



# HMUNEA

SHAHEED BHAGAT SINGH COLLEGE  
SEPTEMBER 20-21, 2019

## **HARITHKRAM MODEL UNITED NATIONS ENVIRONMENT ASSEMBLY 2019**

**“ENVIRONMENTAL DIPLOMACY ON GLOBAL HEALTH”**

## **RULES AND PROCEDURES**

**HARITHKRAM  
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# **RULES OF PROCEDURE OF THE HARITHKRAM MODEL UNITED NATIONS ENVIRONMENT ASSEMBLY OF THE UNITED NATIONS ENVIRONMENT PROGRAMME (HMUNEA 2019)**

## **I. SESSIONS**

### Regular Sessions

#### **Rule 1**

The HMUNEA shall conduct one regular session every two years.

### Date of Opening of the Regular Sessions

#### **Rule 2**

The fourth session of the Harithkram Model United Nations Environment Assembly opens at 9:00 A.M. on Friday, September 20, 2019. The Assembly will address the theme, "Environmental Diplomacy on Global Health". The duration of the session will be two days. The session is expected to conclude at 5:00 P.M. on Saturday, September 21, 2019.

### Place of Regular Sessions

#### **Rule 3**

Regular sessions shall be held in the premises of Shaheed Bhagat Singh College, New Delhi.

#### **Rule 4**

The HMUNEA may decide, if the need arises, to adjourn after any session and resume its meetings on a later date.

## **II. AGENDA**

### Drawing up of the Provisional Agenda for a Regular Session

#### **Rule 5**

1. The Executive Director of HMUNEA shall submit to the HMUNEA at each regular session the provisional agenda for the following regular session. The provisional agenda shall include all items proposed by:

- The HMUNEA
- A State Member of the Model United Nations or any other agency.
- CPR of HMUNEA
- The Executive Director of HMUNEA.
  
- Items proposed under (b) above shall be accompanied by an explanatory memorandum and, if possible, by basic documents which shall be submitted to the Executive Director of HMUNEA prior to the opening of the session.
- In drawing up the provisional agenda, the Executive Director of HMUNEA shall take into account the suggestions made by the different agencies.

### Communication of the Provisional Agenda

#### **Rule 6**

After the HMUNEA has considered the provisional agenda for the following session, the provisional agenda, incorporating any amendments made by the HMUNEA, shall be communicated by the Executive Director to all States Members of the Model United Nations or members of specialized agencies and to the HMUNEA BUREAU.

### Supplementary Items

#### **Rule 7**

The inclusion of supplementary items in the provisional agenda considered by the HMUNEA may be proposed by any authority entitled to propose items under paragraph 1 of rule 5. The request for inclusion of a supplementary item shall be supported by a statement from the authority proposing it. The Executive Director of HMUNEA shall communicate to the

HMUNEA any requests for the inclusion of supplementary items received before the commencement of the regular session, together with such observations as she/he may wish to make.

#### Adoption of the Agenda

##### **Rule 8**

- At the beginning of each regular session, subject to the provisions of rule 10, the HMUNEA shall adopt its agenda for the session on the basis of the provisional agenda and any supplementary items proposed in accordance with rule 7.
- A State Member of the Model United Nations or member of a specialized agency who has requested the inclusion of an item in the agenda under rule 5 or 7 above shall be heard out by the HMUNEA on the inclusion of the item in the agenda for the session.
- The HMUNEA shall normally include in its agenda for the session only items for which adequate documentation has been circulated to members before the beginning of the regular session of the HMUNEA.

#### Allocation of Items

##### **Rule 9**

The HMUNEA may allocate items among the plenary meetings of the HMUNEA.

#### Revision of the Agenda

##### **Rule 10**

During a regular session, the HMUNEA may revise the agenda for the session by adding, deleting, deferring or amending items. Only items which the HMUNEA considers to be urgent and important shall be added to its agenda during the session.

### **III. REPRESENTATION AND CREDENTIALS**

Each member of the HMUNEA shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

##### **Rule 11**

- The credentials of the representatives and the names of alternate representatives and advisers shall be submitted to the Executive Director before the first meeting which the representatives are to attend.
- The HMUNEA BUREAU shall examine the credentials and submit its report to the HMUNEA. This rule shall not, however, prevent a member from changing its representative, alternate representatives, or advisers subsequently, subject to proper submission and examination of credentials, where needed.

### **IV. HMUNEA BUREAU**

##### **Rule 12**

The HMUNEA BUREAU shall consist of the President, two Vice- Presidents and the Rapporteur.

#### Voting Rights of the President

##### **Rule 13**

In the case of a member of the HMUNEA, which is for the time being represented by the President, an alternate representative shall, at the discretion of the President, be permitted to participate in the proceedings and to vote in the HMUNEA. In such a case, the President shall not exercise the right to vote.

## **V. SECRETARIAT**

### Duties of the Executive Director

#### **Rule 14**

The Executive Director of HMUNEA shall act in that capacity in all meetings of the HMUNEA. The Executive Director may designate any officer of the secretariat to act as the representative of the Executive Director.

#### **Rule 15**

The Executive Director of HMUNEA shall direct the staff required by the HMUNEA.

#### **Rule 16**

The Executive Director of HMUNEA shall be responsible for performing those functions in relation to the HMUNEA which the Executive Director is required to undertake.

#### **Rule 17**

The Executive Director of HMUNEA, or the Executive Director's representative, may make oral as well as written statements to the HMUNEA concerning any question under consideration.

#### **Rule 18**

The Executive Director of HMUNEA shall be responsible for all the necessary arrangements for meetings of the HMUNEA, including the preparation and distribution of documents in advance of the sessions of the HMUNEA and its subsidiary organs, if any.

### Duties of the Secretariat

#### **Rule 19**

The Secretariat shall interpret speeches made at meetings; shall receive, translate and circulate the documents of the HMUNEA; shall publish and circulate the resolutions, reports and relevant documentation of the HMUNEA. It shall have the custody of the documents in the archives of the HMUNEA and generally perform all other work which the HMUNEA may require.

## **VI. CONDUCT OF BUSINESS**

### Quorum

#### **Rule 20**

The President of HMUNEA may declare a meeting open and permit the debate to proceed when at least one third of the members of the HMUNEA are present. The presence of a majority of the members of the HMUNEA shall be required for any decision to be taken.

### Powers of the President

#### **Rule 21**

In addition to exercising the powers conferred upon the President elsewhere by these rules, the President shall declare the opening and closing of each meeting of the HMUNEA, shall direct the discussion, ensure observance of these rules, and accord the right to speak, put questions to the vote and announce decisions. The President shall rule on points of order and, subject to these rules, shall have control of the proceedings of the HMUNEA and over the maintenance of order at its meetings. The President may propose to the HMUNEA the limitation of time to be allowed to speakers, the limitation of the number of times each representative may speak on any question, the closure of the list of speakers or the closure of the debate. The President may also propose the suspension or adjournment of the meeting or of the debate on the question under discussion.

#### **Rule 22**

The President, in the exercise of her/his functions, remains under the authority of the HMUNEA.

## Speeches

### **Rule 23**

No person may address the HMUNEA without having previously obtained the permission of the President of HMUNEA. Subject to rule 24, the president of HMUNEA shall call upon speakers in the order in which they signal their desire to speak. The President may call a speaker to order if the remarks of the speaker are not relevant to the subject under discussion.

## Points of order

### **Rule 24**

- During the discussion of any matter, a representative may at any time rise to a point of order, and the point of order shall immediately be decided by the President of HMUNEA in accordance with the rules of procedure. A representative may appeal against the ruling of the President of HMUNEA. The appeal shall immediately be put to vote, and the ruling of the President shall stand unless overruled by a majority vote of the members present and voting, but the final decision is to be taken by the Executive Director of HMNUEA.
- A representative rising to a point of order may not speak on the substance of the matter under discussion.

## Time Limit on Speeches

### **Rule 25**

The HMUNEA may limit the time allowed to each speaker and the number of times each person may speak on any question, except on procedural questions when the President of HMNUEA shall limit each intervention to a maximum of five minutes. When the debate is limited and a speaker has used his allotted time, the President shall call the speaker to order without delay.

## Closing of the List of Speakers

### **Rule 26**

During the course of a debate, the President of HMUNEA may announce the list of speakers, and, with the consent of the HMUNEA, declare the list closed. The President may, however, accord the right of reply to any representative if, in the opinion of the President, a speech delivered after the President has declared the list closed renders this justified. When the debate on an item is concluded because there are no other speakers, the President, with the consent of the HMUNEA, shall declare the debate closed.

## Adjournment of Debate

### **Rule 27**

During the discussion of any matter, a representative may move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, one representative may speak in favour of and one against the motion, after which the motion shall immediately be put to vote.

## Closure of Debate

### **Rule 28**

A representative may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified a wish to speak on that agenda. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall immediately be put to vote. If the HMUNEA is in favour of the closure, the President of HMUNEA shall declare the closure of the debate.

## Suspension or Adjournment of the Meeting

### **Rule 29**

During the discussion of any matter, a representative may move the suspension or the adjournment of the meeting. Such motion shall not be debated, but shall immediately be put to vote.

## Order of Procedural Motion

### **Rule 30**

Subject to rule 24, and regardless of the order in which they are submitted, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- To suspend the meeting
- To adjourn the meeting
- To adjourn the debate on the question under discussion
- For the closure of the debate on the question under discussion.

## Proposals and Amendments

### **Rule 31**

Proposals and amendments shall normally be introduced in writing and submitted to the Executive Director, who shall circulate copies of the same to the members. As a general rule, no proposal shall be discussed or put to vote at any meeting of the HMUNEA unless copies of it have been circulated to all the members not later than the day preceding the meeting. Subject to the consent of the HMUNEA, the President may, however, permit the discussion and consideration of proposals or amendments, even though these proposals or amendments have not been circulated or have only been circulated on the same day.

## Decisions on Competence

### **Rule 32**

Subject to rule 30, any motion calling for a decision on the competence of the HMUNEA to adopt any proposal or any amendment submitted to it shall be put to vote before a vote is taken (conducted?) on the proposal or amendment in question.

## Withdrawal of Motions

### **Rule 33**

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion which has thus been withdrawn may be reintroduced by another member.

## Reconsideration of Proposals

### **Rule 34**

When a proposal has been adopted or rejected, it may not be reconsidered in the same session of the HMUNEA unless the HMUNEA, by a two-thirds majority of the members present

and voting so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall immediately be put to vote.

## **VII. VOTING**

### Voting Rights

#### **Rule 35**

Each member of the HMUNEA shall have one vote.

### Majority required and meaning of the expression “Members present and voting”

#### **Rule 36**

- Except where the present rules of procedure expressly provide otherwise, decisions of the HMUNEA shall be made by a majority of the members present and voting.
- For the purpose of these rules, the phrase “members present and voting” means members present and casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.

## Method of Voting

### **Rule 37**

The HMUNEA shall normally vote by show of hands, but any representative may request a roll call, which shall then be taken in the alphabetical order of the names of the members by the President of HMUNEA.

## Recording of the Roll Call

### **Rule 38**

The vote of each member participating in a roll call shall be recorded in the relevant documents of the HMUNEA.

## Conduct during Voting

### **Rule 39**

After the President of HMUNEA has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The President of HMUNEA may permit members to explain their votes either

before or after the voting. The President may limit the time to be allowed for such explanations. The President of HMUNEA shall not permit the proposer of a proposal or of an amendment to explain the proposer's vote on the proposer's own proposal or amendment.

## Division of Proposals or Amendments

### **Rule 40**

A representative may move those parts of a proposal or an amendment shall be voted on separately. If an objection is made to the request for division, the motion for division shall go into voting. Permission to speak on the motion for division shall be given only to two speakers in favour and two against. If the motion for division is carried out, those parts of the proposal or of the amendment which are subsequently approved shall be put to vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

## Voting on Amendments

### **Rule 41**

- When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the HMUNEA shall vote first on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed from the original proposal and so on, until all the amendments have been put to vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendments are adopted, the proposal shall be put to vote in its original form.
- A motion is considered an amendment to a proposal if it adds to, deletes from or revises parts of that proposal.

## Voting on proposals

### **Rule 42**

- If two or more proposals relate to the same question, the HMUNEA shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The HMUNEA may, after each vote on a proposal, decide whether to vote on the next proposal.
- Any motions requiring that no decision be taken on the substance of such proposals shall, however, be considered as previous questions and shall be put to the vote before them.

## Equally Divided Votes

### **Rule 43**

If a vote is equally divided on matters other than elections, the proposal shall be regarded as rejected.

## **VIII. LANGUAGES AND RECORDS**

### Languages and Interpretation

#### **Rule 44**

- English shall be the official and working language of the HMUNEA. Speeches shall only be made in English.

### Languages and Distribution of Resolutions, Other Formal Decisions and Documents

#### **Rule 45**

- All resolutions, recommendations and other formal decisions of the HMUNEA, as well as its reports and other documents, shall be made available only in the official language of the HMUNEA.
- The text of the resolutions, recommendations and other formal decisions adopted by the HMUNEA, shall be distributed by the secretariat to all members of the HMUNEA and any others participating in the session.

The printed text of such resolutions, recommendations and other formal decisions, as well as the reports of the HMUNEA, shall be distributed after the close of the session to all State Members and the Members of the Specialized Agencies.

### Sound Records of Meetings

## **IX. PUBLIC AND PRIVATE MEETING**

#### **Rule 46**

The meetings of the HMUNEA shall be held in public unless the body concerned decides otherwise.

## **X. PARTICIPATION OF STATES**

#### **Rule 47**

Any State Member of the Model United Nations or Member of a Specialized Agency may participate in the deliberations of the HMUNEA.

## **XI. HMUNEA EXECUTIVE DIRECTOR**

### Appointment of the HMUNEA Executive Director

#### **Rule 48**

The HMUNEA Executive Director shall be appointed by the Harithkram Model United Nations Environment Assembly's Secretariat before the announcement of the date of HMUNEA regular session. The appointment will be final and binding for all member of HMUNEA.

## **XII. AMENDMENTS AND SUSPENSIONS OF RULES OF PROCEDURE**

#### **Rule 49**

Any of these rules may be amended or suspended by the HMUNEA subject to rules 50 and 51 below.

#### **Rule 50**

These rules may not be amended until the HMUNEA has received a report on the proposed amendment from a committee or working party of the HMUNEA established for that purpose.

#### **Rule 51**

A rule of procedure may be suspended by the HMUNEA provided that twenty-four hours' notice of the proposal for the suspension has been given. The notice may be waived if no member objects to it.