



RULES OF PROCEDURE

LONG FORM

I. SESSIONS

REGULAR SESSIONS

Opening Date

Rule 1

The BUHMUN General Assembly shall meet every year in regular session commencing on the Thursday of the second week in October, counting from the first week that contains at least one working day.

Closing Date

Rule 2

On the recommendation of the General Committee, the BUHMUN General Assembly shall, at the beginning of each session, fix a closing date for the session.

Place of Meeting

Rule 3

The BUHMUN General Assembly shall meet at the Headquarters of the Bond University High School Model United Nations unless convened elsewhere in pursuance of a decision taken at a Session or at the request of a majority of the Members of the BUHMUN.

Notification of Session

Rule 4

The Secretary-General shall notify the Members of the BUHMUN, at least sixty days in advance, of the opening of a regular session.

II. AGENDA

Provisional Agenda

Rule 5

The provisional agenda for a regular session shall be drawn up by the Secretary-General and communicated to the Members of the BUHMUN at least sixty days before the opening of the session

Rule 6

The provisional agenda of a regular session shall include:

- a) The report of the Secretary-General on the work of the Organisation;
- b) All items which the Secretary-General deems necessary to put before the BUHMUN General Assembly.

Adoption of the Agenda

Rule 7

At each session the provisional agenda and the supplementary list, together with the report of the General Committee thereon, shall be submitted to the BUHMUN General Assembly for approval as soon as possible after the opening of the session.

III. DELEGATIONS

Composition

Rule 8

The delegation of a Member shall consist of not more than five representatives and five alternate representatives and as many advisers, technical advisers, experts, and persons of similar status as may be required by the delegation.

IV. PRESIDENTS AND VICE-PRESIDENTS

Elections

Rule 9

Unless the BUHMUN General Assembly decides otherwise, the BUHMUN General Assembly shall elect a President and One (1) Vice-President at least three (3) months before the opening of the session over which they are to preside. The President and the Vice-President so elected will assume their functions only at the beginning of the session for which they are elected and shall hold office until the close of the session.

Acting President

Rule 10

If the President finds it necessary to be absent during a meeting or any part thereof, they shall designate their Vice-President to take their place.

Rule 11

A Vice-President acting as President shall have the same powers and duties as the President.

General Powers of the President

Rule 12

In addition to exercising the powers conferred upon them elsewhere by these rules, the President shall declare the opening and closing of each plenary meeting of the session, direct the discussions in the plenary meeting, ensure observance of these rules, accord the right to speak, put questions, and announce decisions. They 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, propose to the BUHMUN General Assembly the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak, the closure of the list of speakers, or the closure of debate. They may also propose the suspension, or the adjournment, of the debate on the item under discussion.

Rule 13

The President, in the exercise of their functions, remains under the authority of the BUHMUN General Assembly.

The President Shall Not Vote

Rule 14

The President, or a Vice-President acting as President, shall not vote but may designate another member of their delegation to vote in their place.

V. GENERAL COMMITTEE

Composition

Rule 15

The General Committee shall comprise of the President of the BUHMUN General Assembly, who shall preside, the twenty-one Vice-Presidents and the Chairpersons of the six Main Committees. No two members of the General Committee shall be members of the same delegation, and it shall be so constituted as to ensure its representative character. Chairpersons of other committees upon which all Members have the right to be represented and which are established by the BUHMUN General Assembly to meet during the session shall be entitled to attend meetings of the General Committee and may participate without vote in the discussions.

Substitute Members

Rule 16

If a Vice-President of the BUHMUN General Assembly finds it necessary to be absent during a meeting of the General Committee, they may designate a member of their delegation to take their place. The Chairperson of a Main Committee shall, in case of absence, designate one of the Vice-Chairpersons of the Committee to take their place. A Vice-Chairperson shall not have the right to vote if they are of the same delegation as another member of the General Committee.

Functions

Rule 17

The General Committee shall, at the beginning of each session, consider the provisional agenda, together with the supplementary list, and shall make recommendations to the BUHMUN General Assembly, with regard to each item proposed, concerning its inclusion in the agenda, the rejection of the request for inclusion, or the inclusion of the item in the provisional agenda of a future session. It shall, in the same manner, examine requests for the inclusion of additional items in the agenda and shall make recommendations thereon to the BUHMUN General Assembly. In considering matters relating to the agenda of the BUHMUN General Assembly, the General Committee shall not discuss the substance of any item except insofar as this bears upon the question whether the General Committee should recommend the inclusion of the item in the agenda, the rejections of the request for inclusion, or the inclusion of the item in the provisional agenda of a future session, and what priority should be accorded to an item the inclusion of which has been recommended.

Rule 18

The General Committee shall make recommendations to the BUHMUN General Assembly concerning the closing date of the session. It shall assist the President and the BUHMUN General Assembly in drawing up the agenda for each plenary meeting, in determining the priority of its items, and in coordinating the proceedings of all committees

RULES OF PROCEDURE (LONG)

of the Assembly. It shall assist the President in the general conduct of the work of the BUHMUN General Assembly, which falls within the competence of the President. It shall not, however, decide any political questions.

Rule 19

The General Committee shall meet periodically throughout each session to review the progress of the BUHMUN General Assembly and its committees and to make recommendations for furthering such progress. It shall also meet at such other times as the President deems necessary or upon the request of any other of its members.

Participation by Members Requesting the Inclusion of Items in the Agenda

Rule 20

A member of the BUHMUN General Assembly which has no representative on the General Committee and which has requested the inclusion of an item in the agenda shall be entitled to attend any meeting of the General Committee at which its request is discussed and may participate, without a vote, in the discussion of that item.

Revision of the Form of Resolutions

Rule 21

The General Committee may revise the resolutions adopted by the BUHMUN General Assembly, changing their form but not their substance. Any such changes shall be reported to the BUHMUN General Assembly for its consideration.

VI. SECRETARIAT

Duties of the Secretary-General

Rule 22

The Secretary-General shall act in that capacity in all meetings of the BUHMUN General Assembly, its committees and its subcommittees. They may designate a member of the Secretariat to act in their place at these meetings.

Rule 23

The Secretary-General shall provide and direct the staff required by the BUHMUN General Assembly and any committees or subsidiary organs, which it may establish.

Duties of the Secretariat

Rule 24

The Secretariat shall receive, translate, print and distribute documents, reports, and resolutions of the BUHMUN General Assembly, its committees and its organs; interpret speeches made at the meetings; prepare, print, and circulate the records of the sessions; have the custody and proper preservation of the documents in the archives of the BUHMUN General Assembly; distribute all documents of the Assembly to the Members of the BUHMUN, and, generally, perform all other work which the Assembly may require.

Report of the Secretary-General on the Work of the Organisation

Rule 25

The Secretary-General shall make an annual report, and such supplementary reports as are required, to the BUHMUN General Assembly on the work of the Organisation. They

shall communicate the annual report to the Members of the United Nations at least forty-five days before the opening of the session.

Notification Under Article 12 of the Charter

Rule 26

The Secretary-General, with the consent of the Security Council, shall notify the BUHMUN General Assembly at each session of any matters relative to the maintenance of international peace and security which are being dealt with by the Security Council and shall similarly notify the BUHMUN General Assembly, or the Members of the BUHMUN if the BUHMUN General Assembly is not in session, immediately the Security Council ceases to deal with such matters.

VII. LANGUAGES

Official and Working Languages

Rule 27

English shall be both the official and the working languages of the BUHMUN General Assembly, its committees, and its subcommittees.

Languages of the Journal of the Bond University High School Model United Nations

Rule 28

During the sessions of the BUHMUN General Assembly, the Journal of the Bond University High School Model United Nations shall be published in the languages of the Assembly.

Languages of Resolutions and Other Documents

Rule 29

All resolutions and other documents shall be published in the languages of the BUHMUN General Assembly.

Publications in Languages Other than the Languages of the BUHMUN General Assembly

Rule 30

Documents of the BUHMUN General Assembly, its committees, and its subcommittees shall, if the Assembly so decides, be published in any language other than the languages of the Assembly or of the Committee concerned.

VIII. RECORDS

Resolutions

Rule 31

Resolutions adopted by the BUHMUN General Assembly shall be communicated by the Secretary-General to the Members of the BUHMUN within fifteen days after the close of the session.

IX. PUBLIC AND PRIVATE MEETINGS OF THE BUHMUN GENERAL ASSEMBLY, ITS COMMITTEES AND ITS SUBCOMMITTEES

General Principles

Rule 32

The meetings of the BUHMUN General Assembly and its Main Committees shall be held in public unless the organ concerned decides that exceptional circumstances require that the meeting be held in private. Meetings of other committees and subcommittees shall also be held in public unless the organ concerned decides otherwise.

Private Meetings

Rule 33

All decisions of the BUHMUN General Assembly taken at a private meeting shall be announced at an early public meeting of the Assembly. At the close of each private meeting of the Main Committees, other committees and subcommittees, the Chairman may issue a communiqué through the Secretary-General.

X. MINUTE OF SILENT PRAYER OR MEDITATION

Invitation to Silent Prayer or Meditation

Rule 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 BUHMUN General Assembly, the President shall invite the Representatives to observe one minute of silence dedicated to prayer or meditation.

XI. PLENARY MEETINGS

CONDUCT OF BUSINESS

Reference to Committees

Rule 35

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

Discussion of Reports of Main Committees

Rule 36

Discussion of a report of a Main Committee in a plenary meeting of the BUHMUN 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

Rule 37

The President may declare a meeting open and permit the debate to proceed when at least one third of the members of the BUHMUN General Assembly are present. The presence of a majority of the members shall be required for any decision to be taken.

Courtesy

Rule 38

Every delegate will be courteous and respectful to the Committee staff and to other delegates. The chair will immediately call to order any delegate who does not abide by this rule. Any delegate who feels that he or she is not being treated respectfully is encouraged to speak to the President, who will then take appropriate action.

Electronic Aids

Rule 39

Delegates are not permitted to use any type of electronic device, including laptops, phones, etc. in the committee room when the committee is in session. All laptop use must occur outside of the committee room unless otherwise specified by the President. The President may grant the use of electronic dictionaries at his or her discretion.

Delegate Conduct

Rule 40

Delegates are warned that BUHMUN has a zero-tolerance policy for slandering, disparaging, or acting in any other way that is inflammatory to other delegates. Neither speeches nor debates with other delegates may contain remarks of this nature. Those delegates who believe that their countries' policies merit such conduct are advised to consult the President of their Committee prior to taking any action. This rule shall not be misconstrued to prohibit robust and vigorous debate between delegates' national policies, so long as such debate is conducted with courtesy and respect.

Speeches

Rule 41

No representative may address the BUHMUN General Assembly without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

Precedence

Rule 42

The Chairman and the Rapporteur of a committee may be accorded precedence for the purpose of explaining the conclusion arrived at by their committee.

Statements by the Secretariat

Rule 43

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

Points of Order

Rule 44

During the discussion of any matter, a representative may rise to a point of order, and the President, in accordance with these rules of procedure, shall immediately decide the point of order. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the members present and voting. A representative rising to a point of order may not speak on the substance of the matter under discussion.

Time Limit on Speeches

Rule 45

The BUHMUN General Assembly may limit the time to be allowed to each speaker and the number of times each representative may speak on any question. Before a decision is taken, two representatives may speak in favour of, and two against, a proposal to set such limits. When the debate is limited and a representative exceeds their allotted time, the President shall call them to order without delay.

Closing List of Speakers, Right of Reply

Rule 46

During the course of a debate, the President may announce the list of speakers and, with the consent of the BUHMUN General Assembly, declare the list closed. They may, however, accord the right of reply to any member if a speech delivered after they have declared the list closed makes this desirable.

Adjournment of Debate

Rule 47

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

Rule 48

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 their 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 BUHMUN 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.

Suspension of Adjournment of the Meeting

Rule 49

During the discussion of any matter, a representative may move the suspension or the adjournment of the meeting. Such motions shall not be debated but shall be immediately put to the vote. The President may limit the time to be allowed to the speaker moving the suspension or adjournment of the meeting.

Order of Procedural Motions

Rule 50

Subject to rule 63, the motions indicated below shall have precedence in the following order over all other proposals or motions before the meeting:

- a) To suspend the meeting;
- b) To adjourn the meeting;
- c) To adjourn the debate on the item under discussion;
- d) To close the debate on the item under discussion.

Proposals and Amendments

Rule 51

Proposals and amendments shall normally be submitted in writing to the Secretary-General, who shall circulate copies to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the BUHMUN General Assembly unless copies of it have been circulated to all delegations no later than the day preceding the meeting. The President may, however, permit the discussion and consideration of amendments or of motions as to procedure, even though such amendments and motions have not been circulated or have only been circulated the same day.

Withdrawal of Motions

Rule 52

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.

Reconsideration of Proposals

Rule 53

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the BUHMUN 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.

VOTING

Voting Rights

Rule 54

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

Two-Thirds Majority

Rule 55

Decisions of the BUHMUN 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 election of the non-permanent members of the Security Council; the election of the members of the Economic and Social Council, the election of members of the Trusteeship Council in accordance with paragraph 1 c or Article 86 of the Charter; the admission of new Members to the BUHMUN; the suspension of the rights and privileges of membership; the expulsion of Members; questions relating to the operation of the trusteeship system; and budgetary questions.

Rule 56

Decisions of the BUHMUN General Assembly on amendments to proposals relating to important questions, and on parts of such proposals put to the vote separately, shall be made by a two-thirds majority of the members present and voting.

Simple Majority

Rule 57

Decisions of the BUHMUN General Assembly on questions other than those provided for in rule 52 and 53, 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”

Rule 58

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

Method of Voting

Rule 59

- (a) The BUHMUN General Assembly shall normally vote by show of hands 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 President. The name of each member shall be called in any roll-call, and one of its representatives shall reply “yes”, “no”, or “abstention”. The result of the voting shall be inserted in the record in the English alphabetical order of the names of the members.
- (b) When the BUHMUN General Assembly votes by mechanical means, a non-recorded vote shall replace a vote by show of hands or by standing, and a recorded vote shall replace a roll-call vote. Any representative may request a recorded vote. In the case of a recorded vote, the BUHMUN General Assembly shall, unless a representative requests otherwise, dispense with the procedure of calling out the names of the members; nevertheless, the result of the voting shall be inserted in the record in the same manner as that of a roll-call vote.

Conduct During Voting

Rule 60

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, except when the vote is taken by secret-ballot. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer of a proposal or of an amendment to explain their vote on their own proposal or amendment.

Division of Proposals and Amendments

Rule 61

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 on. Permission to speak to 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

Rule 62

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 BUHMUN General Assembly 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 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 amended proposal shall 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

Rule 63

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