



WFUNA INTERNATIONAL MODEL UN (WIMUN)

RULES OF PROCEDURE

LONG FORM



wfuna

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I. SESSIONS

REGULAR SESSIONS

Opening date

Rule 1

The WIMUN General Assembly shall meet every year in regular session commencing on the Monday of the first week in July, counting from the first week that contains at least one working day.

Closing date

Rule 2

On the recommendation of the General Committee, the WIMUN General Assembly shall, at the beginning of each session, fix a closing date for the session.

Place of meeting

Rule 3

The WIMUN General Assembly shall meet at the Headquarters of the United Nations unless convened elsewhere in pursuance of a decision taken at a session or at the request of a majority of the Members of the United Nations.

Rule 4

Any Member of the United Nations may, at least one hundred and twenty days before the date fixed for the opening of a regular session, request that the session be held elsewhere than at the Headquarters of the United Nations. The Secretary-General shall immediately communicate the request, together with his recommendations, to the other Members of the United Nations. If within thirty days of the date of this communication a majority of the Members concur in the request, the session shall be held accordingly.

Notification of session

Rule 5

The Secretary-General shall notify the Members of the United Nations, at least sixty days in advance, of the opening of a regular session.

II. AGENDA

Provisional agenda

Rule 6

The provisional agenda for a regular session 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.

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Rule 7

The provisional agenda of a regular session shall include:

- (a) The report of the Secretary-General on the work of the Organization;
- (b) All items which the Secretary-General deems it necessary to put before the WIMUN General Assembly;

Adoption of the agenda

Rule 8

At each session the provisional agenda and the supplementary list, together with the report of the General Committee thereon, shall be submitted to the WIMUN General Assembly for approval as soon as possible after the opening of the session.

III. DELEGATIONS

Composition

Rule 9

The delegation of a Member shall consist of not more than five representatives and five alternate representatives and as many advisers, technical advisers, experts and persons of similar status as may be required by the delegation.

V. PRESIDENT AND VICE-PRESIDENTS

Elections

Rule 10

Unless the WIMUN General Assembly decides otherwise, the WIMUN General Assembly shall elect a President and 2 Vice-Presidents at least three months before the opening of the session over which they are to preside. The President and the Vice-Presidents so elected will assume their functions only at the beginning of the session for which they are elected and shall hold office until the close of that session.

Acting President

Rule 11

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

Rule 12

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

General powers of the President

Rule 13

In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall declare the opening and closing of each plenary meeting of the session, direct the discussions in plenary meeting, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and, subject to these rules, shall have complete control of the

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proceedings at any meeting and over the maintenance of order thereat. The President may, in the course of the discussion of an item, propose to the WIMUN General Assembly the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak, the closure of the list of speakers or the closure of the debate. He may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion.

Rule 14

The President, in the exercise of his functions, remains under the authority of the WIMUN General Assembly. The President shall not vote

Rule 15

The President, or a Vice-President acting as President, shall not vote but shall designate another member of his delegation to vote in his place.

VI. GENERAL COMMITTEE

Composition

Rule 16

The General Committee shall comprise the President of the WIMUN General Assembly, who shall preside, the twenty-one Vice-Presidents and the Chairmen of the six Main Committees. No two members of the General Committee shall be members of the same delegation, and it shall be so constituted as to ensure its representative character. Chairmen of other committees upon which all Members have the right to be represented and which are established by the WIMUN General Assembly to meet during the session shall be entitled to attend meetings of the General Committee and may participate without vote in the discussions.

Substitute members

Rule 17

If a Vice-President of the WIMUN General Assembly finds it necessary to be absent during a meeting of the General Committee, he may designate a member of his delegation to take his place. The Chairman of a Main Committee shall, in case of absence, designate one of the Vice-Chairmen of the Committee to take his place. A Vice-Chairman shall not have the right to vote if he is of the same delegation as another member of the General Committee.

Functions

Rule 18

The General Committee shall, at the beginning of each session, consider the provisional agenda, together with the supplementary list, and shall make recommendations to the WIMUN General Assembly, with regard to each item proposed, concerning its inclusion in the agenda, the rejection of the request for inclusion or the inclusion of the item in the provisional agenda of a future session. It shall, in the same manner, examine requests for the inclusion of additional items in the agenda and shall make recommendations thereon to the WIMUN General Assembly. In considering matters relating to the agenda of the WIMUN General Assembly, the General Committee shall not discuss the substance of any item except insofar as this bears upon the question whether the General Committee should recommend the inclusion of the item in the agenda, the rejection of the request for inclusion or the inclusion of the item in the provisional agenda of a future session, and what priority should be accorded to an item the inclusion of which has been recommended.

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Rule 19

The General Committee shall make recommendations to the WIMUN General Assembly concerning the closing date of the session. It shall assist the President and the WIMUN General Assembly in drawing up the agenda for each plenary meeting, in determining the priority of its items and in coordinating the proceedings of all committees of the Assembly. It shall assist the President in the general conduct of the work of the WIMUN General Assembly, which falls within the competence of the President. It shall not, however, decide any political question.

Rule 20

The General Committee shall meet periodically throughout each session to review the progress of the WIMUN General Assembly and its committees and to make recommendations for furthering such progress. It shall also meet at such other times as the President deems necessary or upon the request of any other of its members. Participation by members requesting the inclusion of items in the agenda

Rule 21

A member of the WIMUN General Assembly which has no representative on the General Committee and which has requested the inclusion of an item in the agenda shall be entitled to attend any meeting of the General Committee at which its request is discussed and may participate, without vote, in the discussion of that item.

Revision of the form of resolutions

Rule 23

The General Committee may revise the resolutions adopted by the WIMUN General Assembly, changing their form but not their substance. Any such changes shall be reported to the WIMUN General Assembly for its consideration.

VII. SECRETARIAT

Duties of the Secretary-General

Rule 24

The Secretary-General shall act in that capacity in all meetings of the WIMUN General Assembly, its committees and its subcommittees. He may designate a member of the Secretariat to act in his place at these meetings.

Rule 25

The Secretary-General shall provide and direct the staff required by the WIMUN General Assembly and any committees or subsidiary organs, which it may establish.

Duties of the Secretariat

Rule 26

The Secretariat shall receive, translate, print and distribute documents, reports and resolutions of the WIMUN General Assembly, its committees and its organs; interpret speeches made at the meetings; prepare, print and circulate the records of the session; have the custody and proper preservation of the documents in the archives of the WIMUN General Assembly; distribute all documents of the Assembly to the Members of the United Nations, and, generally, perform all other work which the Assembly may require.

Report of the Secretary-General on the work of the Organization

Rule 27

The Secretary-General shall make an annual report, and such supplementary reports as are required, to the WIMUN General Assembly on the work of the Organization. He shall communicate the annual report to the Members of the United Nations at least forty-five days before the opening of the session.

Notification under Article 12 of the Charter

Rule 28

The Secretary-General, with the consent of the Security Council, shall notify the WIMUN General Assembly at each session of any matters relative to the maintenance of international peace and security which are being dealt with by the Security Council and shall similarly notify the WIMUN General Assembly, or the Members of the United Nations if the WIMUN General Assembly is not in session, immediately the Security Council ceases to deal with such matters.

VIII. LANGUAGES

Official and working languages

Rule 29

English shall be both the official and the working languages of the WIMUN General Assembly, its committees and its subcommittees.

Languages of the Journal of the United Nations

Rule 30

During the sessions of the WIMUN General Assembly, the Journal of the United Nations shall be published in the languages of the Assembly.

Languages of resolutions and other documents

Rule 31

All resolutions and other documents shall be published in the languages of the WIMUN General Assembly.

Publications in languages other than the languages of the WIMUN General Assembly

Rule 32

Documents of the WIMUN General Assembly, its committees and its subcommittees shall, if the Assembly so decides, be published in any language other than the languages of the Assembly or of the committee concerned.

IX. RECORDS

Resolutions

Rule 33

Resolutions adopted by the WIMUN General Assembly shall be communicated by the Secretary-General to the Members of the United Nations within fifteen days after the close of the session.

X. PUBLIC AND PRIVATE MEETINGS OF THE WIMUN GENERAL ASSEMBLY, ITS COMMITTEES AND ITS SUBCOMMITTEES

General principles

Rule 34

The meetings of the WIMUN General Assembly and its Main Committees shall be held in public unless the organ concerned decides that exceptional circumstances require that the meeting be held in private. Meetings of other committees and subcommittees shall also be held in public unless the organ concerned decides otherwise.

Private meetings

Rule 35

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

XI. MINUTE OF SILENT PRAYER OR MEDITATION

Invitation to silent prayer or meditation

Rule 36

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

XII. PLENARY MEETINGS

CONDUCT OF BUSINESS

Reference to committees

Rule 37

The WIMUN General Assembly shall not, unless it decides otherwise, make a final decision upon any item on the agenda until it has received the report of a committee on that item.

Discussion of reports of Main Committees

Rule 38

Discussion of a report of a Main Committee in a plenary meeting of the WIMUN General Assembly shall take place if at least one third of the members present and voting at the plenary meeting consider such a discussion to be necessary. Any proposal to this effect shall not be debated but shall be immediately put to the vote.

Quorum

Rule 39

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

Speeches

Rule 40

No representative may address the WIMUN General Assembly without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

Precedence

Rule 41

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

Statements by the Secretariat

Rule 42

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

Points of order

Rule 43

During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with the rules of procedure. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Time limit on speeches

Rule 44

The WIMUN General Assembly may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. Before a decision is taken, two representatives may speak in favour of, and two against, a proposal to set such limits. When the debate is limited and a representative exceeds his allotted time, the President shall call him to order without delay.

Closing of list of speakers, right of reply

Rule 45

During the course of a debate, the President may announce the list of speakers and, with the consent of the WIMUN General Assembly, declare the list closed. He may, however, accord the right of reply to any member if a speech delivered after he has declared the list closed makes this desirable.

Adjournment of debate

Rule 46

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

Closure of debate

Rule 47

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

Suspension or adjournment of the meeting

Rule 48

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

Order of procedural motions

Rule 49

Subject to rule 71, the motions indicated below shall have precedence in the following order over all other proposals or motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the item under discussion;
- (d) To close the debate on the item under discussion.

Proposals and amendments

Rule 50

Proposals and amendments shall normally be submitted in writing to the Secretary-General, who shall circulate copies to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the WIMUN General Assembly unless copies of it have been circulated to all delegations not later than the day preceding the meeting. The President may, however, permit the discussion and consideration of amendments or of motions as to procedure, even though such amendments and motions have not been circulated or have only been circulated the same day.

Withdrawal of motions

Rule 51

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

Reconsideration of proposals

Rule 52

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

VOTING

Voting rights

Rule 53

Each member of the WIMUN General Assembly shall have one vote.

Two-thirds majority

Rule 54

Decisions of the WIMUN 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 the non-permanent members of the Security Council, the election of the members of the Economic and Social Council, the election of members of the Trusteeship Council in accordance with paragraph 1 c of Article 86 of the Charter, 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.

Rule 55

Decisions of the WIMUN General 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.

Simple majority

Rule 56

Decisions of the WIMUN General Assembly on questions other than those provided for in rule 83, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting. Meaning of the phrase "members present and voting"

Rule 57

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

Method of voting

Rule 58

(a) The WIMUN General Assembly shall normally vote by show of hands or by standing, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the President. The name of each member shall be called in any roll-call, and one of its representatives shall reply "yes", "no" or "abstention". The result of the voting shall be inserted in the record in the English alphabetical order of the names of the members.

(b) When the WIMUN General Assembly votes by mechanical means, a non-recorded vote shall replace a vote by show of hands or by standing 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 WIMUN General Assembly shall, unless a representative requests otherwise, dispense with the procedure of calling out the names of the members; nevertheless, the result of the voting shall be inserted in the record in the same manner as that of a roll-call vote.

Conduct during voting

Rule 59

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

Division of proposals and amendments

Rule 60

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

Voting on amendments

Rule 61

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

Voting on proposals

Rule 62

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