

RULES OF PROCEDURE

PRAGUEPRAŽSKÝ
STUDENTSTUDENTSKÝ
SUMMIT



V4+



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Model V4+

Published by Association for International Affairs (AMO) for 21st season of Prague Student Summit.

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Following Rules of Procedure govern the principles, forms and the particular ways of conduct of negotiations of the Model of Visegrad Group (V4+). Participants are required to strictly comply with these Rules for the whole duration of an ongoing session.

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SECTION I – DEFINITIONS

- 1) "**Assembly**" is the assembly of representatives from the Republic of Austria, the Czech Republic, Federal Republic of Germany, Hungary, Republic of Poland and Slovak Republic within the Model V4+ of the Prague Student Summit.
- 2) "**President**" is the chief Chairperson overseeing the Assembly. He/she has at least 2 deputies.
- 3) "**Secretariat**" is a group of persons comprising of the President and his/her deputies.
- 4) "**Chairperson**" is a person presiding the meeting at given time and is designated by the President or by the previous chairperson. Chairperson shall have the responsibility of ensuring the smooth operation of the Assembly through interpretation and enforcement of the Rules of Procedure.
- 5) "**Rules**" are these Rules of Procedure.
- 6) "**Delegate**" is a person determined by a government of a Member State of the Visegrad Group and Germany to represent the concerned state in the Assembly. Delegate shall participate in session only after he/she notify the chairperson of his/her presence.
- 7) "**Delegation**" is a group of five delegates representing one country at the Assembly.
- 8) "**Agenda**" is a list of items that are to be discussed during the sessions of the Assembly.
- 9) "**Proper speech**" is a term referring to a statement expressed by the Delegate during the session of the Assembly after he/she was given the floor by the Chairperson in accordance with these Rules.
- 10) "**Reaction**" is a statement expressed in reaction to a proper speech in accordance to these Rules.
- 11) "**Procedural Motion**" is a procedural instrument proposed and conducted in accordance to these Rules.
- 12) "**List of Speakers**" is a list managed by the Chairperson indicating the name and the position on the list of Delegates who have requested to be inscribed in the list in order to be given the floor.
- 13) "**Placard**" is an official tag with country and name of the Delegate inscribed on it.



14) "**Document**" is any written text adopted by the Assembly in accordance to these Rules in the form of the documents as follows:

- a) Joint Statement,
- b) Final Communiqué.

15) "**Non-member State**" is any state which is not among states represented in the Assembly.

16) "**General Debate**" is a debate about the general issue concerning the actual item on the Agenda. In the General Debate one speaker after another deliver a proper speech in front of the whole assembly. Order is determined by the List of Speakers.

17) "**Debate on Document**" is a debate that concerns adoption of a Document; only one particular Document and Amendments thereto shall be discussed within one debate.

18) "**Moderated Caucus**" is a debate about the specific aspects of the item currently discussed in the General Debate or the Debate on Document. Moderated caucus allows to specify the rules of conduct of the discussion. The Moderated Caucus is always time limited. New List of Speakers is opened for the Moderated Caucus. List of Speakers of the previous debate remains in place and applies again after the Assembly goes back to the General Debate or the Debate on the Document depending on when the motion was raised.

19) "**Unmoderated Caucus**" is a debate used for direct communication between the member delegates without moderation. The Unmoderated Caucus is always time limited.

20) "**Sponsor**" is a particular Delegation submitting the Document as stated in the proposal of a Document. Sponsor must vote in favor its own Document. Sponsor may also withdraw the proposal of the Document before the voting procedure.

21) "**Signatory**" is a particular Delegation as stated in the proposal which express its support to the Document submitted by the Sponsor. Signatory may withdraw its support before the voting procedure. Signatory is not obliged to vote in favor of the Document.

22) "**Quorum**" is a minimum number of Delegates present at the assembly session for the assembly to conduct business. Quorum is met when at least three-fifths of the Delegation members are present.

23) "**Meeting Suspension**" is a temporary or final cessation of the Assembly discussion used for longer period of time, typically between the working days. Delegates are not bound by the Rules of Procedure after the meeting is suspended.



SECTION II - AGENDA

24) The agenda shall be a list of issues that are to be discussed during the Assembly session; these shall be sorted in the form of items and sub-items.

25) The first item of business of a session is the formal adoption of a working agenda.

26) The Agenda may be at any time altered or amended by any Delegate by means of submitting an Amendment in accordance with these Rules; the Delegate may thereby change the order of points, delete and add items.

SECTION III - THE CHAIRPERSON

27) The Chairperson has following competences:

- a) declares the meeting open;
- b) leads the meeting, gives floor to the Delegates;
- c) declares entering the voting procedure, leads the voting procedure and states the result
- d) decides about technical issues, points of information and points of objection;
- e) may limit time given for proper speech, reply or reaction;
- f) has the right to call in a guest speaker, for example a delegate of non-member state in order to observe or to participate in the particular discussion;
- g) may take away the floor from any Delegate if deemed necessary;
- h) has the right to directly and immediately suspend the meeting;
- i) any matter not governed by these Rules shall be decided by the chairperson after a consultation with the President of the Assembly in cooperation with the board of chairpersons. Decision shall be made in the spirit of these Rules.

28) In all matters not expressly provided in the Rules, the Chairperson shall act in the spirit of these Rules in accordance to his/her own judgement on the matter.

29) Decisions made by the Chairperson shall be binding.

30) If the Delegate does not agree with the septs carried out by the Chairperson and velieves that the Rules of Procedure have been gravely violated, the Delegate has the right to appeal to the Deputy Chief Coordinator of the Prague Student Summit to re-examine the decision of the Chairperson. This is done by a way of submitting the written objection which is handed in to the Chairperson afterwards. Deputy Chief Coordinator will then review the objection. Until



the appeal has been resolved by the Deputy Chief Coordinator the former decision of the Chairperson stay in power.

31) The decisions do not have a precedential character.

SECTION IV - CONDUCT OF DEBATE

32) All Delegates shall be referred to in third person.

33) The official language of the debate is English.

34) The Chairperson may declare the meeting open if at least three-fifths of each delegation are present. Exceptions to be made only in rare and grave situations and have to be approved unanimously by all present Delegates. However, no document can be adopted unless the quorum is met.

35) The session shall consist of General Debate, Moderated Caucus, Unmoderated Caucus and Debate on Document; all formats shall strictly follow these Rules.

SUBSECTION IV/a: GENERAL DEBATE

36) The General Debate shall be a debate focused onto one general issue as stated on the Agenda; no Document proposals, Procedural Motions concerning Document adoption or voting thereon are allowed.

37) Unless any Delegate proposes a Motion for Moderated Caucus, a Motion for Unmoderated Caucus or a Motion to enter Debate on Document whereas voting thereon results in affirmative majority, the Assembly shall be in General Debate.

SUBSECTION IV/b: DEBATE ON DOCUMENT

38) Debate on Document shall be a debate concerning particular Document, including all the Amendments to the Document.

39) Debate on Document shall begin with a Motion to enter the Debate on Document followed by affirmative vote of simple majority of present Delegates. Such motion can be raised only after draft document is presented (in electronic form or legible writing) to the Secretariat and approved by it.

40) Sponsor of the Document shall be given a possibility to present the Document before entering the voting procedure about entering Debate on Document. At the beginning of Debate on Document the sponsor shall be given the floor first if he/she requests it by raising his/her placard.



41) Only one Document shall be permitted to be discussed within Debate on Document. To this document multiple amendments may be submitted at a time.

42) Debate on Document shall result either in voting thereon or in withdrawal thereof.

SUBSECTION IV/c: MODERATED CAUCUS

43) Moderated Caucus shall be a debate focused on specific aspects of the item currently discussed in the General Debate or in the Debate on Document or further specifying and regulating the way of conduct of the discussion.

44) The specification and scope of a Moderated Caucus (such as specification of topic, caucus total time, and speakers' time) shall be mentioned by the Delegate proposing the motion.

SUBSECTION IV/d: UNMODERATED CAUCUS

45) Unmoderated Caucus shall be an informal debate with the official session decorum temporarily suspended. Delegates are allowed to freely discuss any issues or questions and work on the document proposals.

46) The area where the Unmoderated Caucus takes place is set by the Chairperson.

47) Unmoderated Caucus has an appropriate time limitation specified when proposing the Motion for Unmoderated Caucus. After the time limit passes, the Chairperson will address the assembly and Delegates are requested to be seated. Assembly will continue with the General Debate or the Debate on Document.

SECTION V - PROCEDURAL POINTS AND MOTIONS

48) The Delegates dispose with the right of submitting Procedural Points and Motions. Only Points and Motions stated in these Rules are allowed.

49) All the Procedural Points and Motions shall be conducted in the manner described in these Rules and in exact wording.

50) During the discussion of any matter, a Delegate has the following Procedural Points and Motions at disposal:

- a) To be inscribed in the List of Speakers;
- b) Express will to react to current speaker;
- c) Point of Grave Personal Insult;
- d) Point of Objection;
- e) Point of Information;



- f) Point of Personal Privilege;
- g) Motion for Moderated Caucus;
- h) Motion for Unmoderated Caucus;
- i) Motion to enter the Debate on Document;
- j) Motion to close debate on the item under discussion;
- k) Motion to amend the Agenda;
- l) Motion to amend a document;
- m) Motion to vote on a document or an amendment.

51) The decision about the assessment of any Procedural motion is strictly under the competence of the Chairperson, who has the right to refuse to recognize the concerned Motion.

SUBSECTION V/a: INSCRIPTION INTO THE LIST OF SPEAKERS

52) The desire to speak is indicated by simply holding up placard, after which the Delegate is inscribed into the List of Speakers. All Delegates are asked to keep their placard visibly up until given signal by a member of the Secretariat that they have been recognized.

53) Each delegate can be inscribed for proper speech only once at a time in the List of Speakers.

SUBSECTION V/b: REACTION

54) Willingness to react to the current speaker is indicated by holding up a placard whilst crossing hands to the shape of letter "X".

55) Time for a reaction is limited for maximum of 2 minutes if not explicitly changed otherwise by the chairperson according to the 27) e).

56) Number of possible reactions is limited to 3 but can be altered by the Chairperson either by adding or by limiting the number further.

57) Delegates will be granted reaction in the order they express their will to react. If the number of Delegates wishing to react exceeds the allowed number, the chairperson may give priority to Delegates representing different Delegations.

58) A reaction shall be only a statement in response to the proper speech that is strictly relevant to the topic the Delegate is reacting to. Delegate shall be immediately stopped by being taken away the floor by the Chairperson in case of violation of this principle.



59) Reaction on reaction is never permissible; a Delegate can only react to a proper speech.

SUBSECTION V/c: POINT OF GRAVE PERSONAL INSULT

60) A case of serious personal attack onto a particular Delegate, Delegation or country sovereignty should be framed as a Point of Grave Personal Insult.

61) The desire to express the motion of Grave Personal Insult is indicated by raising a placard whilst saying "Point of Grave Personal Insult"; such a motion shall not be misused to interrupt current speaker if not necessary.

62) After the current speaker finishes his/her proper speech, the Chairperson may accord the right of prior reply in the case of Grave Personal Insult; the time for such reply is limited to 2 minutes if not explicitly changed otherwise by the chairperson according to the 27) e). Such reply is not counted into limited number of reactions.

SUBSECTION V/d: POINT OF OBJECTION

63) A Point of Objection may relate to the maintenance of order of the Rules by the Delegate or by the Chairperson.

64) A Point of Objection shall be indicated by raising placard whilst saying "Point of Objection".

65) A Point of Objection shall be the circumstances under which a Delegate may be interrupt the current speaker; the Chairperson may stop the current speaker and give floor to the delegate raising the point of objection. However, this institute is not to be misused to interrupt speaker without proper reason.

SUBSECTION V/e: POINT OF INFORMATION

66) A Point of Information shall be implemented if a Delegate wishes to obtain a clarification of procedure or if he/she requires further clarification or additional information from the speaker; it shall not be a reaction to the speech itself.

67) A Point of Information shall be indicated by raising a hand whilst saying "Point of Information" either when no Delegate has the floor or at the very end of the speech.

68) If the Point of Information is deemed in order by the Chairperson, he/she may offer the mentioned Delegate the floor to briefly answer the demand. Said delegate can refuse the floor.

SUBSECTION V/f: POINT OF PERSONAL PRIVILEGE

69) A Point of Personal Privilege shall be indicated by raising placard whilst saying "Point of Personal Privilege".



70) Point of Personal Privilege concerns the technical aspect of the negotiations meaning that a Delegate should raise this point if there are any technical issues not allowing him/her to participate in the negotiations properly.

71) A Point of Personal Privilege shall be the circumstances under which a Delegate may be interrupt the current speaker; the Chairperson may stop the current speaker and give floor to the delegate raising the point of personal privilege. However, this institute is not to be misused to interrupt speaker without proper reason.

SUBSECTION V/g: OTHER PROCEDURAL MOTIONS

72) Procedural Motions, except for points mentioned in section V/a-f, are indicated and implemented by spoken proposal during the proper speech of particular Delegate.

73) **Motion for Moderated Caucus** is proposed by the Delegate that desires to further specify the ongoing debate. Specifications (topic, total time and speakers' time) shall be clearly stated and set prior to the voting procedure. If considered appropriate, these can be altered by the Chairperson.

74) **Motion for Unmoderated Caucus** is proposed by the Delegate that desires to informally discuss the issues relevant to the current agenda item. A time limit for the Unmoderated Caucus shall be clearly stated and set prior to the voting procedure. If considered appropriate, it can be altered by the Chairperson.

75) **Motion to enter Debate on Document** is proposed by the Delegate that wishes to discuss a particular Document and Amendments thereto. Prior to the proper speech in which a Delegate wishes to raise this motion, written proposal of the Document has to be handed to and approved by the Secretariat.

76) **Motion to close debate on the item under discussion** is proposed by the Delegate that desires to temporarily stop the discussion about the current item of the Agenda; if the motion passes, the debate is closed and the item of the Agenda shall be automatically moved to the bottom of the Agenda; this Procedural Motion shall be proposed only within the General Debate.

77) **Motion to amend the agenda** and **Motion to amend a document** are conducted by expressing will to officially submit an amendment. Prior to the proper speech in which a Delegate wishes to raise this motion, written proposal of the Amendment has to be handed to and approve by the Secretariat. If the motion passes, all delegates shall discuss the matter in this amendment and are discouraged to submit other motions to amend the document or agenda until the previous amendment is either voted upon or withdrawn.



78) **Motion to vote on a document** and **Motion to vote on an amendment** are conducted by expressing will to vote on a document or amendment that has been already discussed.

79) All Motions in section V/g are to be voted upon. In rare circumstances, Chairperson may decide about the motions on his/her own. The entering to the voting procedure onto a Procedural Motion is possible after agreement of the Chairperson.

80) After implementation any of the motions mentioned in section V/g, the Delegate may be given the right to decide whether the Assembly shall move directly to the voting procedure or whether other Delegates inscribed in the List of Speakers may be given the floor. In case the delegate is not given this authority, the decision is upon the Chairperson.

81) The Chairperson has the right to refuse to recognize any proposal of the Procedural Points and Motions mentioned.

SECTION VI: DOCUMENTS AND AMENDMENTS

82) During the negotiations the Assembly can adopt following documents: Joint Statement, Final Communiqué and Amendments. Every Document shall have at least one Sponsor and one Signatory.

83) Sponsor as well as Signatory must be a whole Delegation.

84) Only one of the Sponsors of a Document shall propose the Motion to enter Debate on Document and introduce the Document. Motion for voting thereon can be raised by any member of the Assembly.

85) Document shall be written in a proper form that consists of parts as follows:

- a) A determination of a Sponsors and Signatories;
- b) A body of the Document that constitutes of the text of proposed Document.

86) Proposals of the Joint Statements and Final Communiqués shall be submitted in an electronic format. Proposals of the Amendments shall be submitted preferably in an electronic format or in clear and legible writing to the Chairperson before they may be considered by the Assembly.

87) Not more than one Document or Amendment thereto shall be discussed at the same time.

88) A proposal may be withdrawn by the Sponsoring Delegation that has proposed it at any time before entering the voting procedure. All present delegates of the Sponsoring Delegation has to agree with such withdrawal. Proposal may be withdrawn at any time by approaching the Secretariat.



89) A support of the Signatory may be withdrawn at any time before entering the voting procedure. All present delegates of the Signatory Delegation has to agree with such withdrawal. The support may be withdrawn at any time by approaching the Secretariat. Should the proposal remain with no Signatory, the Chairperson will ask whether any of the present Delegations want to express the support instead. If so, the Document stay to be discussed upon. Having no Signatory the document is dismissed.

90) All decisions regarding the status of Documents and Amendments thereto shall be made by the Chairperson.

91) All the Documents and Amendments thereto shall be adopted unanimously.

SUBSECTION VI/a: JOINT STATEMENT

92) During the negotiations about each item of the Agenda, the Delegates may propose the draft of Joint Statement.

93) A Joint Statement shall be written, coherent, official document representing the opinion of the Assembly about the discussed item, including all the important remarks and statements of the debate on the item of the Agenda.

94) The draft may be altered or amended by means of an Amendment in accordance with these Rules.

SUBSECTION VI/b: FINAL COMMUNIQUÉ

95) At the end of the session, Final Communiqué summarizing all the negotiations and documents approved during the session of the Assembly.

96) Final Communiqué shall be written, coherent, official document concluding the negotiation as whole whereas it shall include the remarks and statements of all the items of the Agenda in spirit of the already adopted Joint statements.

97) Final Communiqué may be altered or amended by means of an Amendment in accordance with these Rules.

SUBSECTION VI/c: AMENDMENT

98) Amendment shall be a written document that alters, amends or discards a part of the Joint Statement or Final Communiqué.



99) Amendment shall be written in a proper form that consists of parts as follows:

a) A determination of a Sponsor and a Signatory;

b) A body of the Amendment constituted of the character of the alternation and the means of the alternation, defined as precisely as needed in order to preclude any misunderstandings concerning the amendment.

SECTION VII – VOTING

100) Each Delegate shall be accorded one vote in the Assembly; this vote shall be either affirmative or negative.

101) Delegate has the right to abstain from voting; his vote shall be regarded as neither affirmative nor negative.

102) Voting procedure shall begin upon the Chairperson's declaration "The Assembly is in voting procedure," and end when the results of the vote have been announced.

103) Only circumstance when the Delegate may interrupt the voting procedure shall be a Point of Objection and a Point of Personal Privilege concerning the conduct of the vote.

104) Voting shall be by default carried out by a show of placards –a **Straw Vote** – unless a Delegate requests a **Roll Call Vote**;

105) **Roll Call Votes** take place in English alphabetical order by nation. If a delegate wishes the voting to be conducted as a roll call vote he/she has to specify it during motion to vote on a document or amendment.

106) Delegates may explain their vote after the voting; this right may be accorded to either affirmative or negative votes, but may be limited by the Chairperson. In order to do so a delegate wishing to explain his vote shall raise the point of information before the results are announced.

107) Simple majority of present Delegates shall be needed for a Procedural Motion to pass unless stated otherwise by these Rules. Simple majority for this purpose is defined as majority of voting (abstentions are not counted).

108) Procedural Motions and procedures hereunder in this clause must be adopted unanimously meaning that no Delegate votes against or abstains. Prior to voting a maximum



of two Delegates are let to speak in favor and a maximum of two Delegates against the proposal prior to voting; these are as follows:

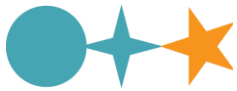
- a) Adoption of Agenda;
- b) Adoption of Joint Statement;
- c) Adoption of the Final Communiqué;
- d) Amendments to the Documents mentioned;
- e) Motion to close the Debate on the item under discussion.

109) In case of voting in discordance with the Rules of Procedure, any Delegate has the right to speak and announce the decision of the Assembly as invalid by means of Point of Objection; if the Chairperson assesses the proposal as rightful, the voting procedure on the original motion shall be repeated.

SECTION VIII – GENERAL

110) All the procedural proposals shall be expressed in exact wording as stated in these Rules; any modifications thereof shall be considered by the Chairperson as a violation of these Rules and adequate cautions in accordance with these Rules shall be undertaken.

111) The Chairperson owns the right to deprive any Delegate from the floor in case of statements that include violation of basic principles of human rights, human dignity, basic principles of the Visegrad Group, or violation of these Rules; in case of considerably grave violation, this Delegate may be expelled from the negotiations.



SECTION IX – QUICK REFERENCE

| Point ... | When in order? | Interrupt speaker? | Comments |
|------------------------------|----------------|--------------------|--------------------------------------|
| ... of Grave Personal Insult | Proper speech | No | Chairperson may give the prior reply |
| ... of Objection | Anytime | Yes | |
| ... of Information | Anytime | No | |
| ... of Personal Privilege | Anytime | Yes | technical issues |

| Motion ... | When in order? | Comments |
|--|----------------|---|
| ... for Moderated Caucus | Proper speech | setting topic, total and speakers' time |
| ... for Unmoderated Caucus | Proper speech | setting time limit |
| ... to enter the Debate on Document | Proper speech | Document must be handed to and approved by Chairperson |
| ... to close debate on the item under discussion | GD | |
| ... to amend the Agenda | Proper speech | Amendment must be handed to and approved by Chairperson |
| ... to amend a document | Proper speech | Amendment must be handed to and approved by Chairperson |
| ... to vote on a document or an amendment | Proper speech | |

| Others | When in order? | Comments |
|--|----------------|---|
| Express will to react to current speaker | Proper speech | Holding up the placard, hands shaped in "X" |
| Inscription to the Speakers List | Anytime | Holding up the placard |
| Approach the Chairperson | Anytime | |
| Submitting the document | Anytime | JS and C in e-form, A in e-form or written |
| Submitting the appeal | Anytime | in written form via Chairperson to Deputy Chief Coordinator |

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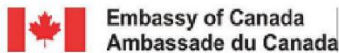
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