires seconds to proceed to voting. A two-thirds (2/3) majority vote is required to pass the Motion.

Article 8.14 Motion to Question the Competence of the Chair(s)

In a case of grave misconduct, a Delegate may question the competence of the Chair(s). When bringing this motion to the floor, the delegate must state the reasoning behind the question. The unconcerned Chair will determine whether this motion is in order. If the Presidency rules this motion in order, the Secretariat will commence the process of questioning. This motion can be used any time during the debate. Three (3) written votes are required for this motion to pass.

Article 8.15 Motion to Reconsider a Question

Delegates may move to reconsider an already closed question. Such motion shall be in order when (i) Motion to Close the Debate has passed, (ii) the debate on the previous matter on the Agenda has been closed and (iii) the debate has been tabled or the Draft Resolution failed to become a Resolution.

This motion requires seconds to be voted upon and a two-thirds majority to pass.

Article 8.16 Motion of Competence

Immediately after the Draft Resolution has been introduced to the Committee, the Delegates may move to question the competence of the Committee to discuss the Draft Resolution if they consider that the content of the Draft Resolution is not within the mandate of the Committee or its power to implement such content.

The motion requires seconds and triggers a substantive vote. If the motion passes, the Draft Resolution shall be withdrawn from the floor. If the motion fails, the Draft shall remain on the floor and the debate shall resume.

Article 8.17 Motion for Division of the Question

Before the Committee starts voting on a Draft Resolution, any Delegate may move to divide the question. The motion shall explicitly state the proposed division, provided that no perambulatory or sub-operative clauses are separated.

In case of several proposed motions of this kind, the voting order shall be decided at the discretion of the Presidency, based on the criteria of disruptiveness.

This motion requires seconds. If such a motion passes, the Draft Resolution shall be divided accordingly, and a substantive vote shall be triggered for every divided part of the Draft Resolution.

This motion may be combined with the Motion to Split the House.

Article 8.18 Motion to Split the House

Before the Committee starts voting on a Draft Resolution or Amendment, any delegate may move to split the house. This motion requires seconds and a two-thirds majority to pass. If such motion passes, abstentions will no longer be permitted in the substantive vote on the Draft Resolution of Amendment.

This motion may be combined with the Motion for Division of the Question.

Article 8.19 Motion for the Consultation of the Committee

Whenever the floor is open, any Delegate may raise a Motion for the Consultation of the Committee. Consultation of the Committee is a less formal mode of debate where moderation is primarily handled by the Delegates.

If the motion is passed, the Delegate who motioned for the Consultation of the Committee will be the first to speak. When they are about to finish other Delegates wishing to speak may raise their placards. It is then up to the delegate currently speaking to choose the next speaker.

Delegates must remain seated during the duration of the Consultation. The total Consultation time may not exceed ten (10) minutes.

CHAPTER IX

CONCLUSION OF THE COMMITTEE

Article 9.1 General

A Delegate is forbidden from bringing any pre-written documents in the form of a working paper, Resolution or anything similar to the MUNLawS conference and is required to draft all of them at the conference.

Violation of this article may result in expulsion from the conference or other sanctions, outlined in Article 1.8, at the discretion of the Presidency. The sanction of expulsion from the conference is appealable to the Secretary-General. To decide on the matter, the Secretary-General may authorize another member of the Secretariat.

Article 9.2 Working Paper

A Working Paper is an informal document used by Delegates to work on building a Draft Conclusion. Working papers are intended to aid the Committee in its discussion and formulation of final Decision and need not be written in Decision format. Working papers are not official documents, and do not require formal introduction, but do require the signature of the Presidency to be copied and distributed among the members of the Committee.

Article 9.3 Resolutions

Article 9.3.1. Draft Resolution

A Draft Resolution is a written proposal submitted by a Delegate, setting forth suggested actions or solutions to be discussed by the committee and voted upon.

(A) Format

Draft Resolutions must be properly formatted according to the general guidelines for writing Resolutions:

1. Heading includes the Committee name, the Sponsors, the Signatories, and the Topic of the Draft Conclusion.
2. Pre-ambulatory clauses outline the reasons for addressing the issue and reference previous international actions or resolutions related to it.
3. Operative clauses specify the solutions proposed by the sponsors to address the issue.

Draft Conclusions that are improperly formatted shall be inadmissible. The ruling of the Presidency regarding the proper formatting of Draft Conclusions is final and not subject to appeal.

(B) Sponsor

The main writer(s) of the Draft Conclusion is/are recognized as the Sponsor(s). The Sponsor(s) must be present for a Draft Conclusion to be introduced to the floor. The Sponsor(s) must agree to support a Conclusion, unless major changes have been introduced through the amendment process. A Delegate cannot be sponsor and signatory at the same time. There may only be a maximum of two (2) sponsors per Draft Conclusion.

(C) Signatory

Signing a Conclusion need not indicate support of the Conclusion, and the signatory has no further rights or obligations and may sign more than one Draft Conclusion.

(D) Introduction of a Conclusion

Delegates may move to introduce a Draft Conclusion by raising a Motion to Introduce a Draft Resolution once it has been approved, assigned a number by the Presidency, and distributed to the Committee. Such an introduction shall be procedural in nature, it therefore requires only authorization by the Presidency and does not require a substantive vote.

The content of the introduction shall be limited to the reading of the Draft Conclusion as a whole whereupon the Sponsor(s) of the Draft Conclusion shall be granted the floor for the allotted time limit.

Immediately after a Draft Conclusion has been introduced and distributed, the Presidency may entertain non-substantive clarificatory points, typically used to address typographical, spelling, or punctuation errors.

(E) Withdrawal of a Draft Resolution

A Draft Conclusion may be withdrawn by its Sponsors at any time before voting on it. This request should be submitted in written form to the Presidency. A Draft Conclusion may not be withdrawn if any amendment to it is on the floor.

Article 9.3.2 Resolution

Once adopted, a Draft Resolution becomes a Resolution.

A Resolution is a formal expression of the opinion, will, or decision of a committee. Resolutions shall not be legally binding, unless expressly provided otherwise in the Annexes to these Rules.

Article 9.4 Amendments

During Debate on a Draft Conclusion a Delegate may move to introduce an Amendment, which will add to, strike out from, or modify a part of the Draft Resolution. The Amendment must be approved by the Presidency first. It is needed for the Amendment to be supported at least by one co-sponsor.

It is in the discretion of the Presidency to define the period of time, during which the floor will be open to Amendments.

The Amendments shall be written on the note paper or sent by email to the Presidency. The note shall also include information about the type of the Amendment, the co-sponsor and in the case of the Friendly Amendment, the approval of the sponsor of the Draft Resolution.

Article 9.4.1 Non-Substantive Amendments

Amendments correcting grammatical, spelling or formatting mistakes will be automatically adopted without vote from the Committee, at the discretion of the Presidency. Following the initial reading of the Draft Resolution by its sponsor, delegates are permitted to point out any such problems to the Presidency.

Article 9.4.2 Substantive Amendments

All Substantive Amendments require approval from the Presidency to be introduced. Amendments will be put to a vote prior to the vote on the Resolution as a whole. Amendments to Amendments are out of order.

(A) Friendly Amendments

Substantive Amendments approved by the Sponsor(s) of a Draft Resolution shall automatically be integrated to the Draft Resolution without the need to be put to a vote from the Committee. Amendments to Friendly Amendments are out of order.

(B) Unfriendly Amendments

Substantive Amendments to a Draft Resolution not approved by the Sponsor(s) of the Draft Resolution are considered unfriendly and require prior approval from the Presidency to be introduced. Unfriendly Amendments will be put to a vote prior to the vote on the Draft Resolution as a whole. Amendments to Unfriendly Amendments are in order.

Amendments approved by the Presidency may be introduced when the floor is open. General debate will be suspended, and two speakers lists will be established, one in favour and one against the Amendment. The Committee will hear one speaker from each of these lists. The Presidency may decide to hear more speakers from each list, if deemed necessary.

After the Committee has heard one speaker for the motion and one against, the motion to close the debate will be in order. A two-thirds ($\frac{2}{3}$) majority is required for closure of the debate on the Amendment.

When the debate is closed, the Committee shall move to an immediate vote. Votes on Amendments are substantive.

9.4.3 Withdrawals

The Signatories of an Amendment may request its withdrawal at their discretion, before its adoption by the Committee.

9.5 Press releases

9.5.1 Draft Press Release

Draft Press Release may only be introduced after the failure of a Draft Resolution and must be identical in substance to the failed Draft Resolution. Motion to introduce Draft Press Release requires seconds. To adopt a Draft Press Release, a simple majority is required.

A Draft Press Release may be amended in accordance with Article 9.4.

9.5.2. Press Release

Once adopted, a Draft Press Release becomes a Press Release.

Press Release is an official written statement issued to the media to communicate the position of a Committee. Press Releases shall not be legally binding.

CHAPTER X

RULES GOVERNING VOTING

Article 10.1 General

Delegates vote when voting is announced by the Presidency. The Committee usually reaches Conclusions by allowing discussions to continue until the required majority is reached. In the event of a stalemate, the Committee may make use of a Tour de Table (see Article 5.7).

Article 10.2 Procedural Votes

The procedural vote shall be triggered upon the proposal of any motion. All Delegates present shall cast their vote by a show of placards. Abstentions shall not be permitted. Unless stated otherwise in the appropriate rule, simple majority shall apply.

Article 10.3 Substantive Votes

Substantive votes shall be considered those referring to the Conclusions of the Committee and Unfriendly Amendments. During substantive votes, delegates may either vote in favour, against or abstain. Delegates that declared themselves as Present and voting during the initial quorum verification (roll call) cannot abstain.

Only members of the Secretariat, Delegates and the Presidency shall be present in the Committee room during substantive votes. Note-passing and points or motions with the exception of Point of Order and Point of Personal Privilege shall be suspended. No Delegate shall leave the room.

Article 10.4 Seconds and Objections

If any of these Rules of Procedure specify that a motion requires seconds, the Presidency shall ask the Committee if there are any seconds. If there are none, the motion shall automatically fail. If there is at least one second, the Presidency shall ask for objections. If there are none, the motion shall pass automatically. If there is at least one objection, the voting procedure shall apply in accordance with the specific rule governing the specific motion.

Article 10.5 Method of Voting

Each Delegate of the Committee shall have one vote and must demonstrate their voting intentions by raising their placard at the Chairpersons' request unless there is a Roll Call Vote. Delegates must either vote in favour, against or abstain.

(A) Roll Call Vote

The Roll Call shall be conducted in alphabetical order of the Delegates' representation. Roll Call Vote may only be in order for substantive matters. This Motion shall automatically pass unless the Presidency rules it out of order; the decision is not subject to appeal.

(B) Passing

During Roll Call, a Delegate may choose to pass. The Presidency will place the Delegate at the bottom of the voting list. A Delegate who has passed once during a voting sequence may not pass again but must ascertain their vote.

(C) Voting with Rights

A Delegate may request a right of explanation after voting. Upon completion of voting, the Delegate will be permitted to explain the reasons as to why they have chosen to vote in a certain way. The Presidency may limit the speaking time at their discretion.

Article 10.6 Order of Voting

(A) Voting on Amendments

All Amendments shall be voted on in the order in which they were proposed, before the Committee closes debate on the Resolution under consideration. If one Amendment implies the rejection of a second Amendment, the second Amendment will not be voted upon. A passed Amendment shall be automatically included in the Resolution. Once all the Amendments relating to a Resolution have been voted on, the Committee shall vote on the Resolution as a whole after Closure of the Debate on the Topic Area under Discussion.

(B) Draft Resolutions

If two or more Draft Resolutions relate to the same question, they shall be voted on in the order in which they were submitted. Voting occurs on each Resolution in succession; once a Resolution has been passed, no further Resolutions regarding the same topic can be voted on.

A Delegate may introduce a Motion to Reorder Draft Resolution in the case a committee has more than one Draft Resolution. After the motion is introduced, it should immediately be voted upon.

ANNEX I

SPECIAL RULES GOVERNING THE PROCEDURE IN SECURITY COUNCIL

Article 1 Scope

These rules apply to the Security Council (hereinafter referred to as the 'Committee'), held at the MUNLawS Conference.

Article 2 Veto Power

Delegates of the People's Republic of China, French Republic, Russian Federation, United States of America and United Kingdom of Great Britain and Northern Ireland shall, as representatives of the permanent members, shall have the right to veto on any substantive matter. The use of the veto power implies a decision is automatically rejected.

Article 3 Consultations of the Permanent Members

Permanent Members (Article 2 of this Annex) may raise a Motion for Private Consultations in order to avoid potential veto vote. Such consultations may be requested by any Permanent Member when the floor is open to points and motions. Acceptance of the motion shall be at the sole discretion of the Presidency and shall not be subject to a vote or appeal.

The duration shall not exceed 10 minutes and Committee proceedings shall be suspended during that time. At least one member of the Presidency shall be present while consultations take place.

Article 4 Authority of the Security Council

The Security Council of MUNLawS shall exercise the same authorities as provided by the UN Charter, for the purposes of academic simulation. It may adopt either Resolutions or Presidential Statements. It may not adopt a Press Release.

Article 5 Presidential Statement

If the members of the Council cannot reach consensus on the topic under discussion, the Council may adopt Presidential Statements. They are not legally binding and do not distinguish between preambulatory and operative clauses. Presidential Statements shall be adopted by consensus.

Article 6 Legally Binding Resolutions

Resolutions adopted by the Council under Chapter VII of the UN Charter are legally binding.

ANNEX II

SPECIAL RULES GOVERNING THE PROCEDURE IN EUROPEAN PARLIAMENT - AFET

Article 1 Scope

These rules apply to the European Parliament Foreign Affairs Committee (hereinafter referred to as the 'Committee'), held at the MUNLawS Conference.

Article 2 Treaty of the European Union, Treaty on the Functioning of the European Union and the Charter of Fundamental Rights of the European Union

Delegates should always act in accordance with articles and principles of the Treaty of the European Union, the Treaty on the Functioning of the European Union, and the Charter of Fundamental Rights of the European Union, as well as general principles of European Union law.

Article 3 Proposal by High Representative of the Union for Foreign Affairs and Security Policy

At any point during the conference, a High Representative of the Union for Foreign Affairs and Security Policy might interrupt the Committee and propose that they adopt a presented draft resolution regarding an urgent matter.

A substantive matter proposed by the High Representative of the Union for Foreign Affairs and Security Policy requiring a qualified majority to pass is reached when 55% of Member States vote in favour and the proposal is simultaneously supported by Member States representing at least 65% of the total EU population.

Regardless of the qualified majority, the substantive matter does not pass when at least four Committee members representing more than 35% of the EU population vote against it.

ANNEX III

SPECIAL RULES GOVERNING THE PROCEDURE IN INTERNATIONAL OLYMPIC COMMITTEE

Article 1 Scope

These rules apply to the International Olympic Committee (hereinafter referred to as the 'Committee'), held at the MUNLawS Conference.

Article 2 Olympic Charter

Delegates should always act in accordance with articles and principles of the Olympic Charter.

Article 3 Motion to Recognise a Delegate Beyond the Grave

If a Delegate represents the deceased natural person or defunct legal person, they shall not be eligible to engage in a formal debate, introduce points and motions or vote. They can, however, send written notes to other Delegates, without any restrictions.

Another Delegate may raise a Motion to Recognise a Delegate Beyond the Grave by submitting a written note to the Presidency. The note must specify the proposed activity of the concerned Delegate. Acceptance of the motion shall be at the sole discretion of the Presidency and shall not be subject to a vote or appeal.

If the concerned Delegate is recognized to engage in debate, they will be added to the Speakers List. If they are recognized for a motion, the motion will be entertained when the floor is open for points and motions, taking precedence as the first by time. Recognition of the concerned Delegate for voting shall apply only to the upcoming vote in question.

Article 4 Majority

A two-thirds ($\frac{2}{3}$) majority of the members present, and voting is required for substantive votes to pass.

Article 5 Conclusions

The Committee can adopt rules and regulations or press releases.

Rules and regulations should be formatted as a resolution (see Article 9.3).

Press releases shall be passed by simple majority. All rules governing Press Releases described in Article 9.5 apply.

APPENDIX I

PRECEDENCE OF POINTS AND MOTIONS

Rule	Description	Debatable	Votes Required	Interrupt Speaker
Point of Personal Privilege	Feeling discomfort	No	No	Yes
Point of Order	To point out a misuse of rules	No	No	Yes
Right to Reply	Reply to a personal or national integrity insult	No	No	No
Point of Parliamentary Inquiry	Clarification of the rules	No	No	No
Motion to Set Speaking Time	Define speaking time limit	No	Simple Majority	No
Motion to Adjourn or Suspend the Session	Adjourn until next scheduled session / for the duration of the Conference	No	Simple Majority	No
Motion for Unmoderated Caucus	Proceed to an Unmoderated Caucus	No	Simple Majority	No
Motion to extend the Unmoderated Caucus	Extend an Unmoderated Caucus	No	Simple Majority	No
Motion for Moderated Caucus	Proceed to Moderated Caucus	No	Simple Majority	No
Motion for the Verification of Quorum	Seeking to verify the presence of delegates	No	No	No
Motion to Close Debate on the Topic under Discussion	Close debate on the Topic Area	Yes (1-)	2/3 Majority	No

Motion to Table Debate	Postpone debate	Yes (1+/1-)	2/3 Majority	No
Motion to Close Debate on a Draft Resolution	Close the separate debate on a Draft Resolution	Yes (1+/1-)	2/3 Majority	No
Motion to Question the Competence of the Chair(s)	Question Chair's competence in case of grave misconduct	No	3 Delegates (Written)	No
Motion to Reconsider a Question	Reconsider an already closed question	No	2/3 Majority	No
Motion to Introduce a Draft Resolution	Introduction of a draft resolution	No	Simple Majority	No
Motion to Introduce a Draft Press Release	Introduction of a draft Communiqué	Yes	Simple Majority	No
Motion to Introduce an Amendment	Introduction of an Amendment	No	Simple Majority	No
Motion for Question-and-Answer Period	Move to Question-and-Answer Period	No	Simple Majority	No
Motion of Competence	Question the competence of the Committee to discuss the Draft Resolution	No	Simple Majority	No
Motion for Division of Question	Substantive vote by divided sections.	No	Simple Majority	No
Motion to Split the House	No abstentions allowed during substantive vote	No	2/3 Majority	No