

**BYLAWS
&
RULES OF PARLIAMENTARY PROCEDURE**

General Assembly, Security Council, Special Committees

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1. SESSIONS

1.1: Dates of convening and adjournment

The Dayton Model United Nations Conference shall meet every year in regular session commencing and closing on dates designated by the Director.

1.2: Venue of sessions

The Dayton Model United Nations Conference shall meet at a location designated by the Director.

1.3: Provisional Agenda

The provisional agenda shall be drawn up by the Secretary-General and communicated to member states at least sixty days before the opening of the annual session. Additional items of an important and urgent character, proposed for inclusion in the agenda less than thirty days before the opening of the annual session, may be placed on the agenda if the Secretary-General so decides, and also if the appropriate committee wishes, after the opening of the session.

2. LANGUAGE

2.1: Official and working language

English shall be the official and working language of DAYMUNC and all its committees and organs.

2.2: Interpretation

Any delegate wishing to address any meeting of any DAYMUNC committee, or to submit any document in any language other than English, must provide an English translation.

3. DELEGATE ATTIRE

Delegate attire during all official DAYMUNC meetings and functions shall be western business attire; however, delegates may wear the professional business (not ceremonial) attire of their home state if they prefer. Exception: individual delegates having religious or cultural dress requirements will be accommodated.

4. CREDENTIALS

4.1: Recognition of delegates

Delegates must wear the identification badges issued by Delegate Services at all times when a committee is in session. Chairpersons shall not recognize un-credentialed delegates in session.

4.2: Submission of credentials

Proper registration of a delegate shall be construed as sufficient evidence of his or her credentials. Such registration must be obtained from Delegate Services Committee appointed by the Secretary-General prior to the opening of a session.

4.3: Challenge of Credentials

Credentials may be questioned by individual delegates by submission in writing to the Secretary-General, who will consult with the Credentials Committee and render a decision. The Credentials Committee consists of the Secretary-General and the Director and such other persons as they may name.

4.4: Provisional admission

Any representative whose credentials have been challenged shall be seated provisionally with the same rights as other delegates until the Credentials Committee has made its determination.

4.5: Action by Credentials Committee

When a delegate's credentials have been properly challenged, the Credentials Committee shall investigate and determine the validity of the credentials. The decision of the Credentials Committee is not subject to appeal.

4.5 Effect of Decision

Committees shall be bound by the actions of the Credentials Committee in all credentials matters and shall take no action regarding the credentials of any Member State.

5. SECRETARIAT

5.1: Composition

The Secretariat of DAYMUNC consists of the offices of Executive Director, Secretary General, and his or her subordinate officers along with three standing committees, the membership of which may overlap: the General Committee, Credentials Committee and the Delegate Services Committee.

5.2: Director

The Director manages the finances of the organization and acts as official liaison to other entities as needed. He or she is empowered to execute any agreements necessary for the operations of DAYMUNC or perform any other necessary act without limitation. The Director shall designate one person as Secretary-General for each annual conference.

5.3: Secretary-General

The Secretary-General or his or her designate shall act in that capacity at all DAYMUNC sessions, and shall serve as President of the General Assembly when that body is in session. He or she may designate a member of the General Committee to act in his/her place at any time, and must do so when absent from the conference. The duties and prerogatives of the Secretary-General are established by these rules. The Secretary-General may appoint a Parliamentarian and Undersecretaries-General as needed to provide for the needs of the conference. The Secretary-General shall appoint one or more directors, a chairperson, and rapporteur for each committee. The Secretary-General shall have unlimited authority with respect to all procedural and substantive matters.

5.4: Delegate Services Committee

The Delegate Services Committee shall constitute the staff of the Delegate Services Center (DSC) and shall be chaired by the Undersecretary-General for Delegate Services. The DSC is responsible for registering delegates and providing credentials before the conference begins. The DSC shall receive, print and distribute documents, reports and resolutions of the various committees; assist delegates in research and resolution writing; and perform all other work which the delegates may require. The Undersecretary-General for Delegate Services shall have discretion to recruit and dismiss staff members and to control all access to DSC equipment and facilities. She or he also has authority to refuse any document submitted by a delegate for copying or distribution, but delegates may appeal such decision to the Secretary-General. Delegates shall make requests, or otherwise deal with the Secretariat, only through the committee chair or the Secretary-General.

5.5: Credentials Committee

A Credentials Committee shall be appointed by the Secretary-General prior to the opening of a session. Its membership is at the discretion of the Secretary-General. It shall examine the credentials of representatives and report to the Secretary-General without delay.

5.6: The General Committee

The General Committee shall include the Secretary-General and the Director, either of whom may preside; the officers of each committee; all committee directors; the Undersecretaries-General and Parliamentarian. The Director and Secretary-General have discretion to appoint other members as deemed appropriate. The General Committee may draw up the DAYMUNC agenda, recommend inclusion or exclusion of

agenda items, amend the rules of parliamentary procedure (except during a session), conduct all other business required for the planning of the conference. The General Committee formally exists at all times, whether DAYMUNC is in session or not. Members continue as such after the adjournment of the annual session, until their resignation or removal at the discretion of the Director.

5.7: Undersecretaries-General

The Secretary-General may appoint as many Undersecretaries as he or she deems necessary for the efficient operation of the conference. The Secretary-General may delegate any of his or her lawful powers to any designated Undersecretary.

5.8: Parliamentarian

The Secretary-General may appoint a Parliamentarian to serve at his or her discretion. The Parliamentarian may review and propose revisions of the rules, conduct officer training sessions, and serve as a resource to the Secretariat and officers during the conference. The Parliamentarian may also serve as Undersecretary-General, Committee Director, Chair or Rapporteur in any committee during the conference. Delegates seeking parliamentary advice must consult with their respective committee chair. The Parliamentarian may not render advice or opinions to delegates or advisors under any circumstances. Any recommendation proposed by the Parliamentarian is advisory only, matters requiring a policy decision must be directed to the Secretary-General.

5.9: Committee Directors

The Secretary-General shall appoint one or more Directors for each committee. The Director(s) are responsible for proposing topics to the General Committee for adoption into the provisional agenda, preparation of suitable explanatory memoranda for distribution to the various delegations, answering substantive questions during the conference, and reviewing and approving proposed draft resolutions and reports.

6. PRESIDING OFFICERS

6.1: Chairs and rapporteurs

The Secretary-General or his/her designate shall appoint, from applications submitted to the Secretariat, a Chair and Rapporteur for each committee who shall hold office for the duration of the session, unless otherwise decided by the Secretary-General.

6.2: Acting officers

If the chair or rapporteur must be absent during any meeting, or is unable to perform his/her functions, the Secretary-General shall appoint an acting officer to take his/her place *pro tempore* or permanently.

6.3: General powers of presiding officers

In addition to the powers conferred upon him or her by these rules of procedure, the Chair or designate shall declare the opening and closing of each plenary meeting of the committee, direct discussions in plenary meeting, ensure observance of these rules, accord the right to speak, put questions and announce decisions and communications from the Secretariat. She or he shall rule on points of order and, subject to these rules, shall have plenipotentary discretion over all proceedings in committee, and shall be responsible for maintenance of order. The presiding officer may, in the course of discussion of an item, propose the limitation of the time to be allowed to speakers, the closure of the speakers' list or the closure of debate. She or he may also propose the suspension or adjournment of the meeting or the adjournment of debate. The Chair or designate shall review and approve all proposed draft resolutions for compliance with the form determined by the Secretary-General.

6.4: Voting by officers

The chair and rapporteur do not have a vote. However, if a member of the committee is serving as an officer *pro tempore*, he or she may vote.

7. DELEGATE RIGHTS

7.1: Silent prayer or meditation

At the opening of any session any delegate may propose one minute of silent prayer or meditation. The chair has authority to grant such motion, without debate or a vote. Such a motion may not be made once any other business has been taken up by the committee.

7.2: Comfort of delegates

At any time a delegate may, by asking for a point of personal privilege, request of the chair that a condition interfering with the delegate's comfort be corrected. The chair has plenipotentary discretion over points of personal privilege.

7.3: Point of personal privilege

A point of personal privilege shall be used to attempt to rectify violations of the rights, health or comfort of any or all delegates. These may include, but are not necessarily limited to:

1. disturbance or disruption of business;
2. interference with the delegate's ability to participate in the proceedings;
3. threats to the safety of any or all members.

The chair shall immediately rule on the validity of the point of personal privilege, and shall decide whether and how to rectify the situation. A point of personal privilege may interrupt

the speaker; however, if the matter is not urgent, a note to the dais would be more appropriate and is preferred.

7.4: Points of Order

During the discussion of any matter, a representative may rise to a point of order, which shall be decided immediately by the chair in accordance with these rules of procedure. A delegate rising to a point of order may not speak on the substance of the matter under discussion.

7.5: Appeal of the Chair

Any delegate may appeal against any ruling of the chair. An appeal shall be immediately put to a vote, and the chair's ruling shall stand unless overruled by a majority of the members present and qualified to vote on procedural matters. The chair may offer a concise explanation of the relevant rules and his or her reasoning prior to the vote.

7.6: Points of information

A point of information may be used to make inquiries on parliamentary procedure; concerning the past, present and/or future state of business, or on any other relevant question pertaining to committee procedures. If a speaker attempts to make a point, rather than have one clarified, the chair shall call him or her to order immediately. If the chair feels that points of information are being used for dilatory purposes, she or he may require that they be submitted in writing. A point of information may not interrupt a speaker, thus delegates should wait to ask for a point of information until the speaker has finished. A point of information may be submitted orally or in writing to the chair.

7.7: Right of reply

If a remark impugns the integrity of a delegate's state, the delegation may request a right of reply orally or in written communiqué to the chair. The chair may require the impugned delegation to submit the proposed language of the reply in writing at his or her discretion. Unless the chair finds the proposed language inappropriate, the chair shall call upon the offended delegation to present its reply before the next speaker. The chair's ruling on a right of reply is not subject to appeal.

8. PROCEDURE ON AGENDA ITEMS (TOPICS)

8.1: Addition of agenda items

Inclusion of an additional agenda item must be proposed prior to setting the agenda order. Debate on inclusion of items shall be limited to three (3) speakers for and three (3) speakers against the motion and requires approval by a two-thirds vote of the committee members present qualified to vote. Any item proposed for inclusion in the agenda shall be accompanied by an explanatory memorandum.

8.2: Amendment of agenda items

Any agenda item can be amended to clarify, reduce, or expand its scope. Debate on amendment of items shall be limited to three (3) speakers for and three (3) speakers against the motion and requires approval by a two-thirds vote of the committee members present qualified to vote. Agenda items may not be amended to significantly alter the original intent. A motion to amend may be raised either before or during debate on the item.

8.3: Deletion of agenda items

Deletion of an agenda item must be proposed prior to debate on the item. Debate on deletion of items shall be limited to three (3) speakers for and three (3) speakers against the motion and requires approval by a two-thirds vote of the committee members present qualified to vote.

8.4: Adoption of the agenda

The agenda provided by the Secretary-General shall be considered adopted as of the beginning of the session subject to any additions, amendments, or deletions provided in this section of the rules.

8.5: Order of Consideration

The order of consideration for agenda items shall be determined by a majority of members present and qualified to vote in each committee. The chair shall open a Speaker's List and afford each delegation an opportunity to address the committee following normal debate rules. Debate on order of consideration may be limited at the discretion of the chair. Any delegate may move to set the order of consideration while the Speaker's List is open. Voting shall commence at exhaustion of the Speaker's List and the first proposal to pass renders all others moot. If the committee is unable or unwilling to set an agenda at the adjournment of the first meeting, the agenda will be automatically set in the order provided in the provisional agenda.

8.6: Adjournment of debate

During the discussion of any matter, a delegate may move to adjourn of debate on the agenda item under discussion. Permission to speak on the motion shall be accorded to two in favor and two opposed, after which the motion shall be put to an immediate vote. If the motion passes, the topic is dismissed and no further action may be taken on it.

8.7: Closure of debate

A representative may at any time move to close of debate. Permission to speak on the closure motion shall be accorded to two (2) delegates in favor, and two (2) against. Then the motion shall be put to an immediate vote. Closure of debate requires a two-thirds majority of the members present and qualified to vote on substantive matters. If

the motion passes, the committee shall immediately proceed to vote on all proposals introduced under that agenda item.

8.7: Reopening Debate

If debate has closed on an agenda item and the committee is unable to pass a resolution or report on the topic, it may not be reconsidered at the same session unless the committee so decides by a two-thirds majority of members present and qualified to vote. Permission to speak on a motion to reconsider shall be accorded to two (2) speakers opposing the motion, after which it shall be put to an immediate vote.

9. PARLIAMENTARY PROCEDURE

9.1: Quorum

The chair may declare a meeting open and permit debate to proceed when delegations of at least one third of the Member States are present. The presence of a majority of the member states shall constitute a quorum for both procedural and substantive voting.

9.2: Roll call

At the beginning of the first meeting of a session and following any suspension of a duration exceeding sixty (60) minutes, the Rapporteur shall call and record the roll prior to the commencement of any business of the committee. When called, each delegation shall indicate its presence as "present," "present and voting," or "present as observer" and the same shall be recorded on the roll. After the conclusion of the roll call, any delegation subsequently arriving shall notify the rapporteur in writing. The rapporteur shall determine from the roll the requisite number of votes to pass procedural motions and inform the chair prior to voting.

The effect of roll call responses is as follows:

- Present - Delegation must vote for, or against, any procedural matter, or may abstain from any substantive matter
- Present and voting - Delegation must vote for, or against, any procedural or substantive matter; no abstention permitted
- Present as observer - Delegation must vote for, or against, any procedural matter (no substantive voting rights)

9.3: Legality of Points and Motions

The only legal points and motions that may be raised from the floor are those specifically provided in these rules. The chair shall not accept any point or motion that is not provided for herein.

9.4: Dilatory Motions

The chair may rule dilatory, at his or her discretion, any motion that is either illegal or untimely or concerns a similar matter recently decided. Any point or motion ruled dilatory is immediately rendered moot. The chair should state a concise reason for the ruling and such rulings are not subject to appeal.

9.5: Call for Points and Motions

The chair shall invite points and motions from the floor at the conclusion of every speech or other business. Any delegation desiring to speak shall so signify by raising the placard. The chair shall call upon speakers in the order in which they signify their desire to speak.

9.6: Speaking rights

No delegate may address either the committee or dais without having obtained recognition from the chair. Delegates are expected to rise when speaking. The chair may call a speaker to order if, in his or her judgment, the speaker's remarks are either irrelevant to the subject under discussion or are disruptive or dilatory.

9.7: Disposition of Points and Motions

The chair shall accept all points and motions. If more than one point or motion is presented, the chair shall prioritize them and present them to the body in writing for disposition in that order. In the event there are several similar motions (i.e. brought under the same rule), the first to pass will render the remaining related motions moot. Motions may not be withdrawn once disposition has begun. Except in extraordinary circumstances, the chair should not call for additional points and motions at the conclusion of disposition of these motions.

9.8: Discussion of reports of committees

Any delegation may move to discuss one or more committee reports in a plenary session of the General Assembly. Any motion to this effect shall not be debated and requires an affirmative vote of one third of members present and qualified to vote on procedural matters.

9.9: On motions in general

Substantive motions are motions relevant to the subject under discussion: motions to vote, to adopt a resolution, etc. Procedural motions are motions affecting the rules of procedure, conduct of the session, conduct of an individual delegate, or personal safety.

9.10: Precedence of motions

Oral or written communiqués from the Secretary-General or his or her designate shall take precedence over all other business. The chair and rapporteur may accord themselves precedence for the purpose of clarifying rules or explaining any business

before the committee. The following motions shall have precedence in the order named over all principal motions and draft resolutions relative to the subject before the committee, as follows:

1. suspend the meeting
2. adjourn the meeting
3. point of personal privilege
4. adjourn debate on item under discussion
5. close debate (call previous question)
6. limit or extend debate
7. postpone discussion
8. introduce main motion
9. introduce an amendment

(Note: Motions are stated as follows: "I move to. . . ." Motion is a noun, not a verb: "I motion that. . ." is incorrect.)

9.11: Time limit on speeches

By default, speaker's time is unlimited; however, the committee may, by majority vote, limit the time allowed to each speaker. Before a vote is taken, two (2) representatives may speak in favor, and two against, a proposal to set such limits. It is the duty of the rapporteur to time speeches. When debate is limited and a representative exceeds the allotted time, the chair shall call him or her to order without delay.

9.12: Speakers' list

The speaker's list automatically opens when the chair declares a topic open for debate and the chair shall invite any delegation desiring to address the body to so signify by upraised placard. The chair shall recognize delegations and the rapporteur will place these delegations on the speaker's list in order recognized. Afterward, delegations desiring to speak must indicate their desire in writing the rapporteur. Delegations may appear only once on the list of speakers but may be added again after having spoken. When the list of speakers is exhausted, closure of debate is automatic and voting procedure begins without delay.

9.13 Closure of the Speaker's List

Any delegation may move that the Speaker's List be closed to further additions. The motion is not subject to debate and requires a vote of the majority of members present and qualified to vote.

9.14 Reopening of the Speaker's List

If the Speaker's List has been closed, any delegation may move that the Speaker's List be reopened to allow additional speakers to be added to the list. The motion is not subject to debate and requires a vote of the majority of members present and qualified to vote.

9.15: Decisions on competence

Any motion calling for a decision on a committee's competence to consider a proposal shall be put to the vote before a vote is taken on the proposal in question. The motion is not subject to debate and requires a vote of the majority of members present and qualified to vote on procedural matters.

9.16: Withdrawal of motions

A proposal or motion may be withdrawn at any time before voting has commenced provided that the motion has not been amended. A motion thus withdrawn may be re-introduced at any time by any delegate.

9.17: Reconsideration of proposals

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the committee so decides by a two-thirds majority of members present and voting. Permission to speak on a motion to reconsider shall be accorded to two (2) speakers opposing the motion, after which it shall be put to an immediate vote.

9.18: Suspension of the meeting

During the discussion of any matter, any delegate may move to suspend the meeting, specifying either a time for reconvening or duration of the suspension. Such motions are not subject to debate and shall be put to an immediate vote. A majority of members present and qualified to vote on procedural matters is required for passage. At the designated time, the meeting shall promptly resume when sufficient quorum is present.

9.19: Adjournment of the meeting

During the discussion of any meeting, a delegate may move the adjournment of the meeting. Such motions are not subject to debate and shall be put to an immediate vote. After adjournment, the meeting shall reconvene at its next regularly scheduled meeting time; however, adjournment of the final meeting shall adjourn the session.

10. SUBSTANTIVE PROCEDURE

10.1: Working papers in general

Delegates will develop through negotiation process one or more working papers proposing solutions to the issue presented by the agenda item. These working papers may address different aspects of the issue or propose alternative or conflicting solutions. Working papers may be merged or divided to form proposed draft resolution(s). Working papers may not be referred to as draft resolutions or reports -or- resolutions or reports until properly brought to the floor. Delegates may print a limited

number of copies of a proposal from the DSC. Working papers shall not be prewritten before the conference.

10.2: Form of proposals

All proposed draft resolutions or reports must be prepared in the form approved by the Secretary-General.

10.3: Sponsors and Signatories

All proposed draft resolutions or reports must have a minimum of three (3) sponsors and three (3) signatories unless in the discretion of the chair a greater or lesser number is appropriate. (Ten percent of the delegations present and voting is suggested.)

10.3: Approval of proposals

All proposed draft resolutions or reports must be reviewed by the chair for compliance with the approved form prior to submission to the Committee Director for substantive review and approval.

10.4: Adoption Motions

After approval by the Committee Director, any sponsor of a proposal may bring the item to the floor by motion. The rapporteur shall assign a sequential code number to the proposed draft resolution. Once a number is assigned, the proposal is referred to as a draft resolution or report. There is no debate and no procedural vote.

10.5: Distribution of Draft Resolutions or Reports

The rapporteur shall obtain sufficient copies all draft resolutions or draft reports for distribution to every delegation prior to voting from DSC. The chair shall call for a suspension of the meeting if necessary for this purpose. The chair may, however, permit the discussion and consideration of amendments or of procedural motions that have not been printed and circulated.

10.6 Friendly Amendments

Any delegate may move to amend any draft resolution by oral motion while the topic remains in debate. Such motions may correct errors or modify substantive matters. A motion to amend shall include a concise statement of the existing language along with the proposed change absent of debate. The Chair shall inquire as to objections from the sponsors of the draft resolution or draft report to be amended. If no objections rise from the floor, the rapporteur shall incorporate the amendment into the draft resolution or report. There is no debate.

10.7: Unfriendly Amendments

Any delegate may move to add additional operatives or amend the language of existing operatives in any draft resolution or report. Such motions shall be subject to the same requirements for adoption as the draft resolution or report to be amended (e.g. number of sponsors and signatories, review and approval by chair and directors). The sponsors and signatories need not be the same as the draft resolution or report to be amended. There is no debate or procedural vote.

11. VOTING PROCEDURE

11.1: Voting procedure

If the Speaker's List becomes exhausted or the committee closes debate, the committee immediately moves into voting procedure. The chair shall order the chamber secured and no one may enter or leave the room until the procedure is complete. This includes delegates who would have the right to vote if present.

11.2: Conduct during voting

After the chair has announced that the committee is in voting procedure, no representative shall interrupt the voting except on a point of order relating to the conduct of the voting procedure or as otherwise provided herein. This shall include either speaking or note passing.

11.3: Voting rights

Each member state of the United Nations shall have one vote. A vote may only be cast by raising a placard, which constitutes the delegation's credentials.

11.4: Simple majority

All substantive matters other than those determined to be important questions shall be decided by a simple majority vote of members present and qualified to vote on substantive matters.

11.5: Effect of abstentions

Any delegation (other than those "present and voting" during roll call) may elect to abstain from the vote on any substantive matter. Abstention votes will not be considered in determination of the majority vote. (Note: one vote for, no votes against, and 193 abstentions would pass.)

11.6: Sequence of voting

If two or more proposals are related to the same question, the committee shall ordinarily vote on them in the order submitted. The committee may, by majority vote, decide to alter this order of priority.

11.7: Acclamation

Any delegate may move that a substantive motion be passed by acclamation. The chair must accept the motion and put it to an immediate vote. A motion to pass by acclamation fails if the vote is not unanimous, and the committee shall then return to normal voting procedure.

11.8: Important questions

Decisions on important questions shall require a two-thirds majority of the members present and qualified to vote. Important questions include, but are not limited to, recommendations with respect to the maintenance of international peace and security, the election of non-permanent members of the Security Council, the admission of new members to the United Nations, the suspension of the rights and privileges of membership, the expulsion of members, questions relating to the operation of the trusteeship system, or budgetary questions. On such a motion two members may speak in favor and two against and the motion shall then be put to an immediate vote. Amendments to an important question also require a two-thirds majority.

11.9: Voting on amendments

When an amendment to a draft resolution or report has been proposed, the amendment shall be voted on first. When two (2) or more amendments are moved, the committee shall first vote on the amendment furthest removed in substance from the original proposal. Next the committee shall vote on the amendment next furthest removed therefrom, and so on until all amendments have been put to the vote. This order of priority shall be determined by the chair. However, where the adoption of one amendment (in the opinion of the chair) necessarily implies the rejection of another amendment, the latter amendment shall not be put to a vote.

11.10: Division of proposals and amendments

Immediately before a proposal or amendment comes to a vote, any delegate may move that parts of the proposal or amendment be voted on separately. If objection is made to the request for division, the motion for division shall be voted on, with passage requiring a majority of members present and qualified to vote. Permission to speak on the motion for division shall be accorded to two speakers in favor and two opposed. If the motion for division carries, those parts of the proposal or amendment which are approved shall then be put to a vote as a whole. If all operative parts of a proposal or amendment are rejected, the proposal or amendment shall be regarded as having been rejected as a whole. Motions to divide shall state with particularity the operative(s) to be divided and whether to be considered separately or as a block.

11.11: Effect of division

Each portion of a divided resolution or report shall be construed as containing all preambular clauses of the original draft resolution or draft report along with the respective divided operatives.

11.12: Roll call votes

The committee shall generally vote by a show of placards, but any member may request a roll call. The request shall be honored without debate or vote. The roll call shall be taken in English alphabetical order. As the name of the member state is called its representative shall answer "yes" or "no," or "abstain." The rapporteur shall record and announce the results of each vote.

11.13: Definitions of votes

A "yes" or "affirmative" vote shall indicate support for the motion or resolution under consideration. A "no" or "negative" vote shall indicate disapproval of the motion or resolution. "Abstain" or "abstention" shall indicate that the delegation does not wish to vote on the measure.

11.14: Right of explanation

A member is entitled to the right to explain his or her affirmative or negative vote in a roll call. The right must be requested at the time of voting e.g. "Yes with right of explanation" or "No with right of explanation." Abstentions may not be explained. There is no right of explanation on a placard vote. At the conclusion of the roll call, the rapporteur shall return to the delegates who requested a right of explanation, in alphabetical order. The chair may, at his or her discretion, limit the time allowed for explanation of a vote.

11.15: Publication of resolutions or reports

All draft resolutions or reports which pass committee shall be published to the permanent archives of DAYMUNC and forwarded to plenary bodies as appropriate. Prior to leaving the chamber, all sponsors and signatories shall be removed from the document (as the work is now that of the committee, not the sponsors and signatories). Draft resolutions and reports which pass committee vote are referred to as resolutions of committee or reports of committee.

12. SUBSTANTIVE COMMITTEES

12.1: Establishment of committees

The General Committee may establish such substantive committees as it deems necessary for the performance of Conference business.

12.2: Assignment of items

When a new agenda item is proposed, the Secretary-General may decide which committee is competent to debate the item.

12.3: Discretionary power over rules

Any committee may adopt rules and procedures, by majority vote of members present and qualified to vote, which it deems necessary for its functions. Such additional rules and procedures may supplement, but not revise or supersede, these official rules.

13. ADMISSION OF NEW MEMBERS

13.1: Applications

Any state which desires to become a member of the United Nations shall submit a written application to the Secretary-General. Such application shall include a formal declaration that the state accepts the obligations imposed by the Charter.

13.2: Notification

The Secretary-General shall send a copy of the application to the General Assembly and the Security Council.

13.3: Consideration of applications

The Security Council shall decide by two-thirds majority vote whether to recommend the state for admission. If the state is recommended, the General Assembly shall then determine whether the state is able and willing to carry out the obligations imposed by the Charter and shall confirm or reject the recommendation by a two-thirds vote of the members present and voting.

13.4: Denial of admission

If the Security Council does not recommend the state for admission or postpones consideration of the application, the General Assembly may accept its recommendation or may send the report back to the Security Council together with a record of the discussion in General Assembly, for further consideration.

13.5: Notification of decision and effective date of membership

The Secretary-General shall inform the applicant state promptly of the General Assembly's decision. If the application is approved, membership takes effect at midnight local time of the day the decision is taken.

14. RULES APPLYING ONLY TO SECURITY COUNCIL

All rules of procedure described above apply to the Security Council, with the following additions:

14.1: Veto

The five permanent members of the Security Council (U.S.A, U.K., Russian Fed., P.R.C, Fr.) possess a veto power. If any of the permanent members votes "no" on a substantive matter, the issue fails, regardless of the number of affirmative votes. If a permanent member is specifically targeted by a resolution, that member may not use the veto power to defeat said resolution. In case of disagreement on whether this rule applies, the chair's decision is final. The veto may not be used in procedural matters.

14.2: Admission of new members

The Security Council has the sole power to recommend admission of new member states to the United Nations. While discussing applications for admission, the Security Council, by majority vote, may determine: whether the applicant is in fact a "state," whether the applicant is likely to adhere to the rules and obligations of United Nations membership, and whether a representative of the applying state may speak before the Security Council. Admission to membership shall require a two-thirds vote of all members present and qualified to vote. The veto may be applied in such cases. The Secretary-General shall inform the applicant, in writing, of the decision.

14.3: Security Council Crisis Simulation

A Security Council Crisis Simulation (when held) may adopt its own rules in addition to those herein, as long as they do not conflict with or directly replace any of these rules.

ADDENDUM

The following standard order of business is not part of the rules of procedure, but will help delegates understand the way a committee works. A committee normally proceeds in the following manner, though circumstances may require a different order if the chair so decides.

1. Call to order
2. Announcements and explanation of rules, if required
3. Roll call
4. Determination of agenda
5. Recess for caucus, if the committee wishes
6. Opening of speakers' list
7. Speeches and motions
8. Caucuses, as necessary
9. Voting
10. Adjournment or recess