



NATO

General Rules of Procedure
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FIRST TITLE

Chapter I. *On the preliminary provisions*

Article 1. The purpose of this document is to establish the rules of procedure adapted for the United Nations Model of Plantel Azteca, AZTECMUN 2018. This protocol will guide and govern the procedure, as well as the guidelines within the committees. The stipulated rules will be valid during the edition of the model, rendering the Secretariat of Protocol, who are the authority to resolve and decide on any protocolar conflict. Within this, are the documents that will be reached according to the debate, codes of conduct and etiquette of each member and participant of the chairs.

Chapter II *On the attributions of the secretariat of AZTECMUN 2018*

Article 2 The General Secretariat is the authority that is empowered to make written or oral recommendations to the Committee at any time, such as giving recommendations on the possible course of the debate.

Article 3. *The organizing committee will be structured as follows;*

- I. General Secretary It is the maximum figure; therefore, it has any faculty directed to the model.
- II. Sub Secretaries General. They assist the Secretary General at all times.
- III. Secretariat of Protocol. Provides the regulations that establish the set of rules of procedure during the flow of the debate.
- IV. Academic secretary. Responsible for the academic aspect that may arise throughout the edition of the model, as well as provide the necessary information to the chairs and representatives on their topics.

Chapter III. *About the debate*

Article 4. *Language*

For the NATO committee, the official language will be English and cannot be modified or changed under any circumstance through a point or a motion. The representatives must make use of the first grammar person.

Article 5. *The documentation*

The documents where the proposals will be captured and worked on throughout the debate are the following:

I. Mobilization Agreement. The last document to be reached, this expresses the actions that will be taken as a product of the discussion of the topic. Being approved, the topic in progress will be finished.

Article 6. About the representatives

All member states will be represented by a Military Representative, Head of State, Ministry, and will be governed by the principle of "one nation one vote", as well as the authorized members of the chair will be able to use their vote before the forum.

Representatives as observers shall have the same rights as members, except that they may not vote on resolutions or amendments.

Article 7. On the composition of the chair

The chair will be composed of: **the Secretary General of NATO, the Sub Secretary General of NATO , and the Chief of military operations.** They will also have the support of ushers. All decisions of the chair within the sessions and debates are unappealable. The chair may call the attention of any representative without any distinction that does not comply with this rule or any of the protocol as mentioned in Chapter VIII. The functions of the members of the chair are:

I. Secretary General of NATO. It will declare a Committee open and that the debate proceeds when, at least, a quarter of the Committee is present at the opening and closing of each session, will direct the course of the debates, enforce these rules, announce the decisions of the chair, in addition to approving the worksheets and draft resolutions (documents introduced as official documents is). Any decision of the president, except in cases that may be specified as unappealable, may be appealed by a Representative.

II. Assistant Secretary General of NATO . It will be who directs the debates, this assists the Secretary General, in case of his absence, the Sub Secretary will take his place (he will count the votes and will indicate to the conference officer the result of the same). Any decision, except in cases that may be specified as unappealable, may be appealed by a Representative.

III. Chief of military operations. It will have the faculty to make recommendations to the Representatives during the course of the debate in the subjects that it deems necessary, either on the information of the rules of procedure or of the topics to be discussed. It will be the president's fundamental support for decision making. Any decision of the adviser, except for cases that may be specified as unappealable, maybe appealed by a Representative.

IV. The conference officer . It is responsible for monitoring the activities carried out and communication within the Committee, establishing the quorum after the roll call, controlling the graphical interface to have a structured control of the debate within the Committee, in addition to counting of the votes.

V. The ushers. They will assist the Conference Officer with the exchange of diplomatic notes, which will be thoroughly reviewed by them. In case a protocol is found , the note will be delivered to the Conference Officer, who will also assist the representative only in case of personal needs. In case of inappropriate use of diplomatic notes by the representatives, they will be entitled to a sanction depending on the seriousness of the fault.

Chapter IV. About the sanctions

The representative will be creditor to a call of attention on the part of the chair in case it does not comply with the protocol or perform behaviors that affect the course of the debate. That representative who accumulates three calls for attention, will receive a admonition, in case he collects two admonitions will be expelled from a work session where the second admonition was committed, when he gets three admonitions within his participation in the model, will be expelled from the same.

The representative is entitled to a direct admonition in case of not arriving on time to the work session without the chair having received a prior warning.

SECOND TITLE

Chapter VI. Process of the debate

No representative shall address the Committee without first obtaining permission from the Assistant Secretary General, who may ask the representative to keep order if his comments are not relevant within the topic under discussion, if they are offensive to the members of the Committee or to the chair.

Article 8. *Motions*

The first motion in order within the committee will be the consideration of the agenda. This is done through a procedural motion to schedule the first topic that will be debated, this motion needs to be seconded by another representative, in case it is not seconded the motion is out of order. When the motion is seconded , the chair will request two representatives to speak before the forum against and only against the topic that was selected, in case no representative happens to speak against, the proposed topic will remain open.

Article 9. *Voting*

Each member shall have the right to one vote. Each vote can be "in favor", "against" or "abstentions", except for the vote to open a topic, since in this there will only be "in favor". Any member who abstains from voting shall be considered as no voting. All votes will be carried out through the placards , except in cases where voting is in alphabetical order. Voting can not be interrupted, except for personal privilege points or points of order , which can only be mentioned in the manner in which the voting took place.

Article 10. *Points*

- I. The representative may request a *point of personal privilege* when he has any concern or doubt in the debate. This point may interrupt the speaker, for which the representatives should use it as discreetly as possible or send it by means of a diplomatic note to the chair.
- II. During the discussion of a topic, a representative may request a *point of order* to indicate an inadequate procedure of the Committee. This point will be decided immediately by the Assistant Secretary General in accordance with these rules of procedure. Points of order are only in order if given the lack of protocol, the chair may consider fu motion was out of order. The point of order can interrupt a speaker when a speech is not following the proper procedure. **Note: The point of order to the point of order is out of order.**

III. When the forum is open, a representative may request a parliamentary information point to ask the chair something concerning the rules of procedure. A parliamentary information point may not interrupt the speaker.

Article 11 *Roll of list*

It will be done by the Conference Officer, the representative, at the time of hearing his appointment, he must establish his status within the forum.

Article 12 *Establishment of agenda*

Once the roll call is complete and a quorum is present, the chair proceeds to establish the agenda, making known the existing topics and inviting two representatives to come to the front of the forum to speak in favor and only in favor of one of the two topics; Once the intriguing speech has been finalized, a vote is taken to select the first topic to be discussed.

Article 13 *The opening of a topic*

The opening vote of a topic will be by means of a simple majority, and the votes will be "in favor" or "against", no representative will abstain you. If the majority is against the vote, the next topic is immediately, if there are three or more topics on the agenda, the same procedure stipulated in Article 10 is required for the opening of the second topic. . This will require that a resolution of the selected previous topic has been discussed and voted on, in case there are still two more topics, the process stipulated in **Article 7** will be repeated .

Article 14. *List of speakers*

Concluded the previous process, the chair opens a list of speakers with a minimum of 30 seconds and a maximum of 3 minutes, in which at least 25% of the representatives present must participate. In this list the first two interventions will be given to the representatives who passed in the beginning. Subsequently the participation will be assigned according to the established list.

For a representative to be added to the list of speakers, you must request it through a diplomatic note or through a *point of personal privilege* .

Article 15 *Time*

At the end of the time stipulated in Article 14, the remaining time may be assigned to:

- a) **to the chair.** At the end of the speech, a representative may assign his time to the chair so that he is available to him as he considers appropriate.
- b) **Another Representative.** The remaining time will be granted to the elected representative, who will not be able to relinquish his time. Likewise, the representative to whom the time has been assigned has the right not to accept it, for which reason it is advisable that there be a prior agreement between the parties involved, otherwise the representative who gave up the time will be entitled to a admonition direct
- c) **Questions and / or comments.** Representatives who wish to ask a question and / or comment will be selected by the Secretary General. In the event that a subsequent question is requested, it will be allowed at the discretion of the Secretary General, if the

latter considers that the question is rhetorical or does not address the information given in the speech made by the representative, the request may be canceled.

No Representative who has been given the floor on a topic may assign the remaining time in different ways.

Article 16. Formal debate

During the course of the formal debate, the representatives have the opportunity to establish their argument, express the point of view of the country they represent before the rest of the committee.

In this debate, the thin ones can answer questions that are related to the established discourses, and in the same way they can do them.

In order for a representative to be able to ask questions of the representative who expressed his or her position in front of the forum, he or she must do so through a *procedural motion*.

To article 17 °. Extraordinary session of questions

At any time during the formal debate, a representative may request an extraordinary session of questions for a representative who has just established his or her speech. The representative must specify the number of questions; The minimum number of questions will be two and the maximum of five. The first question will be given to the representative who proposed the extraordinary session of questions, the second to the representative who seconded the motion, if there are more than two questions, the Assistant Secretary General will assign them. The questioned representative will be asked if he accepts; he may reject or accept the question; If you accept, you will come to the front to listen to the question and answer.

Article 18 Strategic Meeting

At the conclusion of the participation of at least 25% of the representatives, the chair will establish the opening of a strategic meeting in which the representatives express their opinion without having to follow a specific order, only when they are recognized by the Assistant Secretary General.

The first two participations will be assigned to the representatives who raised their position before the topics, the Points of Order and Personal Privilege will be respected; there is no time limit; the chair can be opened, closed or suspended without the need for a vote. The time of each participation should be moderate. In the event that the chair does not declare the opening, the representatives may request during the opening of the caucus through a Motion of Procedure.

While the caucus is open, a Mobilization Agreement can be introduced, depending on the topic being discussed.

Article 19 Immoderate Caucus

It consists of being able to discuss informally, negotiate, get to know the other representatives, join by blocks, form coalitions and contribute ideas. The representatives can maintain direct contact, with the possibility of getting up from their seat to generate the documentation.

Article 20 Log out

When the forum is open, a representative may ask to close the work session. A procedural motion to close the session is out of order if three quarters of the time allocated to the debate of each session has not been covered.

Article 21 Closing of debate

When the forum is open, a representative may propose to close the debate on the topic. The Assistant Secretary General may consider the delaying motion, this decision may be appealed.

The closing of the debate requires two thirds of the members present . If the Committee is in favor of closure, the Assistant Secretary-General will declare the closure of the debate and the Mobilization or Amendment Agreement will be immediately voted on.

Article 22 Amendments

Representatives may amend any Mobilization Agreement that has been entered. The amendments are corrections to improve the presentation of the document. The amendments to the amendments are out of order.

There are two ways to submit an amendment:

a) In a friendly way: Only to make changes in form (spelling, writing, etc.) which must be approved by a simple majority.

b) In a hostile manner: this will be presented to the chair with the support of a fifth of the Committee, when it is presented, it will be submitted to discussion by means of a *moderate and imitated caucus* ; to be approved requires a simple vote.

Article 23 Voting

I. Each member shall have the right to one vote. Each vote can be "in favor", "against" or "abstentions", except for the vote to open a topic, since in this there will only be "in favor" and "against". Any member who abstains from voting shall Consider ado as vNATO you. All votes will be carried out through the placards , except in cases where voting by list (resolutions). Voting can not be interrupted, only in the case of points of personal privilege or optos of order, which can only be mentioned in the form in which the voting took place.

II. After the debate on the resolution was closed, the list is voted on. This voting will be done for three rounds: in the first round, the Representatives can vote "for", "against", "abstention" and "step". In this round, the Representative may request "vote with right to explanation", which means that the Representative in the second round will explain the reason for his decision, does not apply if this vote is "step". In the second round, Representatives can vote "in favor", "against", "abstention" those Representatives who passed in the first round, will have to vote. The Representative who asked for an explanation will have 45 seconds to explain his reason in detail. During the last round there will be only votes "in favor" and "against", this will be the determining round. At the end of the last round, the chair will announce the result. Taking into account that three quarters of the votes in favor of the total of those cast are needed for it to be approved.

- III. So that the voting of a motion as well as an unforeseen vote can be approved, it is necessary to have 50% + 1 in favor.

APPENDIX 1

	KIND	USE	VOTE
MOTION	Process	Open / Close session	Simple majority
		Strategic Meeting	Simple majority
		Immoderate Caucus	Simple majority
		Extraordinary session of questions	Simple majority
POINT	Order	Failure to protocol	Does not require a vote
	Personal Privilege	Representative needs	Does not require a vote
	Parliamentary Information	Know the course of the debate	Does not require a vote