

NORTHWEST MODEL UNITED NATIONS



2015 - 2016



Delegate Preparation Guide

NWMUN-Seattle
November 20-22, 2015

NWMUN-Portland
February 13-15, 2016

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NORTHWEST MODEL UNITED NATIONS
(NWMUN)
www.nwmun.org



A project of
The Northwest Association for Global Affairs
(NWA)

Northwest Model United Nations – Seattle
(NWMUN-Seattle)
November 20-22, 2015
seattle.nwmun.org

Northwest Model United Nations – Portland
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INTRODUCTION

Northwest Model United Nations (NWMUN) conferences exist to provide an experiential educational opportunity for college students to learn about the world in which they live, and to develop the skills they will need to thrive in it. Through participation in NWMUN, students learn about the countries they represent as delegates, today's most relevant international issues, and how the international system addresses those issues. Delegates also develop research, writing, public speaking, negotiation, and leadership skills throughout their time in committee.

NWMUN complements the classroom, and is driven by the participants; the quality of our conference is a reflection of the quality of our delegates. Delegates' experiences depend upon the amount of research, work, and energy they put in themselves. In order to guide and support delegates in their preparation, we have created the Delegate Preparation Guide. Together with the background guides for each committee, it will ensure that delegates are prepared and can contribute to an accurate and realistic, and therefore educational, simulation of the United Nations – allowing delegates to maximize their own potential at the conference, and to enjoy the experience to the fullest.

This Delegate Preparation Guide contains the information participants need in order to prepare for the conference *beyond their committee's topics* – for the substantive information on your specific committee and topics, please consult the Background Guide for your committee. The Delegate Preparation Guide contains information such as the dress code, guidance on researching their country's position on a given topic, how to write a position paper before the conference, guidance on how to draft resolutions, information they will need at the conference, and the rules of procedure for their committees. The guide exists to describe the default way in which most of our committees will run; additional information for a few committees is published in an Explanatory Note, but for new delegates, this document is where your preparation should begin. We encourage head delegates and faculty advisers to distribute this guide to their delegates in order for them to be as prepared as possible.

We are looking forward to welcoming you to our conferences this academic year: NWMUN-Seattle 2015 in November, and NWMUN-Portland 2016 in February.

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DELEGATE CODE OF CONDUCT

While participating in NWMUN conferences, delegates have a responsibility to always maintain the highest level of professionalism and diplomacy. Conference staff, faculty, and fellow delegates should always be treated with the highest level of courtesy and respect. Professionalism in speech, actions, and appearance on behalf of delegates is a requirement of this conference and necessary to its educational mission. It is also expected that all delegates will respect the property of the host hotel.

Delegates are expected to treat one another in a manner suited for conduct between the representatives of Member States meeting to discuss serious global issues. Personal respect is expected even if delegate disagreement is intense; any personal disrespect, including but not limited to verbal harassment, insults, defamation, plagiarism, theft or vandalism of personal property, and/or sexual harassment, will not be tolerated.

Included in the expectation of delegate conduct is that delegate conduct towards the venue will be respectful both during and after conference hours. Our venues have been gracious towards Northwest Model United Nations, and NWMUN expects that all participants will be as courteous towards the hotel and its other guests as they have been towards us.

NWMUN reserves the right to restrict future registration for any participant or school if their delegates or faculty are not able to uphold their responsibility to the conference's code of conduct.

Delegates are expected to:

- Remain “in character” at all times by consistently advocating the interests and representing the policies of the country assigned. To act “in character” also entails displaying respect for the opinions and ideas of fellow delegates, even if these opinions and ideas conflict with a given delegate’s own country priorities.
- Collaborate with fellow delegates where possible.
- Conduct themselves in a courteous and professional manner at all times:
- Follow all applicable local, state, federal (and international) laws, including:
 - Refraining from consumption of all illegal drugs.
 - Refraining from excessive consumption of alcohol or drugs even when legal. The legal age for consumption in both Seattle and Portland is 21.

Delegates are encouraged to enjoy the variety of after-hours activities available in both Seattle and Portland while attending NWMUN conferences. Please bear in mind, however, that the purpose of your being here is to participate in the conference actively.

Please note that while the delegate code of conduct may permit certain activities, delegates may have specific codes of conduct for their college or university, or their delegation, that they are also expected to adhere to. These expectations may be more restrictive than NWMUN’s; we encourage delegates to communicate with their team leadership to learn these expectations.

DRESS CODE

Purpose and Intent

The reasons to have a dress code – the specific NWMUN dress code described below, or just to have one at all – include ensuring an accurate depiction of the United Nations; implementing a similar standard to which delegates will need to adhere in future academic and professional settings; and ensuring that participants are professional at the conference. We do not seek to impose an ethical or moral code upon our participants, nor to mandate a standard of modesty; we seek to reflect the real UN's practices, help delegates understand the expectations of many of their future endeavors as it relates to attire, and hold professional conferences.

Dress Expectations

NWMUN expects all delegates to be dressed in a professional manner, in line with expectations of an international diplomatic environment. This is generally defined as:

- **Suit** (suit jacket, blazer, or sport coat and slacks, dress pants, skirt / dress), **shirt** (button up / dress, or blouse), **tie**, and **professional shoes**;
- It is preferred that delegates wear the formal business attire listed above; it is, however, also acceptable to wear a sweater;
- **Avoid:** Casual attire including caps and hats, jeans, sneakers, and sunglasses; athletic attire; clothing that has other unprofessional qualities (such as a lime-green suit); attire that exposes undergarments or intimate body areas or are otherwise revealing; **any national symbols such as flags or crests, or other symbols other than that of the UN and/or NWMUN.**

NWMUN's interpretation of Western business attire does not include specific instructions regarding hair, fingernails, jewelry, or men's facial hair. These, as well as other aspects of delegates' appearance not addressed explicitly above, should be kept clean and groomed.

Cultural Dress

Non-western attire or cultural dress is only permitted for delegates who, personally, identify with a culture or come from an area in which "business attire" includes cultural dress. It is not permitted for delegates who are *representing* a country in which "business attire" includes cultural dress. In other words, a student who is from Eastern Europe and is **representing** Senegal may wear the business dress associated with Eastern Europe; that student **may not** wear any clothing associated with Senegal.

Delegates are permitted to represent a country, *not* to portray a character. As a result, our dress code does not permit the wearing of cultural dress as a "costume," whether this is the wearer's intent or not.

Application of the Dress Code

The dress code applies to delegate attire from the beginning of the first conference event of the day through the last conference event of the day. It also applies to head delegates, faculty advisers, and other individuals associated with your delegation. **The same expectations apply to conference staff members.**

Implementation

If the conference becomes aware of a delegate whose attire does not adhere to the dress code, a staff member will approach the delegate and privately let them know of the expectation and how it is not being met. At this point, the delegate will have until the beginning of the next committee session to resolve the dress code issue unless it is, in the responding staff member's view, either something that can be fixed immediately (such as the delegate removing a lapel pin with their country's flag on it), or something extremely unprofessional or a major violation (such as wearing jeans and a t-shirt). If there is any disagreement with the assessment that the delegate's attire violates the dress code, the delegate should approach the conference's Chief of Staff or Secretary-General directly.

If you have a special circumstance in need of accommodation, including but not limited to extreme financial hardship or medical conditions, please let us know in advance of the conference.

Example Items



ACCOMMODATIONS AND DISABILITY POLICY

Northwest Model United Nations (NWMUN) is committed to accommodating and assisting persons with disabilities. We believe not only in non-discrimination, but in providing assistance to persons with disabilities as much as possible. This applies to all board members, staff, volunteers and those participating in NWMUN conferences. NWMUN works with venues and other involved organizations to help provide reasonable accommodation with prior notice.

People with Disabilities

NWMUN has a working definition of people with disabilities based on the Convention on the Rights of Persons with Disabilities: “persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.” However, we do not aim to restrict the applicability of accommodations to people who may not specifically meet that definition.

Reasonable Accommodation

NWMUN will provide accommodation to persons with disabilities that will allow them to perform all the duties of their role at the conference, whether as a delegate, team leader, staff member, or guest. Accommodations are generally tailored to the specific needs of a delegate; something that might be helpful to a delegate with a physical disability may not be appropriate to provide to a delegate with a non-physical disability. Accommodations may include, but are not limited to:

- provision of accessible spaces for meetings;
- changes to committee seating arrangements;
- provision of printed materials;
- additional speakers time;
- adaptation to standard procedures requiring mobility (such as standing while giving a speech);
- adjustments to implementation of relevant code of conduct components;

NWMUN can provide accommodations, but needs advance notice to ensure that the individual and the conference have a shared understanding of their needs, NWMUN’s ability to accommodate and assist, and any other details necessary *prior to the conference*. NWMUN requests that any accommodation requests be sent to the conference before the event so that the plan necessary for accommodations can be made and implemented effectively.

Confidentiality and Agency

NWMUN recognizes that health issues, including disabilities, are a personal matter and pledges to ensure that all issues related to people with disability will be handled with care and confidentiality. We also respect the choices that people with disabilities make in terms of their own disclosure or non-disclosure to other individuals at the conference, and will endeavor to respect these choices. NWMUN also has responsibilities to other individuals at the conference, however, and may make non-specific disclosure of the need to provide an accommodation to explain why exceptions are made to standard policies or practices.

Similarly, NWMUN will generally speak directly to individuals with disabilities, along with their head delegate(s) or faculty adviser(s). In situations involving incapacity of a delegate or where delegates are otherwise unable to communicate for themselves, another individual associated with the delegation may be the conference’s temporary contact until the person affected directly is able to communicate directly themselves once more.

POSITION PAPER GUIDELINES

Position papers should be written in

1. Times New Roman,
2. Size 10 – 12 font
3. Single spaced,
4. 2 pages in length

Please Note: Anything over 2 pages will not be read.

Your position paper should consist of a well-developed introduction and a summary of the position of your country on each of the topics to be discussed in your committee. It is important to remember that while you will have lots of information on your country's actions on a local or national level, you must discuss your country's position on an international level, particularly including suggestions for policies and future action that could be taken. Examples of excellent position papers are available on the NWMUN website.

Submission Process

We request each delegate submit their position papers to their respective committee's staff **by 11:59 PM (Pacific Time) on Sunday, November 1, 2015 (NWMUN-Seattle) and on Friday, February 1, 2016 (NWMUN-Portland).**

The processes as follows:

1. Please send each position paper in a separate e-mail to the committee with the subject line **COUNTRY – COMMITTEE.**
2. Please send all position papers to your committee's email address (available in your background guide).
3. Please cc all position paper submissions to the general position paper email address for your conference, either positionpapers.seattle@nwmun.org or positionpapers.portland@nwmun.org.

Please Note: Delegates who have not submitted a position paper by the specified deadline will not be given consideration for awards.

Position papers should include, and will be evaluated, on the following items

1. Formatting and presentation;
2. Conventions such as proper spelling and grammar;
3. The content should include:
 - a. Paragraph #1: Background information on the topic, why your country thinks it is important, relevant national commitments and action on the issue. Remember to focus on national policies which influence your country's action on this topic within the UN and internationally.
 - b. Paragraph #2: International commitments and your country's support of specific resolutions, initiatives, conventions or treaties. Describe what actions have been taken by your country to address prior international agreements made by your country.
 - c. Paragraph #3: Specific and concrete proposals for next steps on the topic, priority issues, and how your country can move forward on addressing the topic. This is the most important section of the position paper, and should be the longest paragraph.

Note: Citations are not necessary; position papers are a summary of the official policy of your country that you, as a delegate, are representing.

Primary Sources for Information on your Country's Position

1. Speeches or statements made by your country on particular issues within the United Nations.
Research tip: Go to <http://unbisnet.un.org> and search for speeches made by your country, or go to your country's Mission to the UN website, which can be found here: <http://www.un.int>.

2. Voting record of your country, indicating its support or lack of support for particular resolutions.
Research tip: Go to <http://unbisnet.un.org> and search for Voting Record of your country

3. Stated position on issues available online either via the country's Mission to the United Nations, Embassy, or Foreign Ministry.
Research tip: Go to <http://www.un.int> for your country's Mission to the United Nations, <http://www.usip.org/resources/foreign-affairs-ministries-web> or use a search engine for your country's Foreign Ministry.

Sample Format & Content of Position Papers

<p><i>Delegation from</i> <i>(Bold, Italicized, Times New Roman, Size 10-12)</i> <i>[Member State]</i> <i>(Bold, Times New Roman, Size 10-12)</i></p>	<p style="text-align: right;"><i>Represented by</i> <i>(Bold, Italicized, Times New Roman, Size 10-12)</i> <i>[Name of Institution]</i> <i>(Bold, Times New Roman, Size 10-12)</i></p>
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Position Paper for [Committee Name]
(Bold, Times New Roman, Size 10-12, Centered)

Introductory sentence providing an overview of the topics and, if appropriate, your delegation's relationship with the committee. (Times New Roman, Size 10-12)

I. Topic One Title
(Bold, Italicized, Times New Roman, Size 10-12, Centered)

Paragraph #1: Background information on the topic, why your country thinks it is important, relevant national commitments and action on the issue. Remember to focus on national policies which influence your country's action on this topic within the UN and internationally. (Times New Roman, Size 10-12)

Paragraph #2: International commitments and your country's support of specific resolutions, initiatives, conventions or treaties. Describe what actions have been taken by your country to address prior international agreements made by your country (Times New Roman, Size 10-12)

Paragraph #3: Specific and concrete proposals for next steps on the topic, priority issues, and how your country can move forward on addressing the topic. This is the most important section of the position paper, and should be the longest paragraph. (Times New Roman, Size 10-12)

II. Topic Two Title
(Bold, Italicized, Times New Roman, Size 10-12, Centered)

Same content, structure, and formatting as Topic I.

(Repeat the topic header and content for other topics if your committee has more than two.)

EXAMPLE POSITION PAPER

Delegation from
The Republic of Lebanon

Represented by
Northwest Regional University

Position Paper for the Security Council

The issues before the Security Council are: Protection of Civilians in Armed Conflict; and Security Council Reform. The Republic of Lebanon looks forward to actively seeking resolutions to each of these issues through collaborative efforts by all Member States represented on the Security Council.

I. Protection of Civilians in Armed Conflict

Protection of civilians in armed conflict, a principle enshrined in the Geneva Conventions, has remained a central concern for the United Nations and its Member States. Lebanon notes with concern that as many as ninety percent of all casualties in modern conflicts are civilians, and of these civilian casualties, most are women and children. In conjunction with the United Nations High Commissioner for Refugees, the Office of the High Commissioner for Human Rights (OHCHR), and other UN bodies, the Security Council is responsible for affirming and supporting the human rights of civilians in conflict zones. However, the mandate to protect civilians in armed conflict cannot be fully realized until the Security Council fully addresses the continuing Israeli occupation of Arab territories.

Having experienced the devastation of prolonged hostilities, Lebanon is decidedly invested in upholding and improving international instruments, which promote the protection of civilians in armed conflict. Lebanon believes that the primary responsibility for protecting civilians belongs to the individual states; solutions should respect state sovereignty and reflect the specific needs and capacity of each state. Nonetheless, intergovernmental organizations and regional organizations should continue to have an active role in preventative diplomacy and negotiation in order to protect civilians in conflict zones. Lebanon urges Member States to abide by the guidelines set forth in Security Council resolutions 1265 (1999), 1296 (2000), 1764 (2006), 1820 (2008), and 1998 (2011) and to fully implement these resolutions at the state level in order to protect the rights and lives of civilians in conflict zones.

The continuing use of cluster munitions is one of the greatest threats to civilians in conflict zones. Lebanon calls upon all Member States who have not yet done so to sign and ratify the 2008 Convention on Cluster Munitions, in accordance with the principles of the Universal Declaration of Human Rights and the Geneva Conventions. In September 2011, Lebanon hosted the Second Meeting of States Party to the Convention on Cluster Munitions under the banner “Together for a Safer Life”. In addition to addressing the elimination of cluster munitions, the meeting also discussed ways to provide humanitarian assistance and due compensation to victims of these weapons. Lebanon encourages all UN Member States to review the 2011 Beirut Declaration and the Beirut Progress Report.

Lebanon commends the Security Council for unanimously extending the mandate of the United Nations Interim Force in Lebanon (UNIFIL), whose participation is vital for maintaining the

stability and security of Lebanon's borders and civilians. Lebanon also applauds the UN High Commissioner for Human Rights for taking time at the 2011 Security Council debate on Civilian Protection to draw attention to the recent humanitarian affronts of Israel in Gaza which endangered the lives of civilians and clearly violated international law.

II. Security Council Reform

Security Council reform is a critical element of this initiative the Security Council is charged with maintaining international peace and security through its binding decisions. However, the ability of the Security Council to react swiftly and decisively in times of crisis has been constrained by the special interests of a few permanent members. The Security Council must reform to reflect the new geopolitical situation of the international community in order to maintain legitimacy and relevance as an instrument of peace and security. Furthermore, the working methods of the Security Council should be improved to ensure greater accountability and transparency.

Reforms should occur in a comprehensive and inclusive manner through established channels for intergovernmental negotiations. Lebanon insists that no artificial deadlines be placed on reform issues so that key issues can be fully negotiated and considered. General Assembly Decision 62/557 of 16 September 2008 (and its subsequent renewals) defines the ideal mechanisms for intergovernmental negotiations on Security Council reform. Accordingly, Lebanon recognizes the Intergovernmental Negotiations on Security Council Reform, formerly known as the Open-Ended Working Group on Security Council Reform, as a favorable platform for these negotiations. Lebanon welcomes the eighth round of negotiations, officially initiated on 28 November 2011. Lebanon extols the leadership of the General Assembly President and the Chair of Intergovernmental Negotiations for promoting the broadest possible consensus throughout this ongoing process.

Lebanon seeks reforms that will increase the participation of historically underrepresented groups and improve the ability of the Security Council to function effectively within the broader mandate of the United Nations. Lebanon urges all Member States to participate in fruitful negotiations to this end. Most troublingly, African states and members of the Organization of Islamic Cooperation lack adequate representation in the Security Council in spite of their significant presence and influence in the international community. The Security Council has repeatedly failed to react effectively, swiftly, and fairly to humanitarian crisis in these regions, indicating the inadequacy of the current membership structure.

Operational reforms should promote greater communication and interagency cooperation between the Security Council and General Assembly. In accordance with the views of the Non-Aligned Movement, the report of Security Council to the General Assembly should include an explanation of the rationale behind Security Council decisions. The report should also examine what factors, if any, constrained the ability of the Security Council to act effectively. The use of the veto should be constrained or discouraged, and permanent members should be held accountable for their vetoes. In addition, the Security Council should respect the provenance of the General Assembly and ECOSOC and avoid the egregious use of Chapter VII.

Lebanon anticipates significant progress towards these negotiations in the coming year.

GUIDELINES FOR WRITING RESOLUTIONS

What is a Resolution?

A resolution is a statement of international opinion, or a piece of international law. It is the primary output of committees in the United Nations. Most committees adopt resolutions that are statements; however, the Security Council adopts binding resolutions.

Stages in the Life of a Resolution

WORKING PAPER

When delegates have just begun working on the document, the document is not a “resolution,” but a “working paper.” A document is a **working paper** from the moment it is created until it is “codified” or “approved by the dais,” which essentially means that it has been edited and meets the format rules of the conference, at which point it becomes a **draft resolution**. Prior to this approval, it is not officially property of the committee, and cannot be referred to in speeches.

DRAFT RESOLUTION

The **draft resolution** phase begins with being codified, at which point the code is added to the top of the document, and the sponsor and signatory lists are removed. At this point the members of the committee can vote it upon. It can be printed and distributed to the delegates and now it can be referred to in speeches. It is also now the “property of the body,” meaning that it is no longer “owned” by the authors but by the committee at large. The **draft resolution** phase ends when delegates move into Voting Bloc on the topic.

RESOLUTION

After a **draft resolution** has been voted on in voting bloc, it becomes a resolution (if it passes).

Parts of a Resolution

CODE

The code is used for identification and consists of four parts – the committee acronym (i.e. “SC”), the status (“RES” for resolution, “DR” for **draft resolution**), the number of the topic (you can find this in the background guides), and the number of the document itself, with 1 being the 1st one being approved by the Dais.

Example: For the General Assembly’s 1st draft resolution on its 3rd topic, the code is GA/DR/3/1.

COMMITTEE

This is the full name of your committee.

SPONSORS

Sponsors of a draft resolution are countries that support the resolution; they are bound to support it and vote in favor of it by virtue of being a sponsor. Usually, the list of sponsors is the list of the primary authors of the draft resolution. The dais removes the list of sponsors when the working paper is codified.

SIGNATORIES

Signatories are similar to sponsors, except that they are not bound to support the document. “Signing

on,” or becoming a signatory, means that you want the resolution to be debated and/or voted upon – no more, no less.

Note: The number of total signatories and sponsors will be announced by the dais at the end of the first committee session, and will be written up visibly within the committee room. The total minimum number of sponsors + signatories is equal to 20% of delegates present during the first committee session, with minimum of 1 sponsor.

An example of this is, if you have 50 delegates present after the first roll call has taken place, the minimum number of sponsors+ signatories is 10; thus you must have at least 9 signatories and 1 sponsor to present the working paper to the dais for consideration and edits.

TITLE

The title is usually the title of your topic (i.e. “The Situation in Iran”), though it can also refer to a particular proposal within the document at the discretion of the sponsors and the dais.

PREAMBULAR / PREAMBULATORY CLAUSES

Preambular clauses (also known as “preambulatory clauses” or “pre-ams”) are the clauses that provide context, reasoning and justification for the operative clauses. They usually “set up the problem” or explain why the committee feels a need to act. They also usually get more specific and state why the committee feels a need to act in the specific way they’re going to. The first portion of the clause is italicized. Preambular clauses may not be amended or divided.

OPERATIVE CLAUSES

Operative clauses are the parts of the resolution that actually do something. If you’re sending in peacekeepers, condemning a country’s actions, calling for a ceasefire, or allocating money, it takes place in the operative clauses. The first portion of the clause is underlined, and each operative clause is numbered.

Please see the next two pages for words that can be used to begin preambular and operative clauses as well as examples of the language, tone and structure of these clauses.

Preambular Clauses

Affirming	Appreciating	Bearing in mind
Also bearing in mind	Believing	Calling attention
Commending	Conscious	Deeply alarmed
Deeply appreciative	Deeply concerned	Deeply conscious
Deeply disturbed	Desirous	Determined
Emphasizing	Expressing concern	Expressing its concern
Expressing its regret	Expressing particular concern	Expressing its satisfaction
Expressing its support	Having considered	Having examined
Having received	Looking forward	Noting with concern
Noting with gratitude	Noting with satisfaction	Profoundly concerned
Reaffirming	Realizing	Recalling
Re-emphasizing	Regretting	Reiterating its appreciation
Reiterating its conviction	Reiterating its dismay	Stressing
Stressing its desire	Strongly emphasizing	Strongly supporting
Taking note	Taking note with satisfaction	Welcoming

Examples of Preambular Clauses:

Guided by the Charter of the United Nations and the Universal Declaration of Human Rights, and recalling the International Covenants on Human Rights and other relevant human rights instruments,
[Note the broad reference to the Charter of the United Nations and all relevant international human rights instruments – often at the beginning of a resolution]

Reaffirming the Beijing Declaration and Platform for Action, the outcome of the twenty-third special session of the General Assembly, the Convention on the Elimination of All Forms of Discrimination against Women and international law, in particular international human rights and humanitarian law,
[Note the specific references to international documents of particular relevance to the topic at hand, which in this case is gender equality]

Calling upon the [Member State] to cooperate with the international community in order to achieve concrete progress with regard to human rights and fundamental freedoms, and to take immediate steps to ensure a free and fair electoral process which is transparent and inclusive, leading to a genuine democratic transition through concrete measures,
[Note the specific calls for a Member State in particular to take action broadly within their country]

Recalling also all relevant Security Council resolutions and statements by the President of the Council on the situation in [Country], in particular resolutions 1659 (2006) of 15 February 2006, 1817 (2008) of 11 June 2008, 1868 (2009) of 23 March 2009 and 1890 (2009) of 8 October 2009, as well as the statements by the President of the Council of 11 July 2008 and 15 July 2009,
[Note the specific list of relevant resolutions and presidential statements]

Operative Clauses

Acknowledges	Affirms	Affirms its confidence
Appeals	Appoints	Appreciates deeply
Approves	Authorizes	Calls
Calls for	Call upon	Calls once more upon
Commends	Condemns	Considers
Declares	Declares its firm opposition	Declares its solidarity
Demands	Denounces	Deplores
Determines	Encourages	Endorses
Expresses concern	Expresses its appreciation	Expresses its deep concern
Expresses its full support	Expresses its gratitude	Fully supports
Notes with appreciation	Notes with interest	Notes with satisfaction
Proclaims	Reaffirms	Recalls
Recommends	Rejects	Renews its appeal
Renews its request	Requests	Shares the concern
Stresses	Strongly condemns	Suggests
Supports	Takes note	Takes note with appreciation
Takes note with satisfaction	Urges	Welcomes

Example:

6. *Requests* the States parties to the relevant instruments on weapons of mass destruction to consult and cooperate among themselves in resolving their concerns with regard to cases of non-compliance as well as on implementation, in accordance with the procedures defined in those instruments, and to refrain from resorting or threatening to resort to unilateral actions or directing unverified non-compliance accusations against one another to resolve their concerns;

[Note: Clause calls upon Member States that are party to specific agreements to adhere to guidelines and take action on implementation]

12. *Strongly calls upon* [Government] to take urgent measures to put an end to violations of international human rights and humanitarian law, including the targeting of persons belonging to particular ethnic groups, the targeting of civilians by military operations, and rape and other forms of sexual violence, and to end impunity for such acts;

[Note: Clause calls upon a specific Government to end human rights violations in country]

8. *Requests* the Secretary-General to seek the views of Member States on the issue of the promotion of multilateralism in the area of [issue] and to submit a report thereon to the General Assembly at its sixty-fifth session;

[Note: Requests that the Secretary-General submit a report on a specific aspect of an issue for the next session]

RULES SHORT FORM AND EXPLANATION

** These Are the Only Points or Motions Accepted During Voting Procedure **

Motion	Purpose	Debate	Vote	Explanation
** Point of Order **	Correct an error in procedure	None	None	Delegates should cite a rule to correct an error made by the committee staff only
Point of Information	Ask a question regarding procedure	None	None	Question directed at the dais; Used to clarify or request information
** Appeal of the Chair **	Challenge a decision of the Chair	None	2/3	Questions the Chair's ruling; should follow a Point of Order
Suspension of the Meeting	Recess meeting	None	Majority	Used to go into caucus or to break for a given time (such as lunch/dinner, or a break until next day)
Adjournment of the Meeting	End meeting	None	Majority	Used only during final session; concludes meeting until the following conference
Adjournment of the Debate	End debate without a substantive vote	2 pro/2 con	Majority	Tables the topic; requires a roll call vote .
Decision of Competence	Declare committee unable to consider issue or resolution	None	Majority	Used to declare that the issue or topic is outside of the powers or mandate of the committee (and move to another topic)
Closure of Debate	Move to immediate vote on this topic	2 con	2/3	Ends all discussion on current topic and moves committee immediately into voting
Declare an Important Question (GA Plenary only)	Require all substantive actions to obtain a 2/3 majority to pass;	2 pro/2 con	Majority	See GA Plenary long form rules for explanation
** Division of the Question **	Consider operative clause(s) separately from rest of draft resolutions; highlights importance of clause. <i>Part I:</i> Procedural vote on whether or not the motion should even be considered (all members of committee may vote); <i>Part II:</i> Substantive vote to accept/reject separated operative clause(s) if separation is approved by procedural vote in Part I.	2 pro/2 con None	Majority Majority	Voted on in order of most to least destructive (this determination made by Director/President). If <i>Part II</i> passes: operative clause(s) are passed as an annex to resolution (Please refer to Voting Procedure handout) If <i>Part II</i> fails: operative clause(s) discarded completely
** Adopt By Acclamation **	Pass a draft resolution without a placard or roll call vote	None	None	Chair asks for objections to passage; if there are no objections, document passes (if objected to, placard or roll call vote used.)
** Roll Call Vote **	Vote by roll call, rather than show of placards	None	None	Automatically granted once requested (used to highlight important vote and to record each member's vote individually)
Reconsideration	Re-open debate on a topic previously tabled through Adjournment of Debate	2 con	2/3	If passed, un-tables topic. Must be made by a member which voted in favor of the initial motion for Adjournment of Debate
Set the Speakers' Time	Set or change the speakers' time limit	None	Majority	First thing done after opening Speakers List and adjusted as needed by delegates
Close the Speakers' List (also re-open the list)	No additional speakers added to speakers' list on topic (also to remove this restriction)	None	Majority	Prevents new speakers from being added to list (also applies to re-opening list)
Adoption of the Agenda	Approval of the agenda order	None	Majority	Determines the order in which the topics will be discussed

All points and motions are listed in their order of precedence, with those listed higher on this list taking precedence over those listed lower. If there are multiple motions of the same type they will be considered and voted upon in the order they were received, unless otherwise stated here.

RULES OF PROCEDURE: LONG FORM

Introduction

1. These rules shall be the only rules which apply to the General Assembly Plenary (hereinafter referred to as “the Assembly”) and shall be considered adopted by the Assembly prior to its first meeting. These rules shall also apply to all other committees, except where superseded by a rules addendum for that body.
2. The United Nations Environment Programme, Economic and Social Council, Commission on Narcotic Drugs, and United Nations High Commissioner for Refugees may also use these rules of procedure. The Security Council, Reformed Security Council, United Nations Summit for the Adoption of the Post-2015 Development Agenda, and the Human Rights Council shall use these rules of procedure except where they are superseded by the rules of procedure addendum for each of these bodies. Rules that apply solely to specific organs of the United Nations shall be noted as such.
3. For purposes of these rules, the Committee Director, the Assistant Director(s), Chair(s) and the Director-General are designates and agents of the Secretary-General, and are collectively referred to as the “Secretariat”.
4. Interpretation of the rules shall be reserved exclusively to the Director-General or his or her designate. Such interpretation shall be in accordance with the philosophy and principles of Northwest Model United Nations (herein referred to as “NWMUN”) and in furtherance of the educational mission of the conference.
5. For the purpose of these rules, “President” shall refer to the chairperson or acting chairperson of the body.

I. COMPOSITION

Rule 1 – Membership

1. The General Assembly shall consist of all members of the United Nations.
2. Each member shall have no more than one representative in each body.

II. SESSIONS

Rule 2 – Dates of convening and adjournment

The Assembly shall meet every year, when possible, in regular session, commencing and closing on the dates designated by the Secretary-General.

Rule 3 – Place of sessions

The Assembly shall meet at a location designated by the Secretary-General.

III. AGENDA

Rule 4 – Provisional agenda

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

Rule 5 – Adoption of the agenda

The agenda provided by the Secretary-General shall be considered adopted as of the beginning of the session. The order of the agenda items shall be determined by a majority vote of those present and voting. Items on the agenda may be amended or deleted by the Assembly by a two-thirds majority of the members present and voting.

The vote described in this rule is a procedural vote and, as such, all delegates (including observers) must cast a vote. For purposes of all rules of procedure except where otherwise indicated, “those present and voting” and “members present and voting” means, for procedural questions, those delegates, including observers, in attendance at the meeting during which this motion comes to a vote.

Rule 6 – Revision of the agenda

During a session, the Assembly may revise the agenda by adding, deleting, deferring or amending items. Only important and urgent items shall be added to the agenda during a session. Permission to speak on a motion to revise the agenda shall be accorded only to two representatives in favor of, and two opposed to, the revision. Additional items of an important and urgent character, proposed for inclusion in the agenda less than thirty days before the opening of a session, may be placed on the agenda if the Assembly so decides by a two-thirds majority of the members present and voting. No additional item may, unless the General Assembly decides otherwise by a two-thirds majority of the members present and voting, be considered until a committee has reported on the question concerned.

As the General Assembly Plenary determines the agenda for its Committees, this rule is applicable only to the Plenary body. Items cannot be amended or added to the agenda by any of the Committees of the Assembly. For purposes of these rules, the determination of an item of an “important and urgent character” is subject to the discretion of the Secretariat, and any such determination is final. If an item is determined to be of such a character, then it requires a two-thirds vote of the Assembly to be placed on the agenda. It will, however, not be considered by the Assembly until a committee has reported on the question, or a second two-thirds vote is successful to keep the Plenary body seized of the matter. The votes described in this rule are substantive votes, and, as such observers are not permitted to cast a vote. For purposes of this rule, “the members present and voting” mean those members (not including observers) in attendance at the session during which this motion comes to a vote, and who cast either an affirmative or negative vote.

Rule 7 – Explanatory Memorandum

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

IV. SECRETARIAT**Rule 8 – Duties of the Secretary-General**

1. The Secretary-General or his or her designate shall act in this capacity in all meetings of the Assembly.
2. The Secretary-General shall provide the Director-General, who will provide and direct the staff required by the Assembly. The Secretary-General will also be responsible for all the arrangement that may be necessary for its meeting.

Rule 9 – Duties of the Secretariat

The Secretariat shall receive, print, and distribute documents, reports, and resolutions of the Assembly, and shall distribute documents of the Assembly to the Members of the United Nations and generally perform all other work which the Assembly may require.

Rule 10 – Statements by the Secretariat

The Secretary-General, or his or her representative, may make oral as well as written statements to the Assembly concerning any question under consideration, or concerning any matter they deem to warrant the Assembly's attention.

Rule 11 - Selection and replacement of the President

The President shall be appointed prior to the first meeting of the Assembly. For the purposes of facilitation of debate, the President shall not be a delegate. Instead, the Director-General, who will choose the President from applications received by the specified deadline, shall do this appointment. The President shall chair the Assembly for the duration of the conference, unless otherwise decided by the Director-General. If the President is unable to perform his or her functions, a new President shall be appointed for the unexpired term at the discretion of the Director-General.

Rule 12 - Security Council and Reformed Security Council representatives

The Director-General reserves the right to reassign a representative of a member of the General Assembly to fill a vacant spot of that same member in the Security Council or Reformed Security Council. The Security Council will have priority over the Reformed Security Council in the case that both representatives are not present.

V. LANGUAGE

Rule 13 - Official and working language

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

Rule 14 – Interpretation (oral) or translation (written)

Any representative wishing to address any United Nations organ or submit a document in a language other than English shall provide interpretation or translation into English.

This rule does not affect the total speaking time allotted to those representatives wishing to address the body in a language other than English. As such, both the speech and the interpretation must be within the set time limit.

VI. CONDUCT OF BUSINESS

Rule 15 – Quorum

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

For purposes of this rule, “members of the Assembly” means the total number of members (not including observers) in attendance during the first committee session.

Rule 16 – General powers of the President

In addition to exercising the powers conferred upon her/him elsewhere by these rules, the President shall declare the opening and closing of each meeting of the Assembly, direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The President, subject to these rules, shall have complete control of the proceedings of the Assembly and over the maintenance of order at its meetings. He or she shall rule on points of order. He or she may propose to the Assembly the closure of the list of speakers, a limitation on the time to be allowed to speakers, the adjournment or closure of debate, and the suspension or adjournment of a meeting.

Included in these enumerated powers is the President's power to assign speaking times for all speeches incidental to motions and amendments. Further, the President is to use his or her discretion, upon the advice and at the consent of the Secretariat, to determine whether to entertain a particular motion based on the philosophy and principles of NWMUN. Such discretion should be used on a limited basis and only under circumstance where it is necessary to advance the educational mission of the conference. For purposes of this rule, the President's power to "propose to the Assembly" entails his or her power to "entertain" motions, and not to move the body on his or her own accord.

Rule 17 – Order of motions

The order of precedence of motions shall be the order that the motions are listed in the short form of the rules.

Rule 18 – Points of Order

1. During the discussion of any matter, a representative may rise to a point of order, which shall be decided immediately by the President. Any appeal of the decision of the President shall be immediately put to a vote, and the decision of the President shall stand unless overruled by a 2/3 majority of the members present and voting.

2. A representative may not, in rising to a point of order, speak on the substance of the matter under discussion. Point of order pertains only to procedural matters.

Such points of order should not interrupt the speech of a fellow representative. Any questions on order arising during a speech made by a representative should be raised at the conclusion of the speech, or can be addressed by the President, sua sponte, during the speech. The ability to overrule the decision of the President on certain procedural questions, referred to as "Appeal of the Decision of the Chair," is a procedural question and, as such, all delegates (including observers) must cast a vote. For purposes of this rule, "the members present and voting" mean those members in attendance at the meeting during which this motion comes to a vote.

Rule 19 – Point of Information

During the discussion of any matter, a representative may rise to a point of information, which shall be immediately answered by the President or Secretariat. A point of information may pertain to procedural matters of the committee, substantive matters dealing with the question before the body, but may not pertain to a speech that a representative has made.

When answering a point of information pertaining to the question, the President or Secretariat may only answer with facts pertaining to the question, and not with personal opinion or with recommendations on how to deal with the question.

Rule 20 – Speeches

1. No one may address the Assembly without having been previously recognized by the President. The President shall call upon speakers in the order in which they signify their desire to speak.
2. Debate shall be confined to the question before the Assembly, and the President may call a speaker to order if his or her remarks are not relevant to the subject under discussion.
3. The Assembly may limit the time allowed to speakers and all representatives may speak on any question. There shall be no speakers for or against a proposed limit on the time allowed to speakers; it shall be immediately put to the vote. When debate is limited and a speaker exceeds the allotted time, the President shall call him or her to order without delay.

In line with the philosophy and principles of NWMUN and its educational mission, and for the purpose of facilitating debate, if the President determines that the Assembly in large part does not want to deviate from the limits to the speaker's time as it is then set, and that any additional motions will not be well received by the body, the President may rule as dilatory any additional motions to change the limits of the speaker's time.

Rule 21 – Closing of the list of speakers

1. Members may only be on the list of speakers once, but may be added again after having spoken. During the course of debate the President may announce the list of speakers and, with the consent of the Assembly, declare the list closed. When there are no more speakers, the President shall declare the debate closed. Such closure shall have the same effect as closure by decision of the Assembly.
2. During the discussion of any matter, a representative may move to close the speakers list. The motion shall be put to a vote, requiring the support of a majority of the members present and voting to pass.

The decision to announce the list of speakers is within the discretion of the President and should not be the subject of a motion by the Assembly. A motion to close the speakers list is within the purview of the Assembly and the President should not act on his or her own accord. The vote described in this rule is a procedural question and, as such, all delegates (including observers) must cast a vote. For purposes of this rule, "the members present and voting" mean those members in attendance at the meeting during which this motion comes to a vote.

Rule 22 – Right of reply

If a remark during a representative's speech impugns the integrity of another representative's State or is a gross misstatement of fact regarding another representative's State, the President may permit that representative to exercise his or her right of reply following the conclusion of the speech, and shall determine an appropriate time limit for the reply. No ruling on this question shall be subject to appeal.

For purposes of this rule, a remark that "impugns the integrity of a representative's State" or is a "gross misstatement of fact regarding a representative's State" is one directed at the governing authority of that State and/or one that puts into question that State's sovereignty or a portion thereof. All interventions in the exercise of the right of reply shall be addressed in writing to the Secretariat and shall not be raised as a point of order or motion. The representative shall read the reply to the Assembly only upon approval of the Secretariat, and in no case after voting has concluded on all matters relating to the agenda topic, during the discussion of which the right arose.

Rule 23 – Suspension of the meeting

1. During the discussion of any matter, a representative may move for a suspension of the meeting, specifying a time for reconvening. Such motions shall not be debated but shall be put to a vote, requiring the support of a majority of the members present and voting to pass.

2. During the discussion of any matter, a representative may move for a moderated debate, which is a form of a suspension of the meeting, specifying an amount of time for the moderated debate as well as a speaking time. Such motions shall not be debated but shall be put to a vote, requiring the support of a majority of the members present and voting to pass.

The votes described in this rule are a procedural questions and, as such, all delegates (including observers) must cast a vote. For purposes of this rule, “the members present and voting” mean those members in attendance at the meeting during which this motion comes to a vote. Moderated debates are facilitated by the committee staff.

Rule 24 - Adjournment of the meeting

During the discussion of any matter, a representative may move for adjournment of the meeting. Such motions shall not be debated but shall be put to a vote, requiring the support of a majority of the members present and voting to pass. After adjournment, the Assembly shall reconvene at its next regularly scheduled meeting time.

This motion, if successful, would end the meeting until the next conference. In accordance with the philosophy and principles of the NWMUN and in furtherance of its educational mission, the President will not entertain such a motion until the end of the last meeting of the Assembly. The vote described in this rule is a procedural question and, as such, all delegates (including observers) must cast a vote. For purposes of this rule, “the members present and voting” mean those members in attendance at the meeting during which this motion comes to a vote.

Rule 25 - Adjournment of debate

A representative may at any time move for an adjournment of debate of the question. Permission to speak on the motion shall be accorded to two representatives favoring and two opposing adjournment of debate, after which the motion shall be immediately put to a vote, requiring the support of a majority of the members present and voting to pass. This vote must be taken by roll call. If a motion for adjournment of debate passes, the topic is considered dismissed and no action will be taken on it.

The vote described in this rule is a procedural vote and, as such, all delegates (including observers) must cast a vote. For purposes of this rule, “those present and voting” mean those delegates, including observers, in attendance at the meeting during which this motion comes to a vote.

Rule 26 – Decision of competence

During the discussion of any matter, a representative may raise a decision of competence, which shall be decided by a majority vote of the Assembly. The decision of competence shall be moved when a representative feels that a question or proposal is out of the purview of the committee.

Rule 27 - Closure of debate

A representative may at any time move for the closure of debate on the question. Permission to speak on the motion shall be accorded to two representatives opposing the closure, after which the motion shall be put to the vote immediately. Closure of debate shall require a two-thirds

majority of the members present and voting. If the Assembly favors the closure of debate, the Assembly shall immediately move to vote on all proposals introduced under that agenda item.

The vote described in this rule is a procedural vote and, as such, all delegates (including observers) must cast a vote. For purposes of this rule, "those present and voting" mean those delegates, including observers, in attendance at the meeting during which this motion comes to a vote.

Rule 28 - Reconsideration of a topic

When a topic has been adjourned, it may not be reconsidered at the same session unless the Assembly, by a two-thirds majority of those present and voting, so decides. Reconsideration can only be moved by a representative who voted on the prevailing side of the original motion to adjourn. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote immediately.

The vote described in this rule is a procedural vote and, as such, all delegates (including observers) must cast a vote. For purposes of this rule, "those present and voting" mean those delegates, including observers, in attendance at the meeting during which this motion comes to a vote.

Rule 29 – Proposals and amendments

Proposals and substantive amendments shall be submitted in writing to the Secretariat, with the names of twenty percent of the members of the Assembly that would like the Assembly to consider the proposal or amendment. The Secretariat may, at its discretion, approve the proposal or amendment for circulation among the delegations. As a general rule, no proposal shall be put to the vote at any meeting of the Assembly unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of proposals and amendments, even though such proposals and amendments have not been circulated. If the sponsors agree to the adoption of an amendment, the proposal shall be modified accordingly and no vote shall be taken on the amendment. If any sponsors should oppose the adoption of an amendment, a substantive vote on the amendment shall be taken prior to the consideration of the proposal during voting procedure. A document modified in this manner shall be considered as the proposal pending before the Assembly for all purposes, including subsequent amendments.

For purposes of this rule, all "proposals" shall be in the form of working papers prior to their approval by the Secretariat. Working papers will not be copied, or in any other way distributed, to the Assembly by the Secretariat. The distribution of such working papers is solely the responsibility of the sponsors of the working papers. Along these lines, and in furtherance of the philosophy and principles of NWMUN and for the purpose of advancing its educational mission, representatives should not directly refer to the substance of a working paper that has not yet been accepted as a draft resolution.

After approval of a working paper, the proposal becomes a draft resolution and will be copied by the Secretariat for distribution to the Assembly. These draft resolutions are the collective property of the Assembly and, as such, the names of the original sponsors will be removed. The copying and distribution of amendments is at the discretion of the Secretariat, but the substance of all such amendments will be made available to all representatives in some form.

Rule 30 - Amendments

An amendment is a proposal that does no more than add to, delete from, or revise part of another proposal.

An amendment can add, revise, or delete operative clauses, but cannot in any manner add, amend, delete, or otherwise affect perambulatory clauses.

Rule 31 - Withdrawal of proposals, amendments and motions

A proposal, amendment, or motion may be withdrawn by its sponsor(s) at any time before voting has commenced, provided that it has not been amended. A proposal, amendment, or motion thus withdrawn may be reintroduced by any representative.

VII. VOTING

Rule 32 - Voting rights

Each member of the Assembly shall have one vote.

This rule applies to substantive voting on amendments, draft resolutions, and portions of draft resolutions divided out by motion. As such, all references to "member(s)" do not include observers, who are not permitted to cast votes on substantive matters, but may vote on procedural matters.

Rule 33 - Request for a vote

A proposal before the Assembly shall be voted upon if any representative so requests. Where no representative requests a vote, the Assembly may adopt proposals or motions without a vote.

For purposes of this rule, "proposal" means any draft resolution, an amendment thereto, or a portion of a draft resolution divided out by motion. Just prior to a vote on a particular proposal or motion, the President may ask if there are any objections to adopting the proposal or motion by acclamation, or a representative may move to accept the proposal or motion by acclamation. If there are no objections to the proposal or motion, then it is adopted without a vote.

Rule 34 - Majority required

Unless specified otherwise in these rules, decisions of the Assembly shall be made by a majority of the members present and voting.

This section of the rules refers to voting on "proposals," which primarily refers to votes taken on draft resolutions. For the purpose of tabulation, the phrase "members present and voting" means members casting an affirmative or negative vote. Members that abstain from voting are considered as not voting. All members declaring their representative States as "present and voting" during the attendance roll call for the meeting during which the substantive voting occurs must cast an affirmative or negative vote, and cannot abstain.

Rule 35 - Important questions

1. The Assembly may declare a question as important. Motions to declare a topic an important question must be made at the outset of the voting procedure for that topic; such motions may only be made by the Assembly. On such a motion, two members may speak in favor of the motion and two may speak against it. The motion shall then be immediately put to the vote, requiring the support of a majority of the members present and voting to pass.

Decisions of the General Assembly on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include: recommendations with respect to the maintenance of international peace and security, the election of non-permanent members of the Security Council, the election of members of the Economic and

Social Council, the election of the members of the Trusteeship Council, the admission of new Members to the United Nations, the suspension of the rights and privileges of membership, the expulsion of members, questions relating to the operation of the trusteeship system, and budgetary questions.

2. Decisions of the Assembly on amendments to proposals relating to important questions, and on parts of such proposals put to the vote separately, shall be made by a two-thirds majority of the members present and voting.

This rule does not apply to any body besides the General Assembly Plenary. For the purpose of tabulation, the phrase "members present and voting" means members casting an affirmative or negative vote. Members that abstain from voting are considered as not voting. All members declaring their representative States as "present and voting" during the attendance roll call for the meeting during which the substantive voting occurs must cast an affirmative or negative vote, and cannot abstain.

Rule 36 – Arrears in payment

A member of the United Nations that is in arrears in the payment of its financial contributions to the Organization shall have no vote in the Assembly. The Secretary-General may, nevertheless, permit such a member to vote if he or she is satisfied that the failure to pay is due to conditions beyond the control of the member and that the payment shall be received by the end of the conference.

For the purposes of this rule, the phrase "financial contributions to the Organization" means conference fees owed to NWMUN.

Rule 37 - Method of voting

1. The Assembly shall normally vote by a show of placards, except when a representative requests a roll call vote, which shall be taken in the English alphabetical order of the names of the members. The name of each present member shall be called in any roll call vote, and one of its representatives shall reply "yes," "no," "no with rights," "abstention," or "pass."

2. When the Assembly votes by mechanical means, a non-recorded vote shall replace a vote by show of placards and a recorded vote shall replace a roll-call vote. Any representative may request a recorded vote. In the case of a recorded vote, the Assembly shall dispense with the procedure of calling out the names of the members.

3. The vote of each member participating in a roll call or a recorded vote shall be inserted in the record.

Only those members who designate themselves as "present" or "present and voting" during the attendance roll call, or in some other manner communicate their attendance to the President and/or Secretariat, are permitted to vote and, as such, no others will be called during a roll-call vote. For purposes of tabulation, "no with rights" shall be considered a "no" as well as a statement of the delegate's intent to give an explanation of vote. Any representatives replying "pass," must, on the second time through, respond with either "yes" or "no." A "pass" cannot be followed by a second "pass" for the same proposal or amendment, nor may it be followed by an abstention on that same proposal or amendment, nor may the representative explain their vote.

Rule 38 – Explanations of vote

Representatives may make brief statements consisting solely of an explanation of their vote after

the voting has been completed. A representative sponsoring a proposal shall not speak in explanation of vote thereon, except if it has been amended, and the member has voted against the proposal or motion.

Explanations of vote may only be made by sponsors of a draft resolution who voted against passage of the document – a case only allowed if the draft resolution is amended via unfriendly amendment. To explain such a vote, the delegate must vote “No with rights” during a roll call vote on the draft resolution and will be granted a length of time to speak after the cessation of voting, but prior to the announcement of the vote total and the outcome of the vote. For purposes of tabulation, “no with rights” shall be considered a “no” as well as a statement of the delegate’s intent to give an explanation of vote. This speaking time shall be used only for the explanation of the shift in the delegate’s position as a result of amendment to the draft resolution.

Rule 39 - Conduct during voting

After the President has announced the commencement of voting, no representatives shall interrupt the voting except on a point of order in connection with the actual process of voting. No communication of any variety shall take place between representatives during voting procedure.

For purposes of this rule, an “interruption” refers to any action that would slow or stop the progress of the committee in voting. This includes the permitted point of order (as well as the related right to appeal the President’s ruling) as well as other types of interruptions, which are not permitted, such as speaking, passing notes, using electronic devices, or non-verbal communication. This rule does not prevent the use of motions, designated on the Short Form of the rules, which affect the manner of voting; these motions are Division of the Question, Adopt by Acclamation and Roll Call Vote.

Rule 40 - Division of proposals and amendments

Immediately before a proposal or amendment comes to a vote, a representative may move that parts of a proposal or of an amendment should be voted on separately. If there are calls for multiple divisions, those shall be voted upon in an order to be set by the President where the most radical division will be voted upon first. If opposition is made to the motion for division, the request for division shall be voted upon, requiring the support of a majority of those present and voting to pass. Permission to speak on the motion for division shall be given to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment that are involved shall then be put to a vote. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

For purposes of this rule, “most radical division” means the division that will remove the greatest substance from the draft resolution, but not necessarily the one that will remove the most words or clauses. The determination of which division is “most radical” is subject to the discretion of the Secretariat, and any such determination is final.

Rule 41 - Order of voting on amendments

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed there from, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall be voted upon following consideration of all proposed amendments.

For purposes of this rule, “furthest removed in substance” means the amendment that will have the most significant impact on the draft resolution. The determination of which amendment is “furthest removed in substance” is subject to the discretion of the Secretariat, and any such determination is final.

Rule 42 - Order of voting on proposals

If two or more proposals, other than amendments, relate to the same question, they shall, unless the Assembly decides otherwise, be voted on in the order in which they were submitted.

For purposes of this rule, “the order in which they were submitted” shall refer to the order in which proposals were approved by the Secretariat and thus the order in which proposals became draft resolutions.

Rule 43 - Elections

All elections shall be held by secret ballot. The decision of whether to take nominations prior to the election shall be at the discretion of the President.

Rule 44

When only one Member is to be elected and no candidate obtains in the first ballot the majority required, a second ballot shall be taken, which shall be restricted to two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, and a majority is required, the President shall decide between the candidates by drawing lots. If a two-thirds majority is required, the balloting shall be continued until one candidate secures two thirds of the votes cast; provided that, after the third inconclusive ballot, votes may be cast for any eligible person or Member. If three such unrestricted ballots are inconclusive, the next three ballots shall be restricted to the two candidates who obtained the greatest number of votes in the third of the unrestricted ballots, and the following three ballots thereafter shall be unrestricted, and so on until a Member is elected. These provisions shall not prejudice the application of rules 57 and 58 of the General Assembly Plenary Rules of Procedure.

Rule 45

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining such majority is less than the number of persons or Members to be elected, there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot to a number not more than twice the places remaining to be filled; provided that, after the third inconclusive ballot, votes may be cast for any eligible person or Member. If three such unrestricted ballots are inconclusive, the next three ballots shall be restricted to the candidates who obtained the greatest number of votes in the third of the unrestricted ballots, to a number not more than twice the places remaining to be filled, and the following three ballots thereafter shall be unrestricted, and so on until all the places have been filled. These provisions shall not prejudice the applications of rules 57 and 58 of the General Assembly Plenary Rules of Procedure.

VIII. CREDENTIALS

Rule 46

Credentials – in the form of a badge - must be worn by representatives at all times. Credentials, in the form of placards provided by NWMUN, must be used to cast votes during committee sessions. If a representative lacks either of these credentials she/he may be asked to leave the

committee room and will not be allowed to vote without these credentials.

To replace lost, stolen, or damaged credentials, representatives must contact the Assistant Secretary-General for Conference Services and will be required to pay a fee for their replacement.

IX. MINUTE OF SILENT PRAYER OR MEDITATION

Rule 47 – Invitation to silent prayer or meditation

Immediately after the opening of the first plenary meeting of the Assembly, representatives may request to observe one minute of silence dedicated to prayer or meditation. This is the only time this motion will be entertained and its approval is at the discretion of the Secretariat.

For purposes of this rule, "immediately after the opening of the first plenary meeting of the Assembly" shall mean following the opening roll call and prior to the first suspension of the meeting or the initial adoption of an agenda. Requests for a minute of silent prayer or meditation shall be generic in nature and may not specify a purpose for the prayer or meditation. Finally, the interpretation of what constitutes a "minute" shall be at the discretion of the President.

X. COMMITTEES

Rule 48 – Establishment of committees

The Assembly may establish such committees as it deems necessary for the performance of its functions.

XI. ADMISSION OF NEW MEMBERS

Rule 49 - Applications

Any State that desires to become a Member of the United Nations shall submit an application to the Secretary-General. Such application shall contain a declaration, made in formal instrument that the State in question accepts the obligations contained in the Charter.

Rule 50 - Notification of applications

The Secretary-General shall, for information, send a copy of the application to the General Assembly, or to the Members of the United Nations if the Assembly is not in session.

Rule 51 - Consideration of applications and decisions thereon

If the Security Council recommends the applicant State for membership, the Assembly shall consider whether the applicant is a peace-loving State and is able and willing to carry out the obligations contained in the Charter and shall decide, by a two-thirds majority of the members present and voting, upon its application for membership.

Rule 52

If the Security Council does not recommend the applicant State for membership or postpones the consideration of the application, the General Assembly may, after full consideration of a special report of the Security Council, send the application back to the Council, together with a full record of the discussion in the Assembly, for further consideration and recommendation or report.

Rule 53 - Notification of decision and effective date of membership

The Secretary-General shall inform the applicant State of the decision of the Assembly. If the applicant is approved, membership shall become effective on the date on which the Assembly takes its decision on the application.

XII. ELECTION OF MEMBERS TO THE SECURITY COUNCIL

Rule 54 - Membership

The Security Council shall consist of fifteen members of the United Nations. The People's Republic of China, the French Republic, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America shall be permanent members of the Security Council. The Assembly shall elect ten other Members of the United Nations to be non-permanent members of the Security Council.

Rule 55 - Annual elections

The Assembly shall each year, in the course of its regular session, elect five non-permanent members of the Security Council for a term of two years.

Rule 56 - Qualifications for membership

In the election of non-permanent members of the Security Council, due regard shall, in accordance with Article 23, paragraph 1, of the Charter, be specifically paid, in the first instance, to the contributions of the Members of the United Nations to the maintenance of international peace and security and to the other purposes of the Organization, and also to equitable geographic distribution.

Rule 57 - Re-eligibility

A retiring member of the Security Council shall not be eligible for immediate re-election.

Rule 58 - Regional elections

1. The ten non-permanent members of the Security Council shall be elected as follows:
 - (a) Five from African states and Asian states (including the Middle East and Central Asia);
 - (b) One from Eastern European States;
 - (c) Two from Latin American States (including the Caribbean);
 - (d) Two from Western European and Other States (including Australia, Canada, Israel, and New Zealand).

The African and Asian states have been subsequently subdivided into three from the African states and two from the Asian states, though the ballots are still written with African and Asian states together. Additionally, one of the African and Asian States must be an Arab State.

Three of the African and Asian States (two African and one Asian; these three include the Arab State), one Eastern European State and one Latin American or Caribbean State are elected in odd-numbered years for terms beginning on January 1 of an even-numbered year. Two of the African and Asian States (one African and one Asian), one Latin American or Caribbean State, and both Western European and Other States are elected in even-numbered years for terms beginning on January 1 of an odd-numbered year. This group of seats will have its members for the 2016-2017 term elected during NWMUN-Seattle 2015.

RULES ADDENDUM: SECURITY COUNCIL

Introduction:

1. These rules shall, along with the Long Form of the Rules of the General Assembly Plenary, constitute the rules of procedure for the Security Council.
2. In the event that this document should conflict with the Long Form of the Rules of the General Assembly Plenary, this document shall take precedence.

I. COMPOSITION

Rule 1 – Membership

1. The Security Council shall consist of fifteen members of the United Nations.
2. Each member shall have no more than one representative in each body.

II. SESSIONS

Rule 2 – Dates of convening and adjournment

The Council shall meet at a regular basis at the discretion of its membership, its President, or the Secretary-General. The Council shall convene at the written request of the President, the Secretary-General, or a majority of its membership as transmitted to the Secretary-General.

III. AGENDA

Rules 5/6 – Adoption and Revision of the agenda

The agenda provided by the Secretary-General shall be considered proposed as of the beginning of the session. The Council may vote to accept such a proposal or may vote to approve an agenda consisting of the items within the proposed agenda in a different order, or consisting of any items deemed by the Secretary-General to be within the mandates of the Council.

The vote described in this rule is a procedural vote and, as such, all delegates (including observers) must cast a vote. For purposes of this rule, “those present and voting” mean those delegates, including observers, in attendance at the meeting during which this motion comes to a vote.

Rule 11 - Selection and replacement of the President and Vice President

1. The President shall be appointed prior to the first meeting of the Council. For the purposes of facilitation of debate, the President shall not be a delegate; instead, this appointment shall be done by the Director-General. The President shall chair the Assembly for the duration of the conference, unless otherwise decided by the Director-General. If the President is unable to perform his or her functions, a new President shall be appointed for the unexpired term at the discretion of the Director-General.
2. The Vice Presidency of the Council shall rotate among its membership, with an equal amount of time reserved for each member. The Vice President shall aid the President in chairing the Council, and shall be responsible for management of debate. During this time, the Vice President shall not be awarded the right to speak during formal session (though they may take part in the work of the Council during Suspensions of the Meeting of any type). The representative of the member whose time it is to serve as Vice President may choose to

waive their right to serve for that time. In the event that the Vice President is unable to perform his or her functions, or chooses to waive such a right, the President shall chair the Council alone.

VI. CONDUCT OF BUSINESS

Rule 15 – Quorum

The President may declare a meeting open and permit debate to proceed when representatives of at least nine of the fifteen members of the Council are present. The presence of nine members shall be required for any decision to be taken.

Rule 20 – Speeches

4. Immediately following a speech, members of the Assembly may comment on the previous speech. This ability must be authorized by a majority vote of the Assembly (and may also be removed by the same threshold); this motion shall last for the duration of the Assembly’s discussion of the current topic. A motion to allow short comments following speeches will allow exactly two short comments of a time to be determined by the President after each speech and is not debatable. Short comments must refer to the substance of the original speech and may not refer to other short comments.

VII. VOTING

Rule 34 - Majority required

1. Unless specified otherwise in these rules, procedural decisions of the Council shall be made by a majority consisting of nine or more members of the Council voting in favor.
2. All substantive decisions of the Council shall require for passage the approval of nine members of the Council, including the concurrent vote or abstention of the five permanent members of the Security Council.

For the purpose of tabulation, absent members of the Security Council are considered “abstentions,” including the Permanent Members.

Rule 37 - Method of voting

1. The Council shall conduct all substantive votes by roll call, except when a member shall request an approval by acclamation. Roll call votes shall be taken in the English alphabetical order of the names of the members. The name of each present member shall be called in any roll call vote, and one of its representatives shall reply “yes,” “no,” “no with rights,” “abstention,” or “pass.”

2. The vote of each member participating in a roll call vote shall be inserted in the record.

Only those members who designate themselves as “present” or “present and voting” during the attendance roll call, or in some other manner communicate their attendance to the President and/ or Secretariat, are permitted to vote and, as such, no others will be called during a roll call vote. Any representatives replying, “pass,” must, on the second time through, respond with either “yes,” “no.” A “pass” cannot be followed by a second “pass” for the same proposal or amendment, nor may it be followed by an abstention on that same proposal or amendment, nor may the representative explain their vote.

RULES ADDENDUM: REFORMED SECURITY COUNCIL

Introduction:

1. These rules shall, along with the Long Form of the Rules of the General Assembly Plenary, constitute the rules of procedure for the Reformed Security Council.
2. In the event that this document should conflict with the Long Form of the Rules of the General Assembly Plenary, this document shall take precedence.

I. COMPOSITION

Rule 1 – Membership

1. The Reformed Security Council shall consist of twenty-five members of the United Nations.
2. Each member shall have no more than one representative in each body.

II. SESSIONS

Rule 2 – Dates of convening and adjournment

The Council shall meet at a regular basis at the discretion of its membership, its President, or the Secretary-General. The Council shall convene at the written request of the President, the Secretary-General, or a majority of its membership as transmitted to the Secretary-General.

III. AGENDA

Rules 5/6 – Adoption and Revision of the agenda

The agenda provided by the Secretary-General shall be considered proposed as of the beginning of the session. The Council may vote to accept such a proposal or may vote to approve an agenda consisting of the items within the proposed agenda in a different order, or consisting of any items deemed by the Secretary-General to be within the mandates of the Council.

The vote described in this rule is a procedural vote and, as such, all delegates (including observers) must cast a vote. For purposes of this rule, “those present and voting” mean those delegates, including observers, in attendance at the meeting during which this motion comes to a vote.

Rule 11 - Selection and replacement of the President and Vice President

1. The President shall be appointed prior to the first meeting of the Council. For the purposes of facilitation of debate, the President shall not be a delegate; instead, this appointment shall be done by the Director-General. The President shall chair the Assembly for the duration of the conference, unless otherwise decided by the Director-General. If the President is unable to perform his or her functions, a new President shall be appointed for the unexpired term at the discretion of the Director-General.
2. The Vice Presidency of the Council shall rotate among its membership, with an equal amount of time reserved for each member. The Vice President shall aid the President in chairing the Council, and shall be responsible for management of debate. During this time, the Vice President shall not be awarded the right to speak during formal session (though they may take part in the work of the Council during Suspensions of the Meeting of any type).

The representative of the member whose time it is to serve as Vice President may choose to waive their right to serve for that time. In the event that the Vice President is unable to perform his or her functions, or chooses to waive such a right, the President shall chair the Council alone.

VI. CONDUCT OF BUSINESS

Rule 15 – Quorum

The President may declare a meeting open and permit debate to proceed when representatives of at least fifteen of the twenty-five members of the Council are present. The presence of fifteen members shall be required for any decision to be taken.

Rule 20 – Speeches

4. Immediately following a speech, members of the Assembly may comment on the previous speech. This ability must be authorized by a majority vote of the Assembly (and may also be removed by the same threshold); this motion shall last for the duration of the Assembly's discussion of the current topic. A motion to allow short comments following speeches will allow exactly two short comments of a time to be determined by the President after each speech and is not debatable. Short comments must refer to the substance of the original speech and may not refer to other short comments.

VII. VOTING

Rule 34 - Majority required

1. Unless specified otherwise in these rules, procedural decisions of the Council shall be made by a majority consisting of fifteen or more members of the Council voting in favor.
2. All substantive decisions of the Council shall require for passage either the approval of fifteen members of the Council, including the concurrent vote or abstention of the five original permanent members of the Security Council, or the approval of twenty members of the Council.

For the purposes of this rule, the "five original permanent members" are the French Republic, the People's Republic of China, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America. For the purpose of tabulation, absent members of the Security Council are considered "abstentions."

Rule 37 - Method of voting

1. The Council shall conduct all substantive votes by roll call, except when a member shall request an approval by acclamation. Roll call votes shall be taken in the English alphabetical order of the names of the members. The name of each present member shall be called in any roll call vote, and one of its representatives shall reply "yes," "no," "no with rights," "abstention," or "pass."
2. The vote of each member participating in a roll call vote shall be inserted in the record.

Only those members who designate themselves as “present” or “present and voting” during the attendance roll call, or in some other manner communicate their attendance to the President and/ or Secretariat, are permitted to vote and, as such, no others will be called during a roll call vote. Any representatives replying, “pass,” must, on the second time through, respond with either “yes,” “no.” A “pass” cannot be followed by a second “pass” for the same proposal or amendment, nor may it be followed by an abstention on that same proposal or amendment, nor may the representative explain their vote.

RULES ADDENDUM: UN SUMMIT FOR THE ADOPTION OF THE POST-2015 DEVELOPMENT AGENDA

Introduction:

1. These rules shall, along with the Long Form of the Rules of the General Assembly Plenary, constitute the rules of procedure for the UN Summit for the Adoption of the Post-2015 Development Agenda.
2. In the event that this document should conflict with the Long Form of the Rules of the General Assembly Plenary, this document shall take precedence.

I. COMPOSITION

Rule 1 – Membership

1. The Summit shall consist of all members of the United Nations.
2. Each member shall have no more than one representative in each body.
3. The Secretariat may invite Non-Governmental Organizations (NGOs) to participate as observers in the meetings of the Summit. NGOs are not considered “members” of the Summit. NGOs will not have the right to vote on substantive or procedural matters.

III. AGENDA

Rules 5/6 – Adoption and Revision of the agenda

The agenda provided by the Secretary-General shall be considered adopted as of the beginning of the session. At the discretion of the President, the Summit may vote to reorder, divide, or merge items within the agenda. Any such motion must be considered by the President to result in an agenda within the mandate of the Summit.

The vote described in this rule is a procedural vote and, as such, observers are permitted to cast a vote. For purposes of this rule, “those present and voting” mean those delegates, including observers, in attendance at the meeting during which this motion comes to a vote.

VI. CONDUCT OF BUSINESS

Rule 20 – Speeches

4. At the beginning of discussions on each topic by the Summit, NGO representatives will be invited to make speeches immediately prior to the initial opening of the speakers list on that topic for members of the Summit. NGOs are allowed to speak for 2 minutes each; at the discretion of the chair, this time may be changed to the current speakers’ time for members on the speakers list. NGOs may not make formal speeches during any other part of formal session.

Rule 27 – Decision of competence

Decisions of competence are motions in which representatives challenge the relevance of a given agenda items or proposal to the Summit. No motions for a decision of competence on the agenda of the Summit shall be permitted.

Rule 30 – Proposals and amendments

Proposals and substantive amendments shall be submitted in writing to the Secretariat, with the names of twenty percent of the members of the Assembly that would like the Assembly to consider the proposal or amendment. The Secretariat may, at its discretion, approve the proposal or amendment for circulation among the delegations. As a general rule, no proposal shall be put to the vote at any meeting of the Assembly unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of proposals and amendments, even though such proposals and amendments have not been circulated. If the sponsors agree to the adoption of an amendment, the proposal shall be modified accordingly and no vote shall be taken on the amendment. If any sponsors should oppose the adoption of an amendment, a substantive vote on the amendment shall be taken prior to the consideration of the proposal during voting procedure. A document modified in this manner shall be considered as the proposal pending before the Assembly for all purposes, including subsequent amendments.

For purposes of this rule, all “proposals” shall be in the form of working papers prior to their approval by the Secretariat. Working papers will not be copied, or in any other way distributed, to the Summit by the Secretariat. The distribution of such working papers is solely the responsibility of the sponsors of the working papers. Along these lines, and in furtherance of the philosophy and principles of NWMUN and for the purpose of advancing its educational mission, representatives should not directly refer to the substance of a working paper that has not yet been accepted as a draft resolution.

After approval of a working paper, the proposal becomes a draft agreement segment and will be copied by the Secretariat for distribution to the Summit. These draft agreement segments are the collective property of the Summit, as such, the names of the original sponsors will be removed. The copying and distribution of amendments is at the discretion of the Secretariat, but the substance of all such amendments will be made available to all representatives in some form.

VII. VOTING

Rule 37 - Method of voting

1. The Summit shall normally vote by a show of placards, except when a representative requests a roll call vote, which shall be taken in the English alphabetical order of the names of the members. The name of each present member shall be called in any roll call vote, and one of its representatives shall reply “yes,” “no,” “abstention,” or “pass.”
2. The Summit shall approve the final draft agreement through a roll call vote. This requirement may be waived at the discretion of the President.
3. The vote of each member participating in a roll call vote shall be inserted in the record.

Only those members who designate themselves as “present” or “present and voting” during the attendance roll call, or in some other manner communicate their attendance to the President and/or Secretariat, are permitted to vote and, as such, no others will be called during a roll-call vote. Any representatives replying, “pass,” must, on the second time through, respond with either “yes” or “no.” A “pass” cannot be followed by a second “pass” for the same proposal or amendment, nor may it be followed by an abstention on that same proposal or amendment, nor may the representative explain their vote.

Rule 41 - Amendments

An amendment is a proposal that does no more than add to, delete from, or revise part of another proposal. An amendment can add, revise, or delete any part of any proposal.

Rule 43 - Order of voting on proposals

If two or more proposals, other than amendments, relate to the same agenda item, they shall be voted on in the order in which they were submitted. Prior to entering voting procedure, the President shall announce if a draft agreement segment contradicts or overlaps with another draft agreement segment in any way. Upon the passage of any draft agreement segment, all other draft agreement segments that contradict or overlap with it shall be considered rejected without a vote.

For purposes of this rule, "the order in which they were submitted" shall refer to the order in which proposals were approved by the Secretariat and thus the order in which proposals became draft resolutions. The second portion of the rule means that only one draft agreement segment for Preamble may pass; only one can pass for Final Provisions, etc. Therefore, delegates are advised to merge all draft agreement segments for a given agenda item together unless there are irreconcilable differences in approach, which shall be resolved by voting; if this should happen, the first draft agreement segment that passes will be included in the final draft agreement.

Following the consideration of all draft agreement segments pursuant to these rules, draft agreement segments that have been approved by the Summit shall be considered part of the final draft agreement. This final draft agreement shall be put immediately to a vote of the Summit, and shall require a two-thirds majority to be adopted (and opened for signature).

RULES ADDENDUM: HUMAN RIGHTS COUNCIL (UNIVERSAL PERIODIC REVIEW)

Introduction:

1. These rules shall, along with the Long Form of the Rules of the General Assembly Plenary, constitute the rules of procedure for the Human Rights Council's Universal Periodic Review.
2. In the event that this document should conflict with the Long Form of the Rules of the General Assembly Plenary, this document shall take precedence.

I. COMPOSITION

Rule 1 – Membership

1. The Human Rights Council's Universal Periodic Review (UPR) process shall consist of the 47 members of the Human Rights Council.
2. Each member shall have no more than one representative in each body.
3. The Secretariat may invite United Nations members and observers who are not members of the Human Rights Council to participate as observers in the meetings of the UPR process. These observer states are not considered "members" of the Council. These observer states will not have the right to vote on substantive or procedural matters.

States who are not members of the Human Rights Council will be considered "invited to participate" by the Secretariat if they are listed on the official country matrix as observers on the HRC-UPR committee. All States under Review (SuRs) are considered "invited to participate" in the meetings; SuRs are allowed to participate in the other two reviews conducted by the HRC-UPR.

4. The Secretariat may invite Non-Governmental Organizations (NGOs) to participate as observers in the meetings of the UPR process. NGOs are not considered "members" of the Council. NGOs will not have the right to vote on substantive or procedural matters, and may only speak during designated portions of the debate as outlined in these rules.

NGOs will be considered "invited to participate" by the Secretariat if they are listed on the official country matrix as observers on the HRC-UPR committee.

III. AGENDA

Rules 5/6 – Adoption and Revision of the agenda

1. The agenda shall be considered adopted before the beginning of the first session, with the first and second meeting of the session corresponding to the review of one of the three States under Review, the third and fourth meeting to the review of another of the three States under Review, the fifth and sixth meeting to the review of the last of the three States under Review, and the seventh meeting to the plenary session of the Council for adoption of the outcome reports for each review. The agenda considered adopted at the beginning of the session shall order the States under Review in the same order provided by the Secretary-General.
2. At the discretion of the President, the Summit may vote to reorder items within the agenda.

Any such motion must be considered by the President to result in an agenda within the mandate of the Human Rights Council's Universal Periodic Review process.

Rule 7 – Explanatory Memorandum

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

The “basic documents” provided by the Secretariat for consideration include the committee background guide, which serves as the OHCHR’s compilation of information from treaty bodies, special procedures, UN agencies, and their own research into the country’s human rights situation; the position papers of each State under Review, which represents the national report prepared by the State under Review on their human rights situation; and the compiled position papers of any invited NGOs, which represents the summary of civil society information provided to the OHCHR. These three basic documents will all be made available to delegates in advance of the conference.

VI. CONDUCT OF BUSINESS

Rule 20 – Speeches

1. No one may address the Council without having been previously recognized by the President. The President shall call upon speakers in the order in which they signify their desire to speak.

In line with the philosophy and principles of NWMUN and its educational mission, and for the purpose of facilitating debate in a manner that accurately reflects the practices of the Universal Periodic Review, the President will recognize the State under Review at the beginning of their review period to explain their national report (position paper) as well as respond to the advance questions submitted by other countries (in their position papers). Following this, speakers will be recognized to ask further questions; the President may deviate from the signified desire of countries to speak in order to recognize the State under Review. The President will ensure that the final speech of the second of the two committee sessions devoted to the review is made by the State under Review. The normal speakers’ time will apply to all speeches made by all states, with the exception of the initial presentation by the State under Review of their national report and responses to advance questions. This introductory statement will have a time determined by the President and applied equally to all three reviews.

4. NGO representatives may speak at any time during the plenary session of the Council to adopt the recommendations of each review. NGOs may add themselves to the speakers list during this portion of the meeting, but may not during the reviews themselves.

The “plenary portion of the Council” refers to the seventh and final committee session, during which the draft documents are debated, amended, and eventually voted upon. NGOs may not make formal speeches during the first six committee sessions, but may participate in every other manner as an observer of the review. These speeches shall be subject to the normal speakers’ time.

Rule 27 – Decision of competence

Decisions of competence are motions in which representatives challenge the relevance of a given agenda items or proposal to the Summit. No motions for a decision of competence on the agenda of the Council shall be permitted.

Rule 30 – Proposals and amendments

Proposals and substantive amendments shall be submitted in writing to the Secretariat, with the names of twenty percent of the members of the Council that would like the Council to consider the proposal or amendment. The Secretariat may, at its discretion, approve the proposal or

amendment for circulation among the delegations. As a general rule, no proposal shall be put to the vote at any meeting of the Council unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of proposals and amendments, even though such proposals and amendments have not been circulated. If the sponsors agree to the adoption of an amendment, the proposal shall be modified accordingly and no vote shall be taken on the amendment. If any sponsors should oppose the adoption of an amendment, a substantive vote on the amendment shall be taken prior to the consideration of the proposal during voting procedure. A document modified in this manner shall be considered as the proposal pending before the Council for all purposes, including subsequent amendments.

For purposes of this rule, all “proposals” shall be in the form of working papers prior to their approval by the Secretariat. Working papers will not be copied, or in any other way distributed, to the Council by the Secretariat. The distribution of such working papers is solely the responsibility of the sponsors of the working papers. Along these lines, and in furtherance of the philosophy and principles of NWMUN and for the purpose of advancing its educational mission, representatives should not directly refer to the substance of a working paper that has not yet been accepted as a draft report.

After approval of a working paper, the proposal becomes a draft report and will be copied by the Secretariat for distribution to the plenary session of the Council. These draft reports are the collective property of the Council; as such, the names of the sponsors will be removed. The copying and distribution of amendments is at the discretion of the Secretariat, but the text of all such amendments will be made available to all representatives.

In line with the philosophy and principles of NWMUN and its educational mission, and for the purpose of facilitating debate in a manner that accurately reflects the practices of the Universal Periodic Review, the President will only approve one outcome report for each State under Review. Multiple working papers may be created, but must be combined before being approved. Therefore, delegates are advised to merge all working papers for a given State under Review together unless there are irreconcilable differences in approach, which will be resolved by the President at his or her discretion through the approval of one as the draft report. Following this, the draft report may still be amended, giving delegates the final authority on the text of the proposed report that will be voted upon during the seventh committee session.

VII. VOTING

Rule 34 - Majority required

Adoption of a draft report consisting of recommendations to a State under Review shall require a two-thirds majority of the members present and voting. All other votes shall require a majority of the members present and voting.

This section of the rules refers to voting on “proposals,” or draft reports. For the purpose of tabulation, the phrase “members present and voting” means members casting an affirmative or negative vote. Members that abstain from voting are considered as not voting. All members declaring their representative States as “present and voting” during the attendance roll call for the meeting during which the substantive voting occurs must cast an affirmative or negative vote, and cannot abstain.

Rule 42 - Order of voting on proposals

During the plenary meeting of the Council to discuss draft reports, draft reports will be voted upon in the same order as the reviews they relate to were conducted.



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