



AMO.CZ

LISTOPAD  
2016

JEDNACÍ ŘÁD | XXII | NATO

# The Model NATO Rules of Procedure



PRAŽSKÝ STUDENTSKÝ SUMMIT | [WWW.STUDENTSUMMIT.CZ](http://WWW.STUDENTSUMMIT.CZ)



Negotiations of the North Atlantic Council are conducted in accordance with these Rules of Procedure that stipulate rights and obligations of Ambassadors to the North Atlantic Council of the North Atlantic Treaty Organization.

## Section I – Definitions

- (1) “Council” is the North Atlantic Council.
- (2) “Secretary General” is the Secretary General of the North Atlantic Treaty Organization.
- (3) “Chairperson” is a person presiding over the meeting at a given time and is designated by the Secretary General or by the previous Chairperson. The Chairperson shall have the responsibility of ensuring the smooth operation of the Council through interpretation and enforcement of the Rules of Procedure.
- (4) “Rules” are these Rules of Procedure.
- (5) “Secretariat” is a group of persons including the Secretary General and his or her deputies.
- (6) “Ambassador” is a Permanent Representative of a Member State of the North Atlantic Treaty Organization or of a Non-member state as defined in s. I (12) invited to the meeting, designated by a government of such State to represent the concerned state in the North Atlantic Council.
- (7) “Proper Speech” is a statement expressed by an Ambassador during the meeting of the Council after the Ambassador was given the floor by the Chairperson in accordance with these Rules.
- (8) “Procedural Motion” is a procedural instrument, proposed and conducted in accordance with these Rules.
- (9) “List of Speakers” is a list managed by the Chairperson indicating the name and the position on the list of the Ambassadors who have requested to be inscribed in the list in order to be given the floor.
- (10) “Placard” is an official tag with country name inscribed on it.
- (11) “Document” is any written text, adopted or proposed for adoption by the Council in accordance with these Rules in the form of the documents as follows:
  - a) Joint Statement;
  - b) Final Communiqué.
- (12) “Non-member state” is any state, which is not a member of the Alliance.
- (13) “General Debate” is a debate about the general issue concerning the current item on the Agenda.
- (14) “Debate on Document” is a debate that concerns either adoption of a Document or an Amendment; only one particular Document and the Amendments thereto shall be discussed within one debate.
- (15) “Submitter” and “Co-submitter” is a particular Ambassador as stated in the proposal of a Document.

## Section II – Agenda



- (16) The Agenda shall be a list of issues that are to be discussed during the North Atlantic Council meeting; these shall be sorted in the form of items.
- (17) The first item of business of a meeting shall be the adoption of the Agenda.
- (18) The debate on the Agenda should follow all the provisions stated in s. VI and for this purpose, the Agenda should be regarded as a Document.
- (19) The last and final item on the Agenda shall be the adoption of the Final Communiqué.
- (20) The Agenda may be at any time altered or amended by any Ambassador by means of submitting of an Amendment in accordance with s. VI/c; the Ambassador may thereby change the order of items, delete and add items.
- (21) The Secretariat may also decide to alter or amend the Agenda, should the circumstances require it.
- (22) The item on the Agenda currently under discussion and its position shall not be altered.

### **Section III – The Chairperson**

- (23) The Chairperson:
  - a) declares the meeting open;
  - b) leads the meeting, gives floor to the Ambassadors;
  - c) declares entering the voting procedure, leads the voting procedure and states the result;
  - d) decides on all Procedural Motions as well as technical issues;
  - e) may limit time given for a Proper Speech;
  - f) has the right to call in a guest speaker, for example a delegate of a Non-member state in order to observe or to participate in the particular discussion;
  - g) may take away the floor from an Ambassador;
  - h) has the right to directly and immediately suspend the meeting.
- (24) In all matters not expressly provided in the Rules, the Chairperson shall act in the spirit of these Rules in accordance with his or her own judgment on the matter.
- (25) Decisions made by the Chairperson shall be binding; exclusively in case of grave violation of the Rules, an Ambassador has the right to call in the Deputy Chief Coordinator in accordance with s. VIII.

### **Section IV – Conduct of Debate**

- (26) The Chairperson may declare the meeting open if at least one-third of Ambassadors are present; for this reason, an attendance in the form of a roll call may be taken by the Chairperson.
- (27) All Ambassadors shall refer to each other in the third person exclusively.
- (28) The meeting shall consist of General Debate and Debate on Document; both formats shall strictly follow these Rules.



### **Subsection IV/a – General Debate**

- (29) The General Debate shall be a debate focused onto the general issue as stated on the Agenda; no Procedural Motions concerning Document adoption or voting thereon are allowed.
- (30) Unless any Ambassador proposes a Motion to enter Debate on Document whereas voting thereon results in affirmative majority, the Council shall be in General Debate.

### **Subsection IV/b – Debate on Document**

- (31) Debate on Document shall be a debate concerning particular Document, including all the Amendments thereto; determination of Document to be discussed must take place before entering Debate on Document.
- (32) Debate on Document shall begin with a Motion to enter Debate on Document followed by an affirmative vote of a simple majority of the present Ambassadors.
- (33) The Ambassadors have the right to see the draft of the Document before the vote takes place.
- (34) Ambassador proposing the Motion to enter Debate on Document shall be either Submitter or Co-Submitter of the concerned Document.
- (35) Submitter of the Document shall be given the floor by the Chairperson immediately after the Council enters the Debate on Document in order to present the Document to the Council properly at the beginning of Debate on Document.
- (36) Only one Document shall be permitted to be discussed within Debate on Document.

## **Section V – Procedural Motions**

- (37) The Ambassadors dispose with the right of submitting Procedural Motions, as defined in s. I (8), adequately and in accordance with these Rules; allowed are only those Motions that are stated in these Rules.
- (38) All the Procedural Motions shall be conducted in the manner described in these Rules and in exact wording.
- (39) During the discussion of any matter, an Ambassador shall take the following Procedural Motions:
  - a) Motion to be inscribed in the List of Speakers;
  - b) Right of Reply;
  - c) Point of Grave Personal Insult;
  - d) Point of Personal Privilege;
  - e) Point of Objection;
  - f) Point of Information;
  - g) Motion to enter the Debate on Document;
  - h) Motion to suspend the meeting;
  - i) Motion to suspend the debate on the item under discussion;
  - j) Motion to close the debate on the item under discussion;
  - k) Motion to amend the Agenda;



l) Motion to amend a document.

- (41) The Motion to be inscribed in the List of Speakers is indicated by holding up a Placard.
- (42) 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 – Right of Reply**

- (43) If a particular Ambassador is mentioned expressly in the Proper Speech of any other Ambassador, the Chairperson may grant this Ambassador a Right of Reply to such speech upon his or her request or from the power of a Chairperson.
- (44) Right of Reply shall be requested by raising a hand whilst saying “Right of Reply” at the end of a Proper Speech.
- (45) Right of Reply shall be limited by a time limit of 1 minute, unless the Chairperson decides otherwise.
- (46) Right of Reply shall only serve to respond to the preceding Proper Speech that is strictly relevant to the topic and shall be immediately stopped by taking away of the floor by the Chairperson in case of violation of this principle.

### **Subsection V/b – Point of Grave Personal Insult**

- (47) A case of serious personal attack onto a particular Ambassador or group of Ambassadors should be framed as a Point of Grave Personal Insult.
- (48) The desire to express the Point of Grave Personal Insult is indicated by raising a hand whilst saying “Point of Grave Personal Insult”; such a motion shall not be misused to interrupt current speaker, unless it is absolutely necessary.
- (49) After the current speaker finishes his or her proper speech, the Chairperson may accord the right of prior reply in the case of Grave Personal Insult; the time for such reply may be limited by the Chairperson.

### **Subsection V/c – Point of Objection**

- (50) A Point of Objection may relate to the maintenance of order of the Rules.
- (51) A Point of Objection shall be indicated by raise of hand whilst saying “Point of Objection”.
- (52) A Point of Objection shall not be misused to interrupt the speaker, unless it is necessary given the circumstances.

### **Subsection V/d – Point of Personal Privilege**

- (53) A Point of Personal Privilege shall be raised, should any Ambassador suffer from any discomfort, resulting from the state of the room or other circumstances irrelevant to the debate.
- (54) A Point of Personal Privilege shall be indicated by raising a hand whilst saying “Point of Personal Privilege” at the end of a Proper Speech.

### **Subsection V/e – Point of Information**

- (55) A Point of Information shall be implemented in case an Ambassador wishes to obtain any of the following information:
  - a) a clarification of procedure;



- b) an explanation of an Ambassador's vote;
  - c) further clarification or additional information from the speaker.
- (56) Point of Information shall not serve as a reaction to any preceding Proper Speech; in such case, the floor will be immediately taken away from the Ambassador.
- (57) A Point of Information shall be indicated by raising a hand whilst saying "Point of Information" at the end of a Proper Speech.

### **Subsection V/f – Other Procedural Motions**

- (58) Procedural Motions, except for those mentioned in s. V/a-e, are indicated and implemented by a spoken proposal made by the Ambassador during his or her Proper Speech.
- (59) Motion to enter Debate on Document is proposed by the Ambassador that wishes to discuss a particular Document and Amendments thereto in accordance with s. VI.
- (60) Motion to suspend the meeting is proposed by the Ambassador that desires to cause the meeting to stop temporarily; the length of the suspension shall be set prior to the voting procedure.
- (61) Motion to suspend the debate on the item under discussion is proposed by the Ambassador that desires to temporarily stop the discussion about the current item of the Agenda; if the motion has passed, the item shall be automatically moved to the bottom of the Agenda; this Procedural Motion shall be proposed only within General Debate.
- (62) Motion to close debate on the item under discussion is proposed by the Ambassador that desires to end the discussion about the current item on the Agenda; if the motion has passed, the debate is closed and the item on the Agenda shall not be discussed anymore within the meeting of the Council; this Procedural Motion shall be proposed only within General Debate.
- (63) Motion to amend the Agenda and Motion to amend a Document is conducted by handing in a written proposal of the Amendment to the Chairperson in accordance with s. VI/c, whereas the Ambassador shall express his or her willingness to discuss the Amendment within his or her Proper Speech.
- (64) After the implementation of any of the motions mentioned, shall the Chairperson deem it appropriate, the Ambassador has the right to decide, whether the Council shall move directly to the voting procedure or whether other Ambassadors inscribed in the List of Speakers may be given the floor.
- (65) The entering to the voting procedure onto a Procedural Motion is possible after agreement of the Chairperson.
- (66) The Chairperson has the right to refuse to recognize any proposal of the Procedural Motions mentioned.

## **Section VI – Documents and Amendments**

- (67) Every Document as defined in s. I/11 and Amendment shall have one Submitter and at least two Co-Submitters.
- (68) Submitter of a Document may propose the Motion to enter Debate on Document, propose voting on the Document and shall present the Document..



- (69) Co-Submitter of a Document may propose the Motion to enter Debate on Document and propose voting on the Document; the number of Co-Submitters shall not be limited.
- (70) Only an Ambassador of a Member state may submit or co-submit a Document or an Amendment.
- (71) Document shall be written in a proper form that consists of parts as follows:
  - a) A determination of a Submitter and Co-Submitters thereof;
  - b) A body of the Document that constitutes of the text of proposed Document.
- (72) Proposals shall be submitted in clear and legible writing to the Chairperson before they may be considered by the Council.
- (73) Not more than one Document shall be discussed at the same time.
- (74) A proposal of a Document or an Amendment may be withdrawn by the Submitter by means of notifying the Chairperson at any time before entering the voting procedure; the Chairperson shall inform the Council about such decision.
- (75) The proposal to vote on a Document or an Amendment shall be made by the Submitter or a Co-Submitter during his or her Proper Speech.
- (76) All decisions regarding the status of Documents and Amendments thereto shall be made by the Chairperson.
- (77) The Chairperson has the right to enter the voting procedure on a Document or an Amendment at any time, should the circumstances require it.
- (78) All the Documents and Amendments thereto shall be adopted unanimously.

#### **Subsection VI/a – Joint Statement**

- (79) During the negotiations about each item on the Agenda, the Ambassadors may propose the draft of Joint Statement.
- (80) A Joint Statement shall be a written, coherent, official document representing the opinion of the Council about the discussed item, including all the important remarks and statements of the debate on the item on the Agenda.
- (81) The draft may be altered or amended by means of proposing an Amendment to the Joint Statement in accordance with s. VI/c.

#### **Subsection VI/b – Final Communiqué**

- (82) At the end of the meeting, the Chairperson proposes the draft of the Final Communiqué.
- (83) Final Communiqué shall be a coherent, official document concluding the negotiation as a whole whereas it shall include the remarks and statements of all the items on the Agenda in spirit of the already adopted Joint Statements.
- (84) Final Communiqué may be altered or amended by means of an Amendment to the draft of the main proposal in accordance with s. VI/c.

#### **Subsection VI/c – Amendment**

- (85) Amendment shall be a written document that alters, amends or repeals the Agenda, Joint Statement or Final Communiqué.
- (86) Not more than one Amendment shall be discussed at the same time; all Amendments shall be discussed in the order in which they have been received by the Secretariat.



- (87) Amendment shall be written in a proper form, that consists of parts as follows:
- a) A determination of a Submitter and Co-Submitters thereof;
  - 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**

- (88) Each Ambassador of a Member State shall be accorded one vote in the Council; this vote shall be either affirmative or negative.
- (89) An Ambassador of a Non-member state shall not have the right to vote.
- (90) An Ambassador has the right to abstain from voting; his or her vote shall be regarded as neither affirmative nor negative.
- (91) Voting procedure shall begin upon the Chairperson's declaration "The Council is now in the voting procedure," and end when the results of the vote have been announced.
- (92) The only circumstance that an Ambassador may interrupt the voting procedure shall be a Point of Objection concerning the conduct of the vote.
- (93) Voting shall normally be carried out by a show of country name cards - a straw vote -, unless the Chairperson orders a Roll Call Vote; a Roll Call Votes shall take place in English or French alphabetical order by country.
- (94) An Ambassador may ask the Chairperson to permit an explanation of his or her own vote or a vote of another Ambassador in accordance with s. V (55) after the voting is finished; this right may be accorded to either affirmative or negative votes, but may be limited by the Chairperson.
- (95) If not stated otherwise in s. VI (96) a simple affirmative majority of present Ambassadors shall be needed for a Procedural Motion to pass.
- (96) Procedural Motions and procedures hereunder in this clause must be adopted unanimously, with all the Ambassadors present voting in favour; these are as follows:
- a) Adoption of the Agenda;
  - b) Adoption of a 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.
- (97) In case of voting in discordance with the Rules of Procedure, any Ambassador has the right to speak and announce the decision of the Council 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**

- (98) 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.



- (99) The Chairperson owns the right to deprive any Ambassador of the floor in case of statements that include violation of basic principles of human rights, human dignity, basic principles of the Alliance, last but not least violation of these Rules; in case of considerable grave violation, this Ambassador may be expelled from the negotiations.
- (100) If an Ambassador does not agree with the steps carried out by the Chairperson and believes that the Rules of Procedure have been violated, the Ambassador shall have the right to appeal to the Prague Student Summit's Deputy Chief Coordinator by means of writing an objection which is handed in to the Chairperson afterwards. The Prague Student Summit's Deputy Chief Coordinator will then review the objection. Until a decision is made, the previous procedure is considered to be valid.



## Pražský studentský summit

Pražský studentský summit je unikátní vzdělávací projekt existující od roku 1995. Každoročně vzdělává přes 300 studentů středních i vysokých škol o současných globálních tématech, a to především prostřednictvím simulace jednání čtyř klíčových mezinárodních organizací – OSN, NATO, EU a OBSE.



[www.studentsummit.cz](http://www.studentsummit.cz)



[www.facebook.com/studentsummit](https://www.facebook.com/studentsummit)



[summit@amo.cz](mailto:summit@amo.cz)



[www.twitter.com/studentsummit](https://www.twitter.com/studentsummit)



[www.instagram.com/praguestudentsummit](https://www.instagram.com/praguestudentsummit)



[www.youtube.com/studentsummitcz](https://www.youtube.com/studentsummitcz)

---

## Asociace pro mezinárodní otázky (AMO)

AMO je nevládní nezisková organizace založená v roce 1997 za účelem výzkumu a vzdělávání v oblasti mezinárodních vztahů. Tento přední český zahraničně politický think-tank není spjat s žádnou politickou stranou ani ideologií. Svou činností podporuje aktivní přístup k zahraniční politice, poskytuje nestrannou analýzu mezinárodního dění a otevírá prostor k fundované diskusi.



+420 224 813 460



[www.facebook.com/AMO.cz](https://www.facebook.com/AMO.cz)



[www.amo.cz](http://www.amo.cz)



[www.twitter.com/amo\\_cz](https://www.twitter.com/amo_cz)



[info@amo.cz](mailto:info@amo.cz)



[www.linkedin.com/company/amocz](https://www.linkedin.com/company/amocz)



Žitná 608/27, 110 00 Praha 1



[www.youtube.com/AMOCz](https://www.youtube.com/AMOCz)

---

Jednací řád slouží jako materiál upravující jednání žáků středních škol účastnících se Pražského studentského summitu. Všichni partneři projektu jsou uvedeni [zde](#).

---



Generální partner

