

PALMUN RULES OF PROCEDURE

(R 26/11/2018)

The internal regulations establish the functioning and organisation of PALMUN.

A. COMPOSITION OF THE GENERAL ASSEMBLY

Rule 1. Delegations

The General Assembly is composed of a variable number of delegates depending on the sessions. Each delegation shall have only one vote during the voting. **Delegates** to the United Nations must exercise their mandate in accordance with the policy of their nation.

Rule 2. Appointments

The **committee Chairpersons** and **ushers** are chosen by the conference organizers for the duration of the session. The **Secretary General** and his **deputy** are elected by the Chairs.

Rule 3. Powers of the Secretary General and committee Chairpersons

3.1. The Secretary General:

- Ensures the harmonious operation of the conference and represents the General Assembly
- Opens, suspends and adjourns meetings
- Rule on the admissibility of amendments in the General Assembly

3.2. The Chairs shall be vested with the same powers by the Secretary General within each committee.

3.3. Powers of the Chair:

- The Chair shall determine the duration of the debates.
- The Chair shall allocate speaking time fairly among the various countries.
- In the interest of the debate, the Chair may request the opinion of a delegate, even if he or she has not requested the floor. He/she may also reduce the speaking time of a delegate.
- The Chair may suspend the debate at any time to allow delegates to prepare amendments or to meet to define a common position.

Rule 4. The governing bodies

PALMUN has several governing bodies, the main one being the **Bureau**. Composed of the Secretary General, his deputy, the Chairs and the organisers of the conference, this body deals with administrative and organisational matters of the conference.

The **commission of school directors** decides on the admissibility of the resolutions and selects the resolutions tabled at the session. It is composed of one or more teachers per participating school.

B. ORGANIZATION OF THE SESSION

Rule 5. Committees

5.1. The organisation and preparation of the General Assembly is carried out by the committees. They are at the heart of the work of the United Nations. The existing standing committees examine the questions referred to them by the Bureau according to their field of competence.

5.2. Standing and temporary committees shall be set up by the Bureau. Their members are appointed by the Bureau. Their composition should reflect as much as possible that of the members of the United Nations.

Rule 6. Sessions

6.1. The **one-year term** of the conference corresponds to a three-day session.

6.2. The **headquarters** of the conference are in Palma where the annual sessions are held.

6.3. Delegates speak in **English** or **French** depending on the resolutions presented in committees and at the General Assembly. The timing and timing of the speeches are carefully regulated.

6.4. The preparation of the General Assembly begins with the **draft agenda** prepared by the Bureau. The agenda may be **amended** on the proposal of a committee or a group of 15 delegates. Motions for resolutions adopted in committee with less than one-tenth of a vote against the text and any other item not subject to debate shall be included on the agenda for **adoption without amendment**. On the other hand, an **extraordinary debate** on a topic of major interest may be requested by a group of at least 40 delegates before the beginning of the session.

C. PROCEDURE

Rule 7. Quorum and voting

7.1. The Chair may declare a meeting open and permit the debate to proceed when at least **one third** of the members of the General Assembly are present.

7.2. The presence of a **majority** of the members shall be required for any decision to be taken.

7.3. Voting is normally by show of hands (placard), but **voting by roll-call** is also possible in certain circumstances. Only the vote by roll-call records the name and vote of the delegation, the others only record results in figures.

Rule 8. Allocation of speaking time and speakers list

8.1. Delegates may not speak without an invitation from the Chair. They speak from their place, stand up and address the Chair. If the speakers deviate from the subject, the Chair shall remind them.

8.2. The Chair may draw up, for the general discussion, a list of speakers which shall include one or more sets of speakers composed of delegates wishing to take the floor.

8.3. The Chair shall give the floor to delegates, as a general rule for a maximum of five minutes, ensuring that, as far as possible, speakers from different regions of the world and from different Member States shall be heard alternately.

8.4. The Chair may give the floor to delegates who indicate, by raising their placards, that they wish to put a question of a maximum duration of half a minute to another delegate during the latter's intervention, if the speaker agrees and if the President considers that this is not likely to disturb the debate.

8.5. The Chair may accord the **right of reply** to any member if a speech delivered after he has declared the list closed makes this desirable.

Rule 9. Points of personal privilege

9.1. Delegates requesting to speak for a point of personal privilege shall be heard at the end of the discussion of the motion under consideration.

9.2. Speakers may not then speak on the substance of the debate. They can only refute either statements made during the debate that concern them personally, or opinions attributed to them, or correct their own statements.

9.3. No point of personal privilege may exceed three minutes.

Rule 10. Measures in the event of non-compliance with the rules of conduct applicable to delegates

10.1. Immediate action:

- The Chair shall call to order, orally or in writing, any delegate who interferes with the proper conduct of the meeting.
- In the event of a repeat offence, the Chair shall again call the delegate to order, with an entry in the minutes.
- If the disruption continues, or in the event of a further recurrence, the Chair may remove the floor from the delegate concerned and exclude him or her from the room for the remainder of the meeting.
- When there is unrest that jeopardizes the continuation of the proceedings, the Chair shall, in order to restore order, suspend the meeting for a fixed period or adjourn it. If the Chair is unable to be heard, he/she leaves the podium, which results in a suspension of the meeting.

10.2. Sanctions

In the event that a delegate disrupts the meeting in a serious manner or disrupts the work of the Assembly, the Chair, after hearing the delegate concerned, shall take a decision imposing the appropriate sanction:

- (a) a reprimand
- (c) a temporary suspension
- (d) a permanent suspension

Rule 11. Tabling and presentation of amendments

11.1. Any delegate may **table an amendment** proposal in committee. A group of at least 40 delegates may table amendments for consideration by the General Assembly.

Amendments must be tabled in writing and signed by their submitters on the desk of the Chair before the beginning of the meeting.

11.2. An amendment may be aimed at modifying any part of a text and at deleting, adding or replacing words or numbers. By "text" is meant the whole of a resolution.

11.3 Exceptionally, an amendment may be presented during the debate by its author or by any other delegate designated by the author of the amendment to replace it.

Rule 12. Admissibility of amendments

12.1. An amendment is inadmissible:

- (a) if its content has no direct relevance to the text it seeks to amend;
- (b) if it is intended to delete or replace a text as a whole;
- (c) if it seeks to amend more than one of the Rules or paragraphs of the text to which it applies.

12.2. The Chair shall decide on the admissibility of amendments.

Rule 13. Voting procedure

13.1. Majority required:

13.1.1. **Committee:** Decisions of the committees shall be taken by a simple **majority** of the delegates present and voting.

13.1.2. **General Assembly:** Decisions of the General Assembly on **important matters** shall be taken by a **two-thirds** majority of the delegates present and voting. Important matters are considered to be: recommendations relating to the keeping of international peace and security, the admission of new members to the Organization, the suspension of the rights and privileges of Members, the exclusion of Members. Decisions of the General Assembly on amendments to proposals on important matters shall be taken by a two-thirds majority of the delegates present and voting. Decisions of the General Assembly on other matters shall be taken by a majority of the delegates present and voting.

Members who abstain shall be considered as not voting.

13.2 Texts put to the vote:

The committees and the Assembly shall apply the following procedure for votes on resolutions:

- (a) a vote on the amendments to the resolution;
- (b) finally, a vote on the whole resolution (final vote).

13.3. Split voting:

A split vote may be requested by any delegate if the resolution to be put to the vote contains several provisions, refers to several questions or can be divided into several parts with their own meaning and/or normative value. If there is an objection to the request for split voting, the motion for split voting shall be put to the vote. Permission to speak on the motion shall be granted only to two speakers in favour and two against.

13.4. Voting rights:

Each delegation has one vote. Delegates vote according to the position adopted by their country.

13.5. Voting is normally by a show of hands (placard).

13.6. Vote by roll-call:

13.6.1 A vote by roll-call shall be taken if a group of at least twenty delegates has requested it in writing or if the Chairman considers it necessary.

13.6.2. The call is made in the French alphabetical order of the names of the members, starting with the member whose name is drawn by lot by the President. In the vote by roll-call, each member is called and his representative answers "for", "against" or "abstention". For adoption or rejection, only the votes "for" and "against" shall be taken into account in calculating the number of votes cast. The counting of votes shall be decided by the President, who shall announce the result of the vote.

13.7. The result of the Assembly's deliberations shall be proclaimed by the President in the following terms: "This resolution / motion passes" or "This resolution / motion fails. »

Rule 14. Right to explain vote

When the general discussion is completed, each delegate may make an oral statement before the final vote, which may not exceed one minute.

Rule 15. Disputes about a vote

15.1. For each particular vote, the Chair shall declare the voting procedure open and then closed.

15.2. As soon as the Chair has declared the voting procedure opened, no intervention other than that of the Chair himself shall be allowed until he has declared the vote closed.

15.3. Points of order concerning the validity of a vote may be made after the Chair has declared the vote closed.

15.4. The Chair decides on the validity of the proclaimed result. His decision is final.

D. INTERVENTIONS ON THE PROCEDURE

Rule 16. Procedural motions

16.1. Requests to move a procedural motion, namely:

- (a) the **inadmissibility** of a matter
- (b) **referral back** to committee
- (c) the **closure** of a debate
- (d) the **adjournment** of a debate or vote
- (e) the **suspension** or closure of the sitting

shall take precedence over other requests to speak.

16.2. The speaking time is limited to one minute.

Rule 17. Point of order

17.1. Delegates may be given the floor to draw the Chair's attention to non-compliance with the rules. At the beginning of their intervention, delegates should specify the Rule to which they refer.

17.2. Requests to speak on a point of order shall have priority over any other request to speak.

17.3. The speaking time is limited to one minute.

17.4. On a point of order, the Chair shall decide immediately, in accordance with the provisions of the Rules of Procedure, and shall announce his decision immediately after the point of order. This decision shall not be subject to a vote.

17.5. A delegate may **appeal** against the ruling of the Chair. The appeal shall be immediately put to the vote, and the Chair's ruling shall stand unless overruled by a majority of the members present and voting.

Rule 18. Motion for inadmissibility

18.1. At the opening of the debate on an item on the agenda in committee, a motion may be moved to refuse the debate on that item on the grounds of inadmissibility. The vote on this motion takes place immediately. This motion requires a two-thirds majority of the members present.

18.2. If this motion is adopted, the committee shall immediately proceed to the next item on the agenda.

Rule 19. Closure of the debate

19.1. At any time, a delegate may move the closure of the debate on the motion under discussion, even if other delegates have expressed a wish to take the floor. Permission to speak on the closure of the debate shall be granted only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the committee or the General Assembly approves the motion, the Chair shall declare the debate closed.

19.2. If the motion is decided, the debate shall be closed and the committee or Assembly shall proceed to vote on the item under discussion, unless the vote has been previously fixed at a specific time.

Rule 20. Adjournment of the debate or vote

20.1. At least one delegate may, at the **opening of the debate** on an agenda item, move a motion to postpone the debate to a specific time. In addition to the proposer of the motion, two delegates may speak in favour of, and two against, the motion, after which the motion shall be immediately put to the vote.

20.2. If this motion is adopted, the committee or Assembly proceeds to the next item on the agenda. The adjourned debate shall be resumed at the time fixed.

20.3. If the motion is rejected, it may not be moved again during the same part-session.

20.4. Before or during a vote, a group of at least **forty delegates** may move a motion to postpone the vote. The vote on this motion takes place immediately.

Rule 21. Suspension or adjournment of the meeting

The meeting may be suspended or adjourned during a debate if the Assembly so decides on a proposal from the Chair or at the request of a delegate. The vote on this proposal or motion shall take place immediately.

PROCEDURE

A. COMMITTEE

The chairs introduce themselves, present the time-line for the duration of the conference and give any practical information as may be needed. They then organize an ice-breaker before starting the actual committee work.

Before the beginning of the debate, the Chair shall

- a) Set the agenda,
- b) Draw up the **speakers list** and determine the order of speaking, alternating points of view.

GENERAL DISCUSSION

- 1) The committee Chair calls the roll and ensures a **quorum** (one third of the members). If this is reached, he/she announces the agenda.
- 2) The Chair calls on the **rapporteur** of the first resolution on the agenda. The rapporteur has the floor and reads out the resolution. (The Chair may decide, depending on the time available, which part of the resolution should be read).
- 3) The Chair announces that the resolution has been read and sets the duration of the debate.
- 4) **Motion of inadmissibility:** At the opening of the debate on an item on the agenda in committee, a motion may be moved to refuse the debate on that item on the grounds of inadmissibility. The vote on this motion takes place immediately. If this motion is adopted, the Chair shall immediately proceed to the next item on the agenda.
- 5) The Rapporteur then presents his **report** on the resolution.
- 6) At the end of his report, the Rapporteur may answer points of information from the delegates. The Chair asks if there are any points of information and establishes a list of speakers. He then invites each speaker to raise a point of information. It must be a single question or a short statement followed by a question (e.g. "Doesn't the speaker think that...?"). Any other form of intervention (invective, statement, etc.) will be declared inadmissible by the Chair.
- 7) The Chair shall set the duration of the general discussion. The session secretary writes the time.
- 8) The Chair shall call on the speakers on the list. They intervene from the floor and greet the presidents and members. At the end of his speech, the speaker may answer points of information and then yield the floor back to the President.
- 9) When the Chairman considers the Commission or the General Assembly sufficiently informed, he may invite the speaker to conclude. He/she may also, in the interest of the debate, allow him/her to continue his/her speech beyond the time allotted.
- 10) When the speaker has finished, he/she returns to his/her seat and the President invites the next speaker to take the floor.
- 11) When the list of speakers is exhausted, the Chair shall call for a suspension of the committee in order for delegates to **prepare their amendments**.
- 12) At the end of the informal meeting, the Chair shall have
 - a) Received all the amendments tabled
 - b) Classified the amendments received from the most general to the most specific and in the order of the clauses of the resolution,

c) Established a list of speakers on each clause and on each amendment

- 13) When the committee meeting resumes, the Chair shall read the first operative clause of the proposed resolution. He shall give the floor to the Rapporteur, then to the first speaker.
- 14) When two speakers have spoken on the text of the first clause, the Chair shall **announce the first amendment** tabled. It shall be read and presented by the delegate who tabled it.
- 15) The Chair shall draw a list of speakers and call on each speaker who may take points of information. After the last speaker, the Chair shall request the opinion of the Rapporteur and then submit the amendment to a vote. If the amendment is accepted, the debate resumes on the amended resolution.
- 16) When all the amendments have been voted on, the Chair shall ask if any delegates wish to explain their vote on the whole amended resolution.
- 17) The Chair then puts the entire text to a vote.
- 18) During debate, the following motions may be proposed by any of the speakers:
- a) **Suspension of debate.**
 - b) **Adjournment** allows a resolution to be set aside for a limited period of time.
 - c) **Referral back to committee.** A resolution may be referred back to committee on the proposal of a delegate.
 - d) **The closure of the debate.** At any time, a delegate may move to close the debate.
- 19) **Voting procedure.** At the end of the debate, the Chair shall put the resolution to a vote:
- "Those in favour of this motion/resolution raise their placards."
 - "Those against this motion/resolution, raise their placards."
 - "Those abstaining, raise their placards."
 - a) **Counting of votes.** The ushers count the votes and the Chair announces the result of the vote before moving on to the next resolution on the agenda.
 - b) **Tied vote:** in the event of a tied vote, the resolution shall be deemed to have been rejected.
 - c) **A vote by roll-call** may be moved by a delegate or by the Chair if the result of the vote is very close. In this case, each delegate will be called by his or her country in the French alphabetical order and will announce his or her vote.
 - d) A **split vote** may be requested by a delegate if the text to be put to the vote contains several provisions, refers to several questions or can be divided into several parts with a proper meaning.

Motion	Can interrupt the speaker?	Recognised by the Chair?	Majority required?	Debated?
Irrelevance	Yes	Yes	2/3	No
Extension of debate	No	Yes	Chair's decision	No
Closure of debate	No	Yes	Simple	No
Adjournment	No	Yes	Simple	No
Vote by roll call	No	Yes	Chair's decision	No
Referral back to committee	No	Yes	Simple	No
Appeal	No	Yes	Simple	No

B. SECURITY COUNCIL

The chairs introduce themselves, present the time-line for the duration of the conference and give any practical information as may be needed. They then organize an ice-breaker before starting the actual committee work.

- 1) The committee Chair calls the roll and ensures a **quorum** (one third of the members).
- 2) The chair shall open the **lobbying period** during which two groups will work concurrently on both issued on the agenda. Each group will aim at presenting at the most three resolutions on each issue, agreeing on Submitters and speakers.
- 3) Once all the resolutions have been submitted and the chair has a list of speakers, he/she shall formally open the debate and announce the agenda.
- 4) The Chair calls on the **submitter** of the first resolution on the agenda. The rapporteur has the floor and reads out the resolution. (The Chair may decide, depending on the time available, which part of the resolution should be read).
- 5) The Chair announces that the resolution has been read and sets the duration of the debate.
- 6) **Motion of inadmissibility is not in order in Security Council**
- 7) The Submitter then presents his **report** on the resolution.
- 8) At the end of his report, the Submitter may answer points of information from the delegates. The Chair asks if there are any points of information and establishes a list of speakers. He then invites each speaker to raise a point of information. It must be a single question or a short statement followed by a question (e.g. "Doesn't the speaker think that...?"). Any other form of intervention (invective, statement, etc.) will be declared inadmissible by the Chair.
- 9) The Chair shall draw a list of speakers. They intervene from their seats and greet the presidents and members. At the end of his speech, the speaker may answer points of information and then yield the floor back to the President.
- 10) When the Chairman considers the Commission or the General Assembly sufficiently informed, he may invite the speaker to conclude. He/she may also, in the interest of the debate, allow him/her to continue his/her speech beyond the time allotted.
- 11) When the speaker has finished, he/she sits down and the Chair invites the next speaker to address the council.
- 12) When the list of speakers is exhausted, the Chair shall move to the next resolution on the same issue and the procedure is repeated.
- 13) When all the resolutions on the same issue have been debated. The council shall vote on which resolution they chose to work on.
- 14) Once a resolution has been chosen the chair shall suspend the debate for delegates to prepare their amendments.
- 15) At the end of the informal meeting, the Chair shall have
 - a) Received all the amendments tabled
 - b) Classified the amendments received from the most general to the most specific and in the order of the clauses of the resolution,
 - c) Established a list of speakers on each clause and on each amendment

- 16) When the council meeting resumes, the Chair shall read the first operative clause of the proposed resolution. He shall give the floor to the submitter, then to the first speaker.
- 17) When two speakers have spoken on the text of the first clause, the Chair shall **announce the first amendment** tabled. It shall be read and presented by the delegate who tabled it.
- 18) The Chair shall draw a list of speakers and call on each speaker who may take points of information. After the last speaker, the President shall request the opinion of the Rapporteur and then submit the amendment to a vote. If the amendment is accepted, the debate resumes on the amended resolution.
- 19) When all the amendments have been voted on, the Chair shall ask if any delegates wish to explain their vote on the whole amended resolution.
- 20) The chair then puts the entire text to a vote.
- 21) During debate, the following motions may be proposed by any of the speakers:
 - a) **Adjournment** allows a resolution to be set aside for a limited period of time.
 - b) **Referral back to committee.** A resolution may be referred back to committee on the proposal of a delegate.
 - c) **Extension of the debate.** At the end of the debate, the Chair may propose to extend the debate.
 - d) **The closure of the debate.** At any time, a delegate may move to close the debate.
- 22) **Voting procedure.** At the end of the debate, the Chair shall put the resolution to a vote:
 - "Those in favour of this motion/resolution raise their placards."
 - "Those against this motion/resolution, raise their placards."
 - "Those abstaining, raise their placards."
 - a) **Counting of votes.** The ushers count the votes and the Chair announces the result of the vote before moving on to the next resolution on the agenda.
 - b) **Tied vote:** in the event of a tied vote, the resolution shall be deemed to have been rejected.
 - c) **A vote by roll-call** may be moved by a delegate or by the Chair if the result of the vote is very close. In this case, each delegate will be called by his or her country in the French alphabetical order and will announce his or her vote.
 - d) A **split vote** may be requested by a delegate if the text to be put to the vote contains several provisions, refers to several questions or can be divided into several parts with a proper meaning.
- 23) **Right of veto.** If any one of the five permanent members cast a negative vote in the Security Council, the resolution or decision will not be approved. If a permanent member does not fully agree with a proposed resolution but does not wish to cast a veto, it may choose to abstain, thus allowing the resolution to be adopted if it obtains the required number of nine favourable votes.

C. GENERAL ASSEMBLY

Before the beginning of the General Assembly, the Chair shall

- a) Set the agenda,
- b) Draw up the **speakers list** and determine the order of speaking, alternating points of view.

- 1) The Secretary General calls the roll and ensures a **quorum** (one third of the members). If this is reached, he/she announces the agenda.
- 2) The Chair calls on the **Rapporteur** of the first resolution on the agenda. The rapporteur has the floor and reads out the resolution as amended in committees. (The Chair may decide, depending on the time available, which part of the resolution should be read).
- 3) The Chair announces that the resolution has been read and sets the duration of the debate.
- 4) The Rapporteur then presents his amended **report** on the resolution.
- 5) At the end of his report, the Rapporteur may answer points of information from the delegates. The Chair asks if there are any points of information and establishes a list of speakers. He then invites each speaker to raise a point of information. It must be a single question or a short statement followed by a question (e.g. "Doesn't the speaker think that...?"). Any other form of intervention (invective, statement, etc.) will be declared inadmissible by the Chair.
- 6) The Chair shall call on the speakers on the list. They intervene from the floor and greet the presidents and members. At the end of his speech, the speaker may answer points of information and then yield the floor back to the President.
- 7) When the Chairman considers the Commission or the General Assembly sufficiently informed, he may invite the speaker to conclude. He/she may also, in the interest of the debate, allow him/her to continue his/her speech beyond the time allotted.
- 8) When the speaker has finished, he/she returns to his/her seat and the President invites the next speaker to take the floor.
- 9) Amendments can only be entertained if they are presented by forty delegations.
- 10) The President then puts the resolution to a vote.
- 11) During debate, the following motions may be proposed by any of the speakers:
 - a) **Adjournment** allows a resolution to be set aside for a limited period of time.
 - b) **Referral back to committee**. A resolution may be referred back to committee on the proposal of a delegate.
 - c) **Extension of the debate**. At the end of the debate, the Chair may propose to extend the debate.
 - d) **The closure of the debate**. At any time, a delegate may move to close the debate.
- 12) **Voting procedure**. At the end of the debate, the Chair shall put the resolution to a vote:
 - "Those in favour of this motion/resolution raise their placards."
 - "Those against this motion/resolution, raise their placards."
 - "Those abstaining, raise their placards."
 - a) **Counting of votes**. The ushers count the votes and the Chair announces the result of the vote before moving on to the next resolution on the agenda.
 - b) **Tied vote**: in the event of a tied vote, the resolution shall be deemed to have been rejected.
 - c) **A vote by roll-call** may be moved by a delegate or by the Chair if the result of the vote is very close. In this case, each delegate will be called by his or her country in the French alphabetical order and will announce his or her vote.
 - d) **A split vote** may be requested by a delegate if the text to be put to the vote contains several provisions, refers to several questions or can be divided into several parts with a proper meaning.