**Beijing Rules of Procedure (Paper-Oriented)**

**Chairing Wording**

1. **Opening lines**

Chair: Ladies and gentlemen, I’m Director / Assistant Director XXX and I will be the Chair of this session. To my left, we have Assistant Director XXX as the Rapporteur. On my right, we have XXX taking charge of your pages and conference records and XXX being responsible for reviewing conference documents.

1. **Roll Call**

Chair: Now the Rapporteur will do the roll call. All delegates please raise your placards and say ‘present’ when your country’s name is called.

Rapporteur: Afghanistan.

Delegate of Afghanistan: Present.

Rapporteur: Afghanistan is present. With xx delegates present meeting the quorum, the simple majority will be xx and the two-thirds majority will be xx. Those who are late please send a page to us to show your presence.

\*点名结束之后，主席助理需要申明出席代表数目，是否符合召开会议的要求，简单多数、绝对多数、百分之二十的代表数。并重申迟到的国家需要向主席团提交意向条，并随时更新相应代表数。

1. **Adoption of Agenda**

Chair: We will proceed to the adoption of agenda. Delegates may submit amendments regarding the provisional agenda, or raise motions to adjust the order of agenda items. Now the floor is open, is there any amendment or motion on the floor?

 (若无)Chair: See none / Since all the motions and amendments fails/passes, the provisional agenda will automatically be adopted as the agenda of this conference. All substantive documents to be submitted to the Directors shall correspond strictly to the agenda. The Directors preserve the right to reject any documents that do not fit the agenda.

\*当场下无任何修正案或动议时，或所有修正案和动议均被代表否决后，主席应宣布采纳现有议程单草案，并正式进入其第一个议程项目。主席团应告知代表议程单草案一经采纳即生效为议程单。所有拟向大会提交的决议草案，均须严格对应议程单，并在遵守当下议程的基础上向大会提交。主席有权驳回不合乎议程的决议草案。

1. **If there are amendments on the floor**

Chair: Now the Directors have received Amendment1.1 from the delegate of XX. Are there any seconds?

(若附议未超过法定人数十分之一)

Chair: The number of seconders does not exceed one-tenth of the quorum, this amendment fails.

(若附议超过法定人数十分之一)

Chair: Thank you. We will now invite 4 delegates to debate for and against the Amendment 1.1 in turn. Each speaker shall have 2 minutes. Countries who would like to speak for this Amendment please raise your placards. (支持的代表举牌) Objectors please raise your placards. (反对的代表举牌)

(主席团选择两位支持修正案的代表和两位反对修正案的代表，交替发言)

Chair: Thank you, delegates. As the debate ends, we shall vote for the Amendment1.1. Delegates who are in favor of this amendment please raise your placards. (支持的代表举牌) Now those who are against this Amendment please raise your placards.(反对的代表举牌)

(主席团统计票数，确定赞成修正案1.1的代表数量是否达到绝对多数)

Chair: This Amendment passes/fails.

1. **If there are motions on the floor**

Chair: Now we have received a motion from the delegate of XX to change the sequence of agenda items into…Delegates who are in favor of this motion please raise your placards.

(主席团统计票数)

(代表举牌，赞成数未到绝对多数)

 Chair: This motion fails, are there any other motions concerning adjusting the order of agenda item?

(代表举牌，赞成数达到绝对多数)

 Chair: This motion passes, the new sequence of agenda items is on the projection screen.

1. **Officially entering next agenda item**

Chair: According to the agenda, the first item to be discussed is XXX. We encourage a motion from delegates to set the discussion time of this item. Now the floor is open, are there any points or motions on the floor?

(如果代表提的时长不合理)

Chair: Our suggestion is 300 minutes; would you like to take it?

Delegate of XX: Motion to set the discussion time of this agenda item as 300 minutes.

Chair: Now the Directors have received a motion from the delegate of XX, the content of which is to set the discussion time of agenda item xxx as 300 minutes. Delegates who are in favor of this motion please raise your placards.

(代表举牌，赞成数未到绝对多数)

Chair: This motion fails. Are there any other motions on the floor?

(代表举牌，赞成数达到绝对多数)

Chair: This motion passes. The discussion time of this item is now set to 300 minutes.

1. **After all agenda items are discussed (Addenda)**

Chair: We have finished the discussion of all agenda items, are there any addenda on the floor?

(如有，主席团应按照代表的提交顺序进行编号和表决)

Chair: The Directors have received Addendum 1 from the delegate of Malaysia, Addendum 2 from the delegate of Germany, and Addendum 3 from the delegate of India. We will vote for them as the number suggested. Those who are in favor of Addendum1 please raise your placards.

(主席计票，判断是否达到简单多数)

(如增编1表决通过)

Chair: This Addendum passes and will be added to the Agenda. Addendum 2 and 3 will automatically become invalid.

(如增编1未获通过)

Chair: This Addendum fails. Now we will vote for Addendum 2. Delegates in favor of this Addendum please raise your placards.

(重复本小节以上流程)

(If all Addenda fail, the conference will automatically move on to free lobby unless a motion to recess is raised.)

1. **Introductory Head-Up Meeting**

Chair: The session will begin with the introductory head-up meeting of agenda item xx, during which all submitters shall introduce their Call for Actions and take POIs. Each introductory speech should be no longer than 4 mins and the number of POIs should be no more than 3. This procedure will be finished within 30mins. We have received X CFAs of this agenda item. Based on the recognized submission order, we will invite one delegate from the submitters of CFA1.1 to deliver the speech.

(韩国代表上台)

Chair: Delegate of the Republic of Korea, you have 4 mins for your speech.

(韩国代表发言，若发言结束后剩余时间不足30秒，剩余时间自动让渡给主席)

Chair: Thank you, the delegate of Korea. You may return to your seat.

(若发言结束后剩余时间超过30秒，代表可选择将剩余时间让渡给主席或者其他代表)

Chair: Honorable delegate, you still have xx min/sec. Would you like to yield your time?

Korea: I would like to yield my time to Chair/the USA.

(若让渡或者其他代表，则让该代表上台发言)

Chair: Distinguished delegate of the USA, you have 1 min to address the body.

(发言结束后剩余时间不可让渡，代表回到座位上后即可开始质询)

Chair: Would submitters of CFA1.1 like to take POIs? (Yes)

Chair: Those who would like to make inquiries about this CFA please raise your placards.

(瑞士、法国、日本、意大利、德国举牌，主席团选择瑞士)

Chair: Delegate of Switzerland, you may raise your point within 30 sec and choose one submitter raising the placard from submitters to answer your question within 1 min.

(阿富汗、巴基斯坦、英国、比利时、荷兰举牌，瑞士代表选择荷兰)

 (瑞士代表进行质询)

 (荷兰代表进行回应)

(质询次数控制在3次左右，3次质询结束后针对建议案1.1的介绍结束)

Chair: We will start the introduction of CFA1.2. One delegate from the submitters of this CFA please come to the stage and introduce your CFA.

(重复以上流程直至全部建议案介绍完毕)

Chair: As all CFAs concerning agenda item XX have been introduced, this introductory head-up meeting is now over. Now we will automatically enter the free lobby.

\*主席可根据需要调整介绍性抬头会议的总时长、每位代表发言时间与质询数量。

1. **Thematic Head-Up Meeting**

(非正式会议状态期间，讨论陷入混乱)

China: China motions for a XX mins thematic head-up meeting, the theme of which is XXX.

(若主题不合规定)

Chair: The theme is inconsistent with our RoP, this motion fails. Please change the theme or withdraw your motion.

(若主题合乎规定)

Chair: All delegates please be seated. (全体代表落座) Now the Directors have received a motion from China to have a XX mins thematic head-up meeting, the theme of which will be XXX. Countries in favor of this motion please raise your placards.

(代表举牌，赞成数未到简单多数)

Chair: This motion fails. The free lobby continues.

(代表举牌，赞成数达到简单多数)

Chair: This motion passes. Delegates wishing to be on the speakers’ list please raise your placards.

(中国、英国、德国、巴西、意大利举牌)

Chair: Thank you, delegate of China. You have 2 mins to deliver your speech. It’s not allowed to yield your time.

(中国等国代表依次发言，直至发言名单结束)

Chair: The remaining time is still adequate for X more speeches. Those who want to speak please raise your placards.

(阿富汗、美国举牌)

Chair: Thank you, delegate of Afghanistan. You will have 2 mins.

(阿富汗等国代表依次发言，直至发言名单结束)

Chair: The time is exhausted. The free lobby continues.

1. **Head-Down Meeting**
2. **Head-down meeting for Draft Resolutions**

(会议处于非正式会议期间，各国自由磋商，文件队列不为空，代表开启低头会议以审议文件队列中的某一份会议文件)

USA: The USA motions for a head-down meeting to review DR1.1.

Chair: The free lobby pauses now. All delegates please return to your seats. Now we have received a motion from the delegate of the USA to have a head-down meeting to review DR1.1. Those who are in favor of this motion please raise your placards.

(代表举牌，赞成数未达到简单多数)

Chair: This motion fails. The free lobby continues.

(代表举牌，赞成数达到简单多数)

Chair: This motion passes. DR1.1 is released in the Group and projected on the screen. You may have x mins to read through.

(2分钟阅读时间过后)

Chair: The time is up. One delegate from the submitters of DR 1.1 may introduce your DR within 3 min. Delegate of the UK.

(英国代表上台)

Chair: Thank you, the delegate of the UK. Now the committee will review Draft Resolution 1.1 clause by clause. For the first clause of Part 1 in Draft Resolution 1.1, are there any motions or points on the floor?

(No)

Chair: Seeing none, the committee will review the second clause of Part 1 in Draft Resolution 1.1, are there any points or motions for Preliminary Voting?

【Point】

(意大利举牌)

Chair: The delegate of Italy.

Italy: Point.

Chair: Thank you. The delegate of the UK, would you like to accept this point?

(Yes)

Chair: Thank you. The delegate of Italy, you will have 30 seconds to state your point; and the delegate of the UK, you will have 1 min to respond. A follow-up question is allowed.

(意大利进行质询)

(英国回应)

(意大利追问)

(英国回应)

【Preliminary Voting】

(西班牙举牌)

Chair: Spain.

Spain: Motions for Preliminary Voting.

Chair: Thank you. Are there any points on the floor? (See none) Now the Directors have received a motion for Preliminary Voting on Clause 2, Part 1, Draft Resolution 1.1 from the delegate of Spain. Delegates in favor of this motion, please raise your placards.

(赞成数超过简单多数，动议通过)

Chair: This motion passes. Delegates in favor of this clause, please raise your placard. (举) Delegates against this clause please raise your placard. (举)

(赞成数未超过绝对多数，进入单行辩论)

Chair: With xx delegates for and xx delegates against, failing to meet the absolute majority, the committee will start the Preliminary Debate on Clause 2, Part 1, Draft Resolution 1.1. We will invite supporters and objectors to speak in turn. The whole debate shall not exceed 10 minutes, and each debater will have 2 minutes. Delegates who wish to speak for this clause, please raise your placard.

(点人，代表发言)

Chair: Delegates who wish to speak against this clause, please raise your placard.

(点人，代表发言)

\*重复以上流程，赞成和反对发言代表数量尽量一致。若预投票赞成方超过绝对多数，则进入下一条款或章节的审议，重复流程直至完成对DR1.1全部章节的审议。

Chair: The committee has finished reviewing DR 1.1. The free lobby will automatically commence, during which delegates can submit amendments of Draft Resolution 1.1 or new DR about this agenda.

**2) Head-down Meeting for Friendly Amendments**

(会议进入自由磋商，友好修正案1.1被代表提交并被主席团审阅和编号)

USA: The delegate of the USA motions to have a Head-down Meeting to review Friendly Amendment 1.1.

Chair: The free lobby pauses. The Chair has received a motion for a Head-down Meeting from the Delegate of the USA to review Friendly Amendment 1.1. Delegates in favor of this motion please raise your placards.

(代表举牌，赞成数未达到简单多数)

Chair: This motion fails. The free lobby continues.

(代表举牌，赞成数达到简单多数)

Chair: This motion passes. Delegates will have 1 minute to read Friendly Amendment 1.1.

(阅读结束)

Chair: The reading time is expired. One of the submitters of FA 1.1, please introduce the amendment within 3 minutes.

(USA发言)

Chair: Thank you. The Friendly Amendment 1.1 is automatically passed and will be added to Draft Resolution 1.1. The free lobby continues. Delegates can submit amendments of Draft Resolution 1.1 or other draft resolutions.

**3) Head-down Meeting for Unfriendly Amendments**

(会议进入自由磋商，非友好修正案1.1被代表提交并被主席团审阅和编号)

Russia: The Delegate of Russia motions for a Head-down Meeting to review Unfriendly Amendment 1.1.

Chair: The Chair has received a motion for Head-down Meeting from the Delegate of Russia to review Unfriendly Amendment 1.1. Delegates in favor of this motion please raise your placards.

(代表举牌，赞成数未达到简单多数)

Chair: This motion fails. The free lobby continues.

(代表举牌，赞成数达到简单多数)

Chair: This motion passes. Delegates will have 1 minute to read Unfriendly Amendment 1.1.

(阅读结束)

Chair: The time for reading is expired. The introducer may deliver your speech within 3 minutes.

(Russia发言)

Chair: Thank you, the delegate of Russia. Now the committee shall review Unfriendly Amendment 1.1 clause by clause. For the first clause of Part 1 in Unfriendly Amendment 1.1, are there any motions or points on the floor?

(参考上文对决议草案进行低头会议的环节，重复相关流程直至结束非友好修正案1.1全部章节的审议)

Chair: The committee has reviewed all clauses of Unfriendly Amendment 1.1, and shall vote on this amendment.

**VII. Motions**

**1) Motion for Voting**

\*该动议可在议程时长到达前提出

Chair: The time for discussing this agenda is expired. Delegates, please be seated. Are there any points or motions on the floor?

China: The delegate of China motions to enter voting procedure.

Chair: Now the Chair has received a motion to enter voting procedure. Delegates in favor of this motion please raise your placards.

(该动议未获得绝对多数赞成)

Chair: This motion fails. Are there any other points or motions on the floor?

(该动议获得绝对多数赞成)

Chair: This motion passes. The committee will vote on the draft resolutions according to their serial numbers. Now the committee will vote on Draft Resolution 1.1.

**2) Motion to Proceed with the Next Agenda Item**

\*该动议可在议程时长到达前提出

Chair: The discussion on this Agenda Item is concluded. Delegates please be seated. Are there any points or motions on the floor?

China: The delegate of China motions to proceed with the next Agenda Item.

Chair: Now the Chair has received a motion from the delegate of China to proceed with the next Agenda Item. Delegates in favor of this motion please raise your placards.

(该动议未获得绝对多数赞成)

Chair: This motion fails. Are there any other points or motions on the floor?

(该动议获得绝对多数赞成)

Chair: This motion passes. The committee will proceed with the next agenda item, XXX, starting from the Introductory Head-up Meeting.

**3) Motion to Prolong the Agenda Item**

\*在单个议程项目中，委员会仅可延长一次议程时长。

Chair: The discussion on this Agenda Item is concluded. Delegates please be seated. Are there any points or motions on the floor?

China: The delegate of China motions to prolong the current Agenda Item for 1 hour.

Chair: Now the Chair has received a motion from the delegate of China to prolong the current Agenda Item for 1 hour. Delegates in favor of this motion please raise your placards.

(该动议未获得绝对多数赞成)

Chair: This motion fails. Are there any other points or motions on the floor?

(该动议获得绝对多数赞成)

Chair: This motion passes. The current Agenda Item will be prolonged for 1 hour.

**VIII. Voting**

(计时器时间耗尽或进入表决环节动议通过，会议进入表决环节)

Chair: Now we are moving on to the voting procedure. Delegates shall vote on the whole draft resolution, instead of clause by clause. This draft resolution requires an absolute majority to pass. We will have our Rapporteur to do the Roll Call first.

Rapporteur: When your country’s name is called, please raise your placard and say “Present”. (点名)

Chair: With XX countries present and XX countries absent, the voting on Draft Resolution 1.1 can commence. There will be two rounds of voting. In the first round, when your country’s name is called, you can vote “Yes”, “No”, “Pass” or “Abstain”. In the second round, countries who voted “Pass” can only vote “Yes” or “No”.

Rapporteur: （第一轮）Australia, Australia voted “Yes” …

Rapporteur: （第二轮）China, China voted “No”…

Chair: With X delegates voted “Yes”, X delegates voted “No”, X delegates voted “Abstain”, this draft resolution fails. Now the committee will vote on Draft Resolution 1.2. (重复相关流程) This draft resolution passes. Congratulations!