



# Rules of Procedure

## applying to the Ministerial Council of the Organization for Security and Co-operation in Europe during RhodesMRC 2016

### 1. General considerations

#### 1.1. Scope.

The following rules apply to the Rhodes Model Regional Co-operation (RhodesMRC) conference for the simulation of the Ministerial Council<sup>1</sup> Organization for Security and Co-operation in Europe (OSCE). In case of conflict of interpretation, the Chairperson-in-Office has the final authority for determining the applicability of the Rules of Procedure.

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<sup>1</sup> Hereinafter referred to as "the Ministerial Council" or "the Council".



**Rules of Procedure applying to the Ministerial Council of the Organization for Security and Co-operation in Europe for its simulation during the 7<sup>th</sup> Rhodes Model Regional Co-operation to be held in Rhodes, October 12-16 October 2016. Version 1.1 – Pages 25 – Last update: 29/08/2016**

Inspired by the Rules of Procedure for the Council of Ministers of the Council of Europe as adopted for RhodesMRC 2011-2012 and ThessISMUN 2013

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**1.2. Language.**

English is the official language of RhodesMRC. A Delegate wishing to speak in an official language where simultaneous interpretation is not provided will be required to provide his or her own translation. Time spent in translation will be counted towards total time allotted for a given speech.

**1.3. Credentials.**

The RhodesMRC Secretariat has accepted the credentials of delegates prior to the opening of the conference. Actions relating to the alteration of rights or credentials of any staff member, delegate or chairperson may exclusively be initiated by the Secretary General of the conference. Representatives must wear approved credentials all times during the conference.

**1.4. Dress Code.**

In accordance with the delegate's diplomatic status a formal dress code is required. For male delegates a tie is obligatory and for female no revealing outfits are allowed. Informal clothing, such as jeans and trainers, also traditional or religious outfit is not in order. The secretariat reserves the right to expel a delegate due to his or her dress code.

**1.5. Diplomatic Courtesy.**

During committee session, delegates are expected to exercise diplomatic courtesy when addressing members of the Council, the Chairpersons and the members of the RhodesMRC Secretariat, the Staff and the Organizing Committee. Insulting, abusive, aggressive or offensive behavior during the conference is prohibited. The Chairpersons have the authority to address diplomatic warnings to delegates who obviously violate the diplomatic courtesy. In case that the delegate's conduct seriously hampers the process within the committee, the Chair reserves the right to request his/her expulsion from the conference room or suspend his/her voting and speaking rights.

### **1.6. Statements by the RhodesMRC Secretariat**

The Secretary General or any member of the RhodesMRC Secretariat may issue verbal or written statements to the Council at any time during the Conference.

### **1.7 Aim of the Organization for Security and Co-operation in Europe**

The OSCE's comprehensive view of security covers three “dimensions”: the politico-military; the economic and environmental; and the human. The OSCE's activities cover all three of these areas, from "hard" security issues such as conflict prevention to fostering economic development, ensuring the sustainable use of natural resources, and promoting the full respect of human rights and fundamental freedoms.

## **2. Rhodes Board**

### **2.1. Chairpersons.**

The Board of the Ministerial Council of OSCE will be composed of a Chairperson-in-Office and a Secretary General. The Chairmanship of the OSCE is held by decision of the Head of States and Governments Summit for a calendar year. For RhodesMRC 2016, the Chairmanship-in-Office of OSCE will be held by Serbia.

### **2.2. Competence of the Chairpersons.**

The competence of the Chairpersons may not be questioned by delegates, at any time for whatever reason.

#### **2.3.1. Authority of the Chairperson-in-Office.**

The Chairperson-in-Office shall exercise ultimate authority over his/her Council proceeding in an equitable and objective manner. The Chairperson-in-Office also reserves the right to entertain a motion at any given time, which will help the work and procedures of the Committee move forward

and should be taken seriously into account by the Council. In case of dilatory or disruptive behaviour the Chairperson-in-Office reserves the right to take any appropriate measure to address the misconduct. The Chairperson-in-Office, being also a country representative, may also take the floor, given priority of any other member, and express his/ her point of view on the topic being discussed.

### **2.3.2. Responsibilities of the Chairperson-in-Office.**

The Chairperson-in-Office is responsible for all procedural matters pertaining to the Council, including, but not limited to, moderating debate, determining the applicability of the rules and if necessary, clarifying on the meaning of the existing rules without approval from the Council. The Chairperson-in-Office also holds the right to vote on all matters, both on procedural and substantial matters and is entitled to express the presiding state's policy on the topic at hand.

### **2.4. Authority & Responsibilities of the Secretary General.**

The Secretary General can either take the floor, as any other delegate, in order to express his/her opinion or clarify the policy lines of the member states, or issue verbal and/or written statements addressed to the Council, at any time. It is within his/her responsibilities to assist in the policy planning of the Council. The Secretary General has the duty to make remarks when a member state is out of line at any given discussion. She/he shall also have a supervisory and reconciliatory role in the drafting procedure of Decisions under the scope of protecting the general interest of states while serving the mandate of the Organisation. The Secretary General assists the Chairperson-in-Office with all committee presiding matters and fully substitutes him/her, if it is expressly requested and for the time period that latter expressly indicates.

### **2.5. Caucus of the Chair.**

The Chairpersons reserve the right to halt the working process within the committee in order to take 30 seconds of Caucus.

### **3. Parliamentary procedure**

#### **3.1. Roll Call.**

Attendance shall be conducted by the Secretary General by a Roll Call at the beginning of every committee session. Delegates shall establish their presence in the Council by raising their placards and declaring “*Present*”. As soon as the aforementioned procedure is complete, the Chair is obliged to announce the total number of present members and subsequently the number of votes required for simple majority.

#### **3.2. Procedural Matters.**

Procedural matters are those matters relating to the structure of the committee session as defined in the RhodesMRC Rules of Procedure. They include, but are not limited to, motions and adjournment of the committee session. All Delegates must vote on procedural matters and no Delegate may abstain.

#### **3.3. Substantive Matters.**

Substantive matters are defined as those matters relating to the specific topic at hand. Delegates that have established their presence at the initial Roll Call shall act accordingly.

### **4. Delegations’ Rights**

Each member-state is represented by a single delegate. All delegates shall have speaking and voting rights on all matters during committee sessions, except for delegates participating in the procedures of the organisation having observer status. The latter are entitled the same speaking rights and voting rights on procedural matters but their voting rights on substantial matters are permanently suspended. Additionally, delegates remain responsible to ensure the progress of the debate by using options that are described below and by actively participating in the committee procedures.

#### **4.1. Permission to Approach the Bench.**

Any delegate wishing to contact the Chair for a very delicate matter may ask for permission to approach the Bench. This is a last resort exercised in case of *emergency*.

### **5. Quorum**

Committee activities and debate shall start when at least two thirds (2/3) of the delegates participating are present which will be verified through roll-call that will be carried out by the Board following rule 5.1. If quorum is not met thirty (30) minutes after the scheduled start time of the committee session, the Council shall start its session with the number of delegates already present, unless otherwise instructed by the RhodesMRC Secretariat. Quorum shall be assumed when Council activity begins. The total number of delegates will be determined by the attendance list from the most recent committee session. If quorum is in question in the first committee session, the list of delegations expected to attend will serve to determine the total number of delegates in attendance. Verification of the Quorum is deemed obligatory if Committee proceedings are suspended for more than 30 minutes. In any other instance the quorum remains intact as set in the beginning of the session.

#### **5.1. Motion to Verify the Quorum.**

Delegates may move to Verification of Quorum, where the Chairpersons will proceed with quorum confirmation by initiating a Roll Call. The Chairpersons can rule the Motion dilatory without option for appeal.

#### **5.2. Late arrival.**

In case a member arrives at the OSCE after the Roll Call is complete, they may send a note to the Chair informing that they are present; in any other case; they will be considered as absent and won't be recognized by the Board. All participants who have not informed the Chairperson-in-Office of their presence until voting procedure begins are not eligible to vote.

## **6. Agenda**

The Agenda items are ordered randomly. This cannot be considered as binding for the order in which topics will be addressed by the Committee. The Chairpersons may entertain a motion to set the agenda immediately after setting the quorum so as to define which topic area takes precedent in the debate.

### **6.1. Selection of Topics.**

Only topics set on the provisional Agenda provided by RhodesMRC Secretariat shall be considered by a committee.

### **6.2. Motion to set the Agenda.**

Following the Motions put on the floor by delegates suggesting the order of topics on the Agenda, the Chairpersons will consider the Motions in the order in which they were proposed. The motion is considered to be debatable; it is though in the discretion of the Chairpersons to take one (1) speaker in favour and one (1) speaker against the Motion before proceeding with the vote. The Speakers will receive the floor, in order to express their view, in rotation (in favour – against). If the Motion is accepted by simple majority, the Agenda will be set in the manner suggested by the Motion. If the Motion fails, the Chair shall consider the next Motion and repeat the process lay forward in the above sections. The order in which the Agenda is set at the beginning of the conference shall remain the same for the duration of the conference. Once the Agenda is set, the Chairpersons shall entertain a Motion to Launch Open Debate

### **6.3 Alteration of the Agenda.**

The Secretariat shall call for the immediate alteration of the agenda after updates and news arrive that need to be addressed by the Council. The Council shall return to the regular Agenda once the issue has been addressed or it has been instructed to do so by the Secretariat.

## **7. Speakers**

The Debate is opened following a Motion to Launch Open Debate from a delegate and a delegate wishing to receive the floor may either raise his/her placard when the Chairpersons call for Delegates to do so or send a note to the Board. A delegate may address the Council only after he/she has been recognised by the Chairpersons and for an allotted speaking time that has been predefined. Speakers must deliver their remarks in a timely manner, in relation to the subject under discussion and delegates are obliged to address their correspondents always according to diplomatic courtesy.

## **8. Decision making process**

Unless otherwise specified, no motions are debatable and all require a simple majority vote to pass.

### **8.1. Simple Majority.**

A procedural or substantive matter requiring a simple majority to pass implies that more than half of the quorum must vote in favour of the matter to pass.

### **8.2. Two-thirds (2/3) Majority.**

A procedural or substantive matter requiring a two-thirds (2/3) majority to pass implies that two-thirds (2/3) of the committee must vote in favour for a matter to pass. If there is at least one vote in favour or against and the remaining votes are abstentions subject is considered to have either passed or failed, unless it is a substantial matter and there has been a motion to retake the vote.

### **8.3. Consensus.**

A procedural or substantive matter requiring consensus to pass implies that no delegate shall disagree with the outcome of the debate. If there is at least a vote against the matter is considered to have failed.

#### **8.4. Consensus Minus One**

In cases of a State's clear, gross and uncorrected violation of the Organization on the Security and Cooperation in Europe (OSCE) commitments, decisions could be taken without the consent of the State concerned<sup>2</sup>.

#### **8.5. Consensus Minus Two**

Whereby the Ministerial Council can instruct two participating States that are in dispute to seek conciliation, regardless of whether or not the participating States object to the decision.

### **9. Debate**

#### **9.1. Formal Debate.**

A committee shall by default be in Formal Debate. Open Debate considered the appropriate form of Formal Debate. Once the Agenda is set the Chair will entertain a *Motion to Launch Open Debate on the discussed Topic Area*.

##### **9.1.1 Motion to Launch Open Debate.**

In order for the Council to enter formal debate there should be a *Motion to Launch Open Debate on the discussed Topic Area*. The motion requires simple majority to pass. While in Open Debate any participating member wishing to speak should raise their placard, upon request of the Chair, and be recognized by the Chair. The Delegate has the floor for the time being set at the beginning of each session.

#### **9.2. Informal Debate.**

Formal debate may be interrupted by informal debate which is considered a more flexible and versatile form of discussion. The two recognized forms of informal debate are moderated and un-

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<sup>2</sup> This exception was invoked in July 1992 to suspend Yugoslavia from the CSCE.

moderated caucus. When the floor is open after the instruction of the Board, the member of the Council can propose a motion for a Moderated caucus or a motion for an Un-Moderated Caucus.

### **9.2.1 Moderated Caucus.**

A delegation, may propose a motion for a Moderated Caucus for a specific time in order to limit the discussion in a specific aspect of the topic; in this case, the Member will be asked to designate the purpose of the moderated caucus, which is mandatorily narrower than the general agenda item, its total duration and individual speaker's time; the Chair is free to openly confer with the Member proposing a moderated caucus, in order to assist in designating the aforementioned; a moderated caucus may only be extended once, and the extension shall not exceed in total duration the initial moderated caucus, through a motion to extend a moderated caucus.

### **9.2.2 Un-moderated Caucus.**

A delegation may propose a motion for an Un-moderated caucus; the member is asked to designate the total duration of the un-moderated caucus and its purpose which should mandatorily serve the best interest of the Council; the Chair is free to openly confer with the Member proposing an un-moderated caucus, in order to assist in designating the aforementioned features; an Un-moderated caucus is extended only once through a motion to extend the un-moderated caucus, but its duration should not exceed that of the initial of the un-moderated caucus. An Un-Moderated Caucus is an informal procedure where the members are allowed to move around the room, discuss, lobby, negotiate and freely draft the official document of the committee; exiting the chambers of the OSCE, without permission from the Chairperson-in-Office, is prohibited.

### **9.3. Recognition.**

A Delegate may only address the committee if he/she has been recognized by the Board.

#### **9.4. Interruptions.**

A Speaker may not be interrupted by another Delegate unless the Delegate has risen a Point of Personal Privilege. Point of order does not interrupt a speaker. Only once the Speaker has concluded and the floor is given back to the chair, a delegate may move to a Point of Order.

### **10. Speeches**

#### **10.1. Motion to Set Speaking Time.**

A Delegate may move to set a time limit on speeches. This motion is needed in order to specify speaking time during Open Debate. It can be re-proposed by a member of the Council should there be a need to adjust speaking time of the formal debate. The Chair may either rule the Motion dilatory at his/her discretion or put it to vote.

#### **10.2. Time limit.**

When a delegate exceeds his/her allotted time, the Chair may call the Speaker to order without delay. However, the Chair has the discretion to be flexible (within reason) about the time limit to allow a Delegate to finish his/her thought in order to account for the varying fluency of English among the Delegates.

#### **10.3. Relevance of Speech.**

A Chair may call a Delegate to order if his/her speech is not relevant to the subject matter being discussed or is not delivered according to diplomatic courtesy.

### **11. Yields**

While in open debate, a delegation is entitled to give their speaking time either the remaining or the whole, to questions, to another delegation or to the Chair, as defined below:

**11.1. To Questions.**

The Chair will use the remaining time to entertain questions for the Speaker from the committee. Delegates wishing to ask questions shall raise their placards and wait to be recognised by the Chair. The Chair shall rule questions that are rhetorical, leading or irrelevant to the Speaker's speech not in order. Only the Speaker's answer shall be subtracted from the remaining speaking time.

**11.2. To another Delegate.**

A Speaker wishing to give the remaining time allotted to his/her speech to another Delegate can do so. The designated speaker is asked by the Board whether he/she accepts the yield. A Speaker that has been yielded to cannot yield his or her time again.

**11.3. To the Board.**

Speakers that do not wish to yield their time either to questions or another delegate may yield the floor to the Board. It is in the discretion of the Chairperson-in-office to either give the floor to another speaker or open the floor for points or motions. The Floor will automatically be given to the next speaker that will be recognized by the Chair. If a specific yield has not been established by the Speaker, the floor will automatically be given to the Chair.

**12. Points**

All points listed below, except for Point of Personal Privilege, are not allowed to interrupt a speaker. Point of Order is in order both during Formal and Informal Debate, at any given time, provided that it does not interrupt a speaker. Point of Parliamentary Inquiry and Right of Reply are in order only during Formal Debate. Points of Parliamentary Inquiry can only be entertained when the Chair has opened the floor to points or motions; The Point of Personal Privilege is raised at all times and it can interrupt a speaker. The delegate may wish to rise a point of order shall express his/her intention verbally following the speech that he/she felt that was insulting.

During un-moderated caucus all aforementioned options are suspended. In case a delegate needs to bring an incident to the attention of the Board he/she may request permission to approach the bench.

### **12.1. Point of Personal Privilege.**

A delegate may rise a Point of Personal Privilege if a matter of any nature impairs the delegate's effective participation in Committee activities. The Chairpersons shall try to effectively address the source of impairment. A Point of Personal Privilege can interrupt the speaker in any case. However, this motion should be used with the utmost discretion.

### **12.2. Point of Order.**

A Delegate may rise to a Point of Order if a Rule of Procedure is not properly observed by a Delegate or by the Chairpersons. The Chairperson in-office will rule on the validity of the point immediately. A Delegate rising to a Point of Order may not comment on the topic of the discussion. A Point of Order ruled dilatory by the Chairperson in-office may not be appealed. This point may not interrupt a Speaker.

### **12.3. Point of Parliamentary Inquiry.**

A Delegate may rise to a Point of Parliamentary Inquiry requesting an explanation from the Chairperson in-office on the Rules of Procedure. The point shall be concisely and briefly stated and shall contain a reference to the official rules of procedure of Rhodes MRC. This point may not interrupt a Speaker.

### **12.4. Right of Reply.**

A Delegate whose personal or national integrity has been impugned by another Delegate's comments may rise to a Right of Reply. Disagreement with the content of a Delegate's speech does not constitute sufficient justification for a Right of Reply. The Chairperson in-office will recognize the Right of Reply at his/her discretion as well as decide on how to resolve the motion.

This point may not interrupt a speaker but should be addressed the moment he/she has finished his/her speech. Should the Chairperson in-office rule the Right of Reply not in order, his/her decision cannot be appealed. No delegate may call for a Right of Reply to a Right of Reply.

### **13. Motions during Debate**

Motions can only be entertained when the Chair has opened the floor to points or motions; a delegation may only state their motion once they have been recognized by the Chair in order to do so. After a delegate proposes a Motion, the Chair may ask for seconds, i.e. delegates agreeing with the motion. All delegates wishing to second the motion will have to raise their placards. If there are no seconds, the motion will automatically fail. If there are seconds, the Chair will ask for objections, i.e. delegates disagreeing with the proposed motion. All the delegates wishing to express their objection will raise their placards. If there are no objections, the motion will automatically pass. If there are objections, the Chair will enter voting procedure.

#### **13.1. Motion to Split the Topic Area.**

A Delegate may move to split the Topic Area in order for the Council to come up with more than one Decision so as to discuss different aspects of the same topic. The delegate who proposes the Motion to Split the Topic Area will have to provide sufficient justification for the proposed splitting of the Topic Area. A 2/3 majority vote is required to pass this motion.

#### **13.2. Motion for a Moderated Caucus.**

A Delegate proposing a Motion for a Moderated Caucus must indicate a total duration of the caucus, speaking time for each individual speaker and purpose of the Motion. The Chairperson in-office may suggest a more appropriate total duration, speaker's time or purpose, or may rule the Moderated Caucus not in order without possibility of appeal. If the Motion passes, the Committee will enter informal debate whereby the Chairperson in-office will recognise at his/her discretion Delegates who raise their placards to speak about the issue at hand.

**13.3. Motion to Extend the Moderated Caucus.**

A Delegate may propose a Motion to Extend the Moderated Caucus if he/she feels that additional time benefits the work of the Council. The Delegate proposing an Extension of the Moderated Caucus must suggest duration for the extension, not exceeding the initial Moderated Caucus. The individual speaker's time and the purpose of the Caucus remain the same. The Chairperson in-office may suggest a more appropriate total duration and put it to vote or may rule the Motion out of order without possibility of appeal. Only one extension of the Moderated Caucus is allowed. Purpose and speaking time shall remain intact.

**13.4. Motion for an Un-Moderated Caucus.**

A Delegate proposing a Motion for an Un-Moderated Caucus must indicate a total duration and purpose for the Caucus. The Chairperson in-office may suggest a more appropriate caucus length or topic and put it to vote or may rule the Un-Moderated Caucus not in order without possibility of appeal. Once the Motion passes, the Council will start an informal discussion on the topic specified in the Motion without leaving the conference room.

**13.5. Motion to Extend the Un-Moderated Caucus.**

A Delegate may move to extend the Unmoderated Caucus if he/she feels that additional time would benefit the work of the Council. The Delegate proposing a Motion to Extend the Unmoderated Caucus must suggest duration for the extension, not exceeding the initial Unmoderated Caucus. The Chairperson in-office may suggest more appropriate caucus duration and put it to vote or may rule the Extension of the Unmoderated Caucus not in order without the possibility of appeal. Only one extension of the Unmoderated Caucus is allowed. Purpose of the Un-moderated caucus shall remain intact.

**13.6. Motion to Instruct Conciliation**

In the event two participation states are facing a dispute the Council can instruct them to seek conciliation. The Motion requires consensus-minus-two in order to pass. The Conciliation panel will

be comprised by the members of the Secretariat, two Deputies and the Secretary General of Rhodes MRC and the Secretary General of OSCE. The opinion of the members of the panel is not binding upon the member and it aims at facilitating the decision making process of the Ministerial Council. The delegate proposing the instruction of conciliation may be asked by the Board to provide sufficient justification, while he/she must specify whether the Conciliation will be public, i.e. during the Council's session or private, i.e. members will consult with the panel outside the chamber.

**13.7. Motion to Table Debate on a Topic.**

A Delegate may move to Table Debate in order to end debate on a substantive issue halting all procedures on the present topic area. If the Chairperson in-office rules the Motion in order, one (1) Delegate shall speak in favor and one (1) Delegate shall speak against before proceeding with a vote. This Motion requires 2/3 majority in order to pass. If the Motion passes, the Chairperson in-office shall entertain a Motion to Open Debate on the other Topic Area, on the new topic addressed by the Council. After the new topic has been discussed according the Rules of Procedure, the Chairperson in-office shall entertain a Motion to Return to a Dismissed Topic as defined in article 13.7.

**13.8. Motion to Return to a Dismissed Topic.**

If a Motion to Table the Debate passes, the Chairperson in-office may entertain a Motion to return to a Dismissed Topic. In that event, the Chairperson in-office will entertain one (1) Speaker in favor and one (1) Speaker against. If the Motion passes, debate on the dismissed topic resumes and the Committee returns to the existing Speakers' List of the Dismissed Topic.

**13.9. Motion to Close Debate on a Draft Decision.**

A Delegate may propose a Motion to Close Debate in order to end debate on a Draft Decision. Should there be amendments on the floor, it is highly recommended to follow the procedure regarding Amendments, as discussed in Rules 14.4-14.4.6. If the Board rules the Motion in order,

it is in his/her discretion to entertain one (1) speaker in favor and one (1) speaker against the Motion. This motion requires 2/3 majority.

### **13.10. Motion to Close Debate on the Topic Area under Discussion.**

A Delegate may propose a Motion to Close Debate in order to end Debate on the Topic Area under Discussion, whereby the Committee will enter immediately voting procedure. If the Chairperson-in-office rules the Motion in order, it is in his/her discretion to entertain one (1) speaker in favor and one (1) speaker against the Motion. This motion requires 2/3 majority in order to pass.

### **13.11. Motion to Adjourn of the Meeting.**

A Delegate may rise to a Motion for the Adjournment of the Meeting to suspend all Council activities until the next scheduled meeting. The Chairperson in-office may rule the Motion out of order without possibility of appeal. This motion requires Simple Majority in order to pass.

### **13.12. Motion to Adjourn the Session.**

A Delegate may rise to a Motion for the Adjournment of the Session to cease permanently all Council activities.<sup>3</sup> The Chairperson in-office may rule the Motion not in order without possibility of appeal or putting it to vote. The Motion is debatable, thus the Chairperson in-office will entertain one (1) speaker in favour and one (1) speaker against. This motion requires 2/3 majority in order to pass.

## **14. Decisions and Amendments**

### **14.1. Motion to Question Competence.**

A Motion to Question the Competence of the Council to consider a Draft Decision is in order upon introduction of the documents. The Chairperson in-office will recognise one (1) Speaker in favour

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<sup>3</sup> This motion is in order only to be used in the end of the conference.

and one (1) Speaker against the Motion. The motion requires a 2/3 majority in order to pass. If the Motion passes the document will be withdrawn and will not be allowed to be re-introduced.

#### **14.2. Working Paper.**

A Working Paper is an informal document used by Council Delegates to work on building a Draft Decision. A Working Paper will be distributed at the Chairperson's discretion if requested by a Delegate. A Working Paper can be presented by the Delegate either when it is the Delegate's turn to speak, after been recognised by the Chairperson during Open Debate or when a motion for an informal debate is passed, with the purpose of discussing the working paper. Working papers shall be submitted in electronic form.

#### **14.3. Decisions.**

##### **14.3.1. Draft Decisions.**

A Working Paper submitted to the Chair under proper Decision format, meaning, phrasing, sponsorship and the required number of signatories will be referred to as a Draft Decision. Delegates may refer to a document as a "Draft Decision" in a speech only after it has been assigned a number by the Secretary General. If Draft Decisions are complementary or fairly identical, the Chair may recommend that the Sponsor of the Draft Decisions combine the documents prior to the end of the debate. Draft decisions shall be submitted in electronic form.

##### **14.3.2. Decision denomination.**

A Draft Decision that has been put to a vote by the committee and passes may be referred to as a "*Decision*".

##### **14.3.3. Format.**

Draft Decisions must be properly formatted according to the guidelines found in the "RhodesMRC OSCE Decision Writing Guidelines" paper.

**14.3.4. Sponsor.**

The sponsor is recognized as the main contributor of the Draft Decision. There is only one Sponsor for each Draft Decision. The Sponsor must be present for a Draft Recommendation to be introduced to the Council. The Sponsor must agree to support a Draft Decision unless major changes have been introduced through the amendment process.

**14.3.5. Signatories.**

Signatories are those countries wishing to see the respective Working Paper being introduced and discussed as a Draft Decision. Signatories are neither considered as supporters of the Draft Decision nor bear any obligation towards the sponsor. Amendments to the Draft Decision are not required to be approved by its Signatories. A country can be a signatory to more than one Draft Decision on the same topic. The required number of Signatories required to discuss a Draft Decision will be set by the Chairperson in-office being equal to at least 1/3 of the total members present at the Council (quorum).

**14.3.6. Withdrawal of Sponsorships.**

Sponsorship of a Draft Decision may be withdrawn at any time before voting on it has begun. Sponsorship of a Decision may be withdrawn, if the Sponsor considers that a passed amendment alters the content to such extent, that his/her Delegation can't support the Draft Decision as a whole.

**14.3.7 Withdrawal of Signature.**

Signatories bear no responsibility towards the sponsor or the signed document and they are entitled to decide free during voting procedure. If a delegate wishes to withdraw his/her signature he/she may send a written note, at any given time before voting procedure, to Chairperson in-office requesting to be excluded from the list of signatories.

**14.3.8. Introduction of a Draft Decision.**

A Delegate may propose a *Motion to Introduce a Draft Decision*. Once the Working Paper submitted in proper format has been approved and assigned a number by the Secretariat, the Chairperson in-office will entertain a Motion to Introduce the Draft Decision, requiring simple majority. Once the Motion has passed, the Chairperson in-office shall invite the Sponsor of the Draft Decision to read out only the operative clauses of the Draft Decision to the Council. The Sponsor or one of the Signatories will then be recognized for five (5) minutes to speak in favour of the Draft Decision. The Speaker may yield his/her remaining time to Questions or to another Delegate if he/she wishes to do so. A new debate upon this Draft Decision shall begin and a new Open Debate shall be established

**14.3.9. Withdrawal of a Draft Decision.**

A draft Decision may be withdrawn by its sponsor any time before the Amendment procedure starts, as defined by Rules 14.4-14.4.6. This request should be submitted in written form to the Chairperson. After that point the sponsor may submit his/her request in a written form signed by all signatories of the Draft Decision.

**14.4. Amendments.**

An Amendment may add, strike out or revise a part of the Draft Recommendation. The Amendment has to be first approved by the Chairperson in-office. It is highly recommended, that there is at least one co-sponsor of the Amendment. It is in the discretion of the Chairperson in-office to define the allotted time, during which the floor will be open for Amendments. After receiving the Amendments, the Chairperson in-office shall review them designating whether they have been accepted by the Board and subsequently assigned them with a number.

**14.4.1. Motion to Introduce Amendments.**

A Delegate may propose a Motion to Introduce Amendments after the time for the submission of Amendments has elapsed. If the Motion passes, the Chairperson in-office will introduce to the

Council all Amendments approved by the Board. During this procedure, the Sponsor will be called upon to define to the Council and the Board which Amendments are friendly and which unfriendly.

#### **14.4.2. Amendments to Pre-Ambulatory Clauses.**

Amendments to Pre-Ambulatory Clauses are not in order. However, the President may rule such an amendment in order if serious mistakes have been noticed in the Pre-Ambulatory Clauses.

#### **14.4.3. Non-Substantive Amendments.**

Amendments correcting grammar, spelling or formatting mistakes on Draft Recommendations will be automatically adopted without being voted upon by the Committee, at the discretion of the President. Following the initial introduction of the Draft Recommendation by its Sponsor, delegates are permitted to point out any such problems to the Chairpersons.

#### **14.4.4. Friendly Amendments.**

Substantive Amendments approved by the Sponsor of a Draft Decision will automatically be integrated in the Draft Decision without the need to be voted upon by the Council. Amendments to Friendly Amendments are not in order.

#### **14.4.5. Unfriendly Amendments.**

Substantive Amendments to a Draft Decision not approved by the Sponsor of a Draft Decision are considered as unfriendly. Unfriendly Amendments will be put to a vote prior to the vote on the Draft Decision as a whole. Amendments to Unfriendly Amendments are not in order. The Chairperson in-office reserves the right to entertain one (1) speaker in favor and one (1) speaker against each Unfriendly Amendment prior to the vote by the Council.

### **14.5. Withdrawal Of Amendments**

The Sponsors of an Amendment may request its withdrawal jointly at their discretion, before its denomination by the Sponsor as friendly or unfriendly.

The Sponsors of an Unfriendly Amendment may request its withdrawal jointly at their discretion, before its adoption by the committee.

In case one sponsor decides to withdraw his/her sponsorship and the designated number for the submission of an amendment as defined by the Board is not met, it is in the discretion of the Chairperson in-office to provide time for the sponsor's replacement.

The Sponsors of a Friendly Amendment do not have the right to request its withdrawal.

#### **14.6. Voting on Amendments.**

After all Amendments have been defined by the Sponsor as friendly or unfriendly (Rule 13.4.1.), the Chairperson in-office will read one by one all unfriendly Amendments, entertaining one (1) speaker in favor and one (1) speaker against, at his/her discretion. The Council shall vote upon each Amendment separately, after finishing debating on it. All subsequent Amendments shall be discussed and voted upon in accordance with the aforementioned procedure, and in the order defined by their assigned number. If one Amendment implies the rejection of a second Amendment, the second Amendment will not be voted upon. An Amendment that has passed shall be automatically integrated into the Draft Decision. Once all Amendments relating to a Draft Decision have been voted upon, the Board shall read the operative clauses as they have been modified.

### **15. Voting Procedure**

When the Chairperson in-office announces that the Council is entering voting procedure, no entering or exiting from the room will be permitted, unless there is an emergency or until the voting procedure has come to an end. All auxiliary personnel, such as Journalists, Observers, and Advisors etc. are required to immediately exit the room. The Board may or may not allow the Administrative Staff to remain in the room. Note passing is suspended. At this time, Motions to Split the House, Divide the Question or Roll Call Voting are in order.

**15.1. Order of Voting.**

Draft Decisions on the same Topic Area should be voted on according to the number they were assigned by the Secretariat of RhodesMRC.

**15.2. Motion to Reorder Draft Decisions**

A Motion to Reorder Draft Decisions will be in order immediately after entering voting procedure, and before voting has started on any draft Decisions. The delegate proposing a Motion to Reorder Draft Decisions will have to state the order in which he/she desires the Draft Decisions to be voted upon. The motion is considered to be debatable and it requires a two-thirds majority to pass.

**15.3. Method of Voting.**

Each Delegate of the Council has one vote and must demonstrate his/her voting intentions by raising his/her placard at the Chairperson in-office's request unless there is a Roll Call vote (see rule 16.2). Delegates must vote "in favour" or "against" on procedural matters and "in favour", "against" or "abstain" on substantive matters. No Delegate shall vote on behalf of another Delegate.

**15.4. Roll Call Vote.**

Roll Call Motions are in order primarily for substantive matters. This Motion is automatically accepted unless the Chairperson in-office rules it not in order; the decision is not subject to appeal. The Roll Call starts from a Delegate, randomly selected by the Chairperson in-office.

**15.5. Passing.**

During Roll Call, a Delegate may choose to pass. The Chairperson in-office will place the Delegate at the bottom of the voting list. A Delegate who has passed once during a voting sequence may not pass again or abstain, but must ascertain his/her vote. A delegate who has passed cannot vote "with Rights".

**15.6. Voting with Rights.**

A Delegate may request a right of explanation after voting, stating in favour/against/abstain with rights. Upon completion of voting, the Delegate will be permitted to explain the reasons as to why he/she has chosen to vote a certain way. The Chair may limit the speaking time at his/her discretion.

**15.7. Motion to Divide the Question.**

Prior to the start of the voting procedure on a Draft Decision, a Delegate may rise to a Motion to Divide the Question in order to vote on an individual operative clause, a group of operative clauses or clause by clause. A Delegate must specify how he/she wishes to divide the operative clauses. Should there be more than one Motion to divide the question on the floor, Council shall vote upon the Motions, starting from the most disruptive one. The Chairperson in-office shall take one (1) Speaker in favour and one (1) Speaker against the first Motion to Divide the Question for a speaking time of one (1) minute each. The Motion requires 2/3 majority in order to pass. If the Motion passes, subsequent Motions to Divide the Question will be ruled dilatory and the Council will proceed to voting on the Draft Decisions in the manner suggested by the Motion. If the Motion fails, the remaining Motions will be considered in accordance with the above procedure. The divided section that fails during voting will be taken out of the final Draft Decision; only those sections that have passed will remain. Subsequently, the Council will proceed to vote on the new final Draft Decision as a whole.

**15.8. Motion to Split the House**

The Motion to Split the House is in order when the Delegate proposing this Motion wishes to exclude abstention from the voting options during the final vote on the Draft Recommendation. This Motion has to be proposed immediately after the Council Closes Debate and enters Voting Procedure. The motion requires 2/3 majority in order to pass. Once the Motion passes, delegations shall not be allowed to abstain during the voting of the Recommendation.

**15.9. Consensus.**

Decisions of the Council shall be adopted by consensus. Consensus shall be understood to mean the absence of any objection expressed by a participating State to the adoption of the decision in question. Even one vote against means that consensus has not been reached. Abstentions are not counted in favor nor do they lead to a failure of the consensus.<sup>4</sup>

**15.10. Motion to Retake Vote.**

The Motion to Retake the vote is in order when the result of the vote on the Decision ends with a difference of one (1) or a tie. The Motion automatically passes and the Council enters informal debate for a short period of time, defined by the Board. After the caucus the vote shall be retaken and the result of the second vote shall be considered as final. All motions described in the section of the voting procedure are in order, but no Motions to retake the vote shall be entertained. Should the second vote end in tie the results of the previous vote shall be considered final and shall not be subject to another motion to retake vote. In case the initial vote is a tie as well the matter is considered to have failed.

**15.11. Adoption of a Draft Decision.**

If the Draft Decision passes, it is then automatically named OSCE Decision and hereinafter constitutes an official document of the OSCE.

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<sup>4</sup> Consensus: a decision making process where through deliberations and high-level of cooperation representatives reach a decision which in content reflects the consent of all member states through which a decision is adopted without a vote.