



# **CALMUN'23 EUROPEAN PARLIAMENT RULES OF PROCEDURE**

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## A) General Preview

### Article 1: Scope

1. CALMUN'24 Committee of the European Parliament shall be governed by the Rules of Procedure. At the start of the first session, all of the rules outlined in these Rules of Procedure shall be deemed to have been adopted. The Committee Board is in charge of responding to and representing the Secretariat's views in the event that a point of parliamentary inquiry or a point of order is raised regarding a question that is not addressed in these rules of procedure.

### Article 2: Official Language

1. CALMUN'24 will have one official language that will be used throughout the conference which is English.

### Article 3: Dress Code

1. Throughout the Conference, the dress code shall be Western business attire due to the diplomatic and formal status of delegates.
2. The Secretariat reserves the right to expel a delegate due to their dress code.

### Article 4: Participation

1. Member MP's shall be represented by delegates. The present delegates in the committees will represent their parties and form all discussions. Within their committees they shall have equal rights to speak during their time in "General Speakers List" and "Fragment for Delegates", but individuals speaking time will change according to the proportion of their party's votes during "Fragment for Political Parties"

2. Member MP's shall have equal rights to vote during all procedural and substantive voting procedures.

#### Article 5: Diplomatic Courtesy

1. All the participants are expected to behave in diplomatic courtesy which incorporates showing respect to every Member and the European Union through their speeches, gestures, attitudes, and behavior at all times.

### B) General Rules on the Committee Framework

#### Article 6: Quorum

1. Committees may only start with the session when the quorum is reached. European Parliament necessitates the present members of the committee to constitute at least one-third of all members of the Committee in order to form the quorum.
2. To move on with a substantive voting procedure, at least the absolute majority of the members shall be present in the Committee.
3. The quorum can be challenged at the beginning of the session or before substantive voting procedures by a delegate. This procedure can be implemented by raising a point of parliamentary inquiry or point of order, or sending a message paper to the Committee Board.

#### Article 7: The Committee Board

1. The Committee Board is composed of Chairpersons of the Committee on Civil Liberties, Justice and Home Affairs.
2. The Committee Board will declare the opening and closing of each session and it has the ability to propose procedural motions at any time unless there is a motion to appeal to the Committee Director's decision or an apparent objection.
3. The Committee Board has complete power, which is given by the Secretariat itself, over all the proceedings of the Committee during sessions.

4. The Committee Board is entitled to direct the discussions, grant the right to speak to delegates equally according to rules of procedure, announce decisions and rulings on any points, and most importantly ensure the observance of these rules at any time during the Committee.
5. The Committee Board is directly responsible to the Secretariat in a situation of discontinuing to follow these Rules of Procedure.
6. The duties of a Committee Board member may be transferred to another Committee Board member or individual at the discretion of the Secretariat.
7. The Committee Board may advise delegates during the sessions while keeping their utmost credibility and impartiality in all times.

#### **Article 8: Appeal to the Committee Director's Decision**

1. Unless explicitly stated as non-appealable, any decision made by the Committee Board can be immediately appealed by a delegate by raising a motion to appeal. The Committee Board lacks the authority to overturn such a motion.
2. Following the motion, the Committee Director may briefly address the meeting to provide a defense of their ruling.
3. After the Committee Director's speech, the appeal will be subjected to a vote. To successfully overturn the Committee Director's decision, a two-thirds majority of the Committee is required. If the appeal does not receive the necessary majority, the Committee Director's decision will remain in effect.

#### **Article 9: Communication within the Committee**

1. Message papers serve as the exclusive means of communication between delegates and the Committee Board, as well as among delegates themselves.

2. The distribution of message papers within the Committee is the sole responsibility of the Administrative Staff. Delegates are strictly prohibited from distributing message papers. Additionally, the Administrative Staff has the authority to deliver notes to the Committee Board if they deem the language, manner, or content inappropriate in relation to the agenda items, formality, and diplomatic protocols.
3. Note-passing is automatically prohibited during roll-call, unmoderated caucus, and voting procedures.

#### Article 10: Electronic Devices

1. The use of electronic devices is strictly prohibited within the boundaries of the Committee room during formal sessions.
2. Delegates may be permitted to use electronic devices during unmoderated caucuses for document drafting purposes, subject to approval by the Committee Board.

### C) Rules Governing Discussions

#### Article 11: Roll-Call

1. At the beginning of the sessions, the Committee Board shall conduct a roll-call in order to record the presence of the members as “present” or “present and voting”.
2. The Committee Board shall conduct this procedure by calling the names of the MPs of the Committee in alphabetical order.
3. Upon hearing their MPs name, delegates have the option to declare their presence as "present" or "present and voting." If a delegate chooses to declare as "present and voting," it signifies their commitment to abstain from abstentions during substantive voting procedures, indicating that they will cast a vote either in favor or against the proposed measures.

4. If a delegate fails to declare their presence during the roll-call procedure, despite being physically present in the Committee, they will be marked as an absentee and will be unable to participate in the proceedings of that particular session. However, if the delegate sends a message paper to the Committee Board stating their presence within the first half of the session, they will regain their right to participate, and the Committee Board will no longer consider them as an absentee.

### Article 12: General Speakers' List

1. Once the opening speeches are done, the Committee Board will promptly create a General Speakers' List specifically for the current topic. Speakers on the General Speakers' List are required to address the topic broadly in their speeches. Unless the General Speakers' List is overridden by procedural motions, the Committee will continue with the General Speakers' List for the first half of the session.
2. Delegates have the option to include their names in the General Speakers' List by submitting a written request through message papers addressed to the Committee Board. Once a delegate's name is already listed, they cannot request to be added again. Additionally, delegates retain the right to remove their names from the General Speakers' List by sending a message paper to the Committee Board.
3. During the establishment of a new General Speakers' List, the Committee Board has the authority to include delegates by specifically requesting those who wish to be added to raise their placards. This can be done at any time during the committee proceedings.
4. Delegates who did not state their presence in the roll-call or via a message paper in the first half of the session are not eligible to be entertained in the General Speakers' List.
5. The General Speakers' List remains open throughout the debate until a closure motion is passed with a two-thirds majority.
6. The Secretariat will determine the time limit for speeches in the General Speakers' List before the sessions. However, the Committee Board has the authority to modify

the time limit during the Committee's sessions, and their decision on this matter cannot be appealed.

7. Delegates must obtain explicit permission from the Committee Board before addressing the Committee. This permission can be granted verbally or by displaying the delegate's name in the moderation program.
8. The Committee Board has the right to intervene if a delegate's remarks are not relevant to the topic, infringe upon the rights of a Member State, or exceed the allotted time limit for their speech. The Committee Board's decision to call a delegate to order and terminate their speech cannot be appealed.
9. The Committee Board may occasionally open the floor for points and motions. If deemed necessary, they may choose to continue with the General Speakers' List instead of opening the floor. However, opening the floor to multiple motions is not recommended by the Secretariat, since delegates will have the right to talk about a specific topic that they will decide in the procedural part of "Fragment for Political Parties", which will take half of every session further leaving the time for GSL short.
10. The time limit for the speeches in the General Speakers' List shall be set to 1 minute and 30 seconds. During the Committee's sessions, the Committee Board have the authority to alter the time limit of the General Speakers' List and their decision on this matter is non-appealable
11. No Delegate may address the Committee without previously obtaining the explicit permission of the Committee Board. This permission may be verbal by stating that the delegate may proceed, or by projecting the name of the respective MP in the moderation program
12. The Committee Board may call a delegate to order if the remarks presented are not relevant to the topic under discussion, infringing the rights of a Member State, or the time of the delegate's speech exceeds the total time limit. The Committee Board's decision to call a delegate in order and terminate his/her speech is non-appealable.
13. Delegates are not allowed to open themselves to questions if they have any time left.

### Article 13: Yields

1. A delegate previously granted the right to speak in the General Speakers' List may yield his/her/their remaining time after speaking. This yield can be implemented in two ways: yielding the remaining time to another delegate, or the Committee Board.
  - a. Yield to another delegate: A delegate may yield his/her remaining time to another delegate present in the Committee. If the other delegate accepts this yield, he/she/they will take to the floor for the remaining duration, and after speaking, he/she/they will not have the right to yield his/her/their time since a previously yielded time cannot be yielded again.
  - b. Yield to the Committee Board: If the delegate does not wish to yield his/her/their time to another delegate or to questions, the remaining time can be yielded to the Committee Board. When a delegate's time elapses, there is no need to yield the floor since there is no remaining time. In this situation, the Committee Board may ask the delegate to conclude his/her speech or call him/her in order.
2. Yields may be made during two procedural parts during sessions: GSL and "Fraction for Political Parties". During "Fraction for Political Parties" time management will be prepared under these rules
  - a. Time given to parties will be according to their votes in the last Parliament elections.
  - b. Parties will be given 10 minutes of unmoderated caucus to strategize and split their time between their member MPs. Their decisions will be sent to chairboard in a message paper that states:
    - i. the amount of their time they want to use
    - ii. Respective order of delegates, who will give a speech. During "FPP (Fragment for Political Parties)" delegates may choose to make a presentation or be present on the floor together with the Chairboards



information. If delegates wish to talk in different orders (like the given examples in this very paragraph) they must inform the Chairboard with this part of the message paper.

iii. What they wish to do in their remaining time, if they have any. The options for their choice are:

iii.i. yielding the floor, thus the remaining time to a delegate from the same party who did not talk. The chosen delegate may or may not accept to deliver a speech.

iii.ii. yielding the floor, thus the remaining time to a delegate from another party. The chosen delegate may or may not accept to deliver a speech. Another party member from the same party as the chosen delegate may deliver the speech instead of the chosen delegate if the chosen delegate refuses to give a speech. Yielded time will not be removed from the chosen delegates' party, since it was not originally their planned time.

iii.iii. Delegates may choose to abort the remaining time, yielding the floor to the chairboard.

iii.iv. Delegates may decide to open themselves to points of information. During GSL or any procedural part questions are not allowed. Because of this the House can reference older speeches of delegates and ask them questions. If there are multiple delegates on the floor, the question should specifically address either one delegate or the whole group.

iii.v. Delegates may decide to share their party with another party or give their time/planned remaining to another party. The chairboard and both parties should accept and be informed before the procedure happens. For this procedure to be accepted the positive vote of chairpeople of both respective parties are in order

1. If a delegate makes a statement that infringes the personal or national integrity of another delegate, the delegate who has been offended may submit a Right of Reply only in a written form to the Committee Board via message papers.
2. The written Right of Reply should comprise the specific causes of this request by explaining the breach that the other delegate made in his/her/their speech in detail, if possible with the exact words. Additionally, the delegate should give an outline of their response in the written Right of Reply.
3. It is completely up to the Committee Board's discretion to grant a Right of Reply to a delegate. A delegate who is granted a Right of Reply will give a speech of thirty seconds to the whole Committee as a response to the infringement of their integrity, and this speech will not take place until requested by the Committee Board.
4. The Committee Board may not accept the Right of Reply and this decision is not appealable

#### Article 15: Moderated Caucus

1. Moderated Caucus is an apparatus to facilitate the debate to flow in a specific and controllable course within the general discussions of the Committee.
2. A motion for a moderated caucus can be given when the floor is open for points and motions during the formal proceedings of the Committee. When raising a motion for a moderated caucus, the delegate must specify a specific topic for the caucus, an overall time limit not exceeding twenty minutes, and a time limit for individual speeches not exceeding the time limit of the General Speakers' List in one sentence.
3. The Committee Board may request delegates to alter the time limitations and topics of their moderated caucuses, in addition, the Committee Board may overrule a motion for a moderated caucus because of its type, topic, or time limitation and this decision is not appealable
4. The Delegate who has submitted a motion for a moderated caucus may withdraw his/her motion any time prior to the voting procedure of the respective motion.

5. The Committee Director may ask the submitter of this motion if he/she would like to be the first speaker of the motion, after the expiration of this speech, the delegates willing to speak should raise their placards to obtain the right to deliver a speech in the moderated caucus. The Committee Board shall continue to entertain speakers until the end of the allocated time of the motion.
6. Any interruption to the speech of a delegate or a Committee Director is strictly out of order. No Delegate may address the Committee without previously obtaining the explicit permission of the Committee Board. This permission may be verbal by stating that the delegate may proceed, or by projecting the flag of the respective country in the moderation programme.
7. If there are no delegates wishing to speak in a moderated caucus even if there is remaining time, the moderated caucus will be immediately concluded, there is no need for a motion to terminate the moderated caucus in this situation.
8. The Committee Board may also decide to terminate the moderated caucus early, this decision is a subject to appeal by the delegates.

#### Article 16: Unmoderated Caucus

1. Unmoderated Caucus is an apparatus to facilitate formal lobbying and drafting within the boundaries of the Committee room during sessions. It enables delegates to discuss ideas informally and prepare documents in the Committee by temporarily suspending the formal debate.
2. A motion for an unmoderated caucus can be given when the floor is open for points and motions during the formal proceedings of the Committee. When raising a motion for an unmoderated caucus, the delegate must briefly specify a topic for the caucus and an overall time limit not exceeding twenty minutes. No individual speaking time is needed to be specified.
3. The Committee Board may request delegates to alter the time limitations and topics of their unmoderated caucuses, in addition, the Committee Board may overrule a motion for an unmoderated caucus if it is given as the first motion of a session or at the first phases of the Conference

4. The Delegate who has submitted a motion for an unmoderated caucus may withdraw his/her motion any time prior to the voting procedure of the motion. This motion necessitates a simple majority for its adoption. After the unmoderated caucus is adopted, use of electronic devices is in order only for drafting purposes during the unmoderated caucus. The Committee Board may restrict the use of any electronic devices also in unmoderated caucus. The Committee Board may also decide to terminate the moderated caucus early if they observe the unmoderated caucus has ceased to be productive, this decision is not a subject to appeal by the delegates unlike the termination procedure of moderated caucuses.

#### Article 17: Termination of Caucuses

1. A motion for termination of the moderated/unmoderated caucus can be given any time during moderated or unmoderated caucuses. The floor does not have to be open to raise this motion. This motion necessitates a simple majority for its adoption. The Committee Director may overrule this motion and this decision is not appealable

#### Article 18: Extension of Caucuses

1. Right after the time for a moderated or unmoderated caucus elapses, delegates may raise a motion to extend the previous moderated/unmoderated caucus.
2. When raising a motion for extension, delegates only need to specify a total time. The individual speaker time shall not be altered.
3. The total time for the extension shall not exceed the time for the original caucus.
4. An extension to an already extended caucus is not in order, in other words, moderated or unmoderated caucuses can be extended once.

#### Article 19: Closure of Debate

1. Motion for the closure of debate is given to close debate on the substantive or procedural matter under discussion

2. This motion may be given any time when the floor is open.
3. The Committee Director may overrule this motion when dilatory action is needed; however, this decision is appealable.
4. When this motion is moved, the Committee Director may recognise up to two speakers against this motion. No speaker in favour shall be recognised. If no delegate wishes to speak against, the debate will be considered automatically closed.
5. If the committee hears up to two speakers against, there will be a voting which necessitates two-thirds majority.
6. After the closure of debate, the Committee may request to divide the House, divide the question, reorder the draft resolutions, or move to the voting procedure after the closure of debate by raising motions. The Committee may also decide not to raise any motions, this act enables the Committee to automatically move to the voting procedure of a resolution or an amendment.

#### **Article 20: Suspension and Adjournment of the Meeting**

1. A delegate may raise the motion to suspend the meeting to suspend all committee functions until the next session.
2. A delegate may raise the motion to adjourn the meeting to suspend all committee functions for the duration of the conference. A motion for the adjournment of the meeting is not in order until three quarters of the time allocated for the last session of the conference expires.
3. The Committee Director has the right to overrule these motions during the pre-scheduled time for the sessions and this decision is not appealable. However, the decision of the Committee Director to overrule a motion to suspend/adjourn the meeting outside of the pre-scheduled time limitations for the sessions is appealable.
4. These motions necessitate a simple majority to pass.

### Article 21: Postponement (Tabling) and Resumption of Debate

1. When the floor is open, a delegate may raise a motion to postpone (table) the debate when a crisis or an emergency of international importance occurs. This motion is debatable to the extent of two speakers against and two speakers in favour. Two-thirds majority is required for the postponement of the debate. If this motion passes, no discussion or action will be allowed on the documents on the debate which has been postponed.
2. A delegate may raise the motion to resume debate on which debate has been postponed after the necessary actions are taken to correspond to the crisis. This motion is debatable to the extent of two speakers in favour and two speakers against and it necessitates simple majority to pass. Resumption of debate will cancel the effects of postponement of debate and enable delegates to move on with the previous issue.

### Article 22: Reconsideration

1. Immediately after a substantive document (a draft resolution or an amendment) is adopted or rejected, a delegate who casted vote with the majority may raise a motion to reconsider.
2. In order to raise a motion for reconsideration, the voting on the substantive document that will be reconsidered shall be a roll-call vote in order to verify the submitter delegate's position in the previous majority.
3. This motion is debatable up to two speakers against and it necessitates two-thirds majority to pass.
4. After the motion for reconsideration passes, the Committee Director will implement the voting procedure on the previously voted substantive document again.

## Article 23: Procedure of European Parliament

1. Opening speeches and roll call voting will be standard procedure.
2. The session will then move on with the GSL. During GSL points of information won't be allowed. During GSL chairboard has the authority to open the floor for motions, however refraining from more than one motion per session is highly recommended by the secretariat. The duration of GSL is recommended to take 25-35 minutes in a 90 minute session.
3. After the specific motion to move on with the "Fraction of Delegates" to discuss the topic of "Fraction for Political Parties" and address recent GSL speeches, Chairboard will give 5–15 minutes of semi moderated caucus to delegates to submit their candidate topics for the "FPP". The chairboard will note the candidate topics at the end of the caucus. The caucus may be terminated or extended, however, both are not advised. The topics will be put to vote. MPs will only be allowed to vote for one topic. If there are more than two topics and one topic is not able to reach a single majority, voting goes to a second round. The first two topics that received the most votes in the first round go to the second round, and the topic that gets the simple majority in the second round wins. This voting procedure is not substantive, and it is majoritarian. The topics will be asked in the order in which they are nominated, and delegates who accept the topic will raise their placards.
4. After the voting is cleared and the topic is set, chairboard will reveal the remaining time of the session and the time which will be assigned to each party, delegates will be given 10 minutes of unmoderated caucus to plan how will the party use their speaking rights. The timing of parties will be proportional to the vote they received in the latest EU-Parliament election. The rule parties has to follow to plan their time is stated in Article 13/2 of the ROP. Parties are allowed to present their arguments by using pictures or other methods, and they are allowed to stay on the floor altogether or do a presentation altogether under the circumstance of informing the chairboard first. FPP is the only procedural part, where parties are allowed to take questions. Every "FPP" in every session must include a different topic and the arguments used in "FPP"s can be written to draft resolution papers.
5. With the end of FPP official session ends with a specific motion.

## D) Rules Governing Points

### Article 24: Point of Personal Privilege

1. A delegate facing discomfort that hinders their full participation in committee proceedings, such as temperature issues, inaudibility, or medical conditions, may raise a point of personal privilege. It is the duty of the Committee Director to address the discomfort, either through their authority or by seeking assistance from the Organizing Team or the Secretariat of CALMUN'24.
2. The use of a point of personal privilege, unless specifically related to audibility, should not interrupt a speaker. Delegates are advised to exercise discretion and attentiveness when invoking a point of personal privilege, ensuring it is utilized sparingly and with careful consideration.

### Article 25: Point of Order

1. A delegate may raise a point of order in order to indicate an improper implementation of the Rules of Procedure during the proceedings of the Committee.
2. Delegates should provide a brief explanation of their point of order, and the Committee Director will promptly make a ruling based on the Rules of Procedure. Furthermore, as stated in Article 1, Section 3 of the Rules of Procedure, if a question arises that falls outside the scope of these rules, the ultimate decision of the Committee Board will be enforced.
3. The Committee Director may overrule certain points of order when used improperly, and this decision of the Committee Director is not a subject to appeal
4. A point of order may only interrupt a speaker if the ongoing speech incorporates grave and flagrant violations of the Rules of Procedure



### Article 26: Point of Parliamentary Inquiry

1. When the floor is open, a delegate may raise a point of parliamentary inquiry to seek clarification or ask a question regarding the Rules of Procedure from the Committee Director.
2. The Committee Director is responsible for providing an answer in accordance with the Rules of Procedure. According to the third section of Article 1 of these Rules, if a question arises that falls outside the scope of the Rules of Procedure, the response from the Committee Board will be considered as a reflection of the Secretariat's views.
3. When delegates raise a point of parliamentary inquiry, they should only ask procedural questions. For other types of questions, delegates should use a point of information or submit a written note through message papers.
4. The point of parliamentary inquiry can never interrupt a speech.

### Article 27: Point of Information

1. When the floor is open, a delegate may raise a point of information in order to ask a question regarding the agenda item, the mandate of the Committee, abbreviations, and specific debate proceedings.
2. The point of information can only interrupt a speech if both the point of information is directed at the chairboard and the chairboard accepts to recognize the point and answer.

## E) Rules Governing Substantive Documents

### Article 28: Working Papers

1. Working papers are preliminary documents used to draft resolutions. They serve as an outline of the discussions held and proposed solutions put forward during the

Committee Proceedings. It is not obligatory for a working paper to include all the points discussed in the Committee; they can also focus on specific aspects of the agenda item.

2. A working paper can also be the result of an individual effort, and there are no restrictions on the minimum or maximum number of contributors for this document.
3. Working papers must be written during the conference, and no pre-written work will be accepted or approved.
4. Working papers do not require any signatories to be submitted.
5. Working papers are informal documents and do not need to follow a specific format or include a formal introduction. However, the working paper must be signed and approved by the Committee Director in order to be made available to the Committee. The Committee Director is also responsible for assigning a number to the working papers in the order of their approval. Once approved, delegates may refer to the working paper by its assigned number as provided by the Committee Director.
6. In cases where working papers hold exceptional importance, the Secretariat has the discretion to print them before their introduction. However, if the working papers do not meet this criterion, they will be projected on-screen during the introduction.
7. Delegates are prohibited from referring to any document as a working paper before it has been officially approved.
8. After the working paper has received approval, a delegate has the option to raise a motion for its introduction. This motion is not subject to a vote, and the working paper will be presented to the committee either by the Committee Director or, if permitted by the Committee Board, by a delegate at their discretion.
9. Working papers will not be voted upon or adopted.

## Article 29: Final Documents

1. In all committees, the ultimate document to be produced is a resolution. The Rules of Procedure outlined here shall be applicable to all types of documents drafted within these committees, unless explicitly stated otherwise in a Committee's Handbook.
2. Regarding the remaining committees, the procedures pertaining to their specific additional and final documents, as well as their corresponding processes, will be outlined in their respective Handbooks. The Committee Boards are required to adhere to the information provided in these Handbooks, which supplements the Rules of Procedure.

### Article 30: Draft Resolutions

1. A draft resolution serves as a preliminary document for a resolution. It differs from working papers as it requires a specific formatting, as outlined in Annex 1. A draft resolution can only be submitted to the Committee Board when it bears the signatures of at least one-fifth of the present delegates in the same session.
2. Signatory delegates have the option to withdraw their signatures from the draft resolution at any time before the voting procedure begins. If the document loses a sufficient number of signatures, resulting in the signatories falling below the required percentage, the discussion on the document will be automatically postponed. However, the same draft resolution can be reintroduced during the general discussion on the agenda item if it garners the necessary percentage of signatures once again.
3. Being a signatory to a draft resolution does not impose any obligation on the delegate to vote in favor of the document. The sole purpose of being a signatory is to make the document available to the entire Committee. Delegates are allowed to be signatories to multiple draft resolutions if they choose to do so.
4. There are no official sponsors of the draft resolutions.
5. In addition to obtaining signatures from more than one-fifth of the present members of the Committee, it is also necessary for the Committee Director to sign the document in order for it to be introduced. It's important to note that the decision of the Committee Director not to sign a draft resolution cannot be appealed.

6. The use of pre-written documents or documents written outside of the Conference is strictly prohibited. All content must be written during the Conference within the Conference building. All documents submitted to the Committee Board will be carefully reviewed to ensure compliance with this condition, and they will also be scanned for plagiarism.
7. While it is possible to discuss multiple draft resolutions simultaneously on the floor, only one resolution can be ultimately passed per agenda item.
8. Draft resolutions require simple majority to pass, thereupon, to be adopted as resolutions.

### Article 31: Introducing a Draft Resolution

1. After a draft resolution is approved in accordance with Article 33, a motion to introduce the draft resolution is required to make the document accessible to the Committee. The purpose of this motion is to initiate a focused debate on the proposed draft resolution before proceeding to the voting procedure.
2. To pass the motion to introduce the draft resolution, a simple majority is required. Additionally, the individual submitting this motion must be a signatory of the document to be introduced.
3. Once the motion to introduce the draft resolution is passed, the draft resolution will become available to the entire committee. To facilitate this, there are several options for reading the operative clauses of the document. The Committee Director may choose to read the operative clauses themselves, invite the submitter of the motion to read them, or if the submitter declines, the Committee Director may request a signatory delegation of the document or a member of the Committee Board to read the operative clauses.
4. Once a draft resolution is introduced, the general discussion will be focused on the content and scope of that particular draft resolution. At this point, the draft resolution is considered a distinct agenda item, and a new General Speakers' List will be created specifically for discussing the draft resolution.

5. During the discussion of the draft resolution, the debate will follow the order specified in the General Speakers' List. Delegates have the opportunity to raise motions for amendments and request moderated or unmoderated caucuses for further discussions on the document or potential amendments.
6. At any given time, there can only be one draft resolution under discussion on the floor.
7. The debate on the draft resolution will continue until it is either postponed or closed.
8. If the debate on a draft resolution is postponed, the Committee will revert to the previous general debate on the agenda item and may incorporate the relevant document into it. On the other hand, if the Committee chooses to close the debate on the draft resolution, an immediate vote on the document is required.
9. Per agenda item, only one draft resolution can be adopted by the Committee. The adoption of a draft resolution requires a simple majority vote. If a draft resolution is successfully adopted, all other documents should be regarded as null and void, meaning they have failed, unless a delegate requests a reconsideration immediately after the announcement of the result.

### Article 32: Amendments

1. Correcting grammar mistakes is not classified as a substantive amendment. Such amendments can be documented on a message paper and submitted to the Committee Board. The approval of the Secretariat is not required for these amendments. The Committee Board has the authority to directly approve these grammar-related amendments and proceed with procedural voting, which requires a simple majority.
2. Following its introduction, any delegate has the opportunity to propose amendments to a draft resolution. These amendments can involve the addition of new clauses or the partial/complete deletion or modification of existing clauses within the approved document.
3. Pre-ambulatory clauses cannot be amended, only the operative clauses of a draft resolution may be amended.

4. When a delegate intends to propose an amendment, it is necessary for them to clearly indicate the specific part of the document they wish to amend, including the exact location and wording. This information can be written on a message paper and submitted to the Committee Board, or alternatively, the amendment can be sent electronically to the Committee Board for consideration.
5. To be approved, an amendment should have the support of at least one-eighth of the present delegates' signatories. The amendment must then be approved by both the Committee Board and the Secretariat. Unlike draft resolutions, amendments do not have official sponsors or submitters. Prior to the voting procedure of an amendment, signatory delegates have the option to withdraw their signatures. If the amendment loses enough signatures to fall below the required percentage, the discussion on the amendment will be automatically postponed. However, the same amendment can be reintroduced during the discussion of the draft resolution if it garners the necessary support again.
6. Once an amendment is approved, a signatory delegate may raise a motion to introduce the amendment when the floor is open.
7. Before putting the motion for the introduction of an amendment to a vote, the Committee Director is responsible for reading out the contents of the amendment. Subsequently, the motion will be subjected to a vote. This motion requires a simple majority to pass.
8. Once the motion for the introduction of an amendment is passed, two Speakers' Lists will be created: one for speakers in favor and one for speakers against the amendment. The Committee Board has the discretion to allow additional speakers, ensuring an equal number of speakers for and against the amendment. If no delegate expresses a desire to speak either in favor or against the amendment, there is no need to formally close the debate, and the Committee can proceed directly to the voting process. However, if delegates wish to speak, the designated Speakers' Lists will be utilized, and once these lists are completed, a motion to close the debate is necessary to proceed with the voting on the amendment.
9. Amendments require a simple majority to pass, and the voting procedure for an amendment is considered substantive.

10. An amendment to an amendment is not possible; however, amended parts of a draft resolution can be further amended.
11. The European Council reserves the right to further amend and delete the parts of the resolution sent by the European Council. For a resolution to pass, a simple majority in parliament and every single vote in the European Council is required.
12. After an amendment is passed or rejected, the Committee will move to the previous General Speakers' List established for the draft resolution.

### Article 33: Competence

1. Following the introduction of a draft resolution or an amendment, but prior to the establishment of the General Speakers' List for the document, it is possible to present a motion challenging the competence of the Committee.
2. The intention behind this motion is to automatically reject a substantive document due to the Committee's inability to implement the provisions stated in the document or if the content of the document is unrelated to the mandate of the Committee.
3. The Committee Board may reject the motion to question the competence of the Committee; however, this decision is appealable.
4. Before voting on this motion, the Committee Director will allow one speaker against and one speaker in favor to express their views. The motion itself requires a simple majority to pass.

## F) Rules Governing Voting Procedures

### Article 34: Procedural Voting

1. Procedural Voting encompasses all voting procedures during sessions, excluding voting for draft resolutions or substantive amendments.
2. During procedural voting, all delegates are required to cast their votes in favor or against. Abstention is not permitted. If a delegate does not indicate their vote by

raising their placard during a procedural voting, the Committee Board must remind the committee of this rule and conduct a revote until the vote of each delegate is recorded.

3. All procedural voting processes will be conducted by requesting delegates to raise their placards to indicate their vote. However, delegates have the option to propose alternative voting procedures for procedural matters.
4. In procedural voting procedures that require simple or two-thirds majorities, if the sponsor of a motion votes against their own motion, the motion will be considered withdrawn and, consequently, unsuccessful.
5. Note passing is automatically suspended during procedural voting procedures.
6. During procedural voting procedures, any motions and points, with the exception of points of personal privilege and points of order, are not permitted and considered out of order.
7. In procedural voting procedures that require a simple majority, a tie vote results in the failure of the motion, as a tie indicates that a majority has not been achieved.
8. As an exception in the UNSC committee, the motion has to be voted in favor or against by the permanent 5, if not either those five countries have a private meeting or the motion fails.

### **Article 35: Substantive Voting**

1. Substantive voting procedures include voting on the final documents of the Committees, which are referred to as resolutions in these Rules of Procedure, as well as voting on amendments and the combined segments of a draft resolution.
2. Substantive voting procedure is to be implemented after the closure of the debate on a substantive document.
3. Before the substantive voting procedure, delegates may only raise motions for "the Division of the House" (refer to Article 39), "Division of the Question" (refer to Article 40), and "a Roll Call Vote" (refer to Article 41). Additionally, points of personal privilege, order, and parliamentary inquiry are allowed during this time.



4. Every delegate is entitled to a single vote, which can be either a "yes," "no," or "abstain." However, delegates who have confirmed their presence as "present and voting" during the roll call are not permitted to cast an "abstain" vote.
5. All substantive voting procedures require will be implemented by raising placards unless otherwise is requested by a delegate .
6. To ensure that abstentions do not disrupt the consensus, for every abstention, an additional vote in favor and an additional vote against shall be added. This maintains the balance between the votes in favor and against, regardless of the number of abstentions.
7. Unless stated otherwise in the Handbooks of respective Committees, all substantive voting procedures follow a simple majority rule. In the case of a tie, where a majority is not achieved, the substantive document will be considered failed.
8. Note passing is automatically suspended during substantive voting procedures.
9. During substantive voting procedures, the practice of note passing is automatically suspended.

#### Article 36: Division of the House

1. After the debate is concluded on a draft resolution, a delegate has the option to propose a motion to divide the House.
2. The motion for the division of the House can only be brought forward before the voting process of a draft resolution, excluding amendments.
3. The motion for the division of the House requires a two-thirds majority to be approved. If the motion passes, all abstentions will be considered invalid for the respective draft resolution. Even delegates who have stated their presence as "present" will be required to cast their vote either in favor or against.

#### Article 37: Division of the Question

1. A delegate may make a motion to divide the question after the debate on a draft resolution is finished.
2. This motion is a device for segmenting the main document and voting on each fragment individually. In this motion, only operative clauses may be used. Pre-ambulatory clauses cannot be divided into separate clauses.
3. The motion's author must specify exactly how the document should be divided into each of its sections. The document may be broken up into two or more sections, and it is not required that the clauses that follow be in the same segment; rather, clauses from various portions of the text may also make up a segment. However, the person making the motion must include all of the clauses in its division proposal.
4. If the Committee recommended more than one way to divide the question, the suggestions will be voted on in the order of their disruptiveness, beginning with the one with the most segments. The other proposals will be automatically rejected if the first one receives approval.
5. A simple majority is required for this motion, which may be discussed with a maximum of two speakers in favor and two speakers opposed.
6. The draft resolution will be divided as necessary if this motion is approved. The suggested segments will first each be voted on individually. These voting procedures must have a simple majority and are procedural.
7. The approved segments will make up the final version of the draft resolution after each segment has been voted on separately. The final voting, which calls for a simple majority, should be used to adopt the draft resolution. This last vote must be significant. If it is unsuccessful the entire text will fail; if it succeeds, then the resolution will be adopted in its entirety.
8. The entire resolution will be deemed unsuccessful if the Committee determines not to approve any part of it during the first procedural voting procedures.

### G) Precedence of Points and Motions

1. The Precedence of Points and Motions is as follows:

- I. Point of Personal Privilege
- II. Point of Order
- III. Point of Parliamentary Inquiry
- IV. Point of Information
- V. Motion to Adjourn the Meeting
- VI. Motion to Suspend the Meeting
- VII. Motion to Reconsider
- VIII. Motion to Set the Agenda Item
- IX. Motion to Close the Debate
- X. Motion to Postpone (Table) the Debate
- XI. Motion to Resume the Debate
- XII. Motion to Extend the Previous Unmoderated Caucus
- XIII. Motion to Extend the Previous Moderated Caucus
- XIV. Motion for an Unmoderated Caucus
- XV. Motion for a Moderated Caucus
- XVI. Motion to Introduce a Draft Resolution
- XVII. Motion to Introduce an Amendment
- XVIII. Motion to Divide the House
- XIX. Motion to Divide the Question
- XX. Motion to for a Roll Call Vote

2. The longer caucus will be voted on first. Motions for moderated/unmoderated caucus will be voted on in accordance with their overall time limits. When two motions with equal total time limits are made, the motion with the longer individual speaker's time will take precedence.

## H) Annex I: Guidelines for Draft Resolutions

1. Unless otherwise specified in the committee handbooks, resolutions are the definitive texts of the CALMUN'24 committees
2. A draft resolution shall become a resolution after it has been approved by a simple majority.
3. One complex statement can be used to describe the draft resolution. In draft resolutions, which will be placed at the end of the text, only one full stop is used. To do this, commitment to a specific format is essential.
4. Times New Roman, size 12, should be used throughout the full resolution. The margins should be 2.5 cm/1 inch wide and should be spaced at a ratio of 1.5.
5. One introduction component and two major sections make up a draft resolution: headings, signatories and preambulatory, operative clauses.
  - a. The headings and signatures of the draft resolution should appear at the top of the first page:
    - i. The name of the committee should be the first heading
    - ii. The committee's agenda item should be the second heading
    - iii. The initial letter of each word should be capitalized in each of these headings.
    - iv. The names of the signatories should be listed in alphabetical order after the headers. This sentence should be left-aligned and not italicized or boldfaced.
    - v. The name of the Committee should be placed in italics after the signatures and conclude with a comma
  - b. preambulatory clauses should come after the signatories. The primary issue raised during Committee meetings should be discussed and described in this session. It is important to address the effects of the issue and any potential

long-term effects. The goal of the document should be clearly stated, and previous attempts should be remembered. Preambulatory clauses must support the solutions offered in the operative clauses that follow:

- i. These sentences must start with an italicized participle and end with a comma.
  - ii. Instead of being numbered, these phrases must all have an indentation at the start.
  - iii. Subordinate clauses are not allowed.
  - iv. All preambulatory phrases must be left-aligned and formatted in accordance with the guidelines in the fourth rule of Annex I.
- c. The preambulatory phrases must come before the operative clauses. Operative clauses are the part which gives the solutions to the problems that are stated in the preambulatory clauses, by acting to the committee's authority and jurisdiction, the position of the Committee may also be strengthened. These sentences must start with an active verb in the present tense and end with a semicolon.
- i. These clauses must be numbered, and each one's start must be indented.
  - ii. Subclauses are acceptable if the clause has multiple subclauses.
    1. Lowercase letters must be used for subclauses at the first level of seriation. Subclauses at this level need to be indented an additional space.
    2. Lowercase roman numerals must be used for subclauses at the second level of seriation. Subclauses at this level should have an additional two times of indentation.
  - iii. All operative clauses must be left-aligned and formatted in accordance with the guidelines in the fourth rule of Annex I.
  - iv. A full stop must follow the last operative clause

d. Suitable participles and verbs for Preambulatory Phrases and Operative Clauses are given below:

i. For Preambulatory Clauses

<i>Affirming</i>	<i>Emphasizing</i>	<i>Keeping in mind</i>
<i>Alarmed by</i>	<i>Expecting</i>	<i>Noting further</i>
<i>Approving</i>	<i>Expressing its</i>	<i>Noting with approval</i>
<i>Aware of</i>	<i>appreciation</i>	<i>Noting with deep concern</i>
<i>Bearing in mind</i>	<i>Fulfilling</i>	<i>Noting with regret</i>
<i>Believing</i>	<i>Fully alarmed</i>	<i>Noting with satisfaction</i>
<i>Cognisant of</i>	<i>Fully aware</i>	<i>Observing</i>
<i>Confident</i>	<i>Fully believing</i>	<i>Reaffirming</i>
<i>Contemplating</i>	<i>Guided by</i>	<i>Realising</i>
<i>Convinced</i>	<i>Having adopted</i>	<i>Recalling</i>
<i>Declaring</i>	<i>Having considered</i>	<i>Recognising</i>
<i>Deeply concerned</i>	<i>Having considered</i>	<i>Referring</i>
<i>Deeply conscious</i>	<i>further</i>	<i>Seeking</i>
<i>Deeply convinced</i>	<i>Having devoted attention</i>	<i>Taking into account</i>
<i>Deeply disturbed</i>	<i>Having examined</i>	<i>Taking note</i>
<i>Deeply regretting</i>	<i>Having heard</i>	<i>Viewing with appreciation</i>
<i>Desiring</i>	<i>Having received</i>	<i>Welcoming</i>
	<i>Having studied</i>	

ii. For Operative Clauses

<i>Accepts</i>	<i>Emphasises</i>	<i>Reaffirms</i>
<i>Affirms</i>	<i>Encourages</i>	<i>Recommends</i>
<i>Approves</i>	<i>Endorses</i>	<i>Regrets</i>
<i>Authorises</i>	<i>Expresses its</i>	<i>Reminds</i>
<i>Calls for</i>	<i>appreciation Expresses</i>	<i>Requests</i>
<i>Calls upon</i>	<i>its hope</i>	<i>Resolves</i>
<i>Condemns (SC only)</i>	<i>Further invites</i>	<i>Solemnly affirms</i>
<i>Confirms</i>	<i>Further proclaims</i>	<i>Strongly condemns (SC</i>
<i>Congratulates</i>	<i>Further recommends</i>	<i>only)</i>
<i>Considers</i>	<i>Further reminds</i>	<i>Supports</i>
<i>Declares accordingly</i>	<i>Further requests</i>	<i>Takes note of</i>
<i>Demands (SC only)</i>	<i>Further resolves</i>	<i>Transmits</i>
<i>Deplores</i>	<i>Has resolved</i>	<i>Trustees</i>
<i>Designates</i>	<i>Notes</i>	<i>Welcomes</i>
<i>Draws attention</i>	<i>Proclaims</i>	

I) Annex II: Sample Draft Resolution

Committee: General Assembly First Committee: Disarmament and International Security

Agenda Item: Nuclear Disarmament

The General Assembly alarmed by the substantial amount of existing nuclear weapons and the desire to possess them,

Recognizing that more than 2,000 nuclear weaponry tests have been conducted,

Having acknowledged the Non-Proliferation Treaty, and being fully aware of its nonsignatory countries,

Considering that the Comprehensive Test Ban Treaty has not been passed since its creation 21 years ago,

Fully aware of the horrifying effects the nuclear weapons, Little Boy, and Fat Man have had on the Japanese cities of Hiroshima, and Nagasaki,

Aware of the creation of the nuclear weapons: B83, Castle Bravo, and Tsar Bomba,

Recognizing that nuclear superpowers may be less likely to agree to attend a summit with stringent rules,

1. Calls for the creation of a summit for nuclear weapon states to create a treaty or multiple treaties;
2. Encourages Middle Eastern states to continue to work on the Middle Eastern Nuclear Weapon Free Zone treaty;
3. Seeks the creation of a Scandinavian nuclear weapon free zone treaty;
4. Requests the formation of a summit including states with nuclear weapons or in a nuclear pact on decreasing and eventually eliminating nuclear weapons;
5. Advises: North Korea, Pakistan, India, Iran, and Israel to write a treaty similar to the Non-Proliferation Treaty that they will agree to sign;
6. Recommends the creation of a new treaty that limits the amount of nuclear tests;
7. Recommends that International Atomic Energy Agency inspections are continued in countries using nuclear energy and conducting nuclear tests;



8. Further recommends that non-signatory member states of the Comprehensive Test Ban Treaty release their request for changes to the document to the United Nations.