

NATO RULES OF PROCEDURE



1. General remarks

1.1 Language

The NATO in the MSKMUN will be simulated in English thus all ministers may only speak in English during the sessions of the Organization. Ministers may refrain from using personal pronouns and consider themselves representatives of their delegation. Ministers may avoid using offensive language.

1.2 Dress Code

All ministers as well as the members of the Board may comply to the dress code of the MSKMUN conference as stated in the related section of the MSKMUN.

1.3 Diplomatic Courtesy

Ministers may express themselves respectfully to the Secretariat, the Board of the council, their co-ministers, members of the staff and the press team. The competence of the Board may remain unquestioned at all times and complying to the MSKMUN rules whether procedural or not is expected. Ministers may avoid insulting any member of the conference in any way. Electronic devices may only be used for research or drafting purposes. Additionally, ministers may remain standing while having the floor, answering question or rising a motion. The house must remain in order throughout all parliamentary procedures.

1.4 Diplomatic Notes

Diplomatic notes may be used only to deliver messages related to the procedure, the policies and views of ministers whether directed to the Board or another minister. The content of the notes will be reviewed by the staff members before delivering them. If deemed inappropriate by them, the note will not be delivered.

1.5 Caucus of the Board

The Board reserves the right to pause the procedures for a small time period when taking a brief caucus is needed.

2. Procedure

2.1 Quorum

The session may start only if half of the ministers + 1 are present in the organization. The quorum shall be verified through a "Motion to verify the Quorum", after which the Roll Call procedure will be initialized. Any ministers arriving during or after the Roll Call may state their presence through a diplomatic note to the Board.

2.2 Majority

Through the Roll Call procedure and because of the verification of the Quorum, the simple majority as well as the 2/3 majority are stipulated. The motions to require 2/3 majority may be studied in the Motions section (5).

2.3 Agenda

The agenda shall be set to one of the topics to be discussed in the NATO of the MSKMUN immediately after the verification of the quorum, through a "Motion to set the Agenda".

2.4 Recognition

For a Minister to receive the floor, they must be recognized by the Board. The time of recognizing as well as the number of Ministers recognized to be added to the debate is only under the discretion of the Board and may not be questioned. To be recognized, Ministers may raise their placard after such request by the Board. Ministers may not exceed the set individual speaker's time. The Board should indicate ten seconds remain on the clock by knocking their bench once and time elapsing by knocking twice.

3. Debate

3.1 Formal Debate

A "Motion to launch open debate" needs to be raised for the house to enter formal debate. The motion should be referring to the agenda item of the organization and an individual speaker's time needs to be set. The motion passes with a simple majority. Open debate remains activated for the entirety of the procedures of the organization for the house to return under the discretion of the Board.

3.2 Yielding

During Open Debate, Ministers may yield their remaining time, if there is any. Their yielding choices are three:

- a) To the Board:** floor is yielded to the Board to proceed with the procedure.
- b) To another Minister:** the speaker may specify the Minister to whom they would like to yield the floor. The latter can either accept the yield and deliver a speech for the remaining time or reject it.
- c) To Questions:** if the remaining time is yielded to questions, the Board will recognize ministers who wish to submit one. The speaker has the option to take the question or not. The submitted questions may only address the speech which has just been delivered. After accepting a question, the speaker will have his/her remaining time to answer it. This procedure can continue for as long as time allows.

3.3 Informal Debate

Formal debate may be interrupted by informal debate. Informal debate contains the Moderated Caucus and the Unmoderated Caucus.

3.4 Moderated Caucus

A minister may propose a motion for a Moderated Caucus to particularize the discussion on one aspect of the agenda item. The aspects to be discussed by the council shall be decided under the guidance of the Board. Given the above, a minister who proposes a motion for a moderated caucus may also state the topic to be discussed by the house during the procedure (which must coincide with the Points to be Addressed decided by the Board) apart from its total duration and an individual speaker's time. An unmoderated caucus may only be extended once by an extension time shorter than the total duration of the caucus. The submitter of the Motion for Moderated Caucus has the right to speak either first or last. His/her decision will be communicated to and noted by the Board upon its request.

3.5 Unmoderated Caucus

An unmoderated caucus can be proposed by a minister through a motion to for an Unmoderated Caucus. During an Unmoderated Caucus ministers will be allowed to move around and directly confer with their colleagues, lobby and draft the working paper of the NATO. A motion for an Unmoderated Caucus shall come with a proposal for its total duration as well as its purpose.

4. Points

Point of Personal Privilege: used to express a personal concern/matter.

Point of Order: used to correct a procedural error.

Point of Parliamentary Inquiry: used to ask the Chairs a question regarding Parliamentary Procedure.

All points are referred to the Board and may only be raised when the floor is open. Ministers may not interrupt the speaker with any motion except for the point of personal privilege. The ministers' use of Points may be sparingly and to the point.

5. Motions

Motion to verify the Quorum: should be raised after every return of the council in the committee. It passes automatically and initializes the Roll Call procedure.

Motion to Set the Agenda: should be raised in the beginning of the council's meeting to propose the topic of the discussions. The topic may not differ from the topics decided by the Board of the organization.

Motion to launch open debate: used to launch the open debate.

Motion for a Moderated Caucus: used to launch a moderated Caucus.

Motion for an Unmoderated Caucus: used to launch an Unmoderated Caucus.

Motion to extend the Moderated/Unmoderated Caucus: used to extend the total duration of a(n) Moderated/Unmoderated Caucus. The extension period may not be longer or equal to the total duration of the one proposed for the Moderated/Unmoderated Caucus. The topic/purpose and individual speaker's time may remain unchanged.

Motion to introduce a Draft Communiqué: raised after the working paper has been upgraded to a Draft Communiqué. The introduction of the Draft Communiqué is executed by the sponsor.

Motion to introduce amendments: can be raised after amendments have been submitted to the Board. Is a request to introduce and discuss the approved by the Board amendments.

Motion to suspend the meeting: used to pause the parliamentary procedure. Simple majority is required for the motion to pass.

Motion for a Roll Call vote: can be raised before entering the voting procedure on the Draft Communiqué. Requires simple majority to pass. If passed, each minister will vote one by one. The voting rights as well as the voting requirements for the document to pass remain the same.

Motion to approve the Draft Communiqué: used to upgrade a Draft Communiqué to a Communiqué. Requires a 2/3 vote to pass.

Motion to Close Debate on the Topic: used to end the debate on the set Topic Area after consensus has been reached. Requires a 2/3 majority to pass.

Motion to adjourn the meeting: used to permanently cease all activities of the NAT Council. A 2/3 majority is required for the motion to pass.

6. Right of reply

May be use in the event of impugment of a minister's performance or his/her country's policies. The right can be reserved only after the speech whose content was acknowledged as an impugment has been finished by raising their placard and stating that they are reserving their Right of Reply. The Board may then deem the right as valid or not. If not valid, it can be overruled. In just the case of disagreement with the content of a speech, a right of reply is not in order and should not be used.

7. Permission to approach the Bench

A minister may ask for a permission to approach the Bench of the Board by raising their placard at any time and making their request to approach known to the Board. This should be used only in case of emergency and in times when it is urgent for a minister to discuss a delicate matter with the members of the Board.

8. Procedure

8.1 Seconds and Objections

Any motion submitted to the council during an open floor may pass or fail based on the agreement or disagreement of the Council. Ministers should state either seconded or objected to the submitted motion upon the Board's request to do so. For a motion to pass all ministers need to state seconded to that. If there are objections the floor will open once again for more points or motions. If there are no seconds to one's motion, it fails automatically. If a certain number of motions has failed due to objections, the Board will decide a voting procedure for the house to decide on the way by which the procedures are going to operate. A minister may not state second to a motion they proposed themselves.

8.2 Substantial matters

Matters relating specifically to the discussed topic. Their approval requires a consensus by the council.

8.3 Consensus

For the NATO to reach decisions and adopt a Draft Communiqué, consensus is needed. Consensus should be reached through debate and cauci and not through voting procedures. Discussions may continue until all NATO members agree to the proposed articles or a dead end has been reached. Baring that in mind, when a Draft Communiqué is introduced as a Communiqué, it expresses the common beliefs and wills of all NATO member states.

8.4 Tour de Table

A Tour de Table should take place under the Board's discretion. During this procedure, ministers have specific time to express their thesis on the Draft Communiqué and mainly express any disagreements or doubts concerning the document. If any occur, the house should focus on resolving any issues with the view to reach the consensus.

8.5 Voting

The voting rights reserved by the present Ministers in the NAT council are the following:

- a) In favor
- b) Against

9. Documents

9.1 Working paper

The first version of the official NATO paper. It is structured by the Ministers during unmoderated cauci. Should contain Preambulatory clauses and mainly Articles. The aforementioned may be expressed in the proposed format, found on the MSKMUN guide.

9.2 Draft Communiqué

The second version of the document. Contains the final preambulatory and articles as decided by the council. Has been reviewed and protocol numbered by the Secretariat and handed to the Board to proceed with the procedure with the view to turn it into a Communiqué.

9.3 Sponsor

After finishing with drafting the Working Paper, the Council of Ministers is called to decide a Sponsor for its Draft Communiqué. The Sponsor may be decided through a voting procedure, as guided by the Board. The sponsor's duties are:

- a) Presenting the Articles of the Draft Communiqué to the house in its final form
- b) Delivering a supporting speech for the Draft Communiqué with a total duration of 5 minutes
- c) Declaring amendments as friendly or unfriendly

Apart from the sponsor, the house may provide the document with signatories as well. Each minister who wishes to become a signatory of the document may make it known to the Board when asked, by raising their placard. No voting procedure is to be conducted. Becoming a signatory is not binding to the minister's vote.

9.4 Amendments

The Amendments procedure is the last chance of the Council to shape the document aiming to reaching the consensus. Ministers' amendments options are the following:

- a) **Adding** an article. Should mention the desired position for the new article.
- b) **Modifying** an article. Should mention the clause they wish to modify and the modification.
- c) **Striking out** an article.

The above apply for subclauses as well.

Amendments should be drafted and submitted to the Board during an Unmoderated Caucus under this exact purpose. Any amendments concerning grammatical or syntax errors will be adopted automatically.

The Sponsor will be called upon the podium to declare the submitted (and passed by the Board) amendments as friendly of unfriendly. Friendly amendments are automatically adopted in the document and consider part of the Draft Communiqué. The unfriendly amendments will be voted upon.

For an amendment to be submitted to the Board, two signatories will be required. The submitter of the amendment does not count as a signatory. Ministers are allowed to sign as many amendments as they want.

9.5 Communiqué

Requires a Motion to Approve the Draft Communiqué. Aims to acknowledging whether consensus has been reached. It may be overruled by the Board or put to vote. In order to pass, the motion requires a 2/3 majority vote. If failed to meet, the house will be proceed with a Tour de Table and continue as decided by the Board. The time dedicated to attempt resolving the disagreements depends on the Board's decisions and is not open to appeal. Ministers objecting should refer to specific articles of the Draft Communiqué. If consensus cannot be reached, the document will not be upgraded to a Communiqué.