



# Rules of Procedure Model NATO

## INTRODUCTION

The 50-nation Euro-Atlantic Partnership Council (EAPC) is a multilateral forum for dialogue and consultation on political and security-related issues among Allies and partner countries. It provides the overall political framework for NATO's cooperation with partner countries in the Euro-Atlantic area, and for the bilateral relationships developed between NATO and individual partner countries under the Partnership for Peace (PfP) programme.

The primary goal of each delegation is to represent its country in the most realistic and effective way possible. You should also be prepared to deal with a crisis that will test the unity and capabilities of the Alliance.

The task of each committee is to reach consensus on its particular agenda topics and to prepare draft language for the communiqué to be passed by the Euro-Atlantic Partnership Council (EAPC). In cases where a committee cannot agree on all the language, draft texts may be submitted to the EAPC with the disputed text in brackets.

During the concluding session of the EAPC, there will undoubtedly be some persistent disagreements remaining from the committees that can only be resolved by the foreign ministers, and, perhaps, only after consultation with home governments. Whether those differences can be resolved sufficiently so that the EAPC can issue a communiqué that clearly establishes NATO consensus will be the true indication of whether this ministerial has been successful or not. Once consensus has been reached and the communiqué is finalized, it will become official Model NATO policy.



### **PART I. MEETINGS**

1. Meetings of the Euro-Atlantic Partnership Council (hereinafter called the Council) will be held at a time and place designated by the sponsoring institutions.

### **PART II. AGENDA**

2. The preliminary agenda for regular meetings of the Council and Committees shall be drawn up by the sponsoring institutions and communicated to the members prior to the opening of the sessions.

### **PART III. REPRESENTATION**

3. Each NATO country and partner country shall be represented by one delegate.
4. Each nation's representative on the North Atlantic Council shall be the Foreign Minister.

### **PART V: THE CHAIRPERSON**

5. The Committee will have a Chairperson from the Secretariat who will have full powers to ensure proper functioning of the Committee.
6. The Chairperson may preside over all meetings, or may designate another member of the Secretariat to do so.
7. The Chairperson shall have the responsibility of ensuring the smooth operation of the Committee through interpretation and enforcement of the Rules. In addition to exercising powers described elsewhere in the Rules, the Chairperson shall declare the opening and closing of each meeting, direct discussions, accord the right to speak and announce decisions. He/she shall rule on points



of order and, subject to these Rules, shall have complete control of the proceedings at any meeting.

8. The decision of the Chair may be appealed by any delegate. This motion is debatable by one delegate in favor and one against, after which the motion shall be put to a vote. The Chairperson's decision will stand unless overruled by a two-thirds majority of members present and voting.

#### **PART VI: CONDUCT OF BUSINESS**

9. Committee Session will begin with a General Speaker's List. Every time debate is limited, a new speaker's list will be created. Speaker's time is set by the Chair, but may be amended per request and vote of the Committee. If at any time the Committee would like to move into a Moderated or Unmoderated Caucus, the appropriate motion must be made, seconded, and voted upon by the Committee Members.
10. Proposals must be submitted in writing to the Chair before they may be considered by the Council or Committee.
11. A proposal may be withdrawn by its sponsor at any time prior to voting, providing that the motion has not been amended.
12. The motions below shall have precedence over all other proposals or motions before the meeting:
  - a. Point of Personal Privilege
  - b. Point of Order
  - c. Point of Information
  - d. To suspend the meeting;
  - e. To adjourn the meeting;
  - f. To close debate on the item under discussion;
  - g. To change the agenda;
  - h. To limit debate on the item under discussion;
  - i. To Divide the Question;
  - j. To amend the item under discussion;



- k. To reconsider an item;
- l. Right of Reply.

13. A Point of Personal Privilege is raised in the case of inability to participate in the proceeding to ones fullest ability, or in the case personal discomfort. Examples are when a Delegate has not acoustically understand what was previously said.
14. During the discussion of any matter, a representative may rise to a **Point of Order**, and the point of order shall be immediately decided by the Chairperson in accordance with the Rules of Procedure. A **Point of Order** may relate to the maintenance of order, the observance of Rules, or the way in which the presiding officers exercise the powers conferred upon them. An argument for or against the pending question shall not be recognized as a valid point of order. A point of order is the only circumstance under which a speaker may be interrupted. The Chair may refuse to recognize points of order if it is his/her judgment that the delegate has not maintained the restraint and decorum which should govern the use of such a right, or if in his/her judgment the point is clearly dilatory in nature.
15. A **Point of Information** is raised to the Chairperson if a delegate wishes to obtain a clarification of procedure or a statement of the matters before the body. Delegates may not interrupt a speaker on a **Point of Information**.
16. During the discussion of a matter, a delegate may move for the **Suspension** of the meeting. Should the Chair entertain it, it shall immediately be put to a vote. The **suspension of a meeting** requires a majority of the members present and voting.
17. At the conclusion of the final summit, a delegate may move for the **Adjournment of the meeting** until the following year. This motion is only in order for the Council and requires a two-thirds majority.
18. A delegate may move for **Closure of debate** on the item under discussion; whether or not any other delegate has signified his/her desire to speak. Two delegates may speak in favour of the motion and two against, after which time the motion shall be put to an immediate vote. This motion requires a two-thirds majority vote to pass.



19. When discussing an item on the agenda, a delegate may move to **Limit Debate**. The purpose of this motion is to focus the committee's attention on the topic or individual draft resolution or amendment. Once this motion has passed, debate is limited to introducing and discussing any draft language under that topic. A delegate may also limit debate to a draft language or amendment, meaning all discussion must be relevant to the document at hand. Once limited, debate on a topic or document can be suspended or closed. This motion requires a second and a simple majority.
20. In the Council, a delegate may move to **Divide the Question**, so that parts of a Draft Language or an amendment could be voted on separately. If objection is made to the request for division, the motion shall be voted upon. Permission to speak on the motion shall be accorded to two speakers in favor and two against. If the motion for division is carried, those parts of the proposal shall then be put to a vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole. This motion is only in order in the Council.
21. An **Amendment** is that which adds to, deletes, or alters part of the Draft Language. **Amendments** must be submitted in writing to the Chair during the discussion of a Draft Language and must receive his/her approval. The Chair may, at his/her discretion, limit the number of amendments or request delegates to combine similar amendments.
22. Amendments shall be numbered in the order in which they are received. Once the Amendment is introduced, all sponsors of the draft language to which the Amendment pertains must be asked if the Amendment is Friendly or Unfriendly. If the Amendment is deemed Friendly by all Sponsors, then it is automatically adopted into the Draft Language. If the Amendment is deemed Unfriendly by any of the Sponsors, then it is dismissed and voted upon by the Committee. The Committee may limit debate to any dismissed Amendment and at the closure of debate on the Amendment, the Amendment will be voted upon by the Committee. Regardless of limitation, *all* dismissed Amendments must be voted upon by the Committee after the closure of debate on relevant Draft Language.



23. When a proposal has been adopted or rejected it may not be considered at the same session unless approved by a two-thirds majority. Permission to speak on a **Motion to Reconsider** will be accorded to speakers opposing and favouring the motion.
24. The Chair may accord a **Right of Reply** in the case of grave personal insult and injury. The offense to which the delegate is responding must occur within formal debate. The right of reply must be submitted in writing to the chair. Upon the chair's approval, the delegate may motion for a right of reply. The time granted for a right of reply is at the Chair's discretion. There may not be a right of reply in response to another delegate's right of reply.

#### **PART VII: VOTING**

25. Each member state shall be accorded one vote in the Council.
26. All decisions of the Council must be approved unanimously by all **members** present and voting, with the exception of procedural decisions as noted in these Rules. This unanimity rule applies to substantive proposals passed by the EAPC. **Partner countries may only vote on procedural matters.**
27. All substantive decisions of the Committees must be approved by a two-thirds majority of all members present and voting, but with the realization that unanimous consent is desirable.
28. Procedural motions shall be voted on in accordance with the relevant parts of the Rules.
29. Immediately prior to a vote, the Chair shall describe to the body the item to be voted on, and shall explain the consequences of a "yes" or a "no" vote. Voting shall begin upon the Chair's declaration "**we are in voting procedure**," and end when the results of the vote are announced. Once in voting procedure, no delegate shall interrupt the voting except on a point of order concerning the actual conduct of the vote. Following Closure of Debate, and prior to entering voting procedure, the Chair shall pause briefly to allow delegates the opportunity to make any relevant motions. Relevant motions prior to a vote include: Suspension of the Meeting, Adjournment of the Meeting, or Division of the Question.



30. Voting shall normally be carried out by a show of placards, unless a representative requests a **Roll Call Vote**. Roll call votes take place in English in alphabetical order by nation. This motion only requires multiple seconds.
31. After the Chair has announced the beginning of voting, no delegate may interrupt the vote except on a point of order concerning the voting. Delegates may not communicate with each other at this time, and the chamber shall be sealed.
32. The term **No with rights** may be used by members wishing to explain their vote after voting has concluded. This right may be limited by the Chair.
33. A nation may record a formal **Reservation** if a particular part of a proposal is partially unacceptable to that nation. This reservation is raised at the time of voting and will be formally recorded on the proposal in question.

#### **PART VIII: GENERAL**

34. The official language of the sessions is English.