

SGAMUN Rules of Procedure

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I. Application

1. These rules of procedure apply to any committee or forum hosted by SGAMUN and authorized by her secretariat.

2. All matters at the conference shall be conducted in conformity to these rules.

Delegation of authority

3. The Secretariat of SGAMUN may delegate all authority granted to it by these rules to any person or persons by unanimous vote.

II. Committees and issues

Selection of committees

4. The committees and forums of SGAMUN shall be decided by the unanimous fiat of her secretariat.

Drawing up of the agenda

5. The agenda of all committees and forums shall be decided by the unanimous fiat of her secretariat and shall be communicated to the attendees of the conference at least 90 days in advance.

Research reports

6. Every issue shall have a research report concerning the issue published at least 7 days before the commencing of the committee in which it is being considered.

III. Sessions

Meeting of committees

7. All committees shall meet in session on a date set by the Secretariat of SGAMUN

Adjournment of committees

8. All committees shall end session on a date set by the Secretariat of SGAMUN

Grounds of meeting

9. All committees shall meet in the building of the SGA in Arnhem, or in a location in the general vicinity thereof if it has been designated for that purpose by the Secretariat of SGAMUN.

IV. Delegations

Number of individuals per delegation

10. No delegation to the same committee or to the General Assembly shall consist of more than 6 individuals.

V. Presidency of the General Assembly

Existence of the office of the President of the General Assembly

11. There shall be no President of the General Assembly if the secretariat does not elect to include any General Assembly in the list of committees for the conference the list was authored for.

The appointment of the President of the General Assembly

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12. If the secretariat elects to hold a session of the General Assembly, she shall choose a president by unanimous vote, who shall be in office only during the session they were appointed for .

Absence of the president

13. If the president finds it necessary to be absent during a meeting or any part thereof, he shall designate one of the chairmen of the committees to take his place.

Powers of the president pro tempore

14. A chairman acting as president shall have the same powers and duties as the president.

Replacement of the president

15. If the president is unable to perform his functions, a new president shall be appointed by the Secretariat of SGAMUN by unanimous vote.

Duties of the president

16. In addition to exercising the powers conferred upon him elsewhere by these rules, the president shall, subject to the most recent programme of events, declare the opening and closing of each plenary meeting of the session, the adjournment of the meeting, direct the discussions in plenary meeting, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The president may, in the course of the discussion of an item, decide the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak or the closure of the debate. He may also propose the suspension of the meeting or the adjournment of the debate on the item under discussion.

Overruling the president

17. The President of the General Assembly may be overruled by a vote by simple majority of the Secretariat of SGAMUN, with the Secretary General breaking a potential tie.

VI. Secretariat

Duties of the Secretariat of SGAMUN

18. The Secretariat of SGAMUN shall choose topics for committees, compile a list of committees for every conference, appoint chairmen for all committees and may decide on the creation and disbanding of departments, including the appointment and removal of heads for every department. It shall decide on all of these matters by $\frac{3}{4}$ vote. It shall also decide on all executive matters not delegated to departments by majority vote, with the Secretary General of SGAMUN breaking a potential tie.

Power over legal matters

19. The secretariat shall have power to amend the Terms of Service and all other legal documents by unanimity.

Further regulations concerning the secretariat

20. Regulations concerning the secretariat shall be drawn up with consent of the MUN director of the SGA by a council consisting of all heads of departments excepting the Head of Parties and the full Secretariat of SGAMUN, which shall be chaired by a former Head of Finance, or, if they are not available, a former Head of any department.

Makeup of the secretariat

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21. The secretariat shall consist of a secretary general, two deputy secretary generals and one conference manager, who may elect a deputy if they wish to do so.

Responsibilities of the secretariat's members

22. The precise responsibilities of every member of the secretariat shall be decided at the beginning of each organising cycle.

- i. An organising cycle shall commence with the appointment of a Secretariat and shall start within three months of the previous SGAMUN conference

Line of succession for the office of Secretary General of SGAMUN

23. When the Secretary General of SGAMUN is temporarily unable to exercise their office, the duties of their office shall be fulfilled by the Secretary General of External Affairs (DSG-E), with the Secretary General of Internal Affairs (DSG-I) taking on the sole responsibility for the Deputy Secretariat of SGAMUN until the secretary general is able to exercise their office.

Permanent replacement of the secretary general

24. If the secretary general is unable to fulfill their office either for two weeks, or for at least half the SGAMUN conference, they shall be officially replaced by the DSG-E. The office of DSG-E shall then be fulfilled either by the Deputy Conference Manager of SGAMUN or, if this office is vacant or the occupant of the office refuses to fulfill the role of DSG-E, the MUN director shall elect a new DSG-E, with the DSG-I acting as DSG-E pro tempore until the role is filled.

Powers of the secretary general

25. The Secretary General of SGAMUN shall be authoritative concerning procedural matters during the SGAMUN conference. They may only be overruled in a private meeting by unanimity of all sitting members of the secretariat.

Powers of the Deputy Secretary General of Internal Affairs

26. The Deputy Secretary General of Internal Affairs shall be authoritative concerning legal and financial matters and may be called upon by the secretary general to assist in the interpretation of the Rules of Procedure and any other regulations. Their decisions may be overruled by a simple majority of the secretariat, but the vote of the Secretary General of SGAMUN shall not act as the tie-breaker in this decision.

Powers of the Deputy Secretary General of External Affairs

27. The Deputy Secretary General of External Affairs shall be authoritative concerning matters of registration and may be called upon by the secretary general to assist in the interpretation of the Rules of Procedure and any other regulations. Their decisions may be overruled by a simple majority of the secretariat, but the vote of the Secretary General of SGAMUN shall not act as the tie-breaker in this decision.

Powers of the conference manager

28. The Conference Manager of SGAMUN shall be authoritative concerning matters of organisation and may be called upon by the secretary general to assist in the interpretation of the Rules of Procedure and any other regulations. Their decisions may be overruled by a simple majority of the secretariat, but the vote of the Secretary General of SGAMUN shall not act as the tie-breaker in this decision.

VII. Languages

English as the only language

29. English shall be both the official and the working language of the General Assembly and its committees.

Language of documents

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30. All resolutions and other documents shall be published in the language of the General Assembly

Quotes

31. If any delegation wishes to introduce quotes in languages other than the working language of the General Assembly, they shall limit these to twenty words and translate these immediately after finishing the quote.

VIII. Resolutions & Quality Committee

Base requirements

32. Resolutions adopted by any committee shall contain at least 7 active clauses and 5 preambulatory clauses. Resolutions by any ad-hoc committee need not contain any preambulatory clauses.

Quality committee

33. Resolutions adopted by any committee shall be sent to the Resolution Quality Committee, which shall be appointed by the Secretariat of SGAMUN.

IX. Moment of silence

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

X. Plenary meetings

Report required

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

Minimum amount of interested delegations

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

Quorum

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

Permission to speak

38. No representative may address the General Assembly without having previously obtained the permission of the president. The president shall call upon speakers in an order determined by the president. The president may call a speaker to order if his remarks are not relevant to the subject under discussion.

Statements by the Secretary General

39. The Secretary General, or a deputy designated by them as their representative, may at any time make either oral or written statements to the General Assembly concerning any question under consideration by it.

Points of order

40. During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the president in accordance with

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these rules. Any delegate may appeal their decision to the Secretariat of SGAMUN, which shall decide on the matter by majority vote. If the vote is tied, the decision of the president stands. The exact results of the vote shall not be announced publicly. Instead, the secretary general shall simply declare 'the decision of the president stands' or 'the decision of the president does not stand' depending on the outcome of the vote.

Time limits

41. The President may limit the time to be allowed to each speaker and the number of times each representative may speak on any matter. The president may interrupt a speaker when their time to speak has elapsed.

Adjournment of debate

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

Closure of debate

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

Motions with precedence

44. Subject to rule 40, the motions indicated below shall have precedence in the following order over all other proposals or motions before the meeting:
 - i. To suspend the meeting;
 - ii. To adjourn the meeting;
 - iii. To adjourn the debate on the item under discussion;
 - iv. To close the debate on the item under discussion.

Submission of drafts

45. Draft treaties and resolutions shall be submitted according to SGAMUN regulations digitally to the forum and shall be distributed to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the General Assembly unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of motions as to procedure, even though such motions have not been circulated.

Amendments during plenary

46. Amendments shall not be submitted during plenary meetings.

Precedence of the motion of competence

47. Subject to rule 40, any motion calling for a decision on the competence of the General Assembly to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Withdrawal of motions

48. A motion may be withdrawn by its proposer at any time before voting on it has commenced. A motion thus withdrawn may be reintroduced by any member.

Motion of reconsideration

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

Equality of votes

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

Decisions on important matters

51. Decisions of the General Assembly on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include:
- recommendations with respect to the maintenance of international peace and security
 - the suspension of the rights and privileges of membership.

Decisions on other matters

52. Decisions of the General Assembly on questions other than those provided for in rule 51, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting.

Meaning of the phrase "members present and voting"

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

Voting by placard and roll-call

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

Interruption of voting

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

Separation of proposals

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

Order of proposals

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

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Equally divided votes

58. If a vote is equally divided, the proposal shall be regarded as rejected.

XI. Functioning of committees

Members

59. The members seated in each committee are decided by the secretariat.

Appointment of chairmen

60. Before the opening of each session of the General Assembly, the secretariat shall appoint a chairman and a deputy chairman for each committee, who shall hold office until the close of the session for which they are appointed.

Absence of the chairman

61. If the chairman finds it necessary to be absent during a meeting or any part thereof, the deputy chairman shall take his place. A deputy chairman acting as chairman shall have the same powers and duties as the chairman. If any officer of the committee is unable to perform his functions, a new officer shall be appointed by the secretariat.

Powers of the chairman

62. The chairman shall, subject to the most recent programme of events, declare the opening and closing of each meeting of the committee, the adjournment of the meeting, direct its discussions, ensure observance of these rules, accord the right to speak, put questions and announce decisions. He shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The chairman may, in the course of the discussion of an item, decide the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak or the closure of the debate. He may propose the suspension of the meeting or the adjournment of the debate on the item under discussion.
63. The chairman, in the exercise of his functions, remains under the authority of the Secretariat of SGAMUN.

Quorum

64. The chairman may declare a meeting open and permit the debate to proceed when at least one quarter of the members of the committee are present. The presence of a majority of the members shall be required for any decision to be taken.

Permission to speak

65. No representative may address the committee without having previously obtained the permission of the chairman. The chairman shall call upon speakers in an order determined by the chairman. The chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.
66. Any representative may request a motion to increase the amount of points of information asked to a speaker. If the speaker has previously declared their intent to answer any and all points of information, this motion shall always be accepted by the chairman, except if he deems time too constrained to entertain the motion. If the speaker has not stated this intent, they may instead either accept or deny the request by the representative.

Statements by the secretariat

67. The Secretary General of SGAMUN, or a deputy designated by them as their representative, may at any time make either oral or written statements to any committee concerning any question under consideration by it.

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Points of order

68. During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the chairman in accordance with these rules. A representative may appeal against the ruling of the chairman. This shall be decided by the member of the secretariat assigned to the committee. The debate will continue and the chairman's ruling shall stand unless overruled by the secretariat. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Limits on time

69. The chairman may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. When the debate is limited and a representative exceeds their allotted time, the chairman shall interrupt them at will.

Adjournment of debate

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

Closure of debate

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

Precedence of motions

72. Subject to rule 68, the motions indicated below shall have precedence in the following order over all other proposals or motions before the meeting:
- i. To adjourn the meeting;
 - ii. To adjourn the debate on the item under discussion;
 - iii. To close the debate on the item under discussion.

Submission of proposals

73. Proposals shall be submitted digitally and in writing to the chairman and shall be distributed to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the committee unless copies of it have been circulated to all delegations.

Amendments

74. Amendments shall be submitted in writing during committee meetings.

Precedence of the motion of competence

75. Subject to rule 68, any motion calling for a decision on the competence of the committee to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Withdrawal of motions

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

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Reconsideration of proposals

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

Voting rights of members

78. Each member of the committee shall have one vote. Only member nations of the United Nations shall be considered members.

Decisions of committees

79. Decisions of committees shall be made by a majority of the members present and voting.

The phrase "members present and voting"

80. For the purposes of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting. A quorum may be denied if less than half of the committee's members are present and voting. In this case, any member may either file a motion to divide the house or to adjourn.

Voting by placards or roll-call

81. The committee shall normally vote by show of placards or by standing, but any representative may request a roll-call. The roll-call shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the chairman. The name of each member shall be called in any roll-call, and its representative shall reply "yes", "no" or "abstention".

Interruption of voting

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

Separation of proposals

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

Voting on amendments

84. When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the committee shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the

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amended proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of the proposal.

Voting on proposals

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

XV. Administration and budget

86. No resolution shall include either financial amounts or names of specific financial resources.

XIV. Interpretation and amendments

Italicized headings

87. The italicized headings of these rules, which were inserted for reference purposes only, shall be disregarded in the interpretation of the rules.

Amendments to the Rules of Procedure

88. These Rules of Procedure may be amended by a decision of the combined committee of the Heads of Department of Finance, Registration and Housing and the Secretariat of SGAMUN.