



The Model Conference

Faculty of International Relations, University of Economics in Bratislava



Modelová konferencia

Fakulta medzinárodných vzťahov, Ekonomická univerzita v Bratislave

Rules of Procedure of Forum for 21st Century

I General Considerations

1.1. Scope

The following rules apply to the Faculty of International Relations Model Forum for 21st Century (Forum). Please note that the Board is responsible for determining the rules that are in order to facilitate debate and discussion. In case of conflict of interpretation, the Chair is the final authority for determining the applicability of the Rules of Procedure.

1.2. Structure

Forum is divided into four sections so as economic, environmental, intercultural and security.

1.3. Language

English is the official language of the Forum. The Plenary Sessions should be translated simultaneously into Slovak.

1.4. Dress Code

In accordance with the delegate's diplomatic status a formal dress code is required.

1.5. Diplomatic courtesy

During Conference sessions, delegates are expected to exercise diplomatic courtesy when addressing members of the Council and the Board. The Board has the authority to address diplomatic warnings to delegates who obviously violate the diplomatic courtesy.

II Delegations

2.1. Members

All peace-loving nations that recognize the UN Charter, international organizations, non-governmental organizations, private and public sector members willing to discuss the current international relations' alignment.



III The Board of Forum for 21st Century

3.1. Composition

The Board of Forum for 21st Century Organization (Board) will be composed of Members (Members of the Board), Chair of the Board (Chair) and Deputy Chair.

3.2. Participation on the Board

Any other representative shall submit his request to participate on the Board and his request shall be communicated within the Board not later than thirty minutes (30 minutes) after his request was received. This request shall be examined by the Chair who shall submit a report to the Board for unanimous approval (following the procedures outlined in section 6.4.3.). In case of acceptance such representative shall be seated with the same rights as other Members and he will become a Member of the Board.

3.3. Abandonment of the Board

A Member of the Board, who is willing to abandon the Board, shall submit his abandonment request to the Chair, who shall immediately report this request to all Members and they have not less than five minutes (5 minutes) to discuss this matter. In case this request stays valid, Chair shall ask the requesting Member to leave the Board and he shall immediately cease to be a Member of the Board. Each Member can submit his request for abandonment only once per each session.

3.4. Competence of the Board

The competence of the Board may not be questioned by the delegates.

3.5. Authority of the Board

The Board shall exercise ultimate authority over the Forum proceeding in an equitable and objective manner.

3.6. Responsibilities of the Board

The Board is responsible for all procedural matters pertaining to the Forum, including, but not limited to, moderating debate, determining the applicability of the rules and if necessary, clarifying on the meaning of the existing rules..



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IV Parliamentary Procedure

4.1. Roll Call

Attendance shall be conducted by the Chair and Deputy Chair by a Roll Call at the beginning of every session. Delegates shall establish their presence in the Section by raising their placards and declaring “Present”.

4.2. Procedural Matters

Procedural matters are those matters relating to the structure of the Forum. They include, but are not limited to, establishing speaking time, motions and adjournment of the Section session. All delegates must vote on procedural matters. Roll Call vote is not in order for procedural matters.

4.3. Substantive Matters

Substantive matters are defined as those matters relating to the specific topic at hand. Delegates that have established their presence at the initial Role Call shall act accordingly.

Roll Call vote on substantive matters is in order following voting procedure as set in section. 12.1.

V Quorum

Council activities and debate shall start when at least 50% +1 of the delegates accredited to the Section are present. If quorum is not met fifteen (15) minutes after the scheduled start time of the Section session, the Council shall start its session with the number of delegates already present. Quorum shall be assumed when Forum activity begins.

5.1. Verification of Quorum

Delegates may move to the Verification of Quorum, where the Chair will proceed with Quorum confirmation by initiating a Roll Call. The Chair can rule the Motion dilatory without option for appeal.

VI Voting and Voting Procedure

The Forum usually reaches decisions by allowing discussions to continue until a consensus is reached.

6.1. Voting

(1) Proposals and amendments submitted by a Member shall be put to the vote only if they are supported by at least one other Member.



- (2) Chair has the right to postpone voting not later than fifteen minutes (15 minutes) to reach a consensus.
- (3) No Chair or Acting Chair shall vote. Only Members of the Board shall vote. Each Member of the Board has one vote. In determining whether the required majority or unanimity is attained, only votes actually cast shall be taken into consideration. Abstentions shall not be considered votes.
- (4) Members of the Board must vote in favor, against or abstain.

6.2. Method of Voting

Voting shall normally be a show of placards.

6.2.1. Voting by Roll Call

Voting shall be by roll call:

- (a) if, when the result of a vote by show of placards is in doubt, the Chair so decides;
- (b) if at least two Members so request before voting takes place
- (c) if the Chair so decides.

The roll shall be called in the alphabetical order of the names in English of the Members represented, beginning with the delegation whose name is drawn by lot by the Chair. Vote of each delegation shall be recorded in the report on the session.

6.3. Conduct during Voting

After the Chair has announced the beginning of voting, no one shall interrupt the voting except on a point of order in connection with the actual conduct of such voting.

6.4. Decision Making

- (1) Decisions of a meeting on matters of procedure shall be taken by a simple majority vote of the Members.
- (2) Decisions of a meeting on matters of substance shall be taken by a two-thirds majority vote of the Members.
- (3) If the question arises whether a matter is one of procedural or substantive nature, the Chair shall rule on the question. An appeal against this ruling shall be put to the vote immediately and the Chair's ruling shall stand unless overruled by a simple majority (see section 6.4.1.) of the Members.
- (4) Unanimity is needed in order to reach decision and adopt a Draft Communiqué.



6.4.1. Simple Majority

A matter of motions requires a simple majority to pass implying that fifty percent plus one vote (50% + 1) of the section members must vote in favor of the matter to pass. If such vote is a tie, the matter will be considered to have failed.

6.4.2. Two-thirds (2/3) Majority

A substantive matter requiring a two-thirds (2/3) majority to pass implies that at least two-thirds (2/3) of the section members must vote in favor for a matter to pass.

6.4.3. Unanimity

A matter requiring unanimity to pass implies all Members of the Board must vote in favor for a matter to pass. Abstentions are permissible and do not count against unanimity, being interpreted as an absence of the abstaining state from voting procedure.

6.5. Voting on Amendments

All Amendments shall be voted on in the order in which they were proposed before the Forum closes debate on the Communiqué that they concern. If one Amendment implies the rejection of a second Amendment, the second Amendment will not be voted upon. A passed Amendment shall be automatically included in the Communiqué. Once all the Amendments relating to a Communiqué have been voted on, the Forum shall vote on the Communiqué as a whole after Closure of the Debate on the Topic Area under Discussion.

VII Debate

7.1. Form of Debate

Unless the Section Chair decides otherwise, moderated caucus will be the form of debate during all sessions of the Forum. Any delegate wishing to speak should raise his/her placard and be recognized by the Section Chair.

7.2. Informal Debate

During formal debate a motion can be made by any delegate for an unmoderated caucus, which constitutes informal debate. Informal debate can only occur on substantive issues and is out of order once a motion to close debate has passed. Motion to enter informal debate is in order, following the procedures outlined in sections 10.2 and 10.3.



7.3. Recognition

A Delegate may only address the Forum if he/she has received permission from the Chair.

7.4. Interruptions

A Speaker may not be interrupted by another delegate, unless the delegate has risen to a Point of Personal Privilege.

VIII Speeches

8.1. Motion to Set Speaking Time

After opening the speakers list the chairman may set a time limit on speeches of all the delegates. At this time delegates make speeches, ask and answer questions, and introduce and debate resolutions and amendments. In general, time for the initial speech of every delegate before moving to debate is set to five (5) minutes. The delegate wishing to speak may raise his/her placard. Delegates must keep their remarks relevant to the subject under discussion. The Chair may either rule the Motion dilatory at his/her discretion or put it to vote. A Delegate exceeding the allotted time for a speech may be called to order by the Chair.

IX Points

9.1. Point of Personal Privilege

A Delegate may rise to a Point of Personal Privilege if a matter impairs him/her from participating fully in Forum activities. The Chair shall try to effectively address the source of impairment. This point may interrupt a Speaker only due to inability.

9.2. Point of Order

A Delegate may rise to a Point of Order if a rule of procedure is not properly observed by a Delegate or by the Board. The Chair will rule on the validity of the point. A Delegate rising to a Point of Order may not comment on the topic of discussion. A Point of Order ruled dilatory by the Chair may not be appealed. This point may interrupt a Speaker.

9.3. Point of Parliamentary Inquiry

A Delegate may rise to a Point of Parliamentary Inquiry to request an explanation on the Rules of Procedure by the Chair. This point may not interrupt a Speaker.



9.4. Right of Reply

A Delegate whose personal or national integrity has been impugned by another Delegate's comments may rise to a Right of Reply. Disagreement with the content of a Delegate's speech is not grounds for a Right of Reply. The Chair will recognize the Right of Reply at his/her discretion as well as decide on how to resolve the motion. This point may not interrupt a speaker but should be addressed the moment he/she will has finished his/her speech. Should the Chair rule the Right of Reply out of order, his/her decision cannot be appealed. No delegate may call for a Right of Reply on a Right of Reply.

X Motions

Different Motions for the purpose of the conference held by the Forum for the 21st century on the 29 November 2011

10.1. Motion for the Adjournment of the Meeting

A Delegate may move for the Adjournment of the meeting to suspend all Forum activities until the next scheduled meeting time. The Chair may rule the Motion out of order without possibility of appeal or put it to vote. This point of the motions is just theoretical for our purposes, since the conference held by the Forum for the 21st Century changes its main activities annually, and the agendas of different years can not be mixed; but has to be included into the rules of procedure as it may be one of the outcomes of our negotiations.

10.2. Motion for an Unmoderated Caucus

A Delegate may move for an unmoderated caucus, thereby suggesting a change from formal to informal debate. The Delegate who makes this motion must suggest a length and justification for the unmoderated caucus. It is important for the proposition to clearly define the terms as well as purpose of the motion, in order to promote the effectivity of the caucus. The Chair may suggest a more appropriate caucus length and put it to vote or may rule the unmoderated caucus out of order without possibility of appeal. Each Motion will require a simple majority votes in each negotiation section, in order to be approved. Once the Motion has passed, the Delegates will carry an informal discussion on the topic specified in the Motion without leaving the conference room.

10.3. Motion to Extend the Unmoderated Caucus

A Delegate may move to extend the Unmoderated Caucus if he/she feels that additional time would benefit the work of the Forum. The Delegate who moves for an extension of Unmoderated Caucus must suggest a length for the extension, which shall not exceed the duration of the original Unmoderated Caucus. The Chair may suggest a more appropriate caucus length and put it to vote or may rule the Extension of the Unmoderated Caucus out of order without the possibility of appeal.



10.4. Motion to Close Debate on a Draft Communiqué

A Delegate may move to Close Debate in order to end discussion, formal or informal, on a point of the draft. This Motion will also need a simple majority votes and if the Chair rules the Motion in order, the Forum will enter voting procedure.

XI Communiqués of the Section

11.1. Working Paper (Statement of a Delegate)

A Working Paper is an informal document used by Forum Delegate to work on building a Draft Communiqué. A Working Paper of other Delegates will be distributed at the Chair's discretion if requested by the Delegate. Delegates are strongly advised to have prepared working papers on their topics.

11.2. Chair of the Board

The Chair is the main writer of a Draft Communiqué. The Chair is responsible for an introduction of a Draft Communiqué to the floor and also must agree to support a Draft Communiqué, unless major changes have been introduced through the amendment process.

11.3. Introduction of a Draft Communiqué

An introduction shall be procedural in nature. The content of the introduction shall be limited to the reading of a Draft Communiqué as a whole where upon the Chair shall be granted the floor for allotted time limit.

11.3. Withdrawal of a Draft Communiqué

A Draft Communiqué may be withdrawn by Chair at any time before voting on it. A Draft Communiqué may not be withdrawn if any amendment to it is on the floor.

11.4. Amendments

During Debate on a Draft Communiqué, a Delegate may move to introduce an Amendment, which will add to, strike out from or modify a part of the Draft Communiqué. The Amendment has to be first approved by the Chair.



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11.4.1. Non Substantive Amendments

Amendments correcting grammatical, spelling or formatting mistakes will be automatically adopted without vote from the Forum, at the discretion of the Chair. Following the initial reading of the Draft Communiqué, Delegates are permitted to point out any such problems to the Chair.

11.4.2. Substantive Amendments

All Amendments require approval from the Chair to be introduced. Amendments will be put to a vote prior to the vote on the Communiqué as a whole. Amendments to Amendments are out of order. All amendments to a Communiqué must be unanimously voted.

11.5. Withdrawal

The Signatories of an Amendment may request its withdrawal at their discretion, before its adoption by the Forum.