

# Rules of Procedure



**BSPMUN-2025**

*“Aude dicere, Aude mutare”*  
*- Dare to speak, Dare to change*

# Table of Contents:

1.	Chapter 1 – General Considerations _____	2
2.	Chapter 2 – Rules Governing Parliamentary Procedure _____	2
3.	Chapter 3 – Committee’s Agenda _____	3
4.	Chapter 4 – Majority _____	3
5.	Chapter 5 – Rules Governing Debate _____	4
6.	Chapter 6 – Rules Governing Speeches _____	4
7.	Chapter 7 – Points _____	5
8.	Chapter 8 – Motions _____	6
9.	Chapter 9 – Resolutions of the Committee _____	8
10.	Chapter 10 – Rules Governing Voting _____	9
11.	Chapter 11 – Special Rules Governing Procedure (UNSC) ____	11

# Chapter 1 – General Considerations

## Article 1.1

In case of doubt or conflict between these Rules of Procedure and any other procedural regulations laid down in either the Charter of the United Nations or elsewhere, these Rules shall prevail.

## Article 1.2

Delegates should, at all times, act in accordance with articles and principles of the United Nations Charter.

## Article 1.3

Each member state shall be represented by only one delegate. The Secretariat shall provide a list of member states and delegates registered.

## Article 1.4

Delegates must accord diplomatic courtesy to all other Delegates, Presidency and team members at all times. Violation of this article may result in a verbal warning by the Presidency. In case of recurring misconduct or serious violations of diplomatic courtesy, The Presidency may revoke the Delegate's voting rights or expel them from the Committee. Expulsion may be temporary or permanent. The Secretary-General shall be the final arbitrator in case of a dispute.

## Article 1.5

In accordance with the delegate's diplomatic status, a formal dress code is required. Violation of this article may result to denial of entry into an area where the meeting is held. The Secretary-General shall be the final arbiter in case of a dispute.

# Chapter 2 – Rules Governing Parliamentary Procedure

## Article 2.1

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

## Article 2.2

Committee activities and debate shall start when at least 50% +1 of the Committee Members are present. If quorum is not met thirty (30) minutes after the scheduled start time of the Committee session, the Committee shall start its session with the number of delegates already present, unless otherwise instructed by the Secretary General.

# Chapter 3 – Committee's Agenda

## Article 3.1

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

## Article 3.2

To set the agenda:

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

# Chapter 4 – Majority

## Article 4.1

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

## Article 4.2

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

## Article 4.3

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

# Chapter 5 – Rules Governing Debate

## Article 5.1

After the Agenda has been determined, one continuously open General Speakers List shall be established for the duration of the topic, except as interrupted by procedural points or motions, caucuses, and discussion of Amendments, when the floor is opened by the Presidency.

## Article 5.2

Four forms of the Debate can be introduced during the conference:

1. General Speakers List
2. Question and Answer Period
3. Moderated Caucus
4. Unmoderated Caucus

## Article 5.3

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

## Article 5.4

A Delegate may only address the Committee if and once they have been recognized and received permission from the Presidency.

## Article 5.5

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

# Chapter 6 – Rules Governing Speeches

## Article 6.1

The Committee shall have a general speakers list for the topic being discussed. A delegation present may add their name to the speakers list by raising their placard when being requested by the Presidency, provided that the delegation is not already on the speakers list. The delegation may similarly remove their name from the list.

The delegation may be added to the speakers list at the discretion of the Presidency. At their discretion, the Presidency may solicit delegations to be added to the speakers list by raising their placard.

The speakers list for the second topic shall not be open until the Committee has proceeded to that topic.

If the speakers list is exhausted and no delegations wish to add their name to the list, the debate on the topic at hand is immediately closed.

## **Article 6.2**

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

A Delegate may move to change the time limit on speeches. The Presidency may either rule the Motion dilatory at their discretion or put it to vote. The proposed time extension may not exceed two (2) minutes. Simple majority is required for this motion to pass.

## **Article 6.3**

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

1. To another delegate: The delegate, selected by the previous speaker, shall be given the remaining time. They may not yield any remaining time.
2. To questions: Questioners shall be selected by the Presidency among the delegates that have risen their placards. Follow-up questions shall be allowed only at the discretion of the Presidency. Only the speaker's answers shall be deducted from the remaining time.
3. To the Presidency/Chairs: If the delegate has finished their speech and does not wish it to be subject to comments. The chair may ask questions at their discretion.

# **Chapter 7 – Points**

## **Article 7.1**

### **Point of Personal Privilege**

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

## **Article 7.2**

### **Point of Order**

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



## Article 7.3

### **Point of Parliamentary Inquiry**

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

## Article 7.4

### **Right to Reply**

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

# Chapter 8 – Motions

## Article 8.1

The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion.

A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of the debate. The Delegate making the motion must briefly specify a topic, speaking time per speaker, which may not exceed two (2) minutes, and an overall time limit, which may not exceed thirty (30) minutes.

Once raised, the motion shall be voted on immediately, with a simple majority required for passage.

The Presidency may rule the motion dilatory and their decision is not subject to appeal. If the motion passes, the Delegate that has proposed the motion shall speak first. The Presidency shall call on other Delegates to speak at their discretion for the stipulated time. If no Delegates wish to speak, the moderated caucus shall immediately conclude, even if time remains in the caucus. The Presidency may also decide to suspend the caucus early.

## Article 8.2

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

A motion for an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate. The Delegate making the motion must briefly explain the purpose of the motion and

specify a time limit for the caucus. The proposed time may not exceed twenty (20) minutes. The motion shall be put to a vote immediately, and a simple majority is required for passage.

The Presidency may rule the motion dilatory and their decision is not subject to appeal. The Presidency may prematurely end an unmoderated caucus if they feel that the caucus has ceased to be productive. This decision is not subject to appeal.

A Delegate may move to extend the Unmoderated Caucus if they feel that additional time would benefit the work of the Committee. The Delegate who moves for an extension of Unmoderated Caucus must suggest a length for the extension, which shall not exceed the duration of the original Unmoderated Caucus.

The Presidency may suggest a more appropriate caucus length and put it to vote or may rule the Extension of the Unmoderated Caucus out of order without the possibility of appeal. The motion is voted upon by a simple majority.

### **Article 8.3**

Any delegate may, once the floor has been opened for Motions, raise a Motion for a Question and Answer Period for the purpose of questioning any delegate on an issue relevant to the debate.

Any Delegate may pose questions to the Delegate under questioning. It is at the discretion of the Delegate under questioning how many questions they are prepared to answer. They may refuse to answer any question.

Not more than five (5) questions shall be posed to the Delegate under questioning in a single Question and Answer Period. The time allotted to answering each question shall be equal to the default speaking time.

### **Article 8.4**

A Delegate may move to Close Debate in order to end debate on a draft Resolution, whereby the Committee will enter voting procedure on all amendments on the floor.

If the Presidency rules the Motion in order, there will be only one (1) Delegate speaking in favour of the Motion and one (1) against. A two-thirds (2/3) majority vote is required to pass the Motion to close debate.

If the Committee is in favour of closure, the Presidency will declare the closure of debate, and the Resolutions or Amendment on the floor will be brought to an immediate vote.

### **Article 8.5**

Before the Committee starts voting on a Draft Resolution or Amendment, any delegate may move to split the house. This motion requires seconds and a two-thirds majority to pass.

If such motion passes, abstentions will no longer be permitted in the substantive vote on the Draft Resolution of Amendment.



# Chapter 9 – Resolutions of the Committee

## Article 9.1

- A. Format: Draft Resolutions must be properly formatted according to the general guidelines for writing Resolutions.
- B. Sponsor: The main writer(s) of the Draft Resolution is/are recognized as the Sponsor(s). The Sponsor(s) must be present for a Draft Resolution to be introduced to the floor. The Sponsor(s) must agree to support a Resolution, unless major changes have been introduced through the amendment process. A Delegate cannot be sponsor and signatory at the same time. There may only be maximum of four (4) sponsors per Draft Resolution.
- C. Signatory: Signing a Resolution need not indicate support of the Resolution, and the signatory has no further rights or obligations and may sign more than one Draft Resolution.

## Article 9.2

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

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

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

## Article 9.3

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

## Article 9.4

During Debate on a draft Resolution a Delegate may move to introduce an Amendment, which will add to, strike out from, or modify a part of the Draft Resolution.

The Amendment has to be approved by the Presidency first. It is needed for the Amendment to be supported at least by one sponsor. It is in the discretion of the Presidency to define the period of time, during which the floor will be open to Amendments.

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

### Article 9.5

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

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

### Article 9.6

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

### Article 9.7

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

1. An Approved Amendment may be introduced when the floor is open. General debate will be suspended and two speakers' lists will be established, one in favour and one against the Amendment. The Committee will hear one speaker from each of these lists.
2. After hearing one speaker from each side, the Presidency may either choose to close the debate, or hear another speaker from both sides. The Committee shall then move to an immediate vote.
3. Votes on Amendments are substantive votes and require two-thirds (2/3) majority to pass.

### Article 9.8

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

## Chapter 10 – Rules Governing Voting

### Article 10.1

Delegates vote when voting is announced by the Presidency.

### Article 10.2

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

### Article 10.3

Substantive votes shall be considered those referring to the Outcome Documents of the Committee and Unfriendly Amendments. During substantive votes, delegates may either vote 'in favour', 'against' or 'abstain'.

Delegates that declared themselves as 'Present and voting' during the initial quorum verification (roll call) cannot abstain. Note-passing and points or motions with an exception of Point of Order and Point of Personal Privilege shall be suspended. No Delegate shall leave the room.

### Article 10.4

The Committee usually reaches decisions by allowing discussions to continue until a consensus is reached. In the event of a stalemate, the Committee may make use of a tour de table.

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

### Article 10.5

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

### Article 10.6

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

### Article 10.7

Roll Call Vote may only be in order for substantive matters. This Motion shall automatically pass unless the Presidency rules it out of order; the decision is not subject to appeal. The Roll Call starts from a delegate selected by the Presidency.

### Article 10.8

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

### Article 10.8

All Amendments shall be voted on in the order in which they were proposed, before the Committee closes debate on the Resolution under consideration. A passed Amendment shall be automatically included in the Resolution.

Once all the Amendments relating to a Resolution have been voted on, the Committee shall vote on the Resolution as a whole after Closure of the Debate on the Topic Area under Discussion.

# Chapter 11 – Special Rules

## Governing Procedure (UNSC)

### Article 11.1

People's Republic of China, French Republic, Russian Federation, United States of America and United Kingdom of Great Britain and Northern Ireland shall, as permanent members of the UN Security Council, have the right to veto on any substantive matter.

### Article 11.2

Representative of Any Member State, which is not elected to the Security Council, may be invited to participate in the Council, if the dispute on the agenda is relevant to their country. Such invitees (hereinafter referred to as 'Observers') shall be invited prior to the conference by the Secretariat.

They shall have the same rights as other Representatives but shall not have the right to vote on substantive matters. Observers may also remain in the committee room during the voting procedure.

### Article 11.3

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

