

# RULES OF PROCEDURE

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## 第一章 总则 General Rules

第一条 为了规范会议议事过程，保障与会各方充分表达的权力，提高会议效率，保证会议流畅进行，根据《联合国大会议事规则》，结合模拟联合国活动的相关经验和中国联合国协会的指导制定此规则。

The Rules of Procedure, based on the official Rules of Procedure of United Nations General Assembly and prior Model United Nations experiences, with guidance from the United Nations Association of China, is made aiming to regulate Conference order, ensure the rights of expression among laterals present, and increase the efficiency and fluency of the Conference.

第二条 若会议期间出现本规则未规定情形的，由各委员会主席团参考规则进行解释。若主席团无法解释，或代表对主席团解释有异议的，应提请大会秘书处裁决。

Any exception to the Rules of Procedure shall be explained by the Committee Bureaus. Exceptions unexplained by Committee Bureaus or dissents from Delegates towards existing explanations shall be judged by the Secretariat.

## 第二章 秘书处与主席团

### Secretariat and Committee Bureaus

第三条 大会秘书处负责为会议作一切必要的安排和大会所要求的所有工作，包括接受、散发文件、决议和报告；协助主席团确保会议的顺利进行。

The Secretariat shall make all necessary arrangements for the Conference and perform all the work which the Conference may require, including receiving, printing and distributing documents, resolutions and reports and assisting the Committee Bureaus in their work.

第四条 各委员会主席团由大会秘书处任命，负责组织和指导会议的进行，由一个主席团负责人和若干个主席团成员组成。主席团负责人全权负责主席团所有事务，主席团成员包括学术指导、学术助理与技术助理。主席团执行职务时始终处于委员会的权力下。

Committee Bureaus, consisting of one Chair and several Bureau Members, are appointed by the Secretariat. They take charge of organizing and directing the Committee meetings. The

Chair is solely responsible for the Bureau. Bureau Members shall include one Director, one Rapporteur, and Assistant Directors. Bureaus, in the exercise of their functions, remains under the authority of the Committees.

第五条 主席团负责人应宣布每次会议的开会和散会、主持会议讨论、确保对本规则的遵守、准许发言、把问题付诸表决并宣布决定、就程序问题作出裁决。在遵守本规则的情况下全面掌握每次会议的进行和维持会场秩序。在讨论期间，可限制发言者的发言时间、限制每一代表发言的次数、截止发言报名或结束辩论。确定决议草案的提交时间，请提案国介绍决议草案。可提议停会或休会或暂停辩论所讨论的项目。

The Chair shall declare the opening and closing of each session; direct discussions in plenary meetings; ensure observance of these rules; accord the right to speak; put questions and announce decisions. The Chair shall rule on points of order and, subject to these rules, shall have complete control of the proceedings at any meeting and over the maintenance of order thereat. The Chair may, in the course of discussion of an item, propose to the Committee the limitation of time allowed to speakers; the limitation of the number of times each Delegate may speak; the closure of the Speakers' List; the suspension or adjournment of the meeting. The Chair may also decide on the time before which draft resolutions shall be submitted and invite the sponsors to introduce the draft resolutions.

第六条 学术指导应协助代表进行会前准备，提供必要的资料并解答代表提出的学术问题，审核代表递交的文件，发现文件中的语言格式、学术错误并告知代表，签署并印发所收到的文件，将文件退回修改或重写。

The Director shall assist Delegates with their Conference preparation; provide sufficient background information; answer academic questions; proofread Documents submitted by Delegates; check mistakes of those Documents and decide whether to sign; and print those Documents or request Delegates to redraft them.

第七条 技术助理负责协助主席团负责人引导会议的进行，操作会议软件，执行点名流程，更新会议信息，使用软件进行会议记录等。

The Rapporteur shall support the Chair in presiding at the Conference by using the Conference Controller Software to do the Roll Call; updating information of the Committee; and recording Conference progress.

第八条 学术助理负责协助进行会议记录工作。学术助理应完整记录会议的全部内容，包括代表发言的重点内容、提出的动议和问题以及主席裁决、会议决定等。

Assistant Directors shall assist the Director with recordings. Assistant Directors shall make comprehensive records of the Conference, including quintessence of each Delegate's speech; Motions and Points raised; Judges of the Chair; and Decisions of the Committee.

### 第三章 代表及其他人员

## Delegates and other Participating Members

第九条 作为会员国代表参加会议人员称为代表。

Representatives of the Member States are *Delegates*.

第十条 中国联合国协会为各委员会聘请评委。评委对代表在一般性辩论发言、决议草案起草和磋商的表现进行评价。

The U.N. Association of China invites Judges for each Committee. Judges evaluate Delegates' performance in speeches, documentation and consultations.

第十一条 志愿者佩戴特殊标识并为会议及与会人员提供服务。志愿者应完成帮助代表传递信息、维持会场秩序等工作。

Volunteers provide aids to other Participating Members. They shall assist Delegates with conveying information, keep orders, etc.

第十二条 不作为代表与会而以个人身份观摩会议人员为观察员，作为教师带领学生参加会议人员为指导教师。观察员和指导教师享有自由出入、旁听会议的权利，并履行保持会场秩序的义务。

Participants other than Delegates are Observers. Recognized teachers are Faculty Advisors. Observers and Faculty Advisors enjoy free access to observing plenary meetings of Committees and shall stay in order.



## 第四章 会议运行 Meetings

### 语言 Languages

第十三条 所有委员会工作语言为英文。主媒体中心的工作语言为中文或英文，但其新闻报道所使用的语言应为英文。

All Committees use English as working languages. The working language of Main Press Center is Chinese or English, while its reports shall be written in English.

### 法定人数 Quorum

第十四条 各委员会至少须有三分之一代表团出席。任何决定必须在有过半数的代表团出席时才能作出。

A plenary meeting may be declared open when at least one third of the members of the Committee are present. The presence of a majority of the members shall be required for any decision to be taken.

### 点名 Roll Call

第十五条 各委员会开始时应由技术助理执行点名流程以确定出席情况。技术助理依特定顺序高喊会员国的名称，其代表应高举国家牌并喊“出席”，否则视为缺席。未在点名阶段出现的代表可在到场后向主席团递交意向条，声明其出席情况。

The Roll Call shall be taken at the opening of each Session. The Roll Call shall be taken by Rapporteurs in certain order of the names of the Members. The name of each Member shall be called in any Roll Call, and one of its Delegates shall reply “present”, or the Delegate will be taken as absent. Any Delegate failed to be present during the Roll Call may send pages to Committee Bureaus claiming their presence.

## 一般性辩论 General Debate

第十六条 会议由一般性辩论、自由讨论和决议草案磋商三部分组成。

The Conference consists of three parts, i.e. General Debate, Free Discussion and Consideration of Draft Resolutions.

第十七条 会议开始后即进入一般性辩论环节。主席应邀请希就会议主题发言的代表形成主发言名单，并按请求发言的先后次序请代表发言。每一代表只能发言一次，时限为 3-5 分钟。具体发言时限由主席团确定并在辩论开始时宣布。

General Debate starts after the opening of the Conference. The Chair shall put those who signify their desire to speak on the Speakers' List and call upon them to speak in order. Each Delegate may speak only one time for three to five minutes, where the specific time limit shall be decided and declared by the Committee Bureau.

第十八条 未经主席邀请，任何代表不得发言。

No Delegate may address the Committee without having previously obtained the permission of the Chair.

第十九条 如发言者的言论与所讨论的议题无关，或发言时间超过规定的时间，主席应敦促他遵守规则。

When a Delegate exceeds his/her allotted time or his/her remarks are not relevant to the subject under discussion, the Chair shall call him/her to order without delay.

第二十条 主席可在讨论过程中宣布发言者名单，并可根据会议进度适时宣布发言报名截止。

The Chair may announce the Speakers' List during the course of a debate and declare the list closed at a proper phase of the Conference.

第二十一条 代表可在讨论过程中向主席团传递意向条，申请将其列入主发言名单或从中移除。

Delegates may send pages to Committee Bureaus, requesting to be added to or removed from the Speakers' List.

第二十二条 为保证一般性辩论的完整性，除程序性动议外，一般性辩论期间不得动议讨论其他问题，或动议自由磋商。

To ensure the integrity of General Debate, no Motion other than points of order shall be raised.

第二十三条 一般性辩论结束后，进入自由讨论环节，代表可动议讨论任何问题并发言，发言时间不超过 90 秒。

Free Discussion starts after the General Debate. Delegates may raise for a Motion for any related topic and address the Committee for no more than 90 seconds.

第二十四条 主席应视会议进度，适时宣布结束自由讨论，进入决议草案磋商环节。

The Chair shall announce the closure of Free Discussion at a proper time and proceed to the Consultations of Draft Resolutions.

第二十五条 一般性辩论期间，主席可要求提案国介绍已获主席团认可的决议草案，提案国也可动议介绍已获认可的决议草案。

During General Debate, the Chair may invite Sponsors to introduce their Draft Resolutions which have been approved by the Committee Bureaus. The Sponsors may motion for an introduction as well.

## 答辩权 Rights of Reply

第二十六条 若任一代表在发言中反对另一代表的观点，或发言包含不利于其所代表国家的内容，后者可申请答辩权，作出反驳或评论。

Delegates may exercise their Rights of Reply by which to make refutations or comments when any other Delegate expressed antagonistic views on his speech or against his/her country.

第二十七条 申请答辩的代表应在对方发言期间或结束后，立即高举国家牌向主席团提出申请。如其他时间申请，主席团将不予受理。

Any Delegate requesting the Right of Reply shall raise their Placard during or immediately after the related speech, otherwise the request shall not be approved.

第二十八条 答辩应在该次会议讨论全部结束后进行。答辩发言时间不超过 2 分钟。其他代表不得对答辩申请答辩权。

The remarks under the Right of Reply shall be made after all the speeches completed. The remarks shall not exceed 2 minutes. The Rights of Reply shall not be exercised to the remarks under the Right of Reply.

## 动议 Motion

第二十九条 代表可提出动议，要求会议采取某种行动。希望进行动议的代表应高举国家牌并喊“动议”。

A Delegate may raise Motions to request the Committee to take an action. The Delegate who desires to raise a Motion shall raise their Placard and say “Motion”.

第三十条 任何动议应获得附议，未获得附议之动议不进入投票流程。一般动议须有一名附议的代表发言。停会、休会、暂停辩论、结束辩论的动议，除原动议者外，得由两名赞成和两名反对动议的代表发言。动议者发言时间不超过 2 分钟，附议者及反对者发言不超过 1 分钟。

Motions shall get seconds. Any Motion without a second shall not be put to vote. Generally, a Motion needs one Delegate who seconds to speak for it. For Motions to Suspend the Meeting, Adjourn the Meeting, and Close the Debate, in addition to the proposer of the Motion, two Delegates may speak in favor of and two against the Motion, after which the Motion shall be immediately put to vote. The speech of the Proposer shall not exceed 2 minutes and speeches of other Delegates shall not exceed 1 minute.

第三十一条 动议经表决并获简单多数通过方可执行。

Any Motion needs a Simple Majority to be executed.

第三十二条 代表可动议自由磋商。该动议通过后，代表可在规定的时间内离席讨论。该动议不得在一般性辩论发言结束前提出。

A Delegate may Motion for an Unmoderated Caucus. After the Motion is adopted, Delegates may leave the seat for discussions for a limited amount of time. This Motion shall not be raised during General Debate.



第三十三条 代表可动议停会（suspend the meeting）。该动议通过后，会议暂时休会。主席视情宣布重新开会时间。

A Delegate may Motion to Suspend the Meeting. After the Motion is adopted, the meeting shall be suspended until the time the Chair declares to resume the meeting.

第三十四条 代表可动议休会（adjourn the meeting）。该动议通过后，当次会议结束，直至下次会议重新开始。

A Delegate may Motion to Adjourn the Meeting. After the Motion is adopted, the session shall close until the next session starts.

第三十五条 决议草案提交并取得主席团认可后，提案国可动议介绍决议草案。该动议通过后，提案国可对决议草案进行介绍，时间不超过 3 分钟。

After a Draft Resolution is approved by Committee Bureaus, the Sponsor may Motion to introduce the Draft Resolution. After the Motion is adopted, the Sponsors may have up to 3 minutes to make an introduction.

## 问题 Points

第三十六条 由代表提出的对于会议流程和内容的疑问为问题。代表可在任一时间高举国家牌并喊“问题”以提出问题。提出问题不应打断其他代表发言，否则主席团应予以警告。

Points are questions about the procedures or contents of the Conference. During the discussion of any matter, a Delegate may raise a Point by raising their Placard and saying “Points”. Points shall not interrupt Speeches, or the Chair shall warn the Delegate.

第三十七条 代表认为会议运行出现流程和规则错误时，可提出程序性问题。主席应立即作出裁决。如代表对主席的裁决提出异议，主席应立即将此异议付诸表决。主席的裁决，除非被出席并参加表决的代表过半数推翻，仍应有效。提出程序问题的代表不得就所讨论事项做实质发言。

During the discussion of any matter, a Delegate may raise a Point of order, and the Point of Order shall be immediately judged by the Chair in accordance with the Rules of Procedure. A Delegate may appeal against the ruling of the Chair. The appeal shall be immediately put to vote, and the Chair’s ruling shall stand unless overruled by a majority of the members present

and voting. A Delegate rising to a Point of Order may not speak on the substance of the matter under discussion.

第三十八条 代表对于会议流程、规则、日程有疑问的，可以提出咨询性问题。主席团应立即解答。

Delegates confused with the Program of Work, Rules of Procedure, or Schedules of the Conference may rise to a Point of Inquiry. The Committee Bureau shall answer immediately.

第三十九条 代表认为提出动议、介绍决议草案的代表语言表达不清楚，需要解释的，可以提出信息性问题。提出信息性问题应明确问题内容，由询问对象立即做出解释。

Delegates who find the expression of Motions or Draft Resolutions to be ambiguous may rise to a Point of Information. Points of Information shall specify matters of concern and be answered immediately.



## 文件 Documents

第四十条 代表关于就会议讨论议题表达立场的文件为立场文件。代表应于主席团指定时间内提交立场文件。

Delegates submit Position Papers to declare their positions on the issues of discussion in the Committee. Position Papers shall be submitted before the appointed time.

## 决议草案 Draft Resolution

第四十一条 代表团提交的拟作为会议决议的文件为决议草案，决议草案获得通过后成为会议正式决议。

Drafts of Resolutions submitted to the Committee are *Draft Resolutions*. Draft Resolutions adopted by the Committee shall become Resolutions from the Committee.

第四十二条 单独或合作起草决议草案的成员国为提案国，附议该草案的成员国为共同提案国(简称“共提国”)。一个提案国只能提出一份决议草案。

Delegate(s) authoring a Draft Resolution are Sponsor(s) of the Draft Resolution and Delegates second the document are Co-sponsors/Signatories. A Delegation shall only sponsor one Draft Resolution.

第四十三条 每项决议草案的提案国和共提国数量必须超过会议代表数的 20%，提案国应将决议草案和共提国名单一并提交主席团。

The sum of Sponsors and Co-sponsors/Signatories of one Draft Resolution shall exceed 20% of the Committee's Delegations. The list of Sponsors and Co-sponsors/Signatories shall be submitted to the Bureau with the Draft Resolution.

第四十四条 决议草案未经修正的，可由原提案国在表决开始前随时加以撤回。已撤回的决议草案可由任何代表重新提出。

A Draft Resolution without Amendments can be withdrawn by its sponsor at any time before voting. A Draft Resolution thus withdrawn may be reintroduced by any other delegate.

第四十五条 主席团应敦促会员国尽早提交决议草案，一般应于会期一半时截止。

Committee Bureaus shall urge Delegates to submit Draft Resolutions as early as possible. Generally, Committee Bureaus shall not receive Draft Resolutions after the mid-time of the Conference.

## 修正案 Amendments

第四十六条 对于某决议草案做出修改、删减、增补的文件或动议为修正案。

Modifications, deletions or additions in written or orally (by Motion) to a Draft Resolution are *Amendments*.

## 决议草案的审议

### Consideration of Draft Resolutions

第四十七条 决议草案审议开始前，学术指导应介绍决议草案提案国及共提国，由提案国对决议草案的目的和作用进行介绍。然后，学术指导阅读决议草案，如果有修正案也一并阅读。任一代表可随时就正在讨论的内容提出咨询性问题或修正意见，由提案国或修正案的提出国予以解答和回应。

Before the consideration of a Draft Resolution, Committee Bureaus shall introduce Sponsor(s) and CO-sponsors/Signatories of the Draft Resolutions and invite Sponsor(s) to introduce the Draft Resolution. After the Introduction, the Director shall read aloud the Draft Resolution and its Amendments if there are. During the reading procedure, any Delegate may rise to a Point of Information or submit Amendments which shall be answered and responded.

第四十八条 提案国如接受修正案，可据此对决议草案进行修改。如不接受，则任代表可动议自由磋商或进行表决。

If an Amendment is accepted by the Sponsor(s), the Draft Resolution shall be amended accordingly. Otherwise, any Delegate may rise to a Motion for a consultation/Unmoderated Caucus or put the Draft Resolution to the vote.

第四十九条 决议草案和修正案应提前以书面形式送交主席团，由主席团将复印件向各代表团散发。任何决议草案必须不迟于审议开始前 1 小时散发，否则不得审议或表决。但修正案的复印件即使当场散发或仅口头介绍，仍可进行审议或表决。

Draft Resolutions and Amendments shall be submitted in written and be printed and distributed by Committee Bureaus. Any Draft Resolution shall be distributed no less than 1 hour before the consideration, or it shall not be discussed or put to the vote. Whilst an Amendment may be considered and put to the vote even if its copies are distributed or it is orally introduced on the spot.

第五十条 决议草案不经修正或经修正后，如获所有代表同意，可不经表决通过。

If a Draft Resolution, amended or not, is accepted by all Delegates of the Committee, it may be adopted without a vote.



## 表决 Voting

第五十一条 每个代表团有一票表决权。

Each delegation of the Committee shall have one vote.

第五十二条 委员会做出一般性决定须获简单多数赞成。简单多数为大于出席并参加表决票数的二分之一。

Decisions of the Committee on general matters shall be made by a simple majority. A simple majority is more than half of the Delegates present and voting.

第五十三条 委员会做出重大决定须获绝对多数通过。绝对多数为大于出席并参加表决票数的三分之二。

Decisions of the Committee on important questions shall be made by a two-thirds majority of the members present and voting.

第五十四条 重大决定包括：关于维持国际和平与安全的建议、会员国权利和特权的停止、预算问题等重要问题的决定；对于重要问题决议草案修正案的决定，以及对于此种决议草案分别付诸表决的部分的决定；其他何种事项应以三分之二多数通过的决定。

*Decisions on important questions include: recommendations with respect to the maintenance of international peace and security; the suspension of the rights and privileges of membership, and budgetary questions; amendments to proposals relating to important questions, parts of such proposals put to the vote separately; determination of additional categories of questions to be decided by a two thirds majority.*

第五十五条 出席并参加表决票是指赞成票和反对票，弃权应被认为没有参加表决。

*Being present and voting* means casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

第五十六条 对动议的投票为程序性投票，使用举牌表决方式。对决议草案和修正案的投票为实质性投票，使用唱名表决方式。

A vote on Motions, by the Show of Placard, is a vote on Procedure. A vote on Draft Resolutions and Amendments, by a Roll Call, is a vote on Substance.

第五十七条 代表通过高举国家牌投票之投票方式为举牌表决。赞成的代表应高举国家牌，反对的代表不做任何表示。主席团通过统计高举国家牌的代表数确定投票结果。

Delegates raise their Placard to perform the Show of Placard. Delegates for the matter raise their Placard high and Delegates against sit tight. Committee Bureaus judge the result by counting raised Placards.

第五十八条 由主席团根据会员国国名英文首字母顺序，逐个点名询问代表意向的投票方式为唱名投票。任何代表都可请求进行唱名表决。代表可回答“赞成”、“反对”、“弃权”和“不参加”。表决结果应列入记录。

The Roll Call vote shall be taken in the English alphabetical order of the names of the Delegations. The name of each Delegation shall be called in the Roll Call. Any Delegate may request a Roll Call, and the Delegate shall reply "Yes", "No", "Abstain" or "Pass". The result shall be recorded.

第五十九条 主席宣布表决开始后，除与表决的实际进行有关的程序问题外，任何代表不得打断表决的进行。主席可准许代表在表决开始前或结束后作简短发言，解释其投票理由。决议草案、修正案的提案国，不得发言解释投票，除非该决议草案、修正案曾被修正。

After the Chair has announced the beginning of voting, no Delegate shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The Chair may permit members to explain their votes, either before or after the voting. Sponsors of the Draft Resolutions or the proposers of Amendments shall not explain their vote on their own Draft Resolutions or Amendments, unless they have been amended.

第六十条 任何代表可动议将决议草案或修正案进行分段表决。如无人反对，即进入分段表决。如有人反对，主席应将该动议付诸表决，并只准许两名赞成和两名反对该动议的人发言。该动议如获通过，则进行分段表决。分段表决后，再将决议草案或修正案中获得通过的各段合成整体进行表决。如在分段表决中，决议草案或修正案的各执行段均遭否决，则整个决议草案或修正案被否决。如要求分段表决的动议未获通过，则继续对决议草案或修正案整体进行表决。

A Delegate may move that parts of a proposal or of an amendment should 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 approved shall then be put to the vote as a

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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.

第六十一条 如对某项决议草案有修正案，修正案应先付诸表决。一个或数个修正案如获通过，应将修正后的决议草案付诸表决。

When an Amendment is raised to a Draft Resolution, the Amendment shall be voted first. If one or more Amendments are adopted, the amended Draft Resolution shall then be voted upon.

第六十二条 如对同一问题有两个或两个以上决议草案，应按照提出的先后次序付诸表决。

If two or more Draft Resolutions relate to the same question, the Committee shall vote on them in the order in which they have been submitted.

第六十三条 如赞成和反对的票数相等，该决议草案应视为已被否决。

If a vote results in equality, the proposal shall be regarded as rejected.

第六十四条 如一个修正案的通过必然意味着另一修正案的否决，后一修正案不应再付诸表决。

Where the adoption of one Amendment necessarily implies the rejection of another, the latter shall not be put to vote.