

## **PROVISIONAL RULES OF PROCEDURE OF THE NORTH ATLANTIC COUNCIL OF THE IMUNA**

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### INTRODUCTION

1. These rules have been drafted in accordance with Article 9 of the North Atlantic Treaty in order to facilitate and ease debate during short Model United Nations conferences.
2. These rules shall take precedence over all other rules which apply to the North Atlantic Council, hereinafter referred to as the "Council", and shall be considered adopted by the Council prior to its first meeting.
3. In order to avoid a continuous repetition of the masculine and feminine, the masculine form will be used throughout the whole document.
4. For purposes of these rules, the Secretary-General, the Deputy Secretaries-General and any person designated to represent the Secretary-General are collectively referred to as the "Secretariat".
5. Interpretation of the Rules of Procedure shall be in accordance with the philosophy and principles of the International Model United Nations of Alkmaar Foundation, and in furtherance of the educational mission of the Organization.
6. For the purposes of the present Rules of Procedure, the following terms and definitions will be used:
  - a. draft decision: a proposed text for a communiqué statement of the Council which has not yet been put to a vote,
  - b. Main Motion: a motion made to bring before the Council, for its consideration, any particular subject,
  - c. decision: a communiqué which has been approved by the Council,
  - d. President: the chairman, acting chairman, or person designated by the Secretariat to act as chairman for the Council.
7. All representatives shall show courtesy and respect to the Presidency, the Secretariat, and other representatives at all times.

### I. REPRESENTATION

#### **Rule 1**

Representation in the Council will be in accordance with the current status of ratification of the North Atlantic Treaty.

#### **Rule 2**

- A. A quorum constitutes two-thirds of the Members of the Council. The Council may neither begin with the conduct of business nor vote on any matter without a quorum present.
- B. The President shall establish a quorum at the beginning of each session.

#### **Rule 3**

The Council may invite members of the Secretariat or other persons whom it considers competent for the purpose, to supply it with information or to give other assistance in examining matters within its competence.

### II. AGENDA

#### **Rule 4**

The Secretary-General shall immediately bring to the attention of the Council, all communications from States, organs of the North Atlantic Treaty Organisation, or the Secretariat concerning any matter under consideration by the Council.

#### **Rule 5**

- A. The provisional agenda for each meeting of the Council shall be drawn up by the Secretary-General and communicated to the President of the North Atlantic Council at least thirty days before the opening of the session.
- B. Only items which have been brought to the attention of the representatives on the Council in accordance with Rule 6 may be included in the provisional agenda.

#### **Rule 6**

The President shall extend the agenda of the Council if a situation is brought to the attention of the Council under Article 5 of the North Atlantic Treaty by any member of the North Atlantic Treaty Organisation or by the Secretary-General.

#### **Rule 7**

The provisional agenda for each session shall be circulated to the representatives on the Council at least twenty-one days before its opening. Any subsequent change in or addition to the provisional agenda shall be brought to the notice of the representatives at least five days before the meeting. The Council may, however, in urgent circumstances, make additions to the agenda at any time during a session.

#### **Rule 8**

The first item of the provisional agenda for each session of the Council shall be the adoption of the agenda.

### III. PRESIDENCY

#### **Rule 10**

The President shall preside over all meetings of the Council and, under the authority of the Council, shall represent it in its capacity as an organ of the North Atlantic Treaty Organisation.

#### **Rule 11**

The President may temporarily transfer his duties to the Deputy President or to another Member of the Secretariat.

#### **Rule 12**

The presiding Officers shall serve as the procedural officers at all meetings of the Council, act as facilitator for the discussions of the Council and advise the Council on procedures that will enable it to accomplish its goals.

#### **Rule 13**

The presiding Officers shall duly record all votes, shall ensure the observance of these rules, shall rule on points and motions in accordance with the current Rules of Procedure and, subject to these rules, shall have complete control over the proceedings and the maintenance of order at meetings.

#### **Rule 14**

Interpretation of the Rules of Procedure shall be reserved exclusively to the Secretary-General or his designate. In case of a dispute over the interpretation of the Rules of Procedure, the Secretary-General or his designate, the President and Deputy President shall agree on a final interpretation of these rules. The final interpretation will not be subject to appeal.

### IV. SECRETARIAT

#### **Rule 15**

The Secretary-General shall act in that capacity during all meetings of the Council. The Secretary-General may authorize a deputy to act in his place at meetings of the Council.

#### **Rule 16**

The Secretary-General, or his deputy acting on his behalf, may make either oral or written statements to the Council concerning any question under its consideration.

#### **Rule 17**

Each Member of the North Atlantic Treaty Organisation undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and his Staff and not seek to influence them in the discharge of their responsibilities.

#### **Rule 18**

The Secretary-General shall undertake to provide the staff required by the Council, including the Presidents. This staff shall form a part of the Secretariat.

#### **Rule 19**

The Secretary-General shall notify all Members of the Council of meetings of the Council and its subsidiary organs.

**Rule 20**

The Secretariat shall be responsible for the preparation of documents required by the Council and shall, except in urgent circumstances, make them available at least twelve hours in advance of the meeting at which they are to be considered.

V. CONSULTATIVE SESSIONS

**Rule 21**

The Council shall move to a consultative session when it begins consideration of any agenda item. In a consultative session the Council shall discuss the direction of policy to adopt on the respective issue. The goal of this discussion is to facilitate the submitting of a draft resolution.

**Rule 22**

The President may decide to move to a consultative session at any time during the conference at the request of any representative.

**Rule 23**

During consultative sessions, the Council may only discuss agenda items without drafting any decisions.

**Rule 24**

The Council may never consider a draft decision during a consultative session.

**Rule 25**

The Council may not take formal votes on any substantive matter during consultative sessions.

**Rule 26**

During consultative sessions, the Council may only decide on matters that concern the procedure of the consultative session.

VI. PREPARATORY SESSIONS

**Rule 27**

Every consultative session shall always be followed by a preparatory session.

**Rule 28**

The Council shall only draft resolutions on agenda items at preparatory sessions.

**Rule 29**

The Council may move to a preparatory session at any time during the conference at the request of any representative.

**Rule 30**

During consultative sessions, the Council may only decide on matters that concern the procedure of the preparatory session.

**Rule 31**

The Council may not put any Main Motion or draft decision to a vote at preparatory sessions.

**Rule 32**

The Council may decide by a majority vote to make use of techniques such as clause-by-clause discussion, bracketing of amendments, multiple readings of the texts or any other method. The President may at any time propose the use of such methods.

VII. FORMAL SESSIONS

**Rule 33**

The Council shall be in formal session when it has been called to order by the President. The Council shall be called to order when a preparatory session has been closed.

**Rule 34**

The President will conduct a roll call at the beginning of every formal session.

**Rule 35**

The President will allow delegations to make statements after the roll call has been concluded.

**Rule 36**

The Council may put a Main Motion or a draft decision to a vote at formal sessions.

VIII. CONDUCT OF BUSINESS

**Rule 37**

The floor is continuously open until a motion for closure of debate has been passed. The President may close the floor at his discretion and move the previous question.

**Rule 38**

The President decides upon the time limit of speeches.

**Rule 39**

No representative may address the Council without the permission of the President.

**Rule 40**

Speakers must keep their remarks germane to the topic under discussion

**Rule 41**

A recognized speaker may choose to yield to points of information and shall thereafter yield the floor either to the President or to another representative. The floor may be yielded to another representative only once consecutively.

**Rule 42**

If no draft decisions are before the Council at the beginning of debate, the Council will draft a decision *ad hoc*.

**Rule 43**

- A. The order in which draft decisions will be discussed is at the discretion of the President. He will consult with the Council before ruling on this question.
- B. Parts of a draft decision shall be voted on separately at the request of any representative on the Council, unless the Council decides otherwise.

**Rule 44**

It shall be necessary for all draft decisions to be signed by at least five Members of the Council and the President or Deputy President before it can be moved.

**Rule 45**

It shall not be necessary for any Main Motion moved by a representative on the Council to be seconded before being addressed.

**Rule 46**

Any 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 representative.

**Rule 47**

- A. Every Member may submit a position paper. A position paper is a paper with a brief written policy on an agenda item.
- B. A position paper is not subject to resolution formatting rules.
- C. Any Member of the Council may deliver a position paper to the Secretariat for distribution among the Council's members. The position paper must be signed by the President or Deputy President.

**Rule 48**

In session, written notes are the only means of communication between representatives not recognized to speak. Notes should be written on official notepaper and they shall be circulated by the Secretariat only.

## IX. POINTS AND MOTIONS

### Rule 49

During the debate, the following points can be used:

1. Point of Personal Privilege: Any representative may request the President to correct discomforts that hamper their ability to participate in the proceedings. This may not interrupt a speech unless it refers to audibility.
2. Point of Order: Any representative may make the President aware of any recent improper procedure. If a representative raises a point of order, the President shall immediately state his ruling. If it is challenged, the President shall submit his ruling to the Council for immediate decision and it shall stand unless overruled.
3. Point of Information to the Chair: Any representative may request the President to inform or to explain something to the Council. A point of information to the chair may never refer to procedures.
4. Point of Parliamentary Enquiry: Any representative may request the President to explain a matter concerning the Rules of Procedure.
5. Point of Information to the Speaker: Any representative may indicate that he wishes to ask the speaker a question. It will be up to the discretion of the President to decide whether this point will be entertained.
6. Call for the Orders of the Day: Any representative may call this point if he feels that debate drifts away from the original question.

Apart from the exception mentioned (1), these points may never interrupt a speech.

### Rule 50

During the debate, the following motions can be proposed:

1. The previous question: Calls for the closure of debate and for a vote to be taken on the motion pending. It needs to be seconded by the house and it is stopped by a single objection.
2. To lay on the table: Calls for the temporarily disposal of a motion. It needs an affirmative two-thirds majority to pass and a similar vote is needed to take it from the table.
3. To reconsider: Calls for a re-debate and a re-vote on a question on which the Council has already taken a decision during the same session. This can only be done at the end of all other business and if no Main Motions are pending. It needs an affirmative two-thirds majority to pass.
4. To extend debate time: Calls for additional debate time, and may be moved by a delegate or the President. The President can consult with the house.
5. To divide the house: Calls for the President to read out every delegation and to record its vote.
6. To appeal from the decision of the Presidency: Overrules a decision made by the President and must be made directly after his decision has been made. This motion cannot be overruled by the President and needs an affirmative two-thirds majority to pass.
7. To refer a matter to another forum or to the Secretary-General: Needs an affirmative two-thirds majority to pass and is debatable. It can be raised when:
  - a. the Council feels that another committee should debate the present draft decision, either in whole or in part, or the whole question;
  - b. the Council feels that the Secretary-General should report on the matter.
8. Objection to the Main Motion: Can be made directly after the President has read out the operative paragraphs of the draft decision or after the Main Motion has been introduced. The objecting representative has one minute to explain his reason. One of the signatories of the draft decision, to be decided upon by the President, is then accorded a right of reply of equal length. Once this objection has passed, the Main Motion cannot be reconsidered at any time although the decision to object to Main Motion can be reconsidered. It needs an affirmative two-thirds majority to pass.

9. Recess: A motion to take a recess needs to be seconded by the house and it is stopped by a single objection. The President sets the time-limit for any recess.

Apart from the exception mentioned (6), all motions may be overruled by the President. Apart from the exception mentioned (7), these motions are not debatable.

## X. VOTING

### **Rule 51**

A Main Motion and a draft decision need a unanimous vote to pass. All other motions are adopted by a majority vote, unless specified otherwise in these rules.

## XI. LANGUAGES

### **Rule 52**

English shall be both the official and the working language of the Council.

### **Rule 53**

All documents shall be published in the official language of the Council.

## XII. PUBLICITY OF MEETINGS, RECORDS

### **Rule 54**

Unless it decides otherwise, the Council shall meet in public.

### **Rule 55**

- A. The official record of meetings of the Council, as well as the documents annexed thereto, shall be published in the official language as soon as possible. This official record will contain the final decision taken by the Council as well as the main points of discussion.
- B. The official record can be censored if the Council so decides.

## **Appendix**

### **PROVISIONAL PROCEDURE FOR DEALING WITH COMMUNICATIONS FROM PRIVATE INDIVIDUALS AND NON-GOVERNMENTAL BODIES**

#### **A.**

A list of all communications from private individuals and non-governmental bodies relating to matters of which the Council is seized shall be communicated to all representatives on the Council.

#### **B.**

A copy of any communication on the list shall be given by the Secretariat to any representative on the Council at his request.