

NOGMUN RULES OF PROCEDURE

INTRODUCTION

1. These Rules of Procedure shall be deemed adopted by the NOGMUN Secretariat before the first official meeting of the conference.
2. The Director-General, Deputy Director-General, and the NOGMUN Board of Directors shall have exclusive authority to interpret these rules.

I. Sessions

Dates of Convening and Adjournment — Rule 1

The conference shall hold a regular session each year. The Secretary-General and NOGMUN Board of Directors shall determine the dates on which the session begins and ends.

Place of Sessions — Rule 2

The Secretary-General shall select the conference venue, subject to approval by the NOGMUN Board of Directors.

II. Agenda

Provisional Agenda — Rule 3

The Director-General shall prepare the provisional agenda, and the Secretary-General shall circulate it to conference members no later than ninety days before the opening of the first session.

Adoption of the Agenda — Rule 4

The agenda prepared by the Director-General shall be treated as adopted when the session begins. The order in which agenda items are considered shall be decided by a majority vote of members recorded as present or present and voting.

Revision of Agenda — Rule 5

A committee may set aside an agenda item through a motion to adjourn debate, in accordance with Rule 33. A topic that has been dismissed may later be brought back for consideration through a motion to reconsider the topic under Rule 39.

Introduction of a New Agenda Item — Rule 6

If the established agenda has been exhausted through voting procedures or adjournment of debate, a new topic may be proposed. A representative seeking to introduce a topic

must submit the topic and a short explanation of the issue in writing to the Dais. If the Dais approves the proposal, the representative shall have two minutes to present it to the committee. The committee shall then vote, and a two-thirds majority is required for approval. If several topics are proposed, they shall be considered in the order in which they were submitted, with the first topic receiving the required two-thirds majority being adopted.

III. Credentials

Submission of Credentials — Rule 7

The credentials of representatives, together with the names of all members of each delegation, must be submitted before the opening of the relevant session.

Credentials Committee — Rule 8

The Secretary-General shall ensure that committee members have the proper credentials before each conference. The Credentials Committee shall review representatives' credentials and promptly report any concerns.

Provisional Admission to the Session — Rule 9

If a member objects to a representative's admission, that representative may still be seated provisionally and shall have the same rights as other representatives until the Secretary-General reviews the objection and makes a decision, in accordance with Rules 54–58.

IV. Secretariat

Duties of the Secretary-General — Rule 10

The Secretary-General shall preside in that capacity over all conference meetings. The Secretary-General may appoint another Secretariat member to act on their behalf when necessary. With support from the Director-General and Deputy Director-General, the Secretary-General shall organize and supervise the staff needed by the conference and its committees.

Duties of the Secretariat — Rule 11

The Secretariat shall receive, review, and distribute conference documents, reports, and resolutions. It shall also provide committee members with the documents they require and carry out any other duties assigned by the conference.

Statements by the Secretariat — Rule 12

The Secretariat may issue oral or written statements to the conference, committees, or subcommittees on matters currently under consideration.

V. Director

The Director — Rule 13

The Secretary-General, Director-General, and Deputy Director-General shall appoint a Director from applications submitted to the Secretariat. Unless otherwise decided by

the Secretary-General or Director-General, the Director shall serve throughout the session and chair the committee. If the Director must be absent for all or part of a meeting, the Secretariat shall appoint an Acting Director unless the Secretariat decides otherwise.

Replacement of a Director — Rule 14

In addition to the powers assigned elsewhere in these rules, the Director shall open and close meetings, guide debate, enforce these rules, recognize speakers, put questions to a vote, and announce decisions. The Director shall rule on points of order and maintain control of proceedings and order within the meeting. During debate, the Director may propose limits on speaking time, the number of times a representative may speak, the speakers list, or debate itself. The Director may also propose suspending or adjourning a meeting or adjourning debate on the topic being discussed. The Director may rule a point or motion out of order, including when it is considered dilatory.

Authority of the Director — Rule 16

While performing their duties, the Director remains subject to the authority of the conference and the Secretariat. The Director shall not vote.

The Dais — Rule 17

The Dais shall consist of the Committee Director, who presides over proceedings, the Assistant Director(s), and, where applicable, a Chairperson and Rapporteur.

Functions — Rule 18

The Secretary-General, Director-General, and Deputy Director-General shall appoint the Director and Assistant Director(s) before the conference. For each committee, the Director and Assistant Director(s) shall prepare background information and guidance for the topics under discussion, referred to as Background Guides (BGGs). BGGs shall be provided to delegates in sufficient time before the conference begins. Directors must attend the training session scheduled by the Board of Directors unless the Board grants an exception. The Director, supported by the Assistant Director(s), shall oversee committee proceedings, establish quorum, conduct roll call, moderate debate, entertain motions, review and comment on working papers and draft resolutions, and supervise voting.

Chairperson and Rapporteur — Rule 19

Where applicable, the Chairperson and Rapporteur shall be appointed after the first committee session following an application and interview process. Applicants shall be informed of the outcome after all interviews have concluded. The Chairperson and Rapporteur shall support the committee as directed by the Director and Assistant Director(s), including assisting with roll call, debate, and communication between the committee and relevant parties. They shall not participate in award nomination discussions or make substantive edits to delegates' work or working papers.

VII. Languages

Official and Working Language — Rule 20

English shall remain the official and working language of the conference and all its committees.

Interpretation — Rule 21

A representative who wishes to address a United Nations body or submit a document in a language other than English must provide simultaneous English interpretation.

VIII. Minute of Silent Prayer or Meditation

Invitation to Silent Prayer or Meditation — Rule 22

Immediately following the opening of the first committee meeting, the Director shall entertain motions from representatives to observe one minute of silence for private prayer or meditation.

IX. Conduct of Business

Quorum — Rule 23

The Director may open the meeting and allow debate to begin when at least one-third of the committee members who were recorded as present or present and voting during the conference's first roll call are present.

Speeches — Rule 24

No representative may address the committee without first being recognized by the Director or Chairperson. Speakers shall generally be recognized in the order in which they request the floor, whether by placard or written note to the Dais. The Director may call a speaker to order when their remarks are irrelevant to the matter under discussion.

Time Limit on Speeches — Rule 25

By majority vote, the committee may establish a limit on the time available to each speaker. Before the vote, two representatives may speak in favor of the proposed limit and two may speak against it. Once a speaking limit is in effect, the Director or Chairperson shall call a delegate to order when the delegate exceeds the allotted time. If several speaking-time motions are proposed, the Chairperson shall arrange them from longest to shortest and the committee shall vote accordingly. The Chairperson may rule a motion dilatory, and the Director's ruling shall not be appealable. Once a speaking time has been approved, all other speaking-time motions on the floor shall be removed.

List of Speakers — Rule 26

A member may appear on the speakers list once and may be added again after delivering their speech. A representative may move to close the speakers list or, if it has already been closed, to reopen it. The motion is not debatable and requires a majority of members present to pass. If the speakers list is exhausted, debate shall automatically close and the committee shall proceed directly to voting.

Precedence — Rule 27

The Director or Chairperson shall organize submitted motions according to their order of precedence and communicate the Dais's determination to the committee.

Evolution of a Resolution — Rule 28

Working Papers

A document that has not yet been accepted by the Dais for voting shall be treated as a working paper. To qualify for consideration as a draft resolution, a working paper must have at least one sponsor and enough sponsors and signatories together to represent 25 percent of the committee members recorded as present during the first session. Sponsors are members who have made substantive contributions through operative clauses or significant ideas. Sponsors are the individuals who may be called to the Dais when edits are returned. Signatories indicate that they want the proposal to be discussed and do not necessarily agree with its contents.

Draft Resolutions

Once the Dais accepts a working paper, it becomes a draft resolution. After acceptance, its preambulatory clauses may not be changed. Draft resolutions shall be titled according to the topic under consideration and numbered in the order in which they are selected. Agenda topics shall be numbered according to the order established by the delegates. Once a working paper becomes a draft resolution, the sponsor and signatory names are removed and the document becomes a proposal of the committee as a whole.

Points of Order — Rule 29

A representative may raise a point of order during discussion when they believe a procedural error has occurred. The Director or Chairperson shall immediately rule on the point in accordance with these rules. A representative may appeal the Director's ruling, in which case the appeal shall be put to an immediate vote. The Director's ruling remains in effect unless overturned by a two-thirds majority of members present. A representative raising a point of order may address only the procedural issue and may not debate the substance of the matter.

Right of Reply — Rule 30

When a remark questions or attacks the integrity of a representative's state, the Director may grant a right of reply after the speech has ended and shall set an appropriate time limit. The Director's decision on a right of reply is not appealable. Requests must be submitted in writing before the beginning of the next committee session, and approval and timing remain at the Director's discretion.

Suspension of the Meeting — Rule 31

Unmoderated Caucus

During discussion of a matter, a representative may move to suspend the meeting for an unmoderated caucus and must state the proposed reconvening time. An unmoderated caucus shall normally not exceed 45 minutes; however, for NOGMUN Charlotte 2022, the caucus shall not exceed 30 minutes. The motion is not debatable and shall be voted on immediately, requiring a majority of members present. If several unmoderated caucus motions are made, the Chairperson shall rank them from longest to shortest and the committee shall vote in that order. The Chairperson may rule a motion dilatory, and

that ruling is not appealable. Once an unmoderated caucus is approved, all other unmoderated caucus motions are removed.

Moderated Caucus

A moderated caucus is intended to promote focused substantive discussion at important points in debate. During a moderated caucus, the Chairperson temporarily leaves the speakers list and recognizes delegates at their discretion. A representative may move for a moderated caucus by specifying its total duration, speaking time, and subject. There is no speakers list during the caucus; delegates raise placards to request recognition. The motion may be made whenever the floor is open and before debate has been closed. The proposed caucus may last no longer than 20 minutes. The motion is voted on immediately and requires a simple majority. When several moderated caucus motions are pending, the Chairperson shall rank them by length, from longest to shortest. The Chairperson may rule a motion dilatory, and that ruling is not appealable. No motions may be raised between speeches during a moderated caucus. A delegate may be ruled out of order if their remarks do not address the caucus topic. If nobody wishes to speak, the caucus ends immediately. A moderated caucus may be extended no more than twice, and an extension may only be requested after the current caucus has ended. Delegates may not yield speaking time during a moderated caucus.

Breaks During Conference

At the conclusion of a committee session, a member may move to suspend the meeting until the next scheduled session, except during the final committee session. The motion is not debatable and requires a simple majority of members present.

Adjournment of the Meeting — Rule 32

At the conclusion of the conference, a representative may move to adjourn the meeting. The motion is not debatable and requires a majority of members present. Once the meeting is adjourned, the committee and its agenda shall be considered closed, and no further action shall be taken. The committee may reconvene at a future date and time determined by the future Secretary-General.

Adjournment of Debate — Rule 33

While a matter is under discussion, a representative may move to adjourn debate on that item. Two representatives in favor and two opposed shall be allowed to speak before the motion is put to an immediate vote. Passage requires a two-thirds majority of members present. The vote is procedural and shall be conducted by roll call, with all members present required to vote either yes or no. Only representatives who voted in favor of the adjournment may later move to reconsider the agenda item.

Closure of Debate — Rule 34

A representative may move to close debate on the item under discussion at any time. Two representatives opposing the motion shall be allowed to speak before an immediate vote. A two-thirds majority of members present is required. If the motion passes, the committee shall immediately vote on all draft resolutions introduced under that agenda item. If no draft resolutions exist, the committee shall proceed to the next agenda item.

Order of Motions — Rule 35

The following motions and points shall take precedence in this order: A. Point of order; B. Appeal of the Chair's decision; C. Suspension of the meeting for an unmoderated caucus; D. Suspension of the meeting for a moderated caucus; E. Adjournment of the meeting; F. Adjournment of debate on the topic under discussion; G. Closure of debate on the topic under discussion; H. Division of the question; I. Adoption by acclamation; J. Roll call vote; K. Reconsideration of the topic under discussion; L. Setting the speaker's time; M. Closing or reopening the speakers list; N. Adoption of the committee agenda.

Draft Resolutions, Amendments, and Modifications — Rule 36

Draft resolutions and amendments must be submitted in writing to the Director and must have the support of at least 25 percent of the members recognized by the Secretariat. The required 25 percent shall be calculated using the Member States recorded as present or present and voting during the first attendance roll call. The Secretariat may approve a draft resolution or amendment for circulation to delegations. Normally, no proposal shall be put to a vote unless copies have first been made available to all delegations electronically, on paper, and/or through a screen. The Director may allow a proposal to be discussed before circulation only after announcing that the Dais has officially accepted it. A modification occurs when all sponsors agree to a change in wording. Such an agreed change becomes part of the draft resolution without requiring a vote. Amendments are changes that do not have the support of every sponsor and may include removing or rewriting operative clauses or changing a clause's scope or intended effect. An amendment requires support from 25 percent of delegates to be accepted by the Dais. Amendments are voted on before the draft resolution they affect and require a simple majority to pass. Two members may speak in favor and two against an amendment before the substantive vote. If an amendment changes the original intent of a draft resolution, a sponsor may vote against the resulting draft resolution.

Withdrawal of Motions and Proposals — Rule 37

Before voting begins, sponsors may withdraw a draft resolution or motion as long as no amendment has been submitted to it. Any representative may later reintroduce a motion or draft resolution that was withdrawn.

Reconsideration of Draft Resolutions — Rule 38

Once a draft resolution has been adopted or rejected, it may not normally be reconsidered during the same session. Reconsideration requires a two-thirds majority of members present. Only two speakers opposing the motion shall be recognized before the motion is put to an immediate vote.

Reconsideration of a Topic — Rule 39

A topic that has been adjourned may only be reconsidered during the same session if a motion to reconsider receives a two-thirds majority of members present. Only a representative who voted on the prevailing side of the original adjournment motion may introduce the motion. Two representatives opposing reconsideration may speak before the motion is immediately put to a vote, with a two-thirds majority required.

X. Voting

Voting Rights — Rule 40

Every committee member is entitled to one vote.

Request for a Vote — Rule 41

Any member may request that a draft resolution or motion before the committee be put to a vote. If no member requests a formal vote, the committee may adopt the proposal or motion through a placard vote.

Important Questions (General Assembly Plenary Only) — Rule 42

In General Assembly Plenary, decisions on important questions require a two-thirds majority of members present. Important questions include recommendations concerning international peace and security; election of non-permanent Security Council members; election of members of the Economic and Social Council or Trusteeship Council; admission of new UN members; suspension of membership rights and privileges; expulsion of members; matters concerning the trusteeship system; and budgetary questions. The Director shall determine whether a question falls within these categories. The General Assembly Plenary may also declare a question important. For such a motion, two members may speak in favor and two against before an immediate vote requiring a majority of members present.

Rule 43

Committee decisions concerning amendments to draft resolutions on important questions, as well as separately voted portions of such proposals, require a two-thirds majority of members present.

Majority Required — Rule 44

Unless another rule specifically provides otherwise, committee decisions shall be made by a majority of members present.

Meaning of “Present and Voting” — Rule 45

For these rules, “present and voting” means that a member casts either an affirmative or negative vote on a substantive matter. All members, regardless of how they were recorded during roll call, must vote yes or no on procedural motions. For substantive votes, members who declared themselves present and voting during the most recent attendance roll call may not abstain. Members who declared themselves present may abstain on substantive matters.

Method of Voting — Rule 46

The committee will normally vote by placards. When a roll call vote is requested, members shall be called in English alphabetical order, beginning with a member selected at random by the Chairperson. A representative of each member shall respond “Yes” or “No”; members not recorded as present and voting may also respond “Abstain.” The results shall then be announced to the committee. A representative may move for adoption by acclamation. If both an acclamation motion and a roll call motion

are on the floor, the roll call motion may still be considered if there is dissent to acclamation. If acclamation is proposed without a roll call motion and a delegate objects, the committee shall proceed to a placard vote. At Virtual NOGMUN, Zoom's nonverbal feedback and meeting reactions shall be used to count votes instead of physical placards.

Conduct During Voting — Rule 47

Once the Director announces that voting has begun, representatives may not interrupt the process except to raise a point of order concerning the voting procedure itself. Delegates must remain silent and may not communicate verbally or in writing with other delegates, including members of their own delegation. A delegate may speak only when recognized by the Chairperson. Anyone who leaves the room during voting shall not be permitted to return and shall lose the right to vote on subsequent draft resolutions for the topic being considered. During voting, only the Secretariat and persons officially appointed by it may enter the room. Sponsors may not vote against their draft resolution unless an amendment has changed its original intent or tone. Sponsors of working papers may withdraw their sponsorship before the working paper becomes a draft resolution by informing the Dais. Once it becomes a draft resolution, a sponsor may only be changed to a signatory.

Division of the Question — Rule 48

Immediately before a draft resolution is voted on, a representative may move for individual sections to be voted on separately. If another member objects, the motion for division must itself be voted on and requires a majority of members present. Two representatives may speak in favor and two against the motion before an immediate procedural vote. If division passes, each separated section shall receive its own substantive vote. Sections receiving majority support shall be returned to the proposal as an annex, highlighting those sections. Sections that fail to receive majority support are rejected. If every operative section is rejected, the entire draft resolution or amendment is rejected.

Voting on Amendments — Rule 49

When a draft resolution has an amendment, the amendment shall be voted on before the draft resolution. If multiple amendments are proposed, the committee shall consider them from the amendment that differs most significantly from the original proposal to the one that differs least. Once all amendments have been considered, any amended draft resolution shall be put to a vote. An amendment is a proposal that adds, removes, or revises part of a draft resolution. Two members may speak in favor and two against before the amendment is put to an immediate substantive vote.

Voting on Draft Resolutions — Rule 50

When two or more draft resolutions address the same question, they shall be voted on in the order in which they were submitted and approved, subject to the Director's discretion.

XI. Committees

Establishment of Committees — Rule 51

The General Assembly may create any committee or committees it considers necessary to carry out its functions.

Categories of Subjects — Rule 52

Items shall be referred to the committee or committees responsible for the relevant subject area. Committees may not independently introduce new agenda items.

Organization of Work — Rule 53

Each committee shall establish its own priorities and meet as often as necessary to complete the matters assigned to it, while taking into account the closing date of the session.

XII. Admission of New Members

Applications — Rule 54

Any State seeking membership in the United Nations shall submit an application to the Secretary-General. The application must include a formal declaration confirming the State's acceptance of the obligations contained in the UN Charter.

Notification of Applications — Rule 55

The Secretary-General shall provide the General Assembly with a copy of each membership application for information. If the Assembly is not in session, the application shall instead be circulated to UN Member States.

Consideration of Applications and Decisions Thereon — Rule 56

When the Security Council recommends an applicant State for membership, the General Assembly shall determine whether the State is peace-loving and able and willing to fulfill its obligations under the UN Charter. The application shall then be decided by a two-thirds majority of members present.

Rule 57

If the Security Council does not recommend the applicant or postpones consideration, the General Assembly may, after reviewing a special report from the Security Council, return the application to the Council together with the Assembly's full discussion record for further consideration or reporting.

Notification of Decision and Effective Date of Membership— Rule 58

The Secretary-General shall notify the applicant State of the General Assembly's decision. If membership is approved, it shall take effect on the date the General Assembly makes its decision.

XIII. Rules of Procedure

Rule 59

These Rules of Procedure are adopted for conferences conducted by NOGMUN and fall under the authority of the NOGMUN Board of Directors. They may be revised or updated whenever necessary.

