

# UNSC

## Rules of Procedure

#ideasbeyondborders



KAFMUN

**MODEL  
UNITED  
NATIONS**

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## 1. General Rules

### 1.1 Scope

These Rules of Procedure shall apply to all committees unless amended by the Secretariat and shall be considered adopted prior to the opening of the first session.

### 1.2 Language

Unless otherwise specified, the official and working language of the committee shall be **English**. All statements must be delivered using the **first-person plural form**.

### 1.3 Secretariat

The KAFMUN'26 Secretariat is the highest decision-making authority of the conference and is responsible for ensuring the smooth and orderly functioning of all committees, sessions, and related activities. All decisions rendered by the Secretariat are **final, binding, and non-appealable**. No decision may be challenged, appealed, or annulled under any circumstances.

### 1.4 Delegate

Each Member State shall be represented by one delegate and shall have one vote in each committee unless it is not a party to the committee's founding structure. Delegates are expected to act in accordance with the official policies, positions, and interests of the country or entity they represent throughout all committee sessions and official conference activities. Personal opinions inconsistent with the assigned delegation must not be expressed. All statements, motions, and votes must reflect the official stance of the represented delegation.

### 1.5 General Powers of the Chair

Each committee shall be presided over by a Chair and Vice Chair(s) who shall direct the sessions, maintain order, enforce the Rules of Procedure, and facilitate effective debate. The Chair has the authority to recognize speakers, rule on points and motions, interpret these rules when necessary, and take all appropriate actions to ensure the proper functioning of the committee.

### 1.6 Code of Conduct

All delegates must maintain the highest standards of professionalism, respect, and courtesy at all times. Any form of harassment, discrimination, offensive behavior, threats, or conduct that undermines personal dignity or safety is strictly prohibited. The consumption of alcohol,

use of tobacco products, or violation of school regulations during the conference is forbidden. Failure to comply will result in referral to the appropriate authorities.

### **1.7 Badge Policy**

All participants must be officially registered and wear their conference badges visibly at all times. Delegates without valid badges shall not be permitted to enter committee sessions or exercise representation rights. The Secretariat reserves the right to verify, revoke, or invalidate badges at its discretion.

### **1.8 Use of Electronic Devices**

The use of laptops, tablets, mobile phones, or other electronic devices is prohibited during formal debate. Devices may be used outside committee sessions or within sessions at the discretion of the Chair. This rule may be modified solely by the Chair's authority.

### **1.9 Note-Passing Procedure**

Notes must include "From" and "To" sections indicating the sending and receiving delegations. All notes shall be submitted folded to an Organization Staff Member and must be reviewed and approved by the Chair before delivery.

### **1.10 Dress Code**

Delegates are required to adhere to Western business attire standards. Detailed guidelines are published on KAFMUN'26's official social media accounts.

### **1.11 Unregulated Situations**

Any extraordinary situation not covered by these rules shall be reported to the Chair, who will assess the matter. If beyond the Chair's authority, the issue shall be escalated to the Secretariat. All decisions are final and take immediate effect.

### **1.12 Quorum**

Quorum is defined as the minimum number of delegates required to conduct or continue a session. Quorum shall be met when no more than **three delegates are absent** from the total registered number. All voting procedures require quorum. If quorum is lost, the session shall be suspended until restored.

### **1.13 Appeal**

Delegates may appeal a procedural decision made by the Chairboard. A motion to appeal must be raised immediately after the decision is announced. After a brief explanation by the Chairboard, the committee shall vote on the appeal. A simple majority is required to overturn the decision.

## **2. Debate Management Procedures**

### **2.1 Roll Call**

At the beginning of each session, delegates shall respond with **“Present”** or **“Present and Voting.”** Delegates responding “Present” may abstain; those responding “Present and Voting” waive abstention rights. Late arrivals may not speak but must notify the Chair via a note.

### **2.2 Opening Speeches**

Opening speeches shall summarize the delegation’s foreign policy, stance, and solutions within **90 seconds**. Speeches must begin with “Honorable Chair, Distinguished Delegates...” and conclude with **“The floor has been yielded.”**

### **2.3 General Speakers’ List**

The General Speakers’ List shall be opened by the Chair. A minimum of **five delegates** must be present on the list at all times.

#### **2.3.1 Yield to Questions**

A delegate may yield remaining time to questions. Questions are addressed to the Chair, not directly to the delegate, and may be accepted or rejected.

### **2.3.2 Yield to Another Delegate**

Time may be yielded to another delegate upon their acceptance.

### **2.3.3 Yield to the Chair**

Remaining time may be yielded to the Chair.

### **2.3.4 Right of Reply**

If a delegate explicitly accuses another delegation, the affected delegation may request a Right of Reply via note. The Right of Reply is granted solely at the Chair's discretion, limited to **30 seconds**, and may not generate further debate. A Right of Reply does not give rise to another Right of Reply.

## **2.4 Types of Debate**

### **2.4.1 Unmoderated Caucus**

During an **Unmoderated Caucus**, delegates are allowed to move freely within the committee room and engage in informal discussions with one another without direct moderation by the Committee Chairs. No Speakers' List is required during this period. Although delegates are free to communicate, draft resolutions, and form blocs, it must be emphasized that the committee remains in a **formal session**, and delegates are expected to maintain diplomatic language, respectful behavior, and appropriate decorum at all times.

### **2.4.2 Moderated Caucus**

During a **Moderated Caucus**, delegates are required to remain seated unless recognized by the Committee Chairs. Delegates do not need to be added to the Speakers' List in order to speak; instead, the Chairs grant the floor to delegates individually. Speeches are brief and focused on a specific sub-topic determined by the motion. Delegates must speak respectfully and are strictly prohibited from interrupting one another. This form of debate allows for structured yet dynamic discussion.

### **2.4.3 Formal Debate**

During **Formal Debate**, delegates are strictly prohibited from leaving their seats unless they have been recognized to speak. In order to address the committee, delegates must be added to the Speakers' List opened and maintained by the Committee Chairs. Only the delegate currently recognized on the Speakers' List may speak. Apart from procedural motions or points raised in accordance with the Rules of Procedure, no other delegate is permitted to speak during this session. Formal Debate represents the most structured and official form of discussion within the committee.

## **2.5 Extension of Caucuses**

A motion to extend a moderated or unmoderated caucus may be proposed when the floor is open and the allocated time for the caucus has either expired or is about to expire. The delegate proposing the motion must clearly specify the desired duration of the extension. This motion requires a second, is not subject to debate, and shall be put to an immediate procedural vote. In order for the motion to pass, a simple majority of the delegations present is required. The Chairboard reserves the right to rule the motion dilatory if the caucus has already been extended multiple times or if the continuation of the caucus is deemed unproductive or disruptive to the overall progress of the committee.

## **2.6 Closure of Debate**

A motion to close debate indicates that the committee considers discussion on the current topic to be sufficient and is prepared to proceed directly to voting procedures on all draft resolutions and amendments currently on the floor. Such a motion may be made when the floor is open. The delegate proposing the motion must be recognized by the Chairboard and shall briefly state the intention to close debate. The motion requires a second and is subject to one statement against the motion, while no statements in favor shall be heard. Following the statement against closure, the motion shall be put to an immediate procedural vote. For the motion to pass, a two-thirds majority of the delegations present is required. If adopted, debate shall be closed and the committee shall proceed without delay to voting procedures.

## **2.7 Adjournment of the Meeting**

A motion to adjourn the meeting signifies the conclusion of all committee activities for the remainder of the conference. This motion may only be entertained during the final session of the committee, after all substantive matters, including voting on draft resolutions and amendments, have been fully completed. The motion requires a second, is not debatable, and shall be put to an immediate procedural vote. A simple majority of the delegations present is required for the motion to pass. Upon adoption of the motion, the committee shall be considered formally adjourned, and no further debate or procedural actions shall take place.

## **2.8 Suspension of the Meeting**

A motion to suspend the meeting may be proposed when the floor is open in order to temporarily recess the committee for a specified period of time, such as scheduled breaks, overnight suspensions, or transitions between sessions. The motion requires a second, is not subject to debate, and shall be put to an immediate procedural vote. A simple majority of the delegations present is required for the motion to pass. The Chairboard may also suspend the meeting at its discretion if circumstances so require, including but not limited to emergencies,

technical issues, or scheduled breaks. Following the suspension, the committee shall reconvene and continue its proceedings in accordance with the agenda and the Rules of Procedure.

### **2.9 Tabling and Resumption of Debate**

A motion to table debate temporarily suspends all discussion on the current topic or draft resolution without proceeding to a substantive vote. The delegate proposing the motion must clearly state the reason for tabling the debate. This motion requires a second and is subject to one statement in favor and one statement against. Following these statements, the motion shall be put to an immediate procedural vote, requiring a simple majority of the delegations present to pass. If the motion is adopted, the committee shall return to the General Speakers' List on the remaining agenda items or proceed to other business. Debate on a tabled topic or draft resolution may be resumed through a motion to resume debate. This motion requires a second, is not debatable, and shall be decided by an immediate procedural vote requiring a simple majority.

## **3. Points and Motions**

### **3.1 Point of Personal Privilege**

Used for personal discomfort affecting participation. Except for audibility issues, it may not interrupt a speaker.

### **3.2 Point of Order**

Used to address procedural errors. It takes precedence over all points except personal privilege.

### **3.3 Parliamentary Inquiry**

Used to inquire about procedural matters without challenging the Chair.

### **3.4 Point of Information**

Used to request factual clarification from the Chair. May not interrupt a speaker.

## **4. Voting Types**

### **4.1 Vote in Favor**

A vote in favor is a vote cast in support of the adoption or approval of the matter or motion put to a vote.

#### **4.2 Vote Against**

A vote against is a vote cast in opposition to the adoption or approval of the matter or motion put to a vote.

#### **4.3 Abstention**

An abstention is a vote that neither supports nor opposes the adoption or rejection of the matter or motion put to a vote.

### **5. Committee Documents**

#### **5.1 Working Paper**

Prepared by the Chair to standardize research and guide debate.

#### **5.2 Draft Resolutions**

Draft resolutions require signatures of at least **one-fifth** of present delegates. Signatories are not obligated to vote in favor. Draft resolutions must be written **during the conference** only. Only **one resolution per agenda item** may be adopted.

#### **5.3 Presentation of Draft Resolutions**

Once approved, draft resolutions are numbered, distributed, and formally introduced.

#### **5.4 Amendments**

Amendments may be **friendly** or **unfriendly**. Friendly amendments require unanimous signatory approval. Unfriendly amendments require signatures of **one-tenth** of delegations and a simple majority vote.

### **6. Draft Resolution**

**6.1** A draft resolution shall include preambulatory clauses that provide background information, explain the context, and recall previous actions. In addition, it shall include operative clauses that propose specific actions, measures, or recommendations.

#### **6.2 Preambulatory Clauses**

Preambulatory clauses begin with present participle phrases (such as *Recalling*, *Noting*, *Aware of*) and establish the background, context, and justification of the draft resolution.

These clauses shall end with a comma (,) and shall not contain direct solutions, actions, or enforcement mechanisms.

### **6.3 Operative Clauses**

Operative clauses begin with present tense verbs (such as *Calls upon, Encourages, Decides*) and set forth the main solutions and actions proposed by the draft resolution. Operative clauses shall be numbered using Arabic numerals (1, 2, 3, ...). Each operative clause shall end with a semicolon (;), except for the final operative clause, which shall end with a period (.). Operative clauses shall be written in a clear, implementable, and binding manner.

### **6.4 Sub-Clauses**

Sub-clauses of operative clauses shall be constructed using gerund or infinitive structures, depending on the verb used in the operative clause, and shall be lettered using lowercase letters (a, b, c, ...). Sub-clauses shall not contain an independent predicate and shall serve to clarify or complement the operative clause (for example: *the establishment of, the implementation of, the promotion of*). Each sub-clause shall end with a comma (,).

### **6.5 Draft Resolutions During the Conference**

All draft resolutions must be written entirely during the conference. Pre-written or previously prepared draft resolutions are strictly prohibited.

### **6.6 Speakers For and Against the Draft Resolution**

Following the completion of draft resolutions and the transition to the final session of the conference, two delegates shall be selected during the final session. One delegate shall speak in favor of the draft resolution, while the other shall speak against it. The purpose of these speeches is to allow the committee to evaluate the resolution one final time and to identify any remaining weaknesses or shortcomings prior to voting.

### **6.7 Pro & Con Speeches**

In the final session, two delegates shall speak—one in favor and one against the Draft Resolution.

## **7. Voting Procedure**

### **7.1 Procedural Voting**

Procedural matters include motions related to the organization and flow of debate, such as motions for caucuses, changes in speaking time, or the closure of debate.

All member states present in the committee may vote on procedural matters. Each member state has one vote. Abstentions are not permitted during procedural voting. Unless otherwise specified, procedural motions pass with a simple majority of the votes cast.

### **7.2 Substantive Voting**

Substantive matters include voting on draft resolutions and unfriendly amendments. Substantive voting may only take place once debate has been formally closed. Each member state has one vote. Delegates may vote in favor, against, or abstain. Abstentions are permitted during substantive voting. For a draft resolution to pass, it must receive a majority of affirmative votes from the members present and voting, and it must not be vetoed by any permanent member of the Security Council.

### **7.3 Veto Power**

Only the permanent members of the United Nations Security Council possess veto power. The veto may be exercised only during substantive voting on draft resolutions. A negative vote cast by a permanent member shall be considered a veto and will cause the draft resolution to fail. Abstentions cast by permanent members do not count as vetoes.

### **7.4 Roll Call Voting**

At the request of a delegate or at the discretion of the Chairboard, voting may take place by roll call instead of by placard. During roll call voting, the Chairboard shall call each member state in alphabetical order. Delegates shall respond with “Yes,” “No,” or “Abstention.” A delegate may choose to pass once and will be called again at the end of the roll call. No explanations of votes are permitted unless explicitly allowed by the Chairboard.