

prague
student
summit



RULES OF PROCEDURE

Model NATO Rules of Procedure



AMO.CZ

Section 1 – Definition

- (1) “Council” is the North Atlantic Council.
 - a. Proceedings in the Council are governed by these Rules of Procedure, unless stated otherwise.
- (2) “Negotiations” are all proceedings in the Council. These include:
 - (a) General Debate;
 - (b) Debate on the Document;
 - (c) Debate on Amendments;
 - (d) Moderated Caucuses;
 - (e) Unmoderated Caucuses
- (3) “Ambassadors” are the delegates of the NATO member countries participating in the negotiations.
- (4) “Secretariat” is composed of NATO Secretary General and Assistant Secretary Generals.
 - (a) Members of the Secretariat also chair the proceedings in the Council;
 - (b) While chairing the meeting, members of the Secretariat are referred to as “Chairman; Chairwoman; Chairperson or Chair”.
- (5) “Document” is any formal text adopted by the Council.
- (6) “Amendment” is a change to the text of the Document proposed in a proper form specified by the Rules of Procedure.
- (7) “Procedural Motions” are any motions that do not relate to the substantive matter of the Document or the Amendment. These include:
 - (a) Motions to enter any type of Debate or Caucus;
 - (b) Motions to enter any type of voting procedure.
 - (c) Personal motions.
- (8) “Personal Motions” are any motions that are directly related to some right or obligation of the Ambassador. These are:
 - (a) Rights of Reply;
 - (b) Point of Grave Personal Insult;
 - (c) Point of Objection;
 - (d) Point of Personal Privilege;
 - (e) Point of Information.
- (9) “Proper Speech” is the basic form of speech available to the Ambassadors during the negotiations, unless specified otherwise.
- (10) “List of Speakers” is a list maintained by the Chairs on which the order of the Proper Speeches of Ambassadors, as well as some procedural motions, are inscribed.

Section 2 – Powers and responsibilities of the Chair

- (11) The Chair:
 - (a) Declares the meeting of the Council open;
 - (b) Gives and takes away the floor to and from the Ambassadors;
 - (c) Moderates the negotiation;
 - (d) Starts and ends the voting procedure and sets the type of the voting procedure;
 - (e) May limit the time allotted for speeches as well as set other limits on Ambassadors’ speeches;
 - (f) Decides on Procedural Motions and other issues of technical nature;
 - (g) Decides on Personal Motions;
 - (h) Gives interpretation of the Rules of Procedure in unclear matters.
- (12) In all cases not expressly covered by the Rules of Procedure, the Chair shall act in the spirit of these Rules and in accordance with his own good-will judgement of the case.
- (13) In extraordinary circumstances, the Chair may overrule the written Rules of Procedure, if that overruling is properly justified.
- (14) Decisions of the Chair are binding. If an Ambassador objects to the conduct of the Chair and is not given a proper remedy by the Chair, they may, especially in cases of grave violation of the Rules of Procedure, raise an appeal with the Deputy Chief Coordinator in accordance with subsection VIII.

Section 3 – Documents and Amendments

- (15) All Documents and Amendments are submitted via a form a form provided to the Ambassadors before or during negotiations, or, should that be impossible, in written form.
- (16) All Documents and Amendments must have one (1) submitter and at least two (2) co-submitters.
- (17) Any Ambassador may request to be inscribed as a co-submitter, provided they have the approval of the current submitter and co-submitters.
- (18) Co-submitters may request to be stricken from the list of co-submitters. If a Document or an Amendment has fewer than two co-submitters, it may not be debated or voted upon until it has regained at least two co-submitters.
- (19) Submitter and co-submitters may:
 - (a) Present the Document or an Amendment they submitted to the Council. The Document or Amendment may not be voted upon or discussed in any way until it has been presented;
 - (b) Propose a motion to enter a debate on the Document or Amendment they submitted;
 - (c) Propose a motion to enter a voting procedure on the Document or Amendment they submitted;
 - (d) Withdraw the Document or Amendment they submitted.
- (20) A submission of a Document must include:
 - (a) A submitter;
 - (b) Co-submitters;
 - (c) The text of the proposal.
- (21) A submission of an Amendment must include:
 - (a) A submitter;
 - (b) Co-submitters;
 - (c) A reference to the part of the text altered by the Amendment;
 - (d) The text of the proposal.
- (22) The Chairs may alter the text of the proposal in a way that does not change the meaning of the Amendment or Document with the consent of the submitter. This is done especially to remove any grammatical errors, typos and grievous factual errors.

Section 4 – Voting procedures

- (23) A voting procedure may be proposed by the Ambassadors or declared by the Chair.
- (24) A vote on entering the voting procedure may be proposed by the Ambassadors or declared by the Chair. During this vote, the Ambassadors vote on whether or not they wish to conduct the substantive vote itself:
 - (a) If the vote succeeds, a substantive voting procedure proceeds;
 - (b) If the vote fails, the Debate resumes with no substantive consequences.
- (25) Voting is done in cases of:
 - (a) Voting on Documents;
 - (b) Voting on Amendments;
 - (c) Procedural Motions to alter the type of debate or enter a caucus;
 - (d) Other matters where the Chair deems voting appropriate.
- (26) During the voting procedure, an Ambassador may:
 - (a) Vote in favour;
 - (b) Vote against;
 - (c) Abstain from voting.
- (27) The Chair decides the type of the voting procedure used, unless specified otherwise.
- (28) Types of voting are:
 - (a) Manifestational;
 - (b) Roll call.
- (29) During a manifestational vote, Ambassadors will be asked, in order:

- (a) Who votes in favour;
 - (b) Who votes against;
 - (c) Who abstains.
 - (d) Upon the conclusion of the vote, the Chair will declare the result and the number of votes, or, if the result is significant enough, by an optical majority.
- (30) During a roll call vote, the Chair will ask the Ambassadors in English or French alphabetical order by country if they vote in favour or against. Any speech other than “in favour” or “against” will be tallied as an abstention. Upon the conclusion of the vote, the Chair will declare the result and the number of votes.
- (31) Procedural Motions and Amendments are adopted by a simple majority of votes:
- (a) A vote to adopt an Amendment is considered to also constitute a vote to reject all Amendments which are directly contradictory to the one adopted;
 - (b) The Chairs are obliged to inform the Ambassadors about a vote which may cause a different Amendment to be stricken from the Document;
 - (c) If appropriate, the Chairs may declare several sequential voting procedures about all directly contradictory Amendments which will be done in an order set by the Chairs.
- (32) Documents are adopted by a unanimous vote, with at least half of the votes being “in favour”. Abstentions do not constitute a break in unanimity.
- (33) Documents may only be adopted by a roll call vote.
- (34) An Ambassador may ask the Chairperson to permit an explanation of his or her own vote or a vote of another Ambassador after the voting is finished.
- (35) 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 Chair assesses the proposal as rightful, the voting procedure on the original motion shall be repeated.

Section 5 – Negotiations

1. Subsection I. – General Provisions

- (36) Before the meeting is opened, the Chair takes attendance of the present Ambassadors via a roll call.
- (37) The Chair may declare the meeting open if at least a third of the Ambassadors are present.

2. Subsection II. – Proper Speech & Personal Motions

- (38) During a Proper Speech, all Ambassadors shall refer to each other in third person.
- (39) The length of a Proper Speech may not exceed 5 minutes.
- (40) Ambassadors inscribe their Proper Speech on the List of Speakers by raising their placard and holding it raised until they are inscribed.
- (41) Rules governing Proper Speech will be used subsidiarily for all other types of speech.

- (42) Should an Ambassador be explicitly mentioned in another Ambassador’s Proper Speech, they may raise a Right of Reply motion by raising their hands with a placard in an “X” shape, upon which they will be inscribed on the List of Speakers:
- a. Following the conclusion of a Proper Speech in which they were mentioned, the Ambassador may reply to the Proper Speech in a speech not exceeding 1 minute;
 - b. The reply speech must be relevant to the comments made during the Proper Speech.
- (43) Should an Ambassador feel personally insulted by another Ambassador’s comments, they may raise a Point of Grave Personal Insult by outstretching their arms with a placard in a “V” shape. The Chair will then ask the Ambassador to explain their Point of Grave Personal Insult and either sustain or overrule it.
- a. If a Point of Grave Personal Insult is sustained by the Chair, the Ambassador

who made the insulting remark must apologise.

- (44) Should an Ambassador feel discomfort or have a technical difficulty, they may raise a Point of Personal Privilege by raising their arms with a placard in a "T" shape. The Chair will then ask the Ambassador to explain their Point of Personal Privilege and attempt to solve any technical issues. If any Ambassador is at that point conducting their Proper Speech, it shall be interrupted for the time needed to resolve the point of technical difficulty.
- (45) Should an Ambassador feel that the Chairs have broken the Rules of Procedure, they may raise a Point of Objection by raising their hands with a placard in a "Λ" shape. The Chair will then ask the Ambassador to explain what he or she objects to and either correct the error, provide clarification, or provide justification.
- (46) Should an Ambassador feel like they do not understand a technical term or that a particular Rule of Procedure needs to be clarified, they may raise a Point of Information by raising their placard and saying "Point of Information". The Chair will then ask the Ambassador what needs to be clarified and provide the required information.

3. Subsection III. – General Debate

- (47) By opening the meeting, the Chair opens a General Debate.
- (48) During a General Debate, the Ambassadors discuss the general issues regarding the point of agenda at hand and put the position of the Member State they represent before the Council.
- (49) During a General Debate, the Ambassadors may submit documents via a procedure detailed in Section 3.
- (50) A General Debate shall be ended by a successful motion to enter a debate on the Document submitted by the submitter or the co-submitter of the Document proposal.

4. Subsection IV. – Debate on Document

- (51) During a Debate on Document, Ambassadors discuss the proposed Document and its relation to the point of Agenda.
- (52) During a Debate on Document, the Ambassadors may submit Amendments via a procedure detailed in Section 3.
- (53) Ambassadors may propose to enter Debates on Amendment if there are presented Amendments in the Document.
- (54) Only one Document may be debated at a time.
- (55) The Chairs will not accept any other submissions of Documents until the Debate on Document has concluded.
- (56) Debate on Document is concluded by:
 - (a) Withdrawal of the Document in question;
 - (b) A voting procedure on the Document as a whole (with all accepted Amendments).
- (57) Before the vote on the Document as a whole, all presented Amendments shall be voted upon sequentially; all Amendments that have been submitted but not presented by the time of the vote on the Document as a whole, shall be regarded as if they had not been submitted.
- (58) Upon the conclusion of the vote, the Council returns to a General Debate.

5. Subsection V. – Debate on Amendment

- (59) During a Debate on Amendment, the Ambassadors discuss the details only of the proposed Amendment and its relation to the rest of the Document and to the point of agenda.
- (60) Debate on Amendment is entered by a successful procedural motion proposed during a Debate on Document.
- (61) During a Debate on Amendment, the Ambassadors may submit other Amendments, but may not present them or debate them in any other way. It is not possible to amend an Amendment that has not yet been adopted.
- (62) Only one Amendment may be debated at a time.
- (63) Debate on Amendment is concluded by:
 - (a) Withdrawal of the Amendment in question;
 - (b) A voting procedure on the Amendment.

(64) Upon the conclusion of the vote, the Council returns to a Debate on Document.

6. Subsection VI. – Moderated Caucus

(65) A motion to enter a Moderated Caucus may be requested by any Ambassador during their proper speech or declared by the Chair, upon which success the Debate is interrupted.

(66) Moderated Caucus is a focused debate on a specific topic set by the Ambassador in their request or the Chair in their declaration.

(67) During a Moderated Caucus, the List of Speakers is suspended and speakers are chosen by the Chairs on a “first-come-first-serve” principle or another method deemed appropriate by the Chairs.

(68) The Ambassador making the request may also specify the overall time of the Moderated Caucus and the time allotted to individual speakers. If they do not do so, it will be set by the Chair.

(69) Ambassadors shall signal their desire to speak by raising their placard. This does not constitute an obligation for the Chair to give them the floor.

(70) If an Ambassador finishes his or her speech and is left with spare time, he or she may yield the floor back to the chairperson, or yield the spare time to another Ambassador, or dedicate it to a Question and Answer session.

(71) After the time allotted to a Moderated Caucus has passed, the Ambassadors may request an extension of no more than 10 minutes.

7. Subsection VII. – Unmoderated Caucus

(72) A motion to enter an Unmoderated Caucus may be requested by any Ambassador during their proper speech or declared by the Chair, upon which the Debate is interrupted.

(73) Unmoderated Caucus is an informal debate during which the Ambassadors may move freely across the room and gather to discuss the problems at hand.

(74) The Ambassador making the request may also specify the overall time of the Unmoderated Caucus and the general topic or aim of the debate during the Caucus.

Section 6 – General Provisions

(75) All Ambassadors must uphold the standards of professional courtesy and mutual friendship between the countries of the Alliance.

(76) The Chairperson has 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, or the violation of the Rules of Procedure; in case of considerable grave violation, this Ambassador may be expelled from the negotiations.

(77) If an Ambassador does not agree with the steps carried out by the Chair and believes that the Rules of Procedure have been violated, the Ambassador shall have the right to appeal to the Deputy Chief Coordinator of the Prague Student Summit by means of writing an objection which is handed in to the Chair afterwards. The Deputy Chief Coordinator of the Prague Student Summit will 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 G20.

Asociace pro mezinárodní otázky

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.

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**Vydala Asociace pro mezinárodní otázky (AMO) pro
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