

BoğaziçiMUN

Rules of Procedure



A) General Provisions

Article 1: Scope

1. The Rules of Procedure shall apply to all committees and proceedings of Boğaziçi University Model United Nations conferences (hereinafter BoğaziçiMUN and/or the conference) in its entirety unless otherwise explicitly stated by the Secretariat.
2. All of the rules explained in these Rules of Procedure shall be considered as adopted in the beginning of the first session. In case of an emergence of a point of parliamentary inquiry or a point of order regarding a question that is not answered in these rules of procedure, the Committee Board is the authority to respond and reflect the views of the Secretariat.

Article 2: Official Language

1. BoğaziçiMUN conferences shall have one official language that will be used throughout the Conference which is English.

Article 2: Dress Code

1. Throughout the Conference, the dress code shall be western business attire due to the diplomatic status of delegates. For male delegates a tie and a jacket are obligatory, and for female no revealing outfits are allowed.
2. The Secretariat reserves the right to expel a delegate due to his or her dress code.

Article 4: Participation

1. Member States shall be represented by delegates. The present delegates in the committees will represent their countries and form all discussions and within their committees by having equal rights to speak during the formal session and equal rights to vote during all procedural and substantive voting procedures.
2. A State or an Organisation which is not a full member of the respective committee may be allowed to participate in committee's proceedings as an observer with the permission of the Secretariat. Observers can be entertained as speakers during formal debate and

they have the right to vote on procedural matters; however, they are deprived of the right to vote on substantive matters.

Article 5: Credentials

1. The credentials of participants shall be presented during the registration. Delegations do not have the right to change the name of a participant after the allocation process is completed.
2. Badges will be used as a medium for verifying the credential of any participant during the Conference. All participants are required to have their badges with them throughout the Conference to retain the right to take part in all academic and organisational proceeding of BoğaziçiMUN conferences

Article 6: The Secretariat

1. The Secretariat is the main organ responsible and authority for all academic proceedings of the Conference.
2. Any time, the Secretariat may deliver an oral or written statement to any committee or to any participant, and any decision taken by the Secretariat is not appealable.

Article 7: The Secretary-General

1. The Secretary-General has the full authority to perform the functions of the Secretariat as he or she is the head of this institution.
2. The Secretary-General's decisions being final, he or she shall act in the full accordance with his or her international position and responsibility.
3. The Secretary-General retains the right to give academic warnings to any participant of the Conference who does not behave in a diplomatic manner. Through academic warnings, rights of the participants can be restricted, in addition, the Secretary-General retains the right to expel a participant after a given academic warning.

Article 8: Diplomatic Courtesy

1. All of the participants are expected to behave in a diplomatic courtesy which incorporates showing respect to every Member State and to the United Nations through their speeches, gestures, attitudes, and behaviour all times.

B) General Rules on the Committee Framework

Article 9: Quorum

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

Article 10: The Committee Board

1. The Committee Board is comprised of Committee Directors and, if the Secretariat deems it necessary, a Rapporteur.
2. The Rapporteur is a Committee Board member to assist the Committee Directors and the Secretariat by drafting reports on all committee proceedings, they are also entitled to direct more at least two sessions within the four days duration of the Conference.
3. The Committee Board will declare the opening and closing of each meeting and it has the ability to propose procedural motions any time unless there is a motion to appeal to the Committee Director's decision or an apparent objection.
4. The Committee Board has its complete power, which is given by the Under Secretary General of the Committee, over all of the proceedings of the Committee during sessions.
5. The Committee Board is entitled to direct the discussions, grant the right to speak to delegates equally, announce decisions and rulings on any points, and most importantly ensure the observance of these rules any time during the Committee.
6. The Committee Board is directly responsible to the Secretariat in a situation of discontinuing to follow these Rules of Procedure.
7. The duties of a Committee Board member may be transferred to another Committee Board member or individual by the discretion of the Secretariat.

8. The Committee Board may advise delegates during the sessions while keeping their utmost credibility and impartiality all times.

Article 11: Appeal to the Committee Director's Decision

1. Any decision made by the Committee Board, unless otherwise explicitly stated as non-appealable, may be appealed immediately by a delegate by raising a motion to appeal. The Committee Board does not have the power to overrule such a motion.
2. After the motion has been raised, the Committee Director may speak briefly to defend his/her ruling.
3. After the speech of the Committee Director, the appeal may be put to a vote and it requires two-thirds majority of the Committee to successfully appeal to the Committee Director's decision. If the appeal fails, the Committee Director's decision shall stand.

Article 12: Communication within the Committee

1. Message papers are the only mediums of communication among delegates or between delegates and the Committee Board.
2. Only the members of the Administrative Staff are responsible to distribute message papers in the Committee. It is strictly forbidden for delegates to distribute message papers. The Administrative Staff also has the right to take the notes to the Committee Board, if the language and manner is not appropriate in the contexts of the agenda items, formality, and diplomatic manner.
3. During roll-call, unmoderated caucus, and voting procedures, note-passing is automatically suspended.

Article 13: Electronic Devices

1. The use of electronic devices are strictly prohibited within the boundaries of the Committee room during formal sessions.
2. In order to draft documents, the Committee Board may allow the delegates to use electronic devices in unmoderated caucuses.

C) Rules Governing Discussions

Article 14: Roll-Call

1. At the beginning of the sessions, the Committee Board shall conduct a roll-call in order to record the presence of the members as “present” or “present and voting”.
2. The Committee Board shall conduct this procedure by calling the country names of the members of the Committee in alphabetical order.
3. When their country’s name heard, delegates may state their presences as present or present and voting. If a delegate says present and voting, it indicates that he/she will not be casting an abstention in substantive voting procedures, in other words, he/she will have to vote either in favour or against in substantive voting procedures
4. If a delegate does not state his/her presence in the roll-call procedure although he/she is physically in the Committee, he/she will be considered as an absentee which deprives him/her of the right to participate in the proceedings of the Committee in that particular session. Unless he/she sends a message paper the Committee Board stating presence in the first half of the session, the Committee Board will continue to treat him/her as an absentee.

Article 15: Agenda Setting

1. Consideration of the Agenda will take place after the opening speeches if the Committee has more than one agenda item to discuss. If the Committee has only one agenda item, the agenda will be considered to be automatically adopted, there is no need for any discussion, closure of the debate, or voting. If the Committee has more than one agenda item, the procedure of agenda setting shall be as follows:
 - A motion should be raised to set the agenda item to one of the Committee’s prescheduled agenda items as stated in the Study Guide of the respective Committee.
 - After the motion being recognised by the Committee Board, two speakers’ lists shall be established, one in favour of the proposed agenda item, and one against. If no delegates would like to be entertained as a speaker against to the proposed agenda item, there is no need to establish a speakers’ list since the debate is assumed to be automatically closed, and the Committee may move with an immediate vote on the proposed agenda item.
 - If the Committee receives against speakers, at least two speakers in favour and two speakers against should be selected by the Committee Board from delegates. A motion to close debate will be in order after the committee has heard these speakers. The

Committee Board will ask for two speakers against for the closure of the debate, if no against speaker raises, the debate will be assumed automatically closed. If not, after the Committee hears two speakers against for the closure of the debate, two-thirds majority is needed in order to close the debate.

- After the closure of the debate, the Committee may finally move on with the voting on the proposed agenda item, and this voting necessitates a simple majority. If it fails, the other prescheduled agenda item will be placed before the Committee automatically.
- If an international crisis emerges within the duration and context of the Committee, the Secretary-General or the Deputy-Secretary-General may request a tabling of the debate from the Committee. In this situation, the more urgent matter represented will take the precedence over the current discussion of the agenda item after a delegate raises the motion to table the debate. After a document passes on the crisis, the Committee may return to debate on the tabled topic at the discretion of the Secretariat.
- All motions for caucuses are to be overruled by the Committee Board during the Consideration of the Agenda.

Article 16: General Speakers' List

1. The Committee Board shall immediately establish a General Speakers' List on the current topic after setting of the agenda item. Speakers are expected to speak generally on the current topic in their speeches in the General Speakers' List. Unless the General Speakers' List is superseded by procedural motions, the Committee will proceed with the General Speakers' List.
2. Delegates may request to add their names to the General Speakers' List by submitting a written request via message papers sent to the Committee Board. A delegate whose name is currently on the General Speakers' List cannot request to be added again. Delegates also have the right to remove their names from the General Speakers' List by sending a message paper to the Committee Board.
3. The Committee Board may add delegates to the General Speakers' List by explicitly asking the delegates wishing to be added to the General Speakers' List to raise their placards any time, especially when the committee establishes a new General Speakers' List.

4. Delegates who did not state their presence in the roll-call or via a message paper in the first half of the session are not eligible to be entertained in the General Speakers' List.
5. The General Speakers' List is continuously open until a closure of the debate passes by two-thirds majority.
6. The time limit for the speeches in the General Speakers' List shall be set by the Secretariat before the sessions. During the Committee's sessions, the Committee Board have the authority to alter the time limit of the General Speakers' List and their decision on this matter is non-appealable.
7. No Delegate may address the Committee without previously obtaining the explicit permission of the Committee Board. This permission may be verbal by stating that the delegate may proceed, or by projecting the flag of the respective country in the moderation programme.
8. The Committee Board may call a delegate to order if the remarks presented are not relevant to the topic under discussion, infringing the rights of a Member State, or the time of the delegate's speech exceeds to total time limit. The Committee Board's decision to call a delegate in order and terminate his/her speech is non-appealable.
9. The Committee Board may periodically open the floor to point and motions, also if they deem necessary, they may continue with the General Speaker's List instead of opening the floor.

Article 17: Yields

1. A delegate previously granted the right to speak in the General Speakers' List may yield his/her remaining time after speaking. This yield can be implemented in three different way: yielding the remaining time to another delegate, to questions, or the the Committee Board.
 - Yield to another delegate: A delegate may yield his/her remaining time to another delegate present in the Committee. If the other delegate accepts this yield, he/she will take to floor for the remaining duration, and after speaking, he/she will not have right to yield his/her time since a previously yielded time cannot be yielded again.
 - Yield to questions: A delegate may yield his/her remaining time to questions. In this procedure, the Committee Board will ask for delegates wanting to ask a question to the delegate yielding his/her time to questions to raise their placards then select delegates

accordingly with the remaining time. Every selected delegate will be allowed to ask one specific question which does not contain any extra statement or comment. Follow-up question may also be entertained if the Committee Board allows and deems necessary. Only speaker's answers to questions will be deducted from the speaker's remaining time.

- Yield to the Committee Board: If the delegate does not wish to yield his/her time to another delegate or to questions, the remaining time can be yielded to the Committee Board. When a delegate's time elapses, there is no need to yield the floor since there is no remaining time. In this situation, the Committee Board may ask delegate to conclude his/her speech or call him/her in order.
- 2. Yields may only be made during the General Speakers' List, and only one yield can be made per speech.

Article 18: Right of Reply

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

Article 19: Moderated Caucus

1. Moderated Caucus is an apparatus to facilitate the debate to flow in a specific and controllable course within the general discussions of the Committee.

2. A motion for a moderated caucus can be given when the floor is open for points and motions during the formal proceedings of the Committee. When raising a motion for a moderated caucus, the delegate must specify a specific topic for the caucus, an overall time limit not exceeding twenty minutes, and a time limit for individual speeches not exceeding the time limit of the General Speakers' List in one sentence.
3. The Committee Board may request delegates to alter the time limitations and topics of their moderated caucuses, in addition, the Committee Board may overrule a motion for a moderated caucus because of its type, topic, or time limitation and this decision is not appealable.
4. The Delegate who has been submitted a motion for a moderated causes may withdraw his/her motion any time prior to the voting procedure of the respective motion.
5. This motion necessitates simple majority for its adoption.
6. The Committee Director may ask the submitter of this motion if he/she would like to be the first speaker of the motion, after the expiration of this speech, the delegates willing to speak should raise their placards to obtain the right to deliver a speech in the moderated caucus. The Committee Board shall continue to entertain speakers until the end of the allocated time of the motion.
7. Any interruption to the speech of a delegate or a Committee Director is strictly out of order. No Delegate may address the Committee without previously obtaining the explicit permission of the Committee Board. This permission may be verbal by stating that the delegate may proceed, or by projecting the flag of the respective country in the moderation programme.
8. If there are no delegates wishing to speak in a moderated caucus even if there is remaining time, the moderated caucus will be immediately concluded, there is no need for a motion to terminate the moderated caucus in this situation.
9. The Committee Board may also decide to terminate the moderated caucus early, this decision is a subject to appeal by the delegates.

Article 20: Unmoderated Caucus

1. Unmoderated Caucus is an apparatus to facilitate formal lobbying and drafting within the boundaries of the Committee room during sessions. It enables delegates to discuss

ideas informally and prepare documents in the Committee by temporarily suspending the formal debate.

2. A motion for an unmoderated caucus can be given when the floor is open for points and motions during the formal proceedings of the Committee. When raising a motion for an unmoderated caucus, the delegate must briefly specify a topic for the caucus and an overall time limit not exceeding twenty minutes. No individual speaking time is needed to be specified.
3. The Committee Board may request delegates to alter the time limitations and topics of their unmoderated caucuses, in addition, the Committee Board may overrule a motion for an unmoderated caucus if it is given as the first motion of a session or at the first phases of the Conference.
4. The Delegate who has been submitted a motion for an unmoderated causes may withdraw his/her motion any time prior to the voting procedure of the motion.
5. This motion necessitates simple majority for its adoption.
6. After the unmoderated caucus is adopted, use of electronic devices is in order only for drafting purposes during the unmoderated caucus. The Committee Board may restrict the use of any electronic devices also in unmoderated caucus.
7. The Committee Board may also decide to terminate the moderated caucus early if they observe the unmoderated caucus has ceased to be productive, this decision is not a subject to appeal by the delegates unlike the termination procedure of moderated caucuses.

Article 21: Termination of Caucuses

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

Article 22: Extension of Caucuses

1. Right after the time for a moderated or unmoderated caucus elapses, delegates may raise a motion to extend the previous moderated/unmoderated caucus.

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

Article 23: Closure of Debate

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

Article 24: Suspension and Adjournment of the Meeting

1. A delegate may raise the motion to suspend the meeting to suspend all committee functions until the next session.
2. A delegate may raise the motion the adjourn the meeting to suspend all committee functions for the duration of the conference. A motion for the adjournment of the meeting is not in order until three quarters of the time allocated for the last session of the conference expires.
3. The Committee Director has the right overrule these motions during the prescheduled time for the sessions and this decision is not appealable. However, the decision of the

Committee Director to overrule a motion to suspend/adjourn the meeting outside of the prescheduled time limitations for the sessions is appealable.

4. These motions necessitate simple majority to pass.

Article 25: Postponement (Tabling) and Resumption of Debate

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

Article 26: Reconsideration

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

D) Rules Governing Points

Article 27: Point of Personal Privilege

1. A point of personal privilege may be raised by a delegate who experiences discomfort which impedes his/her ability to fully participate in the committee proceedings due to high/low temperature, inaudibility, medical conditions et cetera. The Committee Director is responsible to correct the discomfort by using his/her authority or asking help from the Organisation Team or the Secretariat of BoğaziçiMUN Conference.
2. This point cannot interrupt a speaker unless the point is specifically stated as point of personal privilege due to audibility. In other words, the point of personal privilege may interrupt a speaker, but it shall be used in utmost discretion and attention by delegates.

Article 28: Point of Order

1. A delegate may raise a point of order in order to indicate an improper implementation of the Rules of Procedure during the proceedings of the Committee.
2. The purpose of the point of order shall be concisely explained by the delegate, and the point shall be immediately ruled upon by the Committee Director in accordance with these Rules of Procedure. Additionally, as it is stated in the third section of the Article 1 of these Rules of Procedure, if a question emerges outside of the extent of these Rules of Procedure, the final decision of the Committee Board will be implemented.
3. The Committee Director may overrule certain points of order when used improperly, and this decision of the Committee Director is not a subject to appeal.
4. A point of order may only interrupt a speaker if the ongoing speech incorporates grave and flagrant violations of the Rules of Procedure

Article 29: Point of Parliamentary Inquiry

1. When the floor is open, a delegate may raise a point of parliamentary inquiry in order to ask a question regarding the Rules of Procedure to the Committee Director.
2. The Committee Director is responsible to answer the question according to the Rules of Procedure, and as it is stated in the third section of the Article 1 of these Rules of Procedure, if a question emerges outside of the extent of these Rules of Procedure, the response of the Committee Board shall be considered as a reflection of the views of the Secretariat.

3. Delegates shall only direct procedural questions when raising a point of parliamentary inquiry. Other questions shall be directed as a point of information (see Article 30) or as a written note via message papers.
4. The point of parliamentary inquiry can never interrupt a speech.

Article 30: Point of Information

1. When the floor is open, a delegate may raise a point of information in order to ask a question regarding the agenda item, the mandate of the Committee, abbreviations, and specific debate proceedings.
2. The point of information can never interrupt a speech.

E) Rules Governing Substantive Documents

Article 31: Working Papers

1. Working papers are preliminary documents to draft resolutions. These papers may be considered as an outline of the discussions and proposed solutions during the Committee Proceedings. It is not mandatory that a working paper shall compromise of all the points covered in the Committee, these papers can also be written on specific aspects of the agenda item.
2. A working paper can also be an individual work, there is no minimum or maximum number for the contributors of this document.
3. Working papers should be written during the Conference, no pre-written work will be approved.
4. Working papers do not require any signatories to be submitted.
5. Working papers are not official documents, they do not require a certain format or formal introduction; however, the signature and approval of the Committee Director is needed for the working paper to be available to the Committee. The Committee Director shall also designate a number to the working papers with the order of approval. Delegates may refer the working paper with its number after this approval of the Committee Director.
6. The Secretariat may decide to print the working papers prior the their introduction if they constitute an extraordinary importance, if not, the document will be projected during the introduction.

7. Delegates shall not refer any document as working paper prior to its approval.
8. Once the working paper is approved, a delegate may raise a motion to introduce the working paper. This motion shall not be voted upon and the paper shall be introduced to the committee by the Committee Director or, on the discretion of the Committee Board, a delegate.
9. Working papers will not be voted upon or adopted.

Article 32: Final Documents

1. The final document of all committees shall be a resolution and these Rules of Procedure shall apply to the all forms of documents drafted in these Committees unless otherwise is explicitly stated in a Committee's Handbook.
2. For the rest of the Committees, the procedures regarding their respective additional and final documents and their processes will be stated in Handbooks. The information in these Handbooks shall be followed by the Committee Boards as an addition to the Rules of Procedure.

Article 33: Draft Resolutions

1. A draft resolution is the preliminary document to a resolution. Draft resolutions differ from working papers in that they require a special formatting (see Annex 1). A draft resolution may only be submitted the the Committee board when it is signed by at least one-fifth of the number of present delegates in the same session.
2. Any time prior to the voting procedure of the draft resolution, signatory delegates may withdraw their signatures from the draft resolution. If the documents loses enough signature to reduce the number of the signatories below the required percentage, the discussion on the documents will be automatically postponed. The same draft resolution may be re-introduced during the general discussion on the agenda item when it provides the necessary percentage.
3. Being a signatory to a draft resolution does not oblige the delegate to vote in favour of the document. There are no obligation, the only purpose is to enable the document to be available to the whole Committee. Delegates may be signatories to more than one draft resolution.
4. There are no official sponsors of the draft resolutions.

5. Addition to the signatures of more than one-fifth of the present members of the Committee, the Committee Director should also sign the document to enable its introduction. The Committee Director's decision not to sign a draft resolution is not appealable.
6. Pre-written documents or documents written outside of the Conference is strictly forbidden. All of the contents shall be written during the Conference, in the Conference building. All documents submitted to the Committee Board will be evaluated regarding the above-mentioned condition and they will be scanned against plagiarism
7. Notwithstanding that more than one draft resolution may be discussed at one time on the floor, only one resolution may be passed per agenda item.
8. Draft resolutions require simple majority to pass, thereupon, to be adopted as resolutions.

Article 34: Introducing a Draft Resolution

1. Once a draft resolution is approved according to Article 33, a motion to introduce the draft resolution is needed in order to make the document available to the Committee. The purpose of this motion is to set a specific debate on the proposed draft resolution prior to its voting procedure.
2. This motion requires simple majority to pass and the submitter of this motion should be a signatory in the document to be introduced.
3. After this motion passes, the draft resolution will be available to the whole committee. For this purpose, the Committee Director may read the operative clauses of the document, the Committee Director may call the submitter of this motion to read the operative clauses, or if the submitter refuses to read the clauses, the Committee Director may ask for a signatory delegation of this document or one of the members of the Committee Board to read the operative clauses.
4. After the introduction of a draft resolution, the general discussion will be limited to the extent of the respective draft resolution. Thereupon, the draft resolution will be formally regarded as a different agenda item and a new General Speakers' List will be established.
5. Debate on the draft resolution shall be pursued according to its General Speakers' List. During this time, delegates may raise motions for amendments and specific

moderated/unmoderated caucuses for further discussions on the documents or possible amendments.

6. Only one draft resolution shall be on the floor at any one time.
7. Debate on the draft resolution shall remain on the floor until it is postponed or closed.
8. Should the debate on a draft resolution be postponed, the Committee will move with the previous general debate on the agenda item and will have the right to include the respective document in it. If the Committee decides to close the debate on the draft resolution, the document should be immediately voted upon.
9. Only one draft resolution may be passed per agenda item. Draft resolutions require simple majority for adoption. If one draft resolution is adopted by the Committee, all other documents should be considered null and void, in other words, failed if no delegate requests a reconsideration immediately after the announcement of the result (see Article 26).

Article 35: Amendments

1. Changing of grammar mistakes is not considered as a substantive amendment. These kinds of amendments can be noted in a message paper and be sent to the Committee Board. There is no need for an approval of the Secretariat, the Committee Board may directly approve these kinds of amendments and implement their procedural voting which requires a simple majority.
2. A delegate may amend any draft resolution after its introduction. Amendments may be given for the purposes of adding new clauses or partially/completely deleting or changing some existing clauses on the approved document.
3. Pre-ambulatory clauses cannot be amended, only the operative clauses of a draft resolution may be amended.
4. The delegate willing to introduce his/her amendment shall specifically indicate the part of the document that the delegate wishes to amend with its exact location and its exact wording. These may be written to a message paper and this message paper should be sent to the Committee Board or the amendment may also be sent to the Committee Board electronically.
5. For an amendment to be approved, it should contain at least the one-eighth number of present delegates' signatories and then should be approved by the Committee Board

and the Secretariat. There are no official sponsors or submitters of an amendment. Any time prior to the voting procedure of the amendment, signatory delegates may withdraw their signatures from the amendment. If the documents lose enough signature to reduce the number of the signatories below the required percentage, the discussion on the documents will be automatically postponed. The same amendment may be re-introduced during the discussion of the draft resolution when it provides the necessary percentage.

6. Once an amendment is approved, a signatory delegate may raise a motion to introduce the amendment when the floor is open.
7. Prior to putting the motion for the introduction to a vote, the Committee Director shall read the contents of the amendment, then the motion should be put to a vote. This motion requires a simple majority to pass.
8. After this motion passes, two Speakers' Lists will be established to the extent of two speaker against and two speakers in favour. However, the Committee Board may decide to entertain more speakers for this purpose but the numbers of in favour and against speakers should be equal. If no delegate wants to be a speaker in favour or against, no closure of the debate is required and the Committee may directly move to the voting procedure. If delegates would like to speak, these lists will be established and after these lists expire, a motion to close the debate is in order in order to move to the voting procedure of the amendment.
9. Amendments necessitate a simple majority to pass and the voting procedure of an amendment is substantive which enables delegates to consider an amendment through different procedural apparatuses (see Article 26, 36, and 41).
10. An amendment to an amendment is not possible; however, amended parts of a draft resolution can be further amended.
11. After an amendment is passed or rejected, the Committee will move to the previous General Speakers' List established for the draft resolution.

Article 36: Competence

1. Immediately after a draft resolution or an amendment is introduced, before the establishment of the General Speakers' List on the document, a motion to question the competence of the Committee may be given.

2. The purpose of this motion is to provide the automatic failure of a substantive document because of the fact that the Committee is not capable to implement the provisions of the document on discussion or the content of the document is out of context of mandate of the respective Committee.
3. The Committee Board may reject the motion to question the competence of the Committee; however, this decision is appealable (see Article 11).
4. The Committee Director shall recognise one speaker against and one speaker prior to the voting of this motion which necessitates a simple majority.

F) Rules Governing Voting Procedures

Article 37: Procedural Voting

1. Procedural Voting encompasses all voting procedures during sessions except voting for draft resolutions or substantive amendments.
2. All delegates need to cast their votes in favour or against in a procedural voting. No abstention is allowed. If a delegate does not raise his/her placard during a procedural voting, the Committee Board should remind the committee of this article and shall re-take the vote until everyone's vote is taken.
3. All procedural voting procedures will be implemented by asking delegates to raise their placards to indicate their vote. Any other procedure of voting may be recommended by a delegate for procedural matters.
4. The Committee Board may decide to take a voice vote as a potential substitute to the above-mentioned procedural voting procedure.
 - a. For the motions necessitating a simple majority, first, the Committee Board shall ask for "seconds" (votes in favour), then delegates in favour of the respective motion shall respond by saying "second" immediately after the Committee Director's call. The sponsor of the motion is deprived of the right to second his/her motion vocally. If the Committee hears no second from the delegates, the motion shall directly fail. If the Committee hears some seconds, the Committee Board shall ask for objections. If the Committee hears some objections, the Committee will move to the procedural voting procedure which will be implemented through raising placards, If the Committee does not hear any objection, the motion shall automatically pass.

- b. For the motions necessitating a two-thirds majority, first, the Committee Board shall ask for “seconds” (votes in favour), then delegates in favour of the respective motion shall respond by saying “second” immediately after the Committee Director’s call. The sponsor of the motion is deprived of the right to second his/her motion vocally. If the Committee hears no second from the delegates, the motion shall directly fail. If the Committee hears some seconds, the Committee Board shall ask for objections **three times**. If the Committee hears some objections in one of the three rounds, the Committee will move to the procedural voting procedure which will be implemented through raising placards, If the Committee does not hear any objection in all three rounds, the motion shall automatically pass.
5. For procedural voting procedures necessitating simple and two-thirds majorities, if the sponsor of the motion cast a vote against his/her motion, the respective motion shall be considered withdrawn and, thus, failed.
6. Note passing is automatically suspended during procedural voting procedures.
7. Any motions and any points except point of personal privilege and point of order are out of order during procedural voting procedures.
8. For the procedural voting procedures requiring a simple majority, a tie will lead to the failure of the motion since a tie means that a majority is not reached.

Article 38: Substantive Voting

1. Substantive voting procedures encompass the voting on the final documents of the Committees, in these Rules of Procedure referred as a resolution, and on amendments and the recombined segments of a draft resolution (see Article 40).
2. Substantive voting procedure is to be implemented after the closure of the debate on a substantive document.
3. Prior to the substantive voting procedure, the floor is open only for the motions for “the Division of the House” (see Article 39), “Division of the Question” (see Article 40), and “a Roll Call Vote” (see Article 41) and for the points of personal privilege, order, and parliamentary inquiry shall be in order.
4. Each delegate shall have one vote which may be a “yes”, “no”, or “abstain”. However, delegates who have stated their presence as “present and voting” during the roll call do not have the right to cast an “abstain” vote (see Article 14).

5. All substantive voting procedures require will be implemented by raising placards unless otherwise is requested by a delegate (see Article 41)
6. For every one abstention, one vote in favour and one vote against shall be added as an extra, this way, the abstentions will not damage consensus.
7. All substantive voting procedures require a simple majority unless otherwise is stated in the Handbooks of respective Committees. A tie means that a majority is not reached, thereupon, a tie will lead to the failure of a substantive document.
8. Note passing is automatically suspended during substantive voting procedures.
9. In order to move to a substantive voting, at least the majority of all members of the Committee shall be present prior to the procedure (see Article 9).

Article 39: Division of the House

1. Once the debate is closed on a draft resolution, a delegate may raise a motion to divide the House.
2. A motion for the division of the House can only be introduced prior to the voting procedure of a draft resolution, not an amendment.
3. This motion requires two-thirds majority to pass, and if it passes, all abstentions will be out of order on respective draft resolution, even delegates who have stated their presence as “present” will have to cast their vote only against or in favour.

Article 40: Division of the Question

1. Once the debate is closed on a draft resolution a delegate may raise a motion to divide the question.
2. This motion is an apparatus to divide the substantive document into segments and to vote these segments separately. Only operative clauses may be utilised in this motion. Pre-ambulatory clauses may not be subjected to a division of the question.
3. The proposer of this motion shall clearly state how he/she would like to divide the document into parts. The document may be divided into two or more than two parts and it is not mandatory for following clauses to be in the same segment, clauses from different parts of the document may also constitute a segment. However, the proposer of this motion should constitute all of the clauses in his/her proposal for the division.

4. If the Committee proposed more than one division of the question, these proposals will be voted with the order of disruptiveness, that is, the most segmented proposal will be voted first. If one proposal passes, the others will be automatically discarded.
5. This motion requires a simple majority and may be debated the extent of two speakers for and two speakers against.
6. If this motion passes, the draft resolution will be divided accordingly. Firstly the proposed segments will be voted one by one. These voting procedures shall be procedural and shall necessitate a simple majority.
7. After all of the segments are voted individually, the approved segments will constitute the final version of the draft resolution and the final voting which requires a simple majority should be implemented for the adoption of the draft resolution. This final voting shall be substantive. If it fails, the whole document will fail; if it passes, the final version of the draft resolution will be adopted as a resolution.
8. If the Committee decides not to approve any segment of the draft resolution in the first procedural voting procedures, the whole document will be considered as failed

Article 41: Roll Call Voting

1. Once the debate is closed on a draft resolution or an amendment, a delegate may request a roll call vote by raising a motion for a roll call vote.
2. The Committee Director may decide not to accept this motion and this decision is not appealable.
3. If this motion passes, the Committee Director shall call all countries in attendance in an alphabetical order. The Committee Director may also decide to start with a randomly selected member; however, he/she must continue in an alphabetical order.
4. The roll call vote shall comprise two sequences.
5. In the first sequence, delegates may vote “yes,” “no,” “abstain,” “pass,” “yes with rights,” or “no with rights.”
6. By voting “yes with rights” or “no with rights”, delegates request the right of explanation. A delegate may only request this right if his/her vote may contradict his/her country’s policies and he/she would like to explain this vote. The Committee Board will grant 30 seconds to these delegates for explanation after all delegates will vote in the second sequence.

7. Delegates who have stated their presence as “present and voting” shall not vote “abstain” in the first or the second sequence of the voting.
8. The delegates who have said “pass” in the first sequence will cast their votes in the second sequence. They will not have the right to vote “abstain,” “yes with rights,” or “no with rights.” They may not request a right to explain, they may just vote “yes” or “no.”
9. After the Committee hears the delegates requested rights of explanation , the Committee Board will announce the outcome of the vote.
10. In roll call voting procedures, the Committee Board is responsible to deposit every delegates’ vote in written.

G) Precedence of Points and Motions

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

2. Motions for moderated/unmoderated caucus shall be voted according to their total time limitations, the longer caucus shall be voted first. If motions with same total time limitations are given, the individual speaker's time shall determine the precedence, the one with longer individual speaker's time will take the precedence.

H) Annex I: Guidelines for Draft Resolutions

1. Resolutions are the final documents of the Committees of BoğaziçiMUN conferences unless otherwise is stated in Committees' Handbooks.
2. Once a draft resolution is passed with a simple majority, it shall be adopted as a resolution.
3. Draft resolution can be described as a one complex sentence. There is only one full stop used in draft resolutions which will be put at the end of the document. To this end, following a strict format is required.
4. The entirety of the resolution should be written in Times New Roman, sized 12. Spacing should be 1,5 and margins should be set at 2.5 cm/1 inch.
5. A draft resolution is composed of one introductory part and two main sections: headings and signatories, and preambulatory phrases and operative clauses.
 - I. Headings and signatories should be at the top of the first page of the draft resolution:
 - a. The first heading shall be the name of the Committee,
 - b. The second heading shall be the agenda item of the Committee,
 - c. These two headings should be centralised, boldfaced, the first letters of every word should be capitalised.
 - d. Signatories should be written after the headings in an alphabetical order. This part should be aligned left and it should not be italicised or boldfaced.
 - e. After signatories, the Committee's name should be written in italic ending with a comma.
 - II. Preambulatory phrases are to be situated after the signatories. In this section, the main problem addressed throughout the Committee sessions should be explained and defined. The impacts and possible future consequences of the problem should be acknowledged. Previous attempts should be recalled and the purpose of the

document should be thoroughly explained. Preambulatory phrases shall support the solutions presented in the following operative clauses.

- a. These phrases begin with a participle which shall be italicised and end with a comma.
- b. These phrases shall not be numbered, the beginning of each phrase shall be indented.
- c. Sub-phrases are not permitted.
- d. All of the preambulatory phrases shall be left aligned and conform of formatting the rules set forth in the fourth rule in Annex I.
- e. There are specific participles for preambulatory phrases which can be found on page 25.

III. Operative Clauses are to be situated after the preambulatory phrases. In this section, the solutions to the main problem should be stated. The stance of the Committee can also be consolidated by taking actions under the mandate and competence of the Committee.

- a. These clauses shall begin an active verb with present tense conjugation and end with a semicolon.
- b. These clauses shall be numbered, the beginning of each clause shall be indented.
- c. Sub-clauses are permitted if the clause includes more than one sub-clause.
 - i) For the first level of seriation of sub-clauses, lowercase letters shall be used. Sub-clauses on this level should be indented for extra one time.
 - ii) For the second level of seriation of sub-clauses, lowercase roman numerals shall be used. Sub-clauses on this level should be indented for extra two times.
- d. All of the operative clauses shall be left aligned and conform of formatting the rules set forth in the fourth rule in Annex I.
- e. There are specific verbs for operative clauses which can be found on page 25.
- f. The last operative clause shall end with a full stop.

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

- a. For Preambulatory Phrases:

Affirming
Alarmed by
Approving
Aware of
Bearing in mind
Believing
Cognisant of
Confident
Contemplating
Convinced
Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Desiring

Emphasizing
Expecting
Expressing its appreciation
Fulfilling
Fully alarmed
Fully aware
Fully believing
Guided by
Having adopted
Having considered
Having considered further
Having devoted attention
Having examined
Having heard
Having received
Having studied

Keeping in mind
Noting further
Noting with approval
Noting with deep concern
Noting with regret
Noting with satisfaction
Observing
Reaffirming
Realising
Recalling
Recognising
Referring
Seeking
Taking into account
Taking note
Viewing with appreciation
Welcoming

b. For Operative Clauses:

Accepts
Affirms
Approves
Authorises
Calls for
Calls upon
Condemns (SC only)
Confirms
Congratulates
Considers
Declares accordingly
Demands (SC only)
Deplores
Designates
Draws attention

Emphasises
Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further invites
Further proclaims
Further recommends
Further reminds
Further requests
Further resolves
Has resolved
Notes
Proclaims

Reaffirms
Recommends
Regrets
Reminds
Requests
Resolves
Solemnly affirms
Strongly condemns (SC only)
Supports
Takes note of
Transmits
Trustees
Welcomes

I) Annex II: Sample Draft Resolution¹

Committee: United Nations General Assembly the First Committee: Disarmament and International Security

Agenda Item: General and Complete Disarmament: United Action Towards the Total Elimination of Nuclear Weapons

Signatories: Afghanistan, Albania, Australia, Belgium, Benin, Canada, Costa Rica, Croatia, Czech Republic, Denmark, Hungary, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Mexico, Montenegro, the Netherlands, Panama, Papua New Guinea, Philippines, Poland, Republic of Korea, Romania, Spain, Switzerland, Turkey, Ukraine, and the United States of America

The General Assembly,

Recalling the need for all State

s to take further practical steps and effective measures towards the total elimination of nuclear weapons, with a view to achieving a peaceful and secure world free of nuclear weapons, and in this regard confirming the determination of Member States to take united action, *Noting* that the ultimate objective of the efforts of States in the disarmament process is general and complete disarmament under strict and effective international control,

Recognising that the catastrophic humanitarian consequences that would result from the use of nuclear weapons should be fully understood, and noting in this regard that efforts should be made to increase such understanding,

Expressing deep concern regarding the growing dangers posed by the proliferation of weapons of mass destruction, inter alia, nuclear weapons, including that caused by proliferation networks,

¹ Adopted from United Nations General Assembly the First Committee's resolution A/C.1/68/L.43, 18 October 2013, available at <https://documents-dds-ny.un.org/doc/UNDOC/LTD/N13/521/75/PDF/N1352175.pdf?OpenElement>

Reaffirming that the enhancement of international peace and security and the promotion of nuclear disarmament are mutually reinforcing

1. *Reaffirms* the importance of all States parties to the Treaty on the Non-Proliferation of Nuclear Weapons complying with their obligations under all the articles of the Treaty;
2. *Calls upon* nuclear-weapon States to undertake further efforts to reduce and ultimately eliminate all types of nuclear weapons, deployed and non-deployed, including through unilateral, bilateral, regional and multilateral measures;
3. *Emphasises* the importance of applying the principles of irreversibility, verifiability and transparency in relation to the process of nuclear disarmament and non-proliferation;
4. *Calls upon* the nuclear-weapon States to take measures to further reduce the risk of an accidental or unauthorised launch of nuclear weapons in ways that promote international stability and security, while welcoming the measures already taken by several nuclear-weapon States in this regard;
5. *Encourages* the establishment of further nuclear-weapon-free zones, where appropriate, on the basis of arrangements freely arrived at among States of the region concerned and in accordance with the 1999 guidelines of the Disarmament Commission, and recognises that, by signing and ratifying relevant protocols that contain negative security assurances, nuclear-weapon States would undertake individual legally binding commitments with respect to the status of such zones and not to use or threaten to use nuclear weapons against States parties to such treaties;
6. *Commends and further encourages* the constructive role played by civil society in promoting nuclear non-proliferation and nuclear disarmament, and encourages all States to promote, in cooperation with civil society, disarmament and non-proliferation education which, inter alia, contributes to raising public awareness of the tragic consequences of the use of nuclear weapons and strengthens the momentum of international efforts to promote nuclear disarmament and non-proliferation;

7. *Recognises* the legitimate interest of non-nuclear-weapon States in receiving unequivocal and legally binding security assurances from nuclear-weapon States which could strengthen the nuclear non-proliferation regime.