

# **HARITHKRAM MODEL UNITED NATIONS ENVIRONMENT ASSEMBLY**

A YOUTH ASSEMBLY FOR BUDDING ENVIRONMENTALISTS

## **RULES OF PROCEDURE**



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# **RULES OF PROCEDURE OF THE HARITHKRAM MODEL UNITED NATIONS ENVIRONMENT ASSEMBLY OF THE UNITED NATIONS ENVIRONMENT PROGRAMME (H-MUNEA)**

## **I. SESSIONS**

### Regular sessions

#### Rule 1

The H-MUNEA shall normally hold one regular session every two years.

### Date of opening of regular sessions

#### Rule 2

The Members of the CPR or the Executive Director of the Harithkram Model United Nations Environment Programme may request an alteration of the date of a regular session. In either case, the Executive Director of H-MUNEA shall forthwith communicate the request to the other members of the H-MUNEA, together with appropriate observations, including financial implications, if any. If within twenty-one days of the inquiry a majority of the members of the H-MUNEA explicitly concurs in the request, the Executive Director shall convene the MUNEA accordingly.

### Place of regular sessions

#### Rule 3

Regular sessions shall be held at New Delhi, unless otherwise decided by the H-MUNEA at a previous session.

### Special sessions

#### Rule 4

1. Special sessions shall be held pursuant to a decision taken by the H-MUNEA at a regular session, or at the request of:

- (a) A majority of the members of the H-MUNEA;
- (b) Five states Members of the Model United Nations or members of the specialized agencies, whether or not they are members of the H-MUNEA;
- (c) The President of the CPR of H-MUNEA with the concurrence of the other members of the HMUNEA and in consultation with the Executive Director of H-MUNEA.

In such cases, the Executive Director of H-MUNEA shall immediately inform all members of the H-MNUEA of the request, as well as of the approximate costs and relevant administrative considerations, and shall inquire whether they concur in it. If within twenty-one days of the inquiry a majority of the members of the H-MUNEA explicitly concurs in the request, the Executive Director shall convene a special session of the H-MUNEA.

### Date of opening of special sessions

#### Rule 5

Special sessions of the H-MUNEA shall normally be convened within forty-two days of the receipt by the Executive Director of H-MUNEA of a request for such a session, at a date and place fixed by the President of the CPR of H-MUNEA, taking into account such observations as may have been made in the request for a special session.

### Notification of date of opening

#### Rule 6

Executive Director H-MUNEA shall communicate the date of the first meeting of each session to all States Members of the Model United Nations. Such notification shall be sent:

- (a) In the case of a regular session, at least forty-two days in advance;
- (b) In the case of a special session, at least fourteen days in advance of the date fixed in accordance with rule 5 above.

### Adjournment of session

#### Rule 7

The H-MUNEA may decide at any session to adjourn temporarily and resume its meetings at a later date.

## **II. AGENDA**

### Drawing up of the provisional agenda for a regular session

#### Rule 8

1. The Executive Director of H-MUNEA shall submit to the H-MUNEA at each regular session the provisional agenda for the following regular session. The provisional agenda shall include all items proposed by:
  - a) The H-MUNEA
  - b) A State Member of the Model United Nations
  - c) CPR of H-MUNEA
  - d) The Executive Director of H-MUNEA.
  
2. 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 H-MUNEA at least forty-nine days prior to the opening of the session.

3. In drawing up the provisional agenda, the Executive Director of H-MUNEA shall take account of suggestions made by the different agencies.

### Communication of the provisional agenda

#### Rule 9

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

### Supplementary items

#### Rule 10

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 8. The request for inclusion of a supplementary item shall be supported by a statement from the authority proposing it. The Executive Director of H-MUNEA 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 he may wish to make.

### Adoption of the agenda

#### Rule 11

1. At the beginning of each regular session, subject to the provisions of rule 14, 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 10.
2. A State Member of the Model United Nations or member of a specialized agency which has requested the inclusion of an item in the agenda under rule 8 or 10 above shall be entitled to be heard by the H-MUNEA on the inclusion of the item in the agenda for the session.
3. The H-MUNEA shall normally include in its agenda for the session only items for which adequate documentation has been circulated to members at least forty-two days before the beginning of the regular session of the H-MUNEA.

## Allocation of items

### Rule 12

The H-MUNEA may allocate items among the plenary meetings of the H-MUNEA and sessional committees, if any, set up in accordance with rule 55, and may refer items without preliminary debate in the H-MUNEA to:

- (a) One or more of its subsidiary organs, if any, set up in accordance with rule 57, for examination and report at a subsequent session of the H-MUNEA;
- (b) The Executive Director, for study and report at a subsequent session of the H-MUNEA; or
- (c) The proposer of the item, for further information or documentation.

## Provisional agenda for a special session

### Rule 13

The provisional agenda for a special session shall consist only of those items proposed for consideration in the request for the holding of the session. It shall be transmitted to the authorities mentioned in rule 10 at the same time as the notice convening the H-MUNEA.

## Revision of the agenda

### Rule 14

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

## **III. REPRESENTATION AND CREDENTIALS**

### Rule 15

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

### Rule 16

1. The credentials of 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.
2. The CPR shall examine the credentials and submit its report to the H-MUNEA. 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. OFFICERS**

### Elections

#### Rule 17

Before commencement of the first meeting of its regular session, the Executive Director and the President shall elect three Vice-Presidents and a Rapporteur from among its members at least 30 days before the commencement of H-MUNEA. These officers shall constitute the Committee of Permanent Representative. The CPR shall assist the President in the general conduct of business of the H-MUNEA. The Chairpersons of such sessional committees or working parties as may be established under rule 57 below shall be invited to participate in meetings of the CPR.

### Terms of office

#### Rule 18

The Vice Presidents and the Rapporteur shall hold office until their successors are elected. Subject to the provisions of rule 17, they shall be eligible for re-election. None of them may hold office after the expiration of the term of office of the member of which he is a representative.

### Acting President

#### Rule 19

If the President cannot preside at a meeting or any part thereof, the President shall appoint a Vice-President to take his place.

### Replacement of the President

#### Rule 20

If the President ceases to be a representative of a member of the H-MUNEA or is unable to perform President's functions, or if the State of which he is a representative ceases to be a member of the H-MUNEA, the Bureau shall designate one of the Vice-Presidents as Acting President.

### Powers of the Acting President

#### Rule 21

A Vice-President acting as President shall have the same powers and duties as the President.

## Voting rights of the President

### Rule 22

In the case of a member of the H-MUNEA, 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 H-MUNEA. In such a case the President shall not exercise the right to vote.

## **V. SECRETARIAT**

### Duties of the Executive Director

#### Rule 23

The Executive Director of H-MUNEA shall act in that capacity in all meetings of the HMUNEA and of its subsidiary organs, if any. The Executive Director may designate any officer of the secretariat to act as the representative of the Executive Director.

#### Rule 24

The Executive Director of H-MUNEA shall direct the staff required by the H-MUNEA and any subsidiary organs which may be established by it.

#### Rule 25

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

#### Rule 26

The Executive Director of H-MUNEA, or the Executive Director's representative, may, make oral as well as written statements to the H-MUNEA and its subsidiary organs, if any, concerning any question under consideration.

#### Rule 27

The Executive Director of H-MUNEA shall be responsible for all the necessary arrangements for meetings of the H-MUNEA and of its subsidiary organs, including the preparation and distribution of documents at least forty-two days in advance of the sessions of the H-MUNEA and its subsidiary organs, if any.

## Duties of the Secretariat

### Rule 28

The secretariat shall interpret speeches made at meetings; shall receive, translate and circulate the documents of the H-MUNEA and its subsidiary organs; shall publish and circulate the resolutions, reports and relevant documentation of the H-MUNEA. It shall have the custody of the documents in the archives of the H-MUNEA and generally perform all other work which the H-MUNEA may require.

## **VI. CONDUCT OF BUSINESS**

### Quorum

#### Rule 29

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

### Powers of the President

#### Rule 30

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 H-MUNEA, 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 H-MUNEA and over the maintenance of order at its meetings. The President may propose to the H-MUNEA 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 the adjournment of the meeting or of the debate on the question under discussion.

#### Rule 31

The President, in the exercise of his functions, remains under the authority of the H-MUNEA.

### Speeches

#### Rule 32

No person may address the H-MUNEA without having previously obtained the permission of the President of HMUNEA. Subject to rules 33 and 34, the president of H-MUNEA shall call upon speakers in the order of which they signify their desire to speak. The President may call a speaker to order if remarks of the speaker are not relevant to the subject under discussion.



## Precedence

### Rule 33

The Chairperson, Vice-Chairperson or Rapporteur of a sessional committee or working party, or a designated representative of any subsidiary organ in HMUNEA, may be accorded precedence in speaking for the purpose of explaining the conclusion arrived at by the sessional committee, working party or subsidiary organ concerned and for the purpose of replying to questions.

## Points of order

### Rule 34

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

## Time limit on speeches

### Rule 35

The H-MUNEA 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 debate is limited and a speaker has spoken his allotted time, the President shall call the speaker to order without delay.

## Closing of list of speakers

### Rule 36

During the course of a debate the President of H-UNEA may announce the list of speakers and, with the consent of the H-MUNEA, 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 37

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 be immediately put to the vote.

### Closure of debate

#### Rule 38

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 wish to speak of that representative. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote. If the H-MUNEA is in favour of the closure, the President of H-MUNEA shall declare the closure of the debate.

### Suspension or adjournment of the meeting

#### Rule 39

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 be immediately put to the vote.

### Order of procedural motion

#### Rule 40

Subject to rule 34, 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: (a) To suspend the meeting; (b) To adjourn the meeting; (c) To adjourn the debate on the question under discussion; (d) For the closure of the debate on the question under discussion.

### Proposals and amendments

#### Rule 41

Proposals and amendments shall normally be introduced in writing and submitted to the Executive Director, who shall circulate copies to the members. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the H-MUNEA unless copies of it have been circulated to all members not later than the day preceding the meeting. Subject to the consent of the H-MUNEA, 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 the same day.

## Decisions on competence

### Rule 42

Subject to rule 40, any motion calling for a decision on the competence of the H-MUNEA to adopt any proposal or any amendment submitted to it shall be put to the vote before a vote is taken on the proposal or amendment in question.

## Withdrawal of motions

### Rule 43

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 44

When a proposal has been adopted or rejected, it may not be reconsidered at the same session of the H-MUNEA unless the H-MUNEA, 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 the vote.

## **VII. VOTING**

## Voting rights

### Rule 45

Each member of the H-MUNEA shall have one vote.

## Majority required and meaning of the expression "Members present and voting"

### Rule 46

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

### Method of voting

#### Rule 47

The H-MUNEA 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, beginning with the member whose name is drawn by lot by the President of H-MUNEA.

### Recording of roll call

#### Rule 48

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

### Conduct during voting

#### Rule 49

After the President of H-MUNEA 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 H-MUNEA 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 H-MUNEA 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 50

A representative may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the 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 51

1. 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 H-MUNEA shall vote first on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the 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 the vote in its original form.
2. A motion is considered an amendment to a proposal if it adds to, deletes from or revises part of that proposal.

### Voting on proposals

#### Rule 52

1. If two or more proposals relate to the same question, the H-MUNEA shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The H-MUNEA may, after each vote on a proposal, decide whether to vote on the next proposal.
2. 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 53

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

## **VIII. SESSIONAL COMMITTEES WORKING PARTIES AND SUBSIDIARY ORGANS OF THE GOVERNING COUNCIL**

#### Rule 54

The Governing Council may establish such sessional committees, working parties and subsidiary organs as may be necessary for the effective discharge of its functions.

## Sessional committees and working parties

### Rule 55

1. At each session, the H-MUNEA may set up sessional committees and working parties, from among its members, and refer to them any questions on the agenda for study and report.
2. The sessional committees and working parties may set up sub-committees and subgroups of working parties. The member of such sub-committees and sub-groups of working parties shall be nominated by the committee or working party concerned.
3. The Chairperson of sessional committee or working groups may declare a meeting open and permit the debate to proceed when at least one quarter of the members of the committee or working group are present. The presence of a majority of the members shall be required for any decision to be taken.
4. Subject to paragraph 3 above, the provisions of rules 30 to 53 of these rules of procedure shall be applied as appropriate in the proceedings of the sessional committees, working parties and any subcommittees or sub-groups set up by them.

### Rule 56

Each sessional committee or working party shall elect its own officers, unless otherwise decided by the H-MUNEA. In electing its officer each sessional committee or working party shall have due regard to the principle of equitable geographical representation.

## Subsidiary organs of the Governing Council and expert groups

### Rule 57

1. The H-MUNEA may establish such subsidiary organs on a permanent or ad hoc basis as may be necessary for the effective discharge of its functions and, as required, expert groups to consider specific problems and make recommendations.
2. Any State Member of the United Nations or member of a specialized, whether or not that State is a member of the H-MUNEA, may become a member of any subsidiary organ of the H-MUNEA. In determining the size of the subsidiary organs and electing their members, the H-MUNEA shall take fully into account the desirability of including in the membership of these bodies States with a special interest in the subject-matter to be dealt with by them, as well as the need to ensure equitable geographical distribution.
3. The rules of procedure of subsidiary organs shall be those of the H-MUNEA, as appropriate, subject to such modifications as the H-MUNEA may decide upon in the light of proposals by the subsidiary organs concerned. Each subsidiary organ shall elect its own officers.

4. Each subsidiary organ, taking into consideration the date of the regular session of the H-MUNEA and bearing in mind the items referred to it by the H-MUNEA, may adopt its own priorities within the framework of the work Programme established by the H-MUNEA and, in consultation with the Executive Director, meet as may be necessary.

## **IX. LANGUAGES AND RECORDS**

### Languages and Interpretation

#### Rule 58

1. English shall be the official and working language of the H-MUNEA. Speeches shall only be made in this language.
2. Any representative may make a speech in a language other than the language of the H-MUNEA. In this case the representative shall provide for interpretation into language of the H-MUNEA. Interpretation into the language of the H-MUNEA by an interpreter of the Secretariat may be based on the interpretation given in the first language of the H-MUNEA.

### Languages and distribution of resolutions, other formal decisions and documents

#### Rule 59

1. All resolutions, recommendations and other formal decisions of the H-MUNEA, as well as its reports and other documents, shall be made available only in the language of the H-MUNEA.
2. The text of the resolutions, recommendations and other formal decisions adopted by the H-MUNEA, its sessional committee and other subsidiary organs, if any, shall be distributed by the secretariat to all members of the H-MUNEA and any others participating in the session.
3. The printed text of such resolutions, recommendations and other formal decisions, as well as the reports of the H-MUNEA to the, shall be distributed after the close of the session to all states members of the United Nations or members of the specialized agencies.

### Sound records of meetings

#### Rule 60

Sound records of the meetings of the H-MUNEA and of its sessional committees shall be kept by the secretariat in accordance with the practice of the Model United Nations. Such recording shall also be made of the proceedings of any subsidiary organs when they so decide.

## **X. PUBLIC AND PRIVATE MEETING**

### **Rule 61**

The meetings of the H-MUNEA, its sessional committees and working parties and subsidiary organs, if any, shall be held in public unless the body concerned decides otherwise.

## **XI. PARTICIPATION OF STATES**

### **Rule 62**

Any State Member of the Model United Nations or member of a specialized agency may participate in the deliberations of the H-MUNEA.

## **XII. H-MUNEA EXECUTIVE DIRECTOR**

### Appointment of H-MUNEA Executive Director\*

### **Rule 63**

The H-MUNEA Executive Director shall be appointed by the Harithkram Model United Nations Environment Assembly's Patron, following a competitive process on the basis of equitable geographical distribution, Model UNEA leadership and experience and personal competence.

\***Convener, H-MUNEA** would act as **Executive Director** unless it is decided otherwise.

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

### **Rule 64**

Any of these rules may be amended or suspended by the H-MUNEA subject to rules 64 and 65 below.

### **Rule 65**

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

### **Rule 66**

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