



Beijing Rules of Procedure Paper-Oriented

China Foreign Affairs University
Model United Nations Association

I. GENERAL PROCEDURES

RULE 1 Scope

Beijing Rules of Procedure (Paper Oriented) (BRoP-PO) is drafted by the Editorial Board of Beijing Rules of Procedure, approved by China Foreign Affairs University Model United Nations Association (CFAUMUNA), binding on all Dais members, delegates, observers and other conference participants of designated committees. Beijing International Model United Nations (BIMUN) and other authorized conferences shall adopt Beijing Rules of Procedure. The Secretariat of BIMUN reserves the final right to explain and amend specific terms of Beijing Rules of Procedure.

RULE 2 Language

English will be the official and the only working language.

RULE 3 Participation of Members

Each member will be represented by a delegation of one or two delegates and shall cast one vote on any matter.

RULE 4 Credentials

The credentials of all delegations and non-member representatives shall all have been accepted upon registration. Actions concerning the modification of rights, privileges or credentials of any member may not be initiated without the written consent of the Secretary-General. Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

RULE 5 Participation of Non-member Observers

Representatives of accredited observers will have the same rights as those of member states, except the rights to submit, sign or vote on joint texts and amendments.

RULE 6 General Authority of the Secretariat

The Secretary-General, the Secretariat or a member of the Secretariat designated by him or her may, at any time, make either written or oral statements to the Committee. Interpretation of the rules shall be reserved exclusively to the Secretary-General or designated members of the Secretariat. Any deviation from the provisional agenda is at the approval of the Secretary-General.

RULE 7 General Authority of the Committee Directorate

In addition to exercising the duties and authority described elsewhere in these rules, the Committee Directorate shall declare the opening and closing of each session of the Committee, direct the discussions towards consensus and ensure observance of the rules. The Secretariat may rule motions judged to be not constructive to the course of

debate as dilatory with the exception of motions to appeal the decision of the Secretariat. The Secretariat may temporarily transfer duties to the Directors at their discretion. The Secretariat may propose an alteration from the provisional agenda with the approval of the Secretary-General. In exercising these functions, the Secretariat will, at all times, be subject to the Rules of Procedure and responsible to the Secretary-General.

RULE 8 Appeal

A delegate may appeal any decision of the Secretariat, unless otherwise stated in the rules, in the form of a motion to appeal the decision of the Secretariat. The Committee will move directly to vote on the motion and a two-thirds majority of the members present and voting is required for a successful appeal. The Secretariat's ruling will stand unless overruled by a two-thirds majority of "No" votes. Any decision of the Secretary-General or members of the Secretariat acting with his or her authority cannot be appealed.

RULE 9 Quorum

The Secretariat of the Directorate may declare a session open and permit debate to proceed when at least one third of the members of the Committee (as declared at the beginning of the first session) are present. The presence of a majority of the members shall be required for any decision to be taken. A quorum will be assumed to be present unless specifically challenged and shown by absence.

RULE 10 Courtesy

During the sessions, delegates shall show courtesy to other delegates, the Secretariat, Committee Directors and the professional staff of the venue and shall, at all times, present themselves in formal business attire. The Committee Directorate will immediately call to order any delegate who fails to comply with this rule. The Secretary-General may expel any delegate for failing to adhere to this rule.

RULE 11 Electronic Devices

The power to regulate the usage of laptops, tablet computers, cellphones or other electronic devices in the Committee room during the meeting remains to the Secretariat. Computers and other electronic devices may be used outside the Committee room at any time or in the Committee room during lobby or recess.

RULE 12 Closure of the Main Speakers' List

During the discussion of any matter, a representative may propose a motion to close the Main Speakers' List. Once the closure of Speakers' List has been adopted, the committee shall directly move on to the voting procedure on Joint Texts. Two representatives may speak in favor of and two against the motion, including the proposer. The motion shall be immediately put to vote. The Secretariat may limit the time assigned to speakers under this rule.

RULE 13 Withdrawal of Motions

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

RULE 14 Suspension and Adjournment of the Meeting

During the discussion on any matter, a representative may propose a motion to suspend and adjourn the meeting. Such motions shall be immediately put to vote.

II. RULES GOVERNING FIRST-READING

RULE 15 Call for Action

A Call for Action is the official document submitted by the delegation of a certain country before the meeting, the purpose of which is to state the country's stance, review past actions and call for prompt actions on certain issues to be discussed during the meeting.

RULE 16 Introduction to Call for Actions

The introduction to Call for Actions will commence upon the declaration from the Secretariat, in accordance with the order provided by the Main Speakers' List. The Secretariat may set the time limit for the introductory speech, after which other delegates may raise points of information upon the approval from the Secretariat. The Secretariat reserves the right to set the time limit for response from the main submitter.

RULE 17 Free Lobby: Communication of positions & Modification to a Call for Action for a Draft Resolution

If the committee becomes aware that the delegates intend to modify its proposal, the committee shall postpone its examination of the matter until it has received the new proposal or the amendments of the commission. This marks the commencement of the free lobby and it requires a motion to officially initiate this procedure.

RULE 18 Recollection: Conclusion of the First-reading

The **First-reading** is concluded if Draft Resolutions are submitted. If the committee does not receive any Draft Resolution, it shall be referred back to the previous procedure.

III. RULES GOVERNING SECOND-READING

RULE 19 Draft Resolution

A Draft Resolution may be introduced when it is co-submitted by at least twenty percent of the members present and has received the approval of the Director. There shall be no more than three main submitter(s) for each Draft Resolution, and other members who sponsor the Draft Resolution may be recognized as co-submitters. Once a Draft Resolution has been approved, it shall be copied and distributed. A permission to introduce the Draft Resolution shall be granted by the Secretariat before any introduction and debate commence. Following the agreement to introduce the Draft Resolution, there will be a set reading time for the document. The time limit will be determined by the Secretariat. The main-submitter may decide the number of points of information he or she would like to take when asked and approved by the Secretariat, and may decide the specific terms on which he or she takes points. More than one Draft Resolution may be on the floor during the Second-reading. The Director will decide the order of introduction at his or her discretion when more than one Draft Resolution is approved.

RULE 20 Merging Sessions

A motion for initiating a merging session is in order at any time during the Second-Reading. The delegate raising the motion shall only specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to vote immediately, with a simple majority of members required for passage.

RULE 21 Recollection: Conclusion of the Second-reading

The second reading is concluded if the Joint Texts are adopted. If the committee does not adopt the Joint Texts, it shall be referred back to the previous procedure.

IV. RULES GOVERNING THIRD-READING

RULE 22 Joint Text

A Joint Text may be introduced when it is co-submitted by at least **one-third** of the full members present and receives the approval of the Director. There shall be no more than three main submitter(s) for each Joint Text, and other members who sponsor the Joint Text may be recognized as co-submitters. Once a Joint Text has been approved, it shall be copied and distributed. A permission to introduce a Joint Text shall be granted by the Secretariat before any introduction and debate commence. Following agreement to introduce a Joint Text, there will be a set reading time for the document. The time limit will be determined by the Secretariat. The main-submitter may decide the number of points of information he or she would like to take when asked and approved by the Secretariat, and may decide the specific terms on which he or she takes points. More than one Joint Texts may be on the floor at any time. The Director will decide the order of introduction at his or her discretion when more than one Joint Text is approved.

RULE 23 Debate on Joint Texts

After the introduction to Joint Texts, the Secretariat shall encourage a motion to initiate a Debate on Joint Texts with a simple majority for passage. During the formal debate, delegates are required to give speeches on a specific topic concerning the Joint Text upon the order recognized by the Secretariat. The time limit on individual address shall be determined by the Secretariat. The total time for the debate shall not exceed 40 minutes.

RULE 24 Amendment

An amendment is a proposal that adds to, deletes from or revises part of a Joint Text. Delegates may amend any Joint Text that has been introduced. Amendments shall normally be submitted in written form and are subject to the approval of the Director. An amendment requires sponsorship of no less than one fourth of full members present.

Amendments to amendments are out of order, but an amended part of a Joint Text may be further amended. Perambulatory clauses may not be amended, unless at the discretion of the Director. A delegate may motion to introduce an amendment when the amendment has been approved by the Director to be on the floor. Following the introduction there will be a free debate.

Once debate is closed on the amendment, the committee will move to an immediate vote. A passed amendment shall be treated as an integral part of the Joint Text under debate. Drafting amendments that do not alter the substance of a Joint Text can be incorporated into the document without a vote at the discretion of the Director.

RULE 25 Free Debate on Amendment

After the introduction to the amendments, the Secretariat shall encourage a motion to initiate the Free Debate with a simple majority for passage. During the free debate, delegates who are for and against the amendment will take turns to address the committee. There shall be no time limit on an individual delegate, but the total time must not exceed what is set on each side by the Secretariat.

V. RULES GOVERNING SPEECHES

RULE 26 Speakers' List

A general speakers' list will be established for the topic immediately after the roll call. The time limit shall be determined by the Secretariat.

A speaker's list will be established in the debate on Joint Texts and the debate on the motion to close the Main Speaker's List. The time limit shall be determined by the Secretariat.

RULE 27 Speeches

No representative may address the Committee without having previously obtained the permission of the Secretariat. The Secretariat shall recognize speakers in an order determined by the Secretariat himself or herself. The Secretariat may call a speaker to order if his remarks are not relevant to the subject on the table.

RULE 28 Time Limit on Speeches

The Secretariat 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 is to exceed his or her allotted time, the Secretariat shall allow the representative to finish his or her speech with one more complete sentence only and call him or her to order without delay.

RULE 29 Yields

A delegate granted the right to introduce a Call for Action may yield in either of the two ways.

Yield to another delegate. Speakers in the Main Speakers' List may yield the floor to another delegate after finishing the introduction. The rules governing debate on the introduction of documents are applicable to the procedure followed. The delegate to whom the floor is yielded may not yield to a second delegate and reserves the right to decide whether to take the floor.

Yield to the Secretariat. Such a yield may be made if the delegate does not wish to yield to another delegate. The Secretariat will then move to the next decision

according to the procedure. Yields are not in order in opening speeches.

RULE 30 Right of Reply

A delegate whose national honor or integrity has been insulted by another delegate may request a right of reply. A right of reply will not be granted solely in order to correct a perceived inaccuracy in a speech. The Secretariat's decision on whether to grant the right of reply is not open to appeal. The Secretariat shall determine an appropriate time limit for the reply. A right of reply to a right of reply is out of order.

VI. RULES GOVERNING POINTS

RULE 31 Points of Personal Privilege

A delegate may raise a point of personal privilege at any time when he or she experiences personal inconvenience that impairs his or her ability to participate in the conference. While a point of personal privilege may interrupt a speaker, delegates should only do so with the utmost discretion and with reference to the audibility of the speaker unless in exceptional circumstances.

RULE 32 Points of Order

During the discussion of any matter, a representative may raise a point of order and the point of order shall be immediately decided by the Secretariat in accordance with these rules. A representative may appeal against the ruling of the Secretariat or the Directorate to the Committee on Rules of Procedure. A representative raising a point of order may not speak on the substance of the matter under discussion.

RULE 33 Points of Parliamentary Inquiry

When the floor is open, a delegate may raise a point of parliamentary inquiry to ask the Secretariat a question regarding Rules of Procedure. A point of parliamentary inquiry may never interrupt a speaker. Delegate with substantive questions may not raise points of parliamentary inquiry.

RULE 34 Points of Information

Delegates may raise points of information when the floor is declared open by the Secretariat to points after the introduction. Points of information shall be pertinent to substantive matters, put forward in the form of a question. Delegates who raise a point of information may decide whether to ask a follow-up question. Only one follow-up question may be asked under the approval of the Secretariat. The time limit of a point of information is decided by the Secretariat, who also reserves the right to rule out a point of information irrelevant to a substantive matter.

VII. RULES GOVERNING VOTING

RULE 35 Voting Rights

Each delegation shall have one vote on any matter that they are eligible to vote. On procedural motions plus voting on amendments, no abstentions are permitted. Observers shall vote on procedural matters, but may not vote on amendments.

The only substantive question concerns the adoption of a Joint Text, where only full members of the Committee may vote. Each vote may be a “yes”, “yes with right”, “no”, “no with right” or “abstain”. Members present and voting will be defined as members casting an affirmative or negative vote only. In the process of voting, only a point of order or a point of personal privilege may interrupt the procedure and must be made in connection to the actual voting.

Unless specified otherwise in Rules of Procedure, decisions of the Committee shall be made by a majority of the members present. In special circumstances, a vote may be considered by the Secretary-General and on the recommendation of the Committee Director an “important question” under Article 18 of the UN Charter. Votes identified as such require a two-thirds majority for passage.

RULE 36 Simple Majority

A simple majority requires a greater number of “yes” votes than “no” votes. A tie will fail. Decision of the Committee on procedural motions and amendments shall be made by a simple majority of the member and non-member participants present or present and voting.

RULE 37 Two-Thirds Majority

A two-thirds majority requires at least twice as many “yes” votes as “no” votes. Decision on substantive question or “important question”, shall be made by a two-thirds majority of the member and non-member participants present or present and voting.

RULE 38 Method of Voting

The Secretariat shall normally judge the passage of vote by counting placards, 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 and the observers, beginning with the member whose name is drawn by lot by the Secretariat. The name of each member shall be called in any roll call, and the representative shall reply “yes”, “yes with right”, “no”, “no with right” or “abstain”.

RULE 39 Reorder of Voting

A motion to reorder voting on Joint Texts will only be in order immediately after entering voting procedure and before the voting on any Joint Text has started. If the motion receives a simple majority passage of members present, the Secretariat will take all motions to reorder Joint Texts and then vote in the order they came. Voting will continue until either a motion passes, receiving a simple majority, or all of the motions fail, in which case the committee will move into voting procedure, voting on Joint Texts in their original order.