

General Rules

Rule 1: Scope

The rules included in this guideline apply to Maastricht Summit. Each rule is self-reliant unless modified by the Secretariat, in which case, the modification will be deemed adopted before the session begins. No other rules of procedure apply. If a situation arises that has not been addressed by the Rules of Procedure, the Student Officer will be the final authority on what method to follow. For committees in the Specialized Agencies, the rules can be adopted by the Student Officer to reflect the rules of the actual body that is being simulated, and these adopted rules will take precedence unless explicitly specified by the Student Officer.

Rule 2: Language

English will be the official and working language of the conference. If a member wishes to present a document written in a language other than English, the member will have to provide a translation to the committee staff that will then distribute the translated version to the rest of the committee.

Rule 3: Representation

Each member will be represented by a person and will have only one

vote. **Rule 4: Credentials**

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

Rule 5: Mandate of the Secretariat

The Secretary-General or a member of the Secretariat designated by him/her reserves the right to make either written or oral statements to the Committee at any time. The Secretariat shall receive, approve, print and distribute documents, reports, and resolutions of the Committee to the members of the United Nations or other international bodies, approve directives and deliver crises and updates to the Special Committees and generally perform all other work that the Committee may require.

Rule 6: General Powers of the Committee Staff

The Committee Staff consists of the Student Officers: President and the Vice President. Each Committee session will be announced open and closed by the Student Officer. The Chair, subject to these rules, will have complete control of the proceedings at any meeting. The Chair will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these rules. If necessary and given no objections, the Student Officer may choose to suspend the rules in order to clarify a certain substantive or procedural issue. The Student Officer also has the right to interrupt the flow of debate in order to show a presentation or to bring in a guest speaker or an expert witness. The Chair can choose to temporarily transfer his or her duties to another member of the Committee staff. Committee staff members may also advise delegates on the possible course of the debate. Further, no handouts may be circulated to the committee body without the knowledge and explicit approval of the Chair. In the exercise of these functions, the Committee Dais staff will be at all times subject to these rules and responsible to the Secretary-General.

Rule 7: Quorum

Quorum of the Maastricht Summit shall meet when more than **half** of its registered members are present in the Chamber.

Rule 8: Courtesy

Every member will be courteous and respectful to the Committee staff and other members. The Chair will immediately call to order any member who does not abide by this rule. Any Member who feels that he or she is not being treated respectfully is encouraged to speak to the Chair, who will then take the appropriate action. Members violating the courtesy will be issued an academic warning by the Secretariat.

Rule 9: Dress Code

The dress code is formal business attire. This is mandatory during all official sessions of the Conference. Members may wear historical or traditional attire as a reflection of the culture of the nation he or she is representing.

Rule 10: Member Conduct

Members are warned that KMUN has a zero-tolerance policy for slandering, disparaging, or acting in any other way that is inflammatory to other experts. Neither speeches nor debates with other experts may contain remarks of this nature. Those Members who believe that their

countries' policies merit such conduct are advised to consult the Chair before taking any action.

Rule 11: Attendance

At the beginning of the opening session, and other sessions, the Student Officers will call on the Members of the Maastricht Summit in alphabetical order to state their attendance. Members of the committee, unless otherwise specified, will reply "present", "I", or "present and voting" during the roll-call. "Present and voting" states that the Member declares not on abstain on substantive votes.

Rule 12: Absences

If a Member is not present during roll call, he or she is considered absent until a note is sent to the dais staff. A Member who is recognized but is not present when called upon yields his or her time to the Chair and debate shall continue unabated. In order to get a certificate, a Member must not miss more than two sessions. A Member who misses more than half of a session will be deemed as absent, even though he/she sends a message to the presidency.

Rules of Governing Debate

Rule 13: Debate mode

Maastricht Summit will follow the Ad-Hoc debate procedure. Members will submit individually written articles and then debate on them respectively. Subsequently, after the Members deliver their opening statements, the president may set the agenda item.

Afterwards, Members may move with the open debate prior to lobbying on this agenda. During this debate, the House is expected to discuss the agenda item in general. Later on, the debate may be closed by the chair's discretion and members will be granted a time of lobbying to write the Introduction to the Treaty which must summarize the status quo and acknowledge the problem that should be tackled. There will be no debate upon the Introduction, however, it must be voted upon. After the voting procedure of the Introduction ends, the Committee may move on with lobbying and members of the Maastricht Summit shall submit their articles. After the submission of articles, the debate round starts. When the debate on those ends, the Committee may proceed with the discussion on a recently-formed Treaty.

Articles and Amendments in the Maastricht Summit require a simple majority to pass. Every Member has an equal right over the substantive or procedural matters. Debate on the articles

will be in the Open Debate mode which means that a Member who would like to deliver a speech upon an article must come to the floor and speak either in favor or against of the article on the table.

“Closed Debate” is the division of the debate time to times “in favor” and “against.” However, the Closed Debate is allowed and required during just for the debate of the amendments. At the end of a speech, the Member must yield the floor to the chair without any distinction. Members may open themselves to Points of Information in both Open Debate and Closed Debate mode. A Member cannot yield the floor twice. If a floor is yielded to another Member, this Member is not able to open his/herself to Points of Information or yield to the floor but to take his/her seat when his/her speech comes to an end.

The chair may declare a closed debate when an amendment is introduced and, upon the discretion of the chair, shall allocate time restrictions for the times ‘in favour’ and ‘against’ e.g. “Chair allocates two minutes of time in favour and two minutes of time against for this amendment” or shall indicate the numbers of delegates who would be able to take the floor in the respective row, against or in favour, e.g. ‘Chair will grant 2 speakers in favour and 2 speakers against of this amendment”

Rule 14: Agenda Setting

Members of the Maastricht Summit shall set the agenda item and lead the debate

accordingly. **Rule 15: Opening of the debate**

The President shall open the debate on every item of business placed on the agenda unless such a debate is inadmissible or subject to special conditions.

Rules of Governing Points

Rule 17: Point of Personal Privilege

A point which indicates the personal and physical request or disturbance to the chair board for it to be fixed or provided. Most common use of this point is when a Member is not able to hear a Member; he/she may raise this point. Point of Personal Privilege due to the inaudibility is the only point that can interrupt a speaker.

Rule 18: Point of Order

This point is used when the chair makes a mistake regarding the procedural matters. If a

chair recognized you but forgot to grant you a time to speak, you may raise this point. It cannot interrupt a speaker.

Rule 19: Point of Parliamentary Inquiry

A Member may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

Members with substantive questions should not rise to this Point, but should rather approach the Committee staff during caucus or send a note to the board.

Rule 20: Point of Information to Chair / to a Member

Points regarding issues other than the parliamentary procedure and that are not covered in the rules governing other points shall be asked to the Student Officer as a "Point of Information." The Points of Information can only be raised if they are relevant to the discussion and committee ongoing.

Otherwise, it shall be submitted in written format. Point of Information is the least prior in the floor compared to other points. Point of Information directed to a Member is to ask questions about his/her speech, if she/he opens him/herself to the Points of Information when his/her speech comes to an end

Rules of Governing Parliamentary Motions

Rule 21: Motion to move the previous question

When in the Open Debate, a Member who would like to move with the voting process may raise this motion. This motion is not debatable. The chair may ask for any second and then objections. If an objection is heard, this motion fails and a Member who objected to this motion may be granted to speak. When in the debate of an amendment, to move with the against time of the debate, a Member may raise a motion to move the previous question when in in favor time. To move with the voting procedure of an amendment – in the against time- a Member may give a motion to move the previous question.

Rule 22: Motion to reconsider an article

It is the motion to bring an article back to the attention of the house for re-debate and re-vote. It is done at the end of the debate round on the articles before the creation of the eventual document and is used for tabled or failed articles. It requires a supermajority (2/3 majority) to be adopted.

Rule 23: Motion to extend the debate time

Generally, in the amendment debate, a Member who would like to speak on a matter may raise this motion. This motion is not debatable and requires simple majority to pass.

Rule 24: Motion to divide the house

When the voting results are close, this motion enables the chair board to ask delegates' opinions individually. There is no voting procedure for this motion, approval of the Division of the House is

up to the discretion of the Chair Board. The House may be divided in the substantive matters.

When the House is divided, the chair reads the names alphabetically. Delegates do have the right to say 'yes' and 'no'. Abstentions are **not** in order in KMUN 2022 in the procedure of the division of the house. This motion is not debatable and requires a simple majority to pass.

Rules of Governing Amendments

Rule 25: Amendments

Amendment is to change or erase a part in an article. Amendments have one submitter and when the submitter Member introduces his/her amendment chair opens a Closed Debate upon the amendment and move respectively. There are four types of amendments in KMUN 2022.

Change: Simply, a Member may replace a phrase in a part of an article. Amendments on this purpose may be evaluated under the title of 'Change'

Strike Out: If a Member would like to strike out a phrase or a clause may give this kind of amendment.

Add: Adding some phrases to the article, adding an article to the resolution may also be considered as an amendment.

Insert: Locating a phrase – a continuous one- in the article between the words is

inserting. **Rule 26: Amendments to the second degree**

Second-degree amendments can only be submitted in time against the Amendment to the First Degree, and debate on this amendment does not count as a time against the Amendment of the First Degree. Same procedure as for normal amendments is followed. It is an amendment to change a specific part, insert an additional segment or strike out a particular segment of the amendment of the first degree. It is not an opportunity to submit a completely new amendment to create a combination of amendments. If a second degree amendment passes, the amendment to the first degree is automatically adopted. However, if it fails, the Committee shall turn back to the debate on the Amendment to the First Degree.

Rules of Governing Voting

Rule 26: Procedural Voting

Procedural voting is a voting style which is held for the voting of motions. Every member of the committee must vote.

Abstentions are not in order.

Rule 27: Substantive Voting

Substantive voting is the voting type of Amendments and Resolutions. Abstentions are in order. Unless the Rules of Procedure provide otherwise, articles shall be taken by *unanimity*. A tie shall constitute a negative vote. Protocols and Declarations shall be taken by a *simple majority*.

Rule 28: Counting of the Votes

If the Chair does not agree on the result of a vote, a check shall be carried out. If, thereafter, the Chair still does not agree, the votes shall be counted. If the Chair so directs, the count shall be carried out.

Rules of Governing Articles and the Final Treaty

Rule 29: Introduction of the Articles and the Final Treaty

The President may read the documents out loud, or allocate some time for Members to read the documents.

Rule 30: Introduction to the Treaty

The treaty must first address the attending countries' heads of state with their honourable titles. e.g. “*HIS MAJESTY THE KING OF THE BELGIANS,*” .After they are addressed the

treaty must summarize what their visions and achievements in this agreement are in a clause by clause manner which should finalize with “...and to this end have designated as their plenipotentiaries” which will be followed by the names and the status of the members: “*HIS MAJESTY THE KING OF THE BELGIANS:*

Mark EYSKENS,

Minister for Foreign Affairs;

Philippe MAYSTADT,

Minister for Finance;

Rule 31: Title and Article Format

Articles are divided by Titles. Titles include specific articles about titles Topic. Articles are to take action and put a concrete policy of the committee into the treaty. Articles are long and detailed.

Rule 33: Protocol

A protocol is annexed to a treaty and stipulates detailed measures or actions on a specific part of that treaty. When signatory parties enter into a treaty they are also bound to any protocols governed by the treaty. A protocol or any part thereof may include:

- measures directly applicable to one or more states
- elements that stipulate more detailed measures are to be adopted later clarification of decision-making procedures with regard to specific policies and measures. Protocols can be added after the treaty. ([source](#))

Rule 34: Declaration

By means of a declaration, the institutions of the European Community relate their point of view on a specific topic. A declaration is not used to initiate legislative processes, nor is it used to publicize concrete programmes. The declaration as a legal instrument should not be confused with press statements on certain events or situations, or with declarations of vote used by the Council of Ministers. Declarations can be added after the declaration section of the treaty. ([source](#))