

# 2010-11 MODEL ARAB LEAGUE HANDBOOK

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# **PART 1: INTRODUCTION TO MODEL ARAB LEAGUE**

## **THE NATIONAL COUNCIL ON U.S.-ARAB RELATIONS**

Founded in 1983, the National Council on U.S.-Arab Relations (NCUSAR) is a non-profit, non-governmental, educational organization based in Washington D.C. dedicated to improving knowledge and understanding of the Arab world. For more than half a century, the Arab world has been at the center of international politics. In addition, the Middle East has been host to the largest sustained deployment of U.S. military forces since World War Two. Yet this same region remains one of the least known and most poorly understood by citizens of the United States.

The National Council understands that positive changes in the U.S.-Arab relationship require interaction and conversation at a personal level. Because of this understanding, the National Council works to improve U.S.-Arab relations through people-to-people and leader-to-leader exchanges along with a wide variety of educational and informational programs in the United States.

No other organization works as closely with corporate, congressional, and defense leaders to provide the invaluable background, context, and perspective on U.S.-Arab relations. The National Council engages more U.S. community leaders in conferences and discussions about the importance of building and maintaining strong U.S.-Arab relations than any other organization.

No other organization is as active on campuses around the country in improving our knowledge of the Arab world. The National Council works with college professors and high school teachers to provide opportunities that have been proven to enrich the academic courses they offer on the Arab world. The National Council has taken more U.S. leaders, teachers, and students to the Arab World for firsthand cultural and educational experiences than any other organization.

The National Council's story is about the power found in the culmination of individual people's experiences. Individual experiences with the Arab world that have generated knowledge, cultivated enlightenment, and inspired cross-cultural understanding.

Since its inception, the National Council has played a very special role in enhancing U.S. awareness of the Gulf Cooperation Council (GCC), a unique Arab sub-regional forum grouping Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, and the United Arab Emirates. National Council President and CEO Dr. John Duke Anthony is widely published on the roles played by the Arabian Peninsula and the GCC countries in regional and world affairs.

Additionally the National Council administers the Joseph J. Malone Fellowship in Arab and Islamic Studies. This fellowship offers select university and high school faculty an opportunity to participate in intensive cultural immersion programs around the Arab world. The participants in this program are provided with the personal experiences critical to strengthening both their own knowledge and to the development of the content for their course offerings. Selected on the basis of their academic credentials and community service record, Malone fellows attend lectures and briefings by their Arab counterparts, government officials, and noted specialists. They also visit cultural and historical sites, as well as Arab centers for research and development.

## A BRIEF HISTORY OF THE MODEL ARAB LEAGUE PROGRAM

Since 1983, the Model Arab League Program (MAL) has offered high school and university students an extraordinary opportunity to learn, practice, and develop leadership skills. In the process, the participants – students guided by faculty advisors – deepen their knowledge and understanding of Arab social, economic, cultural, and political issues. As representatives of the member states of the Arab League, students attempt to solve problems and achieve consensus on questions diplomats wrestle with on a daily basis. The dynamic and interactive nature of the Model's emphasis on role-playing stimulates creativity, enhances learning, and cultivates understanding as no book, video, or coursework ever could.

Participation in a Model is of value to all students, regardless of their academic major or the subject matter of their courses. Participants gain valuable leadership training through the Model's constant challenges in debating, writing, editing, public speaking, critical thinking, and interpersonal relations skills. All delegates come away having practiced the kinds of skills that will serve them well throughout their life. Year after year, delegates return to participate over and over until they graduate.

The original Model Arab League began 25 years ago at Georgetown University in Washington, DC. An idea conceived by Dr. Michael Nwanze, the MAL was based on the same general structure as the Model United Nations, a similar student leadership program that had been in existence for several decades. The National Council, under the guidance of Dr. Anthony, was the first sponsor of the program and has coordinated, organized, and run the Models ever since. Originally a mock simulation, the National University MAL (as it came to be known) became a competitive simulation the very next year. Dr. Nwanze was honored with the First Annual Model Arab League Lifetime Achievement Award in 2001. He has also been responsible for the creation of other simulation leagues modeling the Organization of American States (OAS), the Organization of African Unity (OAU), and the North Atlantic Treaty Organization (NATO).

As word of the Models spread to university faculty across the United States, regional models began to be formed. Emulating the National UMAL, they took shape as either practice sessions for schools that would later attend the National or self-contained models that allowed smaller schools and schools without travel means the opportunity to participate in the program. In 1991, the first high school Model Arab League was established in Atlanta, Georgia. In 2009 there were a total of 14 models: 10 university and two high school regional conferences, and a national model for both high schools and universities. Upwards of 110 universities, colleges, and high schools now participate, with nearly 2000 total participants. The National Council oversees the coordination of all the Models and remains the primary sponsor.

## OTHER NATIONAL COUNCIL STUDENT LEADERSHIP DEVELOPMENT PROGRAMS

**Summer in Yemen Study Abroad Program:** In coordination with the Yemen College of Middle Eastern Studies, this program combines 5, 10, or 15 weeks of formal Arabic study with exposure to the social, academic, political, and cultural richness of Yemeni society. You can learn more about the Yemen College of Middle Eastern Studies at [www.ycmes.org](http://www.ycmes.org).

**Summer in Lebanon Study Abroad Program:** In coordination with Lebanese-American University in Beirut, Lebanon, the National Council is happy to offer assistance in coordinating

a summer study program to fit your needs. LAU boasts a variety of areas of study, and is set in the bustling and beautiful capital of Lebanon. Regular semester programs are available, as well as two five-week summer sessions.

**National Council Internship Program:** The National Council on U.S.-Arab Relations hosts student interns in its Washington, D.C. office year-round. Interns with the National Council on U.S. - Arab Relations gain unique work experiences and professional development. The National Council's interns are engaged in every facet of the organization's programming, and find themselves personally involved in all aspects of the National Council's mission and public diplomacy objectives. While internships with the National Council are unpaid, there is no substitute for the type of networking that occurs within the Washington, D.C. community. In order to ensure that our interns capitalize on their time in our nation's capital, the National Council encourages and arranges for interns' participation in academic lectures, conferences, Embassy events, campus tours, and career seminars.

**Academic Seminar for Summer Interns Program:** Since 1985 the National Council has been providing internships and academic experiences for students who are spending their summer working and living in Washington, D.C. with a view to further sharpening their knowledge of the American foreign policy process as it pertains to the Arab world and Arab-U.S. relations. In 2008, this developed into a full-scale program where the National Council, through a selective application process, takes 25-30 university students and places them in a wide range of Arab- and internationally-related businesses, organizations, and government agencies. Simultaneously, the interns take part in an Academic Seminar which provides them a rich and varied introduction to America's relations with the Arabian Peninsula and Gulf. The program provides students an unparalleled opportunity to meet and interact with some of America's and the Arab diplomatic world's most renowned foreign affairs practitioners. These individuals address with the students a range of important issues pertaining to America's interests in and involvement with the Arab and Islamic worlds, along with giving insight into the extraordinary range of opportunities awaiting those interested in considering a career in Arab-U.S. relations as well as what they believe would be the best way to prepare for such a career. The program supplements these meetings with visits to sites of interest around Washington, D.C., including several of the Arab embassies, Capitol Hill, U.S. executive branch agencies, the intelligence community, multinational companies, and more.

**Immersion Study Visits:** The National Council coordinates short term (approx. 10 days) cultural immersion study visits to countries in the Arab world. Study Visits take students into the inside world of a particular country or region, deeper than any vacation or personal travel experience, exposing them to government officials, businesspeople, community and civic leaders, intellectuals, and regular everyday citizens. The goal is to provide an on-the-ground experience that allows students to accurately understand the myths and realities associated with Arabs and Arab countries. Costs are sometimes subsidized or covered for students, and visits are often organized specifically for Model Arab League alumni. Past visits have included Saudi Arabia, Egypt, the United Arab Emirates, Syria, Yemen, and many more.

## PART 2: GENERAL INFORMATION

### PLENARY SESSION

All Model Arab League conferences begin with an opening Plenary Session. The goal of this Plenary Session is to establish which members of the Arab League are present at the Conference and to adopt the provisional agenda for each of the simulated Councils.

At most Models, the Plenary Session is the only time participants may suggest new topics, change the wording of the current topics, and/or delete topics from the provisional agenda, although this is sometimes conducted within Council sessions at the discretion of the conference organizers. If you have an issue with the provisional agenda please take the time to learn and understand the procedures and rules for changing the agenda, caucus with other delegates to gain support for your motion, and prepare your additions or amendments **in writing** before the formal beginning of the Plenary Session.

### SUMMIT SESSION

After the final Council session, delegates from all Councils convene for the final session, the Summit. There, each represented country will receive one packet containing each passed draft resolution. The Summit Session will conduct a vote on each draft resolution passed by Council. Normal voting procedure will be followed.

Prior to the Summit, the authoring delegate(s) are responsible for correctly formatting their draft resolution(s) and submitting them to their Council's Vice Chair. It is the Vice Chair's responsibility to check for omitted or incorrectly submitted draft resolutions and provide all final-formatted resolutions from his or her Council to the Senior Secretariat. This must be completed by the end the last Council session each day or the draft resolution will not be submitted for a vote at Summit.

Immediately following Summit Session will be the Awards Ceremony. Please see the Awards and Recognition section below in the Administrative Policies section for more details.

### MAIN COUNCILS AND DELEGATE RESPONSIBILITIES

All member states present at the Conference should be in attendance for both the Plenary Session and the Summit Session. In addition, all member states present should be represented in each of the following main Councils:

**The Joint Defense Council (JDC)** coordinates common defense policies of the member states in an attempt to maintain regional peace and stability. It can adopt any measures it deems necessary to repel an act of aggression against any of the member states.

**The Council on Palestinian Affairs (PA)** is concerned with all Palestine-related matters, with special emphasis on issues pertaining to defense, economics, politics, and social conditions. This Council has the permanent mission of working for the establishment of a viable independent Palestinian State.

**The Council of Arab Social Affairs Ministers (SA)** coordinates common social policies of the member states, with special emphasis on issues pertaining to education, women and children, historical preservation, and culture.

**The Council on Political Affairs (PO)** addresses broad political issues that exist both around the Arab world and within the League of Arab States. Issues for this council can range from dealing with the Arab world as a whole to addressing situations in specific member countries.

**The Council of Arab Environmental Affairs Ministers (EN)** coordinates common environmental policies with regard to management, conservation, and protection of wildlife and ecosystems, natural resources, and other related environmental topics.

**The Council of Arab Economic Affairs Ministers (EC)** coordinates international, inter-regional, and domestic policies on trade, labor, development, and other economic matters in order to ensure the maximum economic benefit of all member states.

**Specialized Councils** will be convened from time to time at the National University Model and at select regional and high school Models. In most cases these specialized Councils will follow the same rules and procedures as the standard Councils. Examples of specialized Councils include the Special Arab Summit on the Promotion of Women, and Special Summit of Arab Heads of State.

All Councils will not be present at all models; check with the Local Coordinator to determine which Councils will be simulated.

Each Council shall be responsible for discussing all of the agenda topics approved for it at the Plenary Session. Each delegation should work to pass draft resolutions on each topic that are agreeable to as many of the members states as possible. These draft resolutions should document in a clear and concise way the Council's recommended course of action.

When voting on a draft resolution within a Council, each member state shall have one vote. All draft resolutions must pass by a majority vote (50% plus 1).

#### ARAB COURT OF JUSTICE

The Arab Court of Justice (ACJ) is solely the creation of the National Council on U.S.- Arab Relations and in no way represents an existing international judicial body.

Whenever possible the ACJ follows well documented guidelines and procedures that are used by similar international judicial bodies. It is very important for ACJ participants to understand that the rules and procedures used by international judicial bodies differ in many ways from domestic courts and participants should always defer to the rules and guidelines established by the National Council when preparing for their participation. In order to ensure the highest levels of academic integrity with our Court of Justice, please understand that National Council guidelines will be strictly enforced by the Secretariat.

The ACJ will convene as a specialized Council at the National University Model and at select Regional Models. Members of the ACJ will not participate in Plenary or Summit Session votes; however, the decisions of the court will be presented at the Summit Session.

The ACJ can only consider the agenda topics assigned to it by the National Council on U.S.-Arab Relations and will not have the option to modify, add, or delete items from its agenda.

#### MODEL ARAB LEAGUE PRESS CORPS

At the National University Model Arab League, delegations having already filled delegate positions on each of the regular Councils may opt to send additional members to serve on the Model Arab League Press Corps. It is the role of the Press Corps to report on the events of the Conference and Councils in the form of a daily newspaper. Please refer to the Appendices for more details on the Press Corps.

#### NATIONAL MODEL EMBASSY VISITS AND POLICY BRIEFINGS

When participating in the National Model Arab Leagues, the National Council may be available to help facilitate policy briefings with representatives of your assigned country's Embassy. The purpose of these briefings is to give you the opportunity to learn your country's official stance on various topics and to fill in any gaps in your research. Whether via telephone or through an actual visit to the Embassy, you will want to use the opportunity to obtain first hand information above and beyond your personal research. The more research your delegation does beforehand, the more you will benefit from the briefing.

Before you have actual contact with the Embassy, prepare a list of specific questions. When phrasing questions, give the representative an indication of what you know already. This will allow you more time for addressing issues with which you are not so familiar. If the representative does give you historical background, listen carefully to the manner in which he/she presents it – it may differ significantly from the interpretations and views presented by your sources.

In addition, always listen very carefully to the phrasing and any specific rhetoric used by the Embassy representative to see if you can discern any special nuances that might be used in support of official positions and try to emulate them when you debate. In these situations, a lesson in diplomatic style and speech can be just as helpful as one on the substantive details of a particular policy.

While listening to official Government policies, always pay special attention to positions that seem different from what you understood them to be. Keep in mind that the Embassy staff will always present you with the official policies of their Governments and any inconsistencies that might be exposed could be an indication that the information you obtained prior to your Embassy visit was flawed or manipulated in some way. Discovering such an inconsistency serves as an excellent exhibition of the overlapping dimensions involved in researching, analyzing, and formulating policies on controversial or sensitive topics.

Bring a gift from your school for the Embassy briefers on behalf of your delegation. Also bring a camera. The event is a terrific photo opportunity, which will enhance coverage of your delegation in local and school news as well as in National Council publications.

# **PART 3: NATIONAL COUNCIL POLICIES AND REGULATIONS**

## **BEHAVIOR AND PROFESSIONAL CONDUCT**

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The Model Arab League is a formal diplomatic simulation. All participants are expected to maintain the highest levels of decorum and professionalism throughout the conference. The behavior and professional conduct policies established here pertain to all National Council Model Arab League conferences and are expected to be enforced at all official activities.

### **PERSONAL BEHAVIOR**

The use of alcohol or drugs at any official Model event or activity is absolutely unacceptable. Conference attendees found in violation of these policies will be asked to leave the Model immediately and dismissed from the program without further warning. Smoking is only permitted only in designated areas.

### **DRESS CODE**

It is expected that while in session, all conference attendees will dress in professional attire appropriate for formal diplomatic discussions. For men, a dress shirt, tie, slacks, and jacket are appropriate. For women, dresses, suits, or slacks and blouses are acceptable. Under no circumstances should jeans, t-shirts, tennis shoes, sweats, baseball caps, and shorts be worn during Model Arab League sessions.

Dress code violations may result in being asked to leave a session, step down as an officer, or leave the entire Model. Under most circumstances, changing into appropriate attire grants return to participation in the Model. It is important to note that action taken in regard to the dress code will be final and is not up for debate or discussion.

### **IN CHARACTER ROLE PLAYING**

When participating in a MAL conference, delegates are role-playing as a diplomat from your assigned country. It is vital to the success of the Models and the quality of participants' learning and leadership development experience that all delegates represent their countries' best interest from its point of view and avoid arguments based on their personal beliefs and background. In order to maintain the highest levels of academic integrity, it should be each delegate's goal to accurately portray the policy objectives of his or her country without undue influence from personal opinions or poorly researched positions.

If a delegate feels that one of his or her fellow delegates is not performing within these guidelines and that the problem is interfering with the proper functioning of the Council, the delegate should speak with his or her faculty advisor. The faculty member should determine if the situation requires the attention of the National Council representatives.

With that being said, the National Council takes special pride in ensuring that its conferences function first and foremost as a learning experience and participants should always feel encouraged to contribute to discussions in their Council regardless of their individual expertise and comfort with the details of the topics. Delegates should not be afraid to ask questions of

the faculty advisors, chairs, and/or fellow delegates. The best way to improve skills is through active participation.

## ADMINISTRATIVE POLICIES

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The Administrative Policies established here apply to the National Model Arab League Conference. In addition, the National Council assumes that the Administrative Policies established here will be implemented as written at all Regional Models. Any necessary deviations or accommodations should be well documented and made available to all Conference participants.

## POSITION PAPERS

Before attending a Model, all delegates are strongly encouraged to write at least one position paper. A position paper is a one-page summary of a country's position on one of the topics in the Council. The paper should mention the issue at hand, and lay out the country's opinions and policy objectives along with the delegate's proposed solutions and some potential language for use in draft resolutions. The National Council strongly suggests sharing completed position papers with the other delegation. Sharing the completed position papers allows the other delegates to compare their views and research with those of the other members of their assigned Councils.

Please note that in the spirit of diplomacy and accuracy of role-playing, "ready-to-pass" resolutions should not be brought to any Model. Sometimes referred to as "pre-written" resolutions, papers drafted before council sessions begin should act as position papers, reflecting only that delegates' country's opinion and interests. Delegates, however, are encouraged to bring draft language for resolutions with the understanding that they must work with their fellow delegates to build coalitions, negotiate, and compromise to create a resolution that would garner a majority of votes.

## COUNTRY REGISTRATION FOR THE UPCOMING YEAR

To register submit an online form to the National Council at <http://www.ncusar.org/modelarableague/pages/register.html> indicating country preferences and model. In order to reserve a country, however, your account must be up to date for the current year. If your account is not up to date, you will need to remedy this prior to registration for any future Models.

When ranking your country preferences, please keep in mind that you will not be allowed to represent the same country in consecutive years. The countries represented by your school in the last three years should be ranked lowest on your registration form. If a school wishes to represent multiple countries, the assigned countries will, ideally, be geographically, socio-economically, and ideologically varied.

## AWARDS AND RECOGNITION

The National Council recognizes outstanding performance at our Models through three types of awards:

## **Outstanding Delegate / Honorable Mention Awards**

Outstanding Delegate awards and Honorable Mention awards will be presented to the delegations that exhibited the highest degree of excellence in preparation, debate, caucusing, representation, teamwork, diplomatic leadership, and overall positive contribution to the work of their Councils.

## **Overall Outstanding Delegation Awards**

Outstanding Delegation Awards are issued to a school for overall superior performance throughout the entire Model. These awards are determined by the National Council Representative based on the total number of Council awards and the strength of each individual delegate's contribution to the Model as a whole.

## **Outstanding Chair Awards**

Faculty Advisors are asked to circulate among all Councils and will be asked to vote for an outstanding Chair at the final Faculty Advisor's meeting. Faculty should observe each Council, even if they do not have delegates in all Councils. Chairs should be evaluated for their ability to run the Council efficiently and smoothly, as well as their ability to facilitate and aid in the work of the delegates. All Chairs as well as the Chief Justice of the ACJ and Editor of the Press Corps are eligible to receive the Outstanding Chair award. Each school may cast one vote for the Outstanding Chair award.

All delegate awards are given based on the results of three levels of evaluation:

### **Peer Evaluation**

Student participants vote for the Outstanding Delegates and Honorable Mention awards within their Council. Each school (multiple delegations from the same school will be combined) receives one ballot per council. All participating delegations are eligible for awards and multiple delegations from the same school should be considered as being independent from each other. Schools should not vote for their delegations; known violations will cancel the ballot.

### **Chair Evaluation**

After the delegate votes are collected, Chairs are encouraged to submit in writing their views on potential award recipients. Chairs have a unique perspective on the overall functioning of the Councils and this allows the Chairs to explain why they believe certain delegates should or should not be included for consideration. Under certain circumstances, the Chair's opinion may be taken into consideration by the National Council Representative when making final award selections.

### **Judge Evaluation**

At some models, VIP guests with distinguished backgrounds in international affairs will be available to serve as Judges. These guests will circulate amongst the Councils and will be asked to recommend delegates for awards based on their evaluations. Judges

are asked to observe Council sessions for as long as possible in order to fairly evaluate the overall performance of the delegates and not limit their evaluation to one particular moment or discussion.

The National Council Representative shall count and record all votes cast and issue awards based solely on those tabulations. Certain unbreakable ties may alter the total number of awards given. All decisions in regard to awards are made at the sole discretion of the National Council. Any errors in printing will be corrected as soon as possible and a new award will be issued. Problems or concerns with awards will only be addressed with Faculty Advisors after the conclusion of the Summit Session.

# PART 4: MODEL ARAB LEAGUE RULES & PROCEDURES

## I. PLENARY SESSION

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1. The rules for the Plenary Session are contained completely herein:
  - a. The order of business valid during the Plenary Session is:
    - i. Introductory remarks from the Secretary General;
    - ii. Call to Order;
    - iii. Roll Call, for which delegates may respond "Present;"
    - iv. Amending and adoption of the Provisional Agenda.
  - b. The Secretary General will preside over the session, in conjunction with the Assistant Secretary General(s).
  - c. The only Points and Motions that will be recognized during the Plenary Session are as follows:
    - i. **Point of Order** to bring attention to a breach of the rules;
    - ii. **Point of Personal Privilege** to complain about a distraction or interference, noise level, obstruction of view, or other similar matter;
    - iii. **Point of Parliamentary Inquiry** to bring up questions concerning rules or procedures;
    - iv. **Motion to Suspend the Meeting** for caucus or break;
    - v. **Motion to Appeal the Decision of the Chair**;
    - vi. **Motion to Add, Delete, or Amend a Topic**;
    - vii. **Motion to Move a Topic** to another Council's agenda. At which time The Chair will inform the Secretariat who will then introduce the topic to the new council who will vote on its addition;
    - viii. **Motion to Adopt the Agenda** accepts all topics currently on that council's agenda;
    - ix. All other points or motions may be ruled dilatory.
  - d. All motions to add, delete, amend, or move a topic are debatable with a maximum of two speakers in favor and two speakers opposed, are not amendable, and require a simple majority vote. The Chair shall set the speaking time and call for speakers opposed followed by speakers in favor. The number of speakers should be balanced, except in the event there are no speakers in favor, in which case the speakers against may still be recognized. The first speaker recognized shall speak in favor and subsequent speakers shall alternate.
  - e. After Plenary Session has been completed the council will move directly into regular Council Session.
2. The National Council provides the original Provisional Agenda. Any and all substantive changes must be made during the Plenary Session.
3. An acceptable alternative order of business allows Councils to add, delete, and amend topics within Council sessions rather than during Plenary Session. The order of business will be determined by the National Council and/or the local conference coordinators prior to Plenary Session.

## II. COUNCIL SESSIONS

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4. The agenda of the first session of each Council shall be the following actions, in order:
  - a. Introduction of delegates;
  - b. Elections of the Vice-Chair, Rapporteur, and Parliamentarian, in that order;
    - i. Election of the Council officers shall occur in the following manner. Nominations shall be taken from the floor, and the nominee will be asked to accept or decline the nomination. Individual members of a delegation should be nominated for the positions of Vice Chair and Parliamentarian, though a pair of delegates may be nominated for Rapporteur and share the duties. If there are multiple candidates for a position, each delegate may be granted an equal amount of time to address the Council. Following speeches from the candidates, the candidates will be asked to leave the room, and an election will be held by placard vote or secret ballot, at the chair's discretion. At the chair's discretion, the position of the Rapporteur may be by resigned and re-elected once or more throughout the conference to avoid hindering the Rapporteur's ability to participate in the debate;
  - c. Call to Order, Roll Call, and the completion of the Council roster;
    - i. Once there has been a Roll Call, there will be an immediate call for a 5-minute Suspension of the Meeting for the purpose of discussing changes to the agenda;
  - d. Establishing general speakers list for the purpose of general remarks about the Council and topics, and to discuss the ordering of the agenda (resolutions may not be discussed at this time);
  - e. Setting the order of the topics on the Council's agenda; and
  - f. Limiting debate and beginning discussion on the first topic.
5. The Council Chair will preside over the session, unless another member of the Senior Secretariat is present.
6. Delegates who are not present for roll call must send a note to the Chair in order to be recognized as present. When voting a quorum shall be when 1/2 of all initially present are in attendance. A simple majority shall be 1/2 present and voting plus one (a.k.a. abstentions are considered "not present and voting" and are not counted when determining a majority).
7. A **Motion to Set the Order of the Agenda** allows the Council to determine the order in which it will consider the agenda topics assigned to it in the Plenary Session. This motion must specify the proposed order of the Agenda Topics, requires a second, is not debatable, and requires a simple majority vote.
8. A **Motion to Change the Order of the Agenda** alters the order of consideration of agenda topics, as set by each Council at the beginning of the session. It does not interrupt a speaker, requires a second, is debatable with two speakers for and two speakers against, is amendable, and requires a two-thirds majority vote.
9. To move from one topic to another, a Council must pass a Motion to Suspend Debate on the Agenda topic (see Rule 26). A Motion to Close Debate (see Rule 28) can also be used, but once such a motion passes debate on that agenda topic ends and all draft resolutions and amendments under that topic come to an immediate vote. Debate cannot be reopened after a Motion to Close Debate passes.

## SPEECHES

10. Each time debate is limited, a new speakers list is established. Once the current debate has been closed or suspended, the Council shall return to the previous speakers list at the same point it left off before. Those wishing to speak will raise their placards and will be assigned a position on the list in the order they are recognized. The presiding officer will call upon delegates to speak in the order their names appear on the speakers list. A country may not appear on the speakers list twice at any one time. Only after the completion of that country's speech may that country request to be returned to the speakers list. Debate will continue until it is suspended or closed, the meeting is suspended, or the speakers list is exhausted. Points or motions may be made between speakers and must be addressed by the Chair before recognizing the subsequent speaker.
11. Delegates should never address another delegate directly in a speech, but should rather address the Chair or 'the floor,' and should phrase speeches as such. The exception to this is when a delegate yields to Points of Information.
12. No one may speak without first being recognized by the presiding Officer. In the case where a point or motion interrupts a speaker, delegates should raise their placards and call out "Point of Order", "Point of Personal Privilege", or "Motion to Reconsider" to the Chair. The Chair will then pause the speaker and recognize each delegation based on the precedence of the points (see Rule 87). Following resolution of any points, the Chair will then return to the current speaker. Any time taken away from a delegate speaking on the floor by an interrupting motion will be reapportioned by the Chair.
13. The Chair may set an equal time limit for all speeches, which will stand unless a successful motion is made to amend the speaking time at a different limit.
14. The Chair may rule out of order any motion repeating or closely approximating a previous motion on which the council has already rendered an opinion.
15. Procedural and Substantive speeches:
  - a. **Procedural speeches** deal with procedural motions, such as limiting or closing debate, etc. When speaking on a procedural matter, a delegate must speak only to that procedural issue and its possible effects on the Council. Any speech about a resolution or other substantive matter is out of order. While speaking on a procedural motion, delegates may not make a motion or yield time to another delegate.
  - b. **Substantive speeches** are directly related to amendments, draft resolutions, or topic areas. During substantive debate, a delegate recognized to speak by the Chair may speak on the topic, about any motions regarding that topic, any amendments to the motion, or all of the above while on the speakers list.
16. If a delegate has time remaining at the conclusion of his or her substantive speech, he or she may yield the excess time to another speaker. The only acceptable yields are:
  - a. **Yield to the Chair:** signifies that the delegate who has the floor wishes to have his or her time expire;

- b. **Yield to another delegate:** allows a second delegate in the Council to use the remainder of the first delegate's time to address the Council; time yielded to a second delegate cannot be yielded again; and
- c. **Yield to Points of Information:** allows other delegates to pose questions to the speaker regarding the content of his or her speech. After the speaker yields, the Chair recognizes delegates on the floor who rise to Points of Information. A delegate who has yielded his or her remaining time to Points of Information shall answer such questions from the floor *as time permits*. Questions do not count against the speaker's allotted time, though they should be phrased concisely and pertain only to the previous speech.

#### 17. Delegate Conduct

- a. Attacking the personal integrity of any delegate is unacceptable behavior. The Chair shall immediately rule a speaker out of order if he or she engages in such conduct. Retributive comments by the attacked party are likewise inappropriate. The Chair shall take appropriate action to ensure that delegates treat their colleagues with civility and respect at all times: all delegates must accord diplomatic courtesy to all other delegates at all times.
- b. During debate, the Chair may accord a Right of Reply to any delegate if a speech by another delegate contains extraordinary language clearly insulting to personal or national dignity. A delegate requesting a Right of Reply must submit the request and the proposed Reply in writing to the Chair, who may read the Reply if he or she deems it appropriate. The decision of the Chair on a Right of Reply is not subject to appeal. There is no Right of Reply to a Reply. Right of Reply can only be accorded in response to a formal speech, and may be granted only to the affected delegate.
- c. If a delegate/delegation insists on behavior that is unacceptable and disruptive to the debate process, a **Motion to Temporarily Revoke Voting and Speaking Privileges** from that delegate/delegation may be in order. It requires two speakers for and two speakers against and a two-thirds majority vote. This motion is intended to serve as a cool-down period without permanently silencing the delegate/delegation. This motion shall be made only at the request of the Chair. He/she will state the following: *As a result of recent behavior, I will now accept a motion to temporarily remove voting and speaking privileges for (country). Are there any motions on the floor?* At such a time as the Chair deems appropriate, he or she shall entertain a **Motion to Reinstate Privileges**, which requires no speakers and a majority vote.

#### DEBATE: PROCEDURAL MOTIONS

- 18. **Motion to Limit Debate** limits the Council's debate to an individual topic, resolution, or amendment to be specified in the motion. This motion requires a second, is not debatable, and requires a majority vote to pass. Once a successful motion to limit debate passes, a new speakers list must be opened for the item to which debate has been limited. The purpose of limiting debate to a topic, draft resolution, or amendment is to focus the Council's attention on it to the exclusion of all other business.
- 19. A **Motion to Amend Speaker's Time** changes the amount of time allotted for a speaker's speech. It can be used to limit the time allowed per speaker or per item (draft resolution, amendment, resolution, or agenda topic). It requires a second, is not debatable, is amendable, and requires a simple majority vote.

20. A **Motion to Close the Speakers List** is used to limit debate by not allowing any states to be added to the list after the last speaker. Once the last member on the list has spoken, the list is exhausted and debate is closed. A Chair should rule this motion dilatory if made during the initial establishment of a speaking list. A **Motion to Re-Open the Speakers List** is in order any time before the list has become exhausted. Both motions must be seconded, are not debatable or amendable, and require a simple majority vote.
21. A **Point of Order** is used to complain of improper usage of parliamentary procedure. The Chair shall immediately rule upon the point and his or her decision shall stand unless successfully appealed (see Rule 31). A Point of Order interrupts the speaker, and the delegate raising the point explains what breach of rules has occurred once the Chair recognizes him or her. The Chair will immediately rule on the point of order. A Chair should not rule on any point or motion of which they are unsure. If the Chair is in doubt about a Point of Order, he or she should consult (in order) the Vice-Chair, the Parliamentarian, the MAL Rules handbook, the SG or ASG, the National Council Representative, or the Local Coordinator.
22. A **Point of Personal Privilege** is used to bring the Chair's attention to physical distractions that impair the delegate's ability to participate in the proceedings. The Point of Personal Privilege does interrupt a speaker and is normally raised in connection with room temperature, noise inside or outside the Council room, the volume of a speaker, or an obstructed view of the proceedings, etc. Points of Personal Privilege shall not be used liberally, and the Chair shall warn the motioning delegate from using it as a personal attack against the speaker.
23. A **Point of Parliamentary Inquiry** is addressed by a delegate to the Chair for questions concerning the rules or proceedings of the Council. A Point of Parliamentary Inquiry does not interrupt a speaker. If there is an issue concerning what is currently happening in the Council, a Point of Order should be used to interrupt the speaker and bring the procedural problem to the attention of the Chair.
24. A **Motion to Suspend the Rules** is used to suspend formal debate and enter into a moderated caucus or other unconventional forms of debate. This motion requires a second, is not debatable, is amendable, and requires a two-thirds majority vote. The Chair is encouraged to rule dilatory such motions to suspend the rules as serve no purpose not served by the speakers list. Suspensions of the rules are, however, useful for question-and-answer sessions, straw-poll vote, "round robin," and "popcorn" style discussions. The Chair will call on delegates who raise their placards. No speakers list shall be maintained. A time limit and a topic of discussion must be specified by the motion, but the suspension may be terminated by lack of speakers. No motions are in order during a suspension of the rules. Delegates may move to extend the caucus no more than twice.
25. A **Motion to Suspend the Meeting** is a motion used to recess a Council for an un-moderated caucus, lunch, or break. It requires a second, does not interrupt a speaker, is not debatable, and can be amended. A simple majority vote is required. A meeting may not be suspended for more than ten minutes without the express consent of the SG or ASG. Delegates may move to extend the caucus no more than twice.

26. A **Motion to Suspend Debate** is a motion that tables the draft resolution, amendment, or agenda topic being discussed. This motion suspends debate on the item currently being discussed, thus allowing another item to be brought to the floor. It does not interrupt a speaker, requires a second, is debatable with two speakers in favor and two against, and is passed with a simple majority vote. Once debate is suspended on an item, it may not be resumed until a motion to resume debate is passed. If a resolution or amendment is suspended, it still must be voted on upon closure of debate of the current topic.
27. A **Motion to Resume Debate** requires a second, is not debatable, and requires a simple majority vote. The chair may rule this motion dilatory if no discussion or progress has been made since debate was suspended.
28. A **Motion to Close Debate** permanently ends debate on a topic, draft resolution, or unfriendly amendment. If this motion passes, the Council then votes on the item at hand. Closure of debate requires a second, is debatable with two pro and two con speakers, and is then put to an immediate vote requiring a two-thirds majority.
- a. A Motion to Close Debate on an Unfriendly Amendment brings that amendment to an immediate vote. After the amendment has been voted on the Council reverts to the previous speakers list.
  - b. A Motion to Close Debate on a Resolution is in order at any time the draft resolution is under consideration by the Council. Debate does not need to be limited to a draft resolution in order for debate to be closed on it. If a Motion to Close Debate on a Resolution passes, the Council immediately votes on all outstanding unfriendly amendments concerning the resolution and then votes on the resolution.
  - c. A Motion to Close Debate on a Topic is in order at any time during the discussion of that topic. The effect of this motion, if passed, is to put all the resolutions and amendments that have been introduced on that topic to a vote. The resolutions are voted on in the order in which they were introduced by the Council and as amended. Once closed by such a motion, a topic may not be reopened and debate may move on to the next topic.
29. If a speakers list is exhausted, debate is closed. The Council proceeds in the same way it would after a successful Motion to Close Debate.
30. A **Motion to Adjourn the Meeting** is a motion that is only in order at the end of the last Council Session and at the conclusion of the Summit Session. This motion concludes the meeting until next year. It requires a second, does not interrupt a speaker, is not debatable, cannot be amended, and requires a simple majority vote. Recessing or adjourning the Council session more than 10 minutes before any scheduled break must have consent of the Secretary General or the Assistant Secretary General and the National Council Representative.
31. A **Motion to Appeal the Decision of the Chair** is used to reconsider and appeal a Chair's decision. It does interrupt a speaker, requires a second, is debatable with up to two speakers in favor and two against, and requires a two-thirds majority vote.

### III. RESOLUTIONS & AMENDMENTS

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32. Before introducing a draft resolution or amendment, the document must be approved by the Chair. The Chair shall verify that the document is in correct format and has the correct number of sponsors and signatories. Once approved, the sponsors may photocopy the resolution and return the copies to the Chair for introduction.
33. To make a **Motion to Introduce a Draft Resolution** or a **Motion to Introduce an Amendment**, the item must have the required number of sponsors and/or signatories. This requires a second, does not interrupt a speaker, and is automatically under consideration by the Council once it has been moved and seconded. It does not require a vote to be brought to the floor. Following these motions, the Chair shall verify that all delegations have a copy of the resolution or amendment and verify the sponsors and signatories. For amendments, the Chair shall also verify the friendly or unfriendly status of the amendment and then read the amendment to the Council. Multiple resolutions and/or amendments may be introduced at the same time at the Chair's discretion, all of which may be debated until debate has been further limited. All resolutions and amendments must be submitted to the Chair in typed format.
- Sponsors - A sponsor agrees with a draft resolution, and offers their full support (indicates that the sponsor would vote for the draft resolution). Sponsorship may be withdrawn at any time by sending a written request to the Chair.
  - Signatories - A signatory indicates that they agree a resolution should be debated on the floor, but does not necessarily support it (indicates that the signatory may or may not vote for the resolution).
  - After the introduction of a draft resolution, no country may be added as a sponsor unless all other sponsors have withdrawn, in which case the Chair shall ask for new sponsors according to Rule 36.
34. To introduce a draft resolution it must have at least one sponsor. Support for the resolution is required in the form of additional sponsors or signatories, totaling at least one-fourth of the countries present for that Council session, with a minimum of three. Thus if twenty-two countries are present a total of six sponsors and/or signatories are required.
35. To introduce an amendment (friendly or unfriendly) requires at least one-eighth of the total countries present for that Council session, to a minimum of two. Thus if twenty-two countries are present three sponsors or signatories are required.
36. A sponsor of a draft resolution or amendment may withdraw sponsorship at any time. Only one sponsor is necessary to keep the resolution on the floor. If all sponsors withdraw their sponsorship, the Chair shall ask if anyone wishes to assume sponsorship. All those wishing to do so may become sponsors. This is the only time sponsors may be added to the draft resolution after its introduction. If no one wishes to pick up its sponsorship, the draft resolution or amendment is discarded and cannot be reintroduced.
37. Author's Rights: Once a draft resolution has been sent to the Chair and distributed to the delegates, it may be read aloud by the author(s). When the Council decides to limit debate to a particular resolution, the author of that resolution may be recognized by the Chair to speak prior to the creation of the speakers' list. Author's Rights speaking time

may be yielded according to Rule 16. If there are multiple authors, they shall determine which delegation will give the author's rights and may yield time as necessary.

### AMENDMENTS

38. Draft resolutions can be altered by amendments. An amendment adds to, deletes from, or changes a draft resolution. Amendments may only modify operative clauses and are only in order during the Council sessions. At the Chair's discretion, amendments may be ruled out of order. An amendment itself may not be amended while it is on the floor. Any delegate may move an amendment to the floor, where it will then be assigned an identification number by the council Chair. No oral amendments are permissible, no matter how small.
39. An amendment may either be friendly or unfriendly. A friendly amendment makes a change agreed upon by all sponsors of a draft resolution. Upon the amendment's introduction, the Chair will query all of the resolution's sponsor(s) to verify that the amendment is in fact friendly; if so then the amendment immediately becomes part of the resolution without requiring a vote. If one or more of the resolution's sponsors objects to the amendment, it is treated as an unfriendly amendment.
40. An unfriendly amendment is an amendment that does not have the support of all the sponsors of a draft resolution. After introduction, debate may proceed on the amendment in the following ways.
  - a. Debate may be limited to the unfriendly amendment (Rule 18)
  - b. Debate may continue on the draft resolution or topic as was the case prior to the amendment's introduction.
41. Voting on an unfriendly amendment occurs in the following ways.
  - a. If debate has been limited to the amendment and the respective speakers list is exhausted, debate is closed and the amendment comes to an immediate vote.
  - b. A Motion to Close Debate on the amendment may be made whether debate has been limited to the amendment or not. If such a motion succeeds, the amendment comes to an immediate vote.
  - c. When debate is closed on the draft resolution or topic, the amendment is brought to an immediate vote.

### CONTENT AND FORM OF RESOLUTIONS

42. A draft resolution should reflect your country's positions and interests as determined by delegates' research.
43. The content of a draft resolution should:
  - a. Demonstrate that the authors are familiar with the topic (cite relevant background and previous League and United Nations action),
  - b. Show an awareness of the issues (clearly outline what aspects of the problem need to be addressed and how),
  - c. Be concise (every clause must have a purpose), and
  - d. Be accurate (observe this format and the rules of grammar).
44. Draft resolutions should be formatted in Microsoft Word (or equivalent), using Times New Roman font (12 pt) with 1" margins and include the following heading:

- a. At the top of the page the words “DRAFT RESOLUTION” should be typed. This should be centered and in capital letters.
- b. On the left margin, two lines below “DRAFT RESOLUTION,” enter the Council abbreviation and the Roman numeral that corresponds to the topic number as listed in the Provisional Agenda. The Chair shall assign the resolution letter according to the order in which it was introduced.
- c. The next lines should include the Council name, the topic addressed by the draft resolution, and the draft resolution’s sponsor(s). Please note that topics must match verbatim those forwarded to the Council by the Plenary Session. Signatories should be listed at the end of the resolution.
- d. The preamble and operative clauses should be formatted as indicated by rules 47-49, as well as by consulting the sample resolutions included in this handbook.

45. Observe all standard rules of grammar, keeping in mind that a draft resolution is essentially one long sentence.

46. The following abbreviations should be used in the draft resolutions:

- JDC: Joint Defense Council
- PA: Council on Palestinian Affairs
- SA: Council of Arab Social Affairs Ministers
- PO: Council on Political Affairs
- EN: Council of Arab Environmental Affairs Ministers
- EC: Council of Arab Economic Affairs Ministers

47. The preamble of a resolution describes the problem, recalls past actions on it, and explains the rationale behind the actions the draft resolution proposes. A preamble does not prescribe action. Preambulatory clauses consist of declarative statements beginning with words or phrases, such as:

<i>Acknowledging</i>	<i>Confident</i>	<i>Keeping in mind</i>	<i>Respecting</i>
<i>Alarmed</i>	<i>Conscious of</i>	<i>Noting</i>	<i>Seeking</i>
<i>Angered</i>	<i>Considering</i>	<i>Observing</i>	<i>Stressing</i>
<i>Appalled</i>	<i>Convinced</i>	<i>Prompted by</i>	<i>Understanding</i>
<i>Aware</i>	<i>Disturbed</i>	<i>Realizing</i>	<i>Valuing</i>
<i>Bearing in mind</i>	<i>Emphasizing</i>	<i>Recalling</i>	<i>Viewing</i>
<i>Believing</i>	<i>Expressing</i>	<i>Recognizing</i>	
<i>Concerned</i>	<i>Having adopted</i>	<i>Reiterating</i>	

If you use the same beginning word or phrase more than once in a resolution, you can add qualitative words such as “further” or “also”: “Further noting...”, “Also recognizing ...”. For emphasis, you can add adverbs or phrases: “Deeply disturbed ...”, “Noting with deep concern ...”, etc.

Place a comma after each Preambulatory clause and a comma and the word “and” after the second-to-last Preambulatory clause. *Preambulatory clauses may not be amended during debate.*

**Introductory clauses used in the preamble should be underlined and in bold type.**

48. Following the preamble and preceding the operative clauses, the following statement shall be included in all resolutions, in bold type:

**Be it hereby resolved that the League of Arab States:**

49. Operative clauses are action statements; they express what action the Council will take on a particular issue. List the actions your country believes the League should take. Continue to use clauses. Begin with action words or phrases, such as:

<i>Accepts</i>	<i>Calls for</i>	<i>Decreases</i>	<i>Expands</i>	<i>Opens</i>	<i>Removes</i>
<i>Addresses</i>	<i>Calls upon</i>	<i>Deems</i>	<i>Expresses</i>	<i>Praises</i>	<i>Requests</i>
<i>Adheres</i>	<i>Chooses</i>	<i>Defines</i>	<i>Gives</i>	<i>Proclaims</i>	<i>Separates</i>
<i>Advocates</i>	<i>Condemns</i>	<i>Demands</i>	<i>Guarantees</i>	<i>Proposes</i>	<i>States</i>
<i>Affirms</i>	<i>Congratulates</i>	<i>Denies</i>	<i>Hopes</i>	<i>Provides</i>	<i>Suggests</i>
<i>Agrees</i>	<i>Considers</i>	<i>Designates</i>	<i>Improves</i>	<i>Reaffirms</i>	<i>Supports</i>
<i>Approves</i>	<i>Constructs</i>	<i>Deplores</i>	<i>Increases</i>	<i>Recognizes</i>	<i>Trusts</i>
<i>Asks</i>	<i>Continues</i>	<i>Encourages</i>	<i>Insists</i>	<i>Recommends</i>	<i>Urges</i>
<i>Asserts</i>	<i>Creates</i>	<i>Endorses</i>	<i>Insures</i>	<i>Regrets</i>	
<i>Begins</i>	<i>Declares</i>	<i>Establishes</i>	<i>Invites</i>	<i>Reminds</i>	

As in Preambulatory clauses, emphasize a statement by adding an adverb; “Strongly supports...”, “Vehemently denies...”

**Introductory phrases used in the operative clauses should be underlined and in bold type.**

All operative clauses must be numbered, with a ½” tab between the number and the clause. Place a semicolon after each operative clause, a semicolon and the word “and” after the second-to-last operative clause, and a period after the last clause.

The following is a sample of a complete resolution:

DRAFT RESOLUTION

RESOLUTION: PA I/\_\_\_(written by the Chair when the resolution is introduced)  
COUNCIL: Council on Palestinian Affairs  
TOPIC: Arab & Foreign Investment in Palestinian Reconstruction & Development  
SPONSORS: Tunisia, Qatar

**Concerned** with the lack of long-term aid given to our Palestinian brothers,

**Recognizing** that Palestine's fragile infrastructure weakens its ability to support itself,

**Noting** that it is imperative to Palestine's future and to Palestinians that aid be given immediately, and

**Deeply disturbed** by the number of unskilled and unemployed workers in Palestine,

**Be it hereby resolved that the League of Arab States:**

1. **Establishes** the Foundation for Economic Long Term Aid (FELTA);
2. **Proposes** that FELTA be comprised of seven members;
  - a. Six to be appointed by the Assistant Secretary General for Palestinian Affairs,
    - i. Three Palestinians,
    - ii. Three from other countries,
  - b. One member to be appointed by the Al-Quds Fund;
3. **Encourages** FELTA and the Palestinian government to work together and compile a list of objectives which the aid will be used to achieve;
4. **Requests** that FELTA present that list to the Arab League Secretariat with complete updates every six months;
5. **Suggests** that FELTA and the Palestinian government work together to direct all aid given by Arab states;
6. **Calls upon** the Secretary General to appoint the six members of FELTA by May 1, 2001, in order for FELTA to have its first meeting by July 1, 2001; and
7. **Strongly urges** Arab states to give monetary aid or laborers to help build roads, factories, pipelines, and communications posts in Palestine.

Signatories: Egypt, Saudi Arabia

50. If an author wishes to reference another resolution, treaty, or other written material, s/he should give credit to the source used. If credit is not given, the Chair may ask the author to withdraw the resolution and, if the plagiarism is deemed a serious breach of conduct, the author may be removed from eligibility for awards.
51. Amendments must be written clearly and legibly on an official amendment form (blank forms can be obtained from the Chair) by the country proposing the amendment and submitted to the Chair prior to introduction on the floor. Before the final adjournment of each Council, the Vice-Chair will be responsible for verifying that all amendments are correctly recorded. If all the amendments are not included in the final draft resolution presented in the Summit Session, it will be thrown out immediately by the Secretary-General upon proof by the objecting country that the final draft is incorrect. The same shall hold true if an amendment that was defeated is incorrectly included in the final draft. Resolutions that are thrown out by the Secretariat may not be reintroduced, even if they are corrected.
52. Sample of a correctly written amendment. The “friendly” and “unfriendly” distinction is made by the Chair after the documents introduction, not by the authors.

AMENDMENT FORM

Draft Resolution #: PA I/A

Friendly /  Unfriendly

Amendment #: 1

Amendment Sponsor(s): Algeria, Bahrain,

Comoros, Tunisia, Qatar, Egypt

Amendment:

1. Strike existing operative clause 4
2. Insert new operative clause 4, “Requires FELTA and all Arab League members to update the League Secretariat monthly on their activities;”
3. Change operative clause 7, “to give monetary aid or laborers” to read “to provide financial or material assistance, according to each member’s ability;”

53. This is a sample of the resolution in its correct final format, as it should be turned in to the Secretariat after passage in council session. Note that "DRAFT RESOLUTION" has been removed and neither sponsors nor signatories are included.

RESOLUTION: PA I/A  
COUNCIL: Council on Palestinian Affairs  
TOPIC: Arab & Foreign Investment in Palestinian Reconstruction & Development

**Concerned** with the lack of long-term aid given to our Palestinian brothers,

**Recognizing** that Palestine's fragile infrastructure weakens its ability to support itself,

**Noting** that it is imperative to Palestine's future and to Palestinians that aid be given immediately, and

**Deeply disturbed** by the number of unskilled and unemployed workers in Palestine,

**Be it hereby resolved that the League of Arab States:**

1. **Establishes** the Foundation for Economic Long Term Aid (FELTA);
2. **Proposes** that FELTA be comprised of seven members;
  - a. Six to be appointed by the Assistant Secretary General for Palestinian Affairs,
    - i. Three Palestinians,
    - ii. Three from other countries,
  - b. One member to be appointed by the Al-Quds Fund;
3. **Encourages** FELTA and the Palestinian government to work together and compile a list of objectives which the aid will be used to achieve;
4. **Requires** FELTA and all Arab League members to update the League Secretariat monthly on their activities;
5. **Suggests** that FELTA and the Palestinian government work together to direct all aid given by Arab states;
6. **Calls upon** the Secretary General to appoint the six members of FELTA by May 1, 2001, in order for FELTA to have its first meeting by July 1, 2001; and
7. **Strongly urges** Arab states to provide financial or material assistance, according to each member's ability, to help build roads, factories, pipelines, and communications posts in Palestine.

## IV. VOTING

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54. Each member state has one vote.
55. On procedural matters delegates must vote either “yes” or “no”. All states, including Observers, must vote on procedural matters.
56. On substantive matters delegates must vote “yes”, “no”, or “abstain” unless a Motion for a Roll-Call Vote (Rule 60) or a Motion to Adopt by Consent (Rule 61) is made, in which case procedures for each of those motions shall be followed.
57. Any draft resolution that seeks to amend the League Charter requires a two-thirds absolute majority vote for final approval in both the Council and the Summit Session.
58. If a draft resolution is in conflict with, or considerably resembles, a previously adopted draft resolution, the Chair shall rule the subsequent resolution(s) out of order.
59. After the Council has entered voting procedure on a resolution but before a vote, a delegate may **Move to Divide the Question**. The delegate must define sections of the resolution that are to be voted on separately; each section must include at least one full operative clause. It requires a second, two speakers for and against, and a majority vote to pass. After this motion is made, the Council takes the following steps:
  - a. vote on the Motion to Divide the Question; a “yes” vote signifies the delegate would like to vote on sections of the resolution separately as specified by the Motion; a “no” vote signifies the delegate would like to proceed with a standard single vote on the entire resolution; if this vote passes, then the Council will:
  - b. vote on each section of the resolution as defined by the motion; and
  - c. vote on the resolution as a whole with the sections that did not pass, if any, removed.
60. Unless otherwise specified, all voting shall be made by a show of placards. Before voting commences, any delegate may rise to a **Motion for a Roll-Call Vote**. A request for a roll-call vote must have multiple seconds. The Chair may, at his or her discretion, rule such requests dilatory, though this decision may be appealed. Immediately prior to a vote, the Chair shall describe to the Council that which will be voted on, and shall explain the consequences of a “yes” or a “no” vote. While a Council is in voting procedure, all talking, note passing, and caucusing should cease. Voting begins when the Chair announces, “we are in voting procedure” and ends when the results of the vote are announced.
  - a. A roll-call vote shall be made in alphabetical order for each vote, starting at a random point on the country roster determined by the Chair. When named in a roll-call vote, a delegate shall answer either “yes,” “no,” “no with rights,” “abstain,” or “pass.” After the entire country roster has been read through once, the Chair will then call upon those delegates who “passed.” Upon being called a second time, a delegate may respond “yes,” “no,” or “abstain” only. After the changes are recorded and tabulated, the result of the vote is announced.
  - b. Following the announcement of the result of the vote, the Chair will allow those delegates who voted “no with rights” to explain their votes. The Chair will limit the speaking time, and the remarks must remain germane to the explanation.
  - c. “No with rights” should only be used in cases where a country would normally vote in favor, but for some reason could not do so. If a draft resolution fails overwhelmingly, the

Chair should not recognize “no with rights.” “No with rights” should not be used to simply continue debate about a draft resolution after the fact.

61. **Motion to Adopt by Consent** can be used if there is no opposition to a substantive matter being voted on. If a delegate moves to adopt by consent, the Chair shall say “without objection” three times; if the Chair is not interrupted by an objection, the item is considered passed. If anyone objects, voting will continue in its regular format. As an adoption by consent is not seconded or voted on, passing through this procedure without an objection implies unanimous support for not only the original question but also the procedural decision to use this modified method to conduct a vote. Therefore it is possible to object to any adoption by consent on purely procedural grounds and it is hence allowable for an Observer State to object to any adoption by consent.
62. The Chair reserves the right to deem procedural votes “overwhelming”. In the interest of time, if a vote taken on a procedural matter is overwhelmingly for or against the matter, the Chair may declare that the motion “Clearly passes” or “Clearly fails”. If delegates believe that the vote was not clearly in one direction or the other, they may use a point of order to request a counted vote.
63. **Motion for Reconsideration** can be used when a delegate wishes to reconsider a hasty action on the part of the Council. Once a decision is announced, any delegate may move for its reconsideration. If a motion to reconsider is not forthcoming after voting has ended, the Council moves on to consider the next item. It interrupts a speaker, requires a second, is debatable with two speakers for and two against, and requires a simple majority vote. If such a majority is forthcoming, a re-vote will be taken. The Chair may rule a motion to reconsider dilatory.
64. Faculty and official observers may be present during voting procedures but are asked not to enter or exit the room until the completion of voting procedures. Delegates not officially registered in that Council, including head delegates, will be asked to leave at the commencement of voting procedures.

## V. SUMMIT SESSION

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65. A maximum of two resolutions per topic may be forwarded to the Summit Session from each Council. If a Council passes more than two resolutions, the Secretariat shall discard the excess number of resolutions by a process of blind elimination. With the approval of the Chair, a special request may be sent to the Secretariat to waive this limit.
66. The only order of business for the Summit Session shall be the passing or rejecting of draft resolutions forwarded by the General Councils and the reading of Court decisions. All draft resolutions must be in final format, or they will be discarded by the SG and may not be reintroduced. It is the responsibility of the Chair, Vice-Chair, and sponsoring delegates to make sure that all draft resolutions are in final format. A draft resolution in final format will have the heading DRAFT RESOLUTION and the sponsors and signatories completely removed from the document.

67. If changes or errors that do not alter the substance of a draft resolution occur in the preparation of draft resolutions for summit, it is at the Secretariat's discretion whether such draft resolutions will be allowed.
68. The Secretary General and Assistant Secretary General shall preside over the Summit Session, bringing each draft resolution forwarded by a Council to a vote before the League. The order of addressing draft resolutions shall be by council, then by topic, as listed in the MAL Provisional Agenda, and then by letter designation, as assigned by the Chair in Council session (example: JD I-A to Z; JD II-A to Z; JD III-A to Z; PA I-A to Z; etc.). Draft resolutions need not be read unless a delegate moves to read the resolution (see Rule 69.h).
69. Points and motions valid during the Summit Session shall be:
- a. Point of Order
  - b. Point of Personal Privilege
  - c. Point of Parliamentary Inquiry
  - d. Motion to Adjourn the Meeting (only after all business is concluded)
  - e. Motion to Suspend the Meeting
  - f. Motion to Appeal Decision of the SG or ASG
  - g. Motion to Impeach the SG or ASG
  - h. Motion to Read the Resolution
  - i. Motion for Reconsideration
  - j. Motion for a Roll-Call Vote
  - k. Motion to Adopt by Consent
  - l. Motion to Amend Speaker's Time
70. All of the motions above are executed in Summit in the same manner as in a Council session, except the **Motion to Read the Resolution**. When the Secretariat announces that a particular draft resolution has come up to vote, such a motion would be in order. It requires multiple seconds, is not debatable and does not require a vote. This motion prompts the presiding officer to read aloud the operative clauses (but not the preamble) of the resolution in question.
71. All draft resolutions are debatable at Summit to the extent of two speakers for and two speakers against, and are not amendable or divisible. All draft resolutions require a simple majority to pass, unless they seek to amend the League Charter, in which case they require a two-thirds absolute majority of attending League members.
72. The presiding officer of the Summit Session or the National Council Representative has the right to set speaking times and limit debate during the Summit Session without a motion to do so by the MAL Council.

## VI. OFFICERS

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### SENIOR SECRETARIAT

73. The Secretary General (SG) and Assistant Secretary General (ASG) shall be determined by an application procedure at both National Models. At regional models, the National

Council representative shall work with the Local Coordinator to determine a suitable SG and ASG.

74. The SG shall preside over the MAL at the Plenary Session and the Summit Session, consult and meet with the Council Officers, and ensure the smooth operation of the Model. The ASG shall assist the SG and the Model's support staff as appropriate. Both the SG and ASG (University Models) are required to assist in recruiting delegations for the Model in which they will serve their term. The SG and ASG shall assume office immediately upon appointment and shall assist in the recruitment and planning of the upcoming MAL. The Local Coordinator and National Council Representative shall appoint an SG and ASG, unless otherwise agreed upon by the aforementioned individuals.
75. The duties of the Secretary General shall include, but are not limited to:
- a. assisting the National Council and Local Coordinator in recruiting efforts;
  - b. serving as one of the pre-Model contacts for questions regarding parliamentary procedure, Model logistics, and updates;
  - c. maintaining an open line of communication with the National Council, Local Coordinator, Faculty Advisors, and Head Delegates;
  - d. becoming thoroughly familiar with the Model Arab League Handbook and Rules of Procedure;
  - e. providing definitions or clarifications on procedural motions;
  - f. facilitating a parliamentary procedure workshop and Council officers' workshop during the Model Arab League in the absence of a National Council Representative;
  - g. presiding over the Plenary and Summit Sessions; and
  - h. offering assistance to all participants, faculty, and staff as necessary throughout the Model.
76. The duties of the Assistant Secretary General shall include, but are not limited to:
- a. assisting the Secretary General in performing all duties;
  - b. maintaining an open line of communication with the National Council, Local Coordinator, Faculty Advisors, and Head Delegates;
  - c. assuming responsibility for the coordination and preparation of draft resolutions for summit; and
  - d. assisting the National Council with publicity prior to and during the Model.
77. At the discretion of the Local Coordinator of any model, an official Chief of Staff may be appointed by the Secretary General and the National Council to coordinate all Chairs and any other staff deemed necessary for the conference at the discretion of the SG. The Chief of Staff shall report directly to the SG and ASG and shall be their voice when neither is available.

#### CHAIRS

78. At all University models, Council Chairs will be appointed after an application process with the National Council prior to the model. Applications to be a Council Chair can be found online at <http://www.ncusar.org/modelarableague/pages/chair.html>. At High School models, the Local Coordinator will work with the National Council staff to appoint appropriate Chairs.

79. Chairs may not participate in debate proceedings as delegates from any country, and are not included as delegates in the award tabulation procedures. Chairs are requested to allow their Vice-Chairs to preside over the Councils for thirty minutes to an hour during a later session of the Model in order to allow Vice-Chairs to gain experience for future Models.
80. The duties of the Chair shall include, but are not limited to:
- a. interpreting these Rules of Procedure in the Council;
  - b. ensuring that the Council runs as smoothly, fairly, and as efficiently as possible;
  - c. working with the Council to facilitate the passing of quality draft resolutions;
  - d. overseeing the organization and numbering of draft resolutions to be addressed in Council;
  - e. working with the SG and ASG to coordinate the Summit Session;
  - f. assuming ultimate responsibility for ensuring that all passed draft resolutions are submitted to the Secretariat in their final versions and in proper MAL format; and
  - g. preparing topic guides as deemed necessary by the National Council.

#### OTHER COUNCIL OFFICERS

81. Councils shall elect a Vice-Chairperson, a Parliamentarian, and a Rapporteur. Each school may cast one vote. In the event that no candidate receives a simple majority in an election for a position, a runoff election shall be held between the top two vote-getters. They shall, in the above order, replace the Chair if he or she resigns, temporarily delegates his or her authority, or is removed from office. The Vice-Chairs, Parliamentarians, and Rapporteurs shall immediately assume office during the MAL in which they are elected. Council Officers, with the exception of the Chairs, may participate fully as representatives of their delegations in deliberating and voting on proposed actions; they may not delegate their official Council responsibilities, and they must cast their country's vote if no other representative for that country is available.
82. The duties of the Vice Chair include, but are not limited to:
- a. assisting the Chair as required;
  - b. assuming duties of the Chair at the request of the Chair or if for any other reason the Chair is unable to perform his or her duties;
  - c. assisting the Rapporteur as needed in maintaining the speakers list, recording roll-call votes, and other duties as necessary to ensure a smooth flow of the Council proceedings and accurate record keeping;
  - d. coordinating the retyping of resolutions in their final, amended form, and sending passed resolutions to the Secretariat; and
  - e. performing duties in general that require time away from the Council.
83. The duties of the Rapporteur include, but are not limited to:
- a. maintaining the speakers list;
  - b. assisting the Chair in counting votes and manages roll-call vote forms; and
  - c. maintaining a log of all draft resolutions and amendments and their status (passed, failed, amended, tabled, etc.).
84. The duties of the Parliamentarian include advising the Chair upon request on matters of procedure and serving as a reference resource for other Council members who may have questions on the Rules of Procedure. Clearly, the Parliamentarian must be an

experienced delegate with a strong knowledge of parliamentary procedure and of this handbook.

#### POWERS AND IMPEACHMENT OF OFFICERS

85. A Council Officer may be removed through a **Motion to Impeach**. This must be seconded and is debatable to the extent of two speakers for and two speakers against and requires a two-thirds absolute majority vote of all delegations participating in that Council. In the event the Chair is removed, the Vice-Chair assumes that position and a new Vice-Chair shall be elected. If any other officer is removed, an election for that office shall be held.

Once a motion to impeach has been introduced, the Council shall recess temporarily to notify the Secretary General and National Council Representative or Local Coordinator. The National Council Representative or Local Coordinator must be present to oversee the impeachment process. The Secretary General shall moderate the debate and voting process following the motion. Should a motion to impeach a member of the Senior Secretariat be made during Summit Session, a Chair appointed by the National Council Representative shall preside over the process.

86. In addition to those powers specified elsewhere, the Secretary General in the Plenary and Summit Sessions, and the Chair in Council meetings, shall (among other duties):

- a. Interpret these Rules;
- b. Rule on Points of Order and ensure the observance of these Rules;
- c. Declare the opening and closing of all meetings;
- d. Open and close debate;
- e. Direct the discussion during the meetings;
- f. Accord the right to speak;
- g. Open and close the speakers list;
- h. Put questions to a vote and announce decisions;
- i. Have complete control of the proceedings at any meetings and ensure the observance of parliamentary procedure; and
- j. Limit the number of times and duration delegates may speak on any question (propose limiting the time allowed to speakers, propose limiting the times a speaker may speak on a specific question, propose the closure or suspension of debate, and propose the suspension or adjournment of the meetings).

#### VII. PRECEDENCE & AUTHORITY

87. Multiple points or motions may be on the floor at the same time. The Chair will recognize each motion in the order of precedence. If a vote on a point or motion of higher precedence is passed which negates the necessity or validity of another point or motion on the table of lower precedence, the Chair shall not recognize the latter. The order of precedence is as follows:

- a. Point of Order (Rule 21)
- b. Point of Personal Privilege (Rule 22)
- c. Point of Parliamentary Inquiry (Rule 23)
- d. Adjourn the Meeting (Rule 30)
- e. Suspend the Meeting (Rule 25)

- f. Suspend the Rules (Rule 24)
- g. Close Debate (Rule 28)
- h. Close Speakers List (Rule 20)
- i. Suspend Debate (Rule 26)
- j. Resume Debate (Rule 27)
- k. Impeachment of Council Officers (Rule 85)
- l. Appeal Decision of the Chair (Rule 31)
- m. Reconsideration (Rule 63)
- n. Temporarily Revoke/Reinstate Voting and Speaking Privileges (Rule 17c)
- o. Set Order of Agenda (Rule 7)
- p. Change Order of Agenda (Rule 8)
- q. Introduce Draft Resolution or Amendment (Rule 33)
- r. Read the Resolution (Summit only; Rule 70)
- s. Division of the Question (Rule 59)
- t. Roll-Call Vote (Rule 60)
- u. Adoption by Consent (Rule 61)
- v. Limit Debate (Rule 18)
- w. Amend Speakers Time (Rule 19)

88. The rules contained herein shall be the official rules of procedure for the Model Arab League. The order of precedence in the event of a discrepancy or conflict is as follows:
- a. National Council Representative
  - b. Local Coordinator
  - c. Members of the Secretariat
  - d. MAL Rules of Procedure
  - e. MAL Procedural Reference Sheet

## **PART 5: ARAB COURT OF JUSTICE**

# **STATUTE OF THE ARAB COURT OF JUSTICE**

Articles 1, 2 and 3	Composition
Article 4	Chief Justice
Article 5	Assistant Chief Justice
Article 6	Bailiff
Article 7	Presence in session
Article 8	Excusal
Article 9	Quorum
Article 10	Representation in the case of several parties
Article 11	Legitimate parties
Article 12	Outside information
Article 13	Jurisdiction
Article 14	Application of international law
Article 15	Provisional measures
Article 16	Agents of parties
Article 17	Procedure of the Court
Articles 18 and 19	Absence of parties
Article 20	Binding force
Article 21	Appeals
Article 22	Interested state parties
Article 23	Legal questions from members of other bodies of the League
Article 24	Violation of the rules
Article 25	Modifications to these rules

## **Article 1.**

The Arab Court of Justice, established by the League of Arab States as its principal judicial organ, shall be constituted and shall function in accordance with the provisions of the present Statute and Rules.

## **Article 2.**

The Court shall be composed of a body of independent judges representing justices from various League members, elected or appointed from among persons of high moral character.

## **Article 3.**

Section 3.01 The Court shall consist of ten member states, except in cases where time constraints shall demand that fewer cases be heard. In those cases, the number of states represented will be determined on an individual basis.

Section 3.02 Membership on the Court shall rotate among the members of the League of Arab States on an annual basis, such that states scheduled to appear before the Court will always be represented on the Court.

Section 3.03 Each member state shall have one seat on the Bench, except while a country is being represented in the case currently being heard by the court. Such members shall recuse themselves for the duration of the proceedings of the case in question.

- (a) Each seat on the Bench shall be represented in formal procedure by a Justice of the Court. Justices of the Court must be present for the entirety of all proceedings of the Court.
- (b) Each Justice of the Court shall be allowed one Clerk of the Court.
  - (i) Clerks shall retain all rights of access afforded to Justices.
  - (ii) Clerks shall not participate in formal proceedings or procedural or substantive votes. Clerks shall be available for counsel and caucus with Justices of the Court as necessary for the functioning of the Court.
- (c) The Justice and Clerk of the Court representing one seat on the Bench may exchange roles whenever a case is not being heard, but never during the hearing of a case.
- (d) The declaration to be made by every Member of the Court shall be as follows:  
*"I solemnly declare that I will perform my duties and exercise my powers as judge honorably, faithfully, impartially, and conscientiously."*

## **Article 4.**

Section 4.01 The Chief Justice of the Court shall represent a member state of the League of Arab States, but need not represent a Member State of the Court.

Section 4.02 The Chief Justice shall have no voting rights on substantive matters, but may vote in procedural matters to break a tie.

## **Article 5.**

Section 5.01 An Assistant Chief Justice of the Court shall be elected from among the justices. The Assistant Chief Justice shall retain all rights of access afforded to the Chief Justice.

Section 5.02 When the Chief Justice is not present the Assistant Chief Justice shall act as a representative for the Chief Justice and shall have all rights and privileges afforded to the Chief Justice.

## **Article 6.**

Section 6.01 The Chief Justice, the Secretariat, and other leadership of the League of Arab States together shall appoint a Bailiff of the Court. The Bailiff shall perform duties as indicated in this Statute and otherwise assist the Chief Justice as needed.

Section 6.02 Before taking up his duties, the Bailiff of the Court shall make the following declaration at a meeting of the Court:

*“I solemnly declare that I will perform the duties incumbent upon me as Bailiff of the Arab Court of Justice in all loyalty, discretion and good conscience, and that I will faithfully observe all provisions of the Statute and Rules of the Court.”*

**Article 7.**

Members of the Court shall be bound, unless prevented from attending by illness or other serious reasons duly explained to the Chief Justice of the Court, to hold themselves permanently at the disposal of the Court while the Court is in session.

**Article 8.**

Section 8.01 If, for some special reason, a member of the Court considers that he should not take part in the decision of a particular case, he shall so inform the Chief Justice of the Court.

Section 8.02 If the Chief Justice of the Court considers that for some special reason one of the members of the Court should not sit in a particular case, he shall give him notice accordingly.

Section 8.03 If in any such case the member of the Court and the Chief Justice disagree, the matter shall be settled by a majority decision of the Court.

Section 8.04 In no case shall a member of the Court sit in a case where his country is a party.

**Article 9.**

Section 9.01 The full court shall sit except when it is expressly provided otherwise in the present Statute.

Section 9.02 A quorum of nine judges – including the Chief Justice – shall suffice to constitute the Court. In cases where a fewer number of Justices sit, the quorum shall remain proportional thereto.

**Article 10.**

Shall there be several parties in the same interest, they shall be reckoned as one party only and shall be represented by the Member State listed on the Docket of the Court. Any doubt upon this point shall be settled by a majority decision of the Court.

**Article 11.**

Only states may be parties in cases before the Court. The League of Arab States may be party to a case, as either plaintiff or defendant. It may also bring cases or have cases brought against it for which it is the only interested party. In either case, the League shall appoint a member-state to represent its interests before the court.

**Article 12.**

The Court, subject to and in conformity with its Rules, may request of public international organizations information relevant to cases before it, and shall receive such information presented by such organizations on their own initiative.

**Article 13.**

In the event of a dispute as to the Court’s jurisdiction, the matter shall be settled by a majority decision of the Court.

**Article 14.**

Section 14.01 The Court, whose function is to decide in accordance with international law such disputes as are submitted to it, shall apply:

- (a) International conventions, whether general or particular, establishing rules expressly recognized by the contesting states;
- (b) International custom, as evidence of a general practice accepted as law;
- (c) The general principles of law recognized by Arab nations;
- (d) Subject to the provisions of Article XXII, judicial decisions and the teachings of the most highly qualified publicists of the various Arab nations, as subsidiary means for the determination of rules of law.

Section 14.02 This provision shall not prejudice the power of the Court to decide a case *ex aequo et bono* (according to the commonly accepted standards of what constitutes appropriate behavior), if the parties agree thereto.

**Article 15.**

The Court shall have the power to indicate, if it determines that circumstances so require, any provisional measures which ought to be taken to preserve the respective rights of either party. Pending the final decision, notice of the measures suggested shall forthwith be given to the parties and to the Joint Defense Council.

**Article 16.**

Section 16.01 The parties being heard shall be represented by agents

Section 16.02 The agents may have the assistance of counsel or advocates before the Court.

**Article 17.**

Section 17.01 The procedure of the Court shall consist of two parts: written and oral.

Section 17.02 The written portion shall consist of the communication to the Court of memorials, counter-memorials and, if necessary, replies and rejoinders; also all papers and documents in support.

- (a) The Court may authorize or direct that there shall be a Reply by the applicant and a Rejoinder by the respondent if the parties are so agreed, or if the Court decides, *proprio motu* (of its own volition) or at the request of one of the parties, that these pleadings are necessary.
- (b) A Memorial shall contain:
  - 1) A statement of the relevant facts; and
  - 2) A statement of relevant law.
- (c) A Counter-Memorial shall contain:
  - 1) An admission or denial of the facts stated in the Memorial;
  - 2) Any additional facts, if necessary;
  - 3) Observations concerning the statement of relevant law in the Memorial; and
  - 4) A statement of law in answer thereto.
- (d) The Reply and Rejoinder, whenever authorized by the Court, shall not merely repeat the parties' contentions, but shall be directed to bringing out the issues that still divide them.
- (e) Every pleading shall set out the party's submissions at the relevant stage of the case, distinctly from the arguments presented, or shall confirm the submissions previously made.
- (f) There shall be annexed to every pleading copies of any relevant documents cited in support of the contentions in the pleading.
- (g) A list of all documents annexed to a pleading shall be furnished at the time the pleading is filed.

- (h) These communications shall be made through the Chief Justice, in the order and within the time fixed by therein.
- (i) A copy of every document produced by one party shall be communicated to the other party.
- (j) After the closure of the written proceedings, no further documents may be submitted to the Court by either party except with the consent of both parties.
  - (i) In the absence of consent, the Court, after hearing the parties, may, if it considers the document necessary, authorize its distribution.
  - (ii) If a new document is produced under Section 17.02(j), the other party shall have an opportunity of commenting upon it and of submitting documents in support of its comments.

Section 17.03 The Court's Docket shall be determined by the Chief Justice, and should correspond to the order in which the Court receives the memorials.

Section 17.04 The oral proceedings shall consist of the hearing by the court of witnesses, experts, agents, counsel, and advocates.

- (a) The Plaintiff shall present its case first, and shall be allotted twenty minutes to do so.
- (b) The Court shall question the Plaintiff on the merits of its case for twenty minutes.
- (c) The Defendant shall then present its case and respond to the questions of the Court in the same manner and within the same time allotments as the Plaintiff.
- (d) If deemed prudent by the Court, and time allows, the Court may enter into a question period between the plaintiff and the defendant. The Court shall have discretion as to the length of time, but both sides must be granted equal time to ask and to respond to questions. The Chief Justice may bring such period to an end if it becomes unproductive for the proceedings of the Court.
- (e) The Plaintiff, followed by the Defendant, shall make a five minute closing remark.
- (f) Should the Plaintiff find the Defendant's closing remark grossly offensive or inaccurate, it may rise to a Right of Reply, which may be granted at the discretion of the court and shall not exceed one minute.
- (g) The time restrictions imposed by Section 17.04 may be extended at any time at the discretion of the Court.
- (h) No reference may be made during the oral proceedings to the contents of any document which has not been produced in accordance with Section 17.02, unless this document is part of a publication readily available to all parties at the time the reference is made, or if the document is part of accepted public knowledge.
- (i) Without prejudice to the provisions of the Statute concerning the production of documents, each party shall communicate to the Chief Justice, in sufficient time before the opening of the oral proceedings, information regarding any evidence which it intends to produce or which it intends to request the Court to obtain.
- (j) The Court may, if necessary, arrange for the attendance of a witness or expert to give evidence in the proceedings.
  - (i) Every witness shall make the following declaration before giving any evidence:  
*"I solemnly declare upon my honor and conscience that I will speak the truth, the whole truth, and nothing but the truth";*
  - (ii) Every expert shall make the following declaration before giving any evidence:  
*"I solemnly declare upon my honor and conscience that I will speak the truth, the whole truth, and nothing but the truth and that my statement will be in accordance with my sincere belief."*

Section 17.05 The hearing shall be presided over by the Chief Justice.

Section 17.06 The hearing in Court shall be public.

- (a) All parties executing or observing the functions of the Court must display official credentials issued by the Secretariat of the League of Arab States at all times. The Bailiff of the Court may deny entry to any party not displaying proper credentials.
- (b) The Bailiff of the Court may, *proprio motu* (of its own volition) or at the discretion of the Court or Chief Justice, temporarily or permanently dismiss members of the press from the hearing.

Section 17.07 The Court may, at any time, call upon the agents to produce any document or to supply any explanations. Formal note shall be taken of any refusal.

Section 17.08 During the hearing any relevant questions are to be put to the witnesses and experts under the conditions laid down in Section 17.03.

Section 17.09 When, subject to the control of the Court, the parties have completed their presentation of the case, the Chief Justice shall declare the hearing closed. The Court shall withdraw for sixty minutes to consider judgment and write opinions.

- (a) The Chief Justice and Justices and Clerks of the Court will participate in deliberations.
- (b) The deliberations of the Court shall take place in private and remain secret until they are read at a special session of the Court in conjunction with the Summit Session of the League of Arab States.
  - (i) No representative of the states party to the case being deliberated may observe any part of the deliberations for any reason.
  - (ii) No representative of the press may observe the deliberations.
  - (iii) Individuals wishing to gain access to the deliberations of the court must submit a written request. Only upon the acceptance of that request, will credentials for access to the court be granted. Credentials are revoked upon departure from the court. All individuals wishing further access must resubmit their request in order to gain access.
  - (iv) The Bailiff of the Court is responsible for granting and denying access to deliberations subject to Section 17.09(b)(i) and Section 17.09(b)(ii). The Bailiff will keep records of all parties that have had access to the court by retaining signed and dated copies of requests for access. Requests for access will include the precise range of time parties had access to the court.
  - (v) All parties executing or observing the deliberations of the Court must display official credentials issued by the Secretariat of the League of Arab States at all times. All parties receiving credentials have, in displaying credentials, accepted the rules of the court and are therefore bound to them. The Bailiff of the Court shall deny entry to any party not displaying proper credentials.
- (c) When the deliberations of the Court result in a draft judgment with apparent support of several Justices, the Chief Justice shall call a vote.
- (d) Justices will vote by indicating their favor or opposition in writing to the Chief Justice.
- (e) If the draft judgment receives a majority of the votes, the Chief Justice will assign a Justice to write the judgment without announcing the vote. The Chief Justice will also assign a Justice to write the dissenting opinion.
- (f) If the draft judgment fails to receive a majority of the votes, the Chief Justice will instruct the Justices to continue deliberations.
- (g) Each judgment and dissenting opinion shall state and explain the reasons on which it is based.
- (h) Each judgment or dissenting opinion shall contain an abstract of 200 words or less on the first page.
- (i) Judgments shall be submitted to the Chief Justice for review and processing.

- (j) Justices shall not reveal the nature of their judgment votes. Such information will be revealed at the reading of the Court's judgments and dissenting opinions at the special session of the Court in conjunction with the Summit Session of the League of Arab States.
- (k) Deliberations may be extended by one and only one full session, as defined in Section 17.09, at the discretion of the Chief Justice.
- (l) Decisions of the Court shall remain secret until officially announced at a session of the Court held for this purpose and occurring alongside a Summit Session of the League of Arab States.
  - (i) At the request of the Secretary General of the League of Arab States, the Chief Justice may lift this restriction for any individual case where failure to immediately disclose the decision would be detrimental to the work of any organ of the League of Arab States.

**Article 18.**

The Chief Justice or the Court, at its discretion, may declare any person in breach of any of the Statute and Rules to be in contempt of court. If the person in contempt is a Justice or Clerk of Court, the Chief Justice may remove their speaking privileges for a period of time, not to exceed two full case sessions unless approved by the Secretariat and National Council; if the person is an observer, the Chief Justice may remove that person from the Court until further notice.

**Article 19.**

Whenever one of the parties does not appear before the Court, or fails to defend its case, the other party may call upon the Court to decide in favor of its claim. The Court must, before doing so, satisfy itself, not only that it has jurisdiction, but also that the claim is well founded in fact and law. The Chief Justice may determine whether those requirements are met, and either reschedule the proceedings or remove the case from the Court docket.

**Article 20.**

The decision of the Court has no binding force except between the parties and in respect of that particular case.

**Article 21.**

The judgment of the Court is final and without appeal. In the event of a dispute as to the meaning or scope of the judgment, the Court shall explain it upon the request of any party.

**Article 22.**

Section 22.01 Should a state consider that it has an interest of a legal nature which may be affected by the decision in the case, it may submit a request to the Court to be permitted to intervene. It shall be for the Court to decide upon this request.

Section 22.02 Whenever the construction of a convention to which states other than those concerned in the case are parties is in question, the Chief Justice shall notify all states forthwith. Every state so notified has the right to intervene in the proceedings; but if it uses this right, the construction given by the judgment will be equally binding upon it

**Article 23.**

Section 23.01 Should any body of the League of Arab States request an advisory opinion on a point of law, the Court may provide such an opinion. Requests must be presented to and approved by the Secretariat, after which the Court has the right to either hear the request or reject it.

Section 23.02 Questions upon which the advisory opinion of the Court is asked shall be laid before the Court by means of a written request containing an exact statement of the question upon which an opinion is required, and accompanied by all documents likely to throw light upon the question.

Section 23.03 The Court shall deliver its advisory opinions in open court, notice having been given to the Secretary General and to the representatives of the League of Arab States and of other international organizations immediately concerned.

Section 23.04 In the exercise of its advisory functions the Court shall further be guided by the provisions of the present Statute which apply in contentious cases to the extent to which it recognizes them to be applicable.

**Article 24.**

If at any time a party to a case feels that these rules have been violated, any member of the court or advocate to the court may submit a written or oral objection. The objection shall be ruled upon by the Chief Justice as specified by Section 8.03.

**Article 25.**

The parties to a case may jointly propose particular modifications or additions to the rules contained herein, which may be applied by the Court if the Court considers them appropriate in the circumstances of the case.

**\*\*Special Note\*\***

The deliberations of the Arab Court of Justice are considered confidential and private. Other delegates, head delegates, and observers may not view deliberations without express consent of the Bailiff. Official judges at the National UMAL shall have access to the proceedings and the right of faculty to oversee their delegates shall not be abridged, though any faculty member observing the deliberations is bound to the confidentiality thereof and is asked to remove a student from the chamber if for any reason the faculty needs to speak to him or her.

## **PART 6: SUPPLEMENTARY MATERIAL**

### **FORMING A DELEGATION**

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#### **THE HEAD DELEGATE**

The Head Delegate should be someone who is familiar with parliamentary procedure, well acquainted with the various Council offices, and is fast on his or her feet. It is the responsibility of this individual to:

- ◆ assist recruiting efforts to ensure a full delegation,
- ◆ be the spokesperson for the delegation, and
- ◆ vote at the Plenary and Summit Sessions (each member state has one vote).

Additionally, the Head Delegate, in conjunction with the Faculty Advisor, is ultimately responsible for:

- ◆ advance registration of the delegation with Model organizers,
- ◆ payment of all delegation and delegate fees,
- ◆ hotel registration and travel arrangements,
- ◆ collection and distribution of programs, name tags, and placards after registration on the day of the Model.

The Head Delegate should also coordinate delegation meetings at the Model in order to keep each delegate informed about the other Council sessions and to formulate a strategy for the Summit Session. It is important for Head Delegates to communicate with the Secretariat and the National Council via e-mail. E-mails should be directed to Megan Geissler ([megan@ncusar.org](mailto:megan@ncusar.org)) or Josh Hilbrand ([josh@ncusar.org](mailto:josh@ncusar.org)), the MAL Coordinators.

The Faculty Advisor and Head Delegate work together to organize the delegation and recruit new members. Once the delegation is formed, preparation is the next phase. Recruiting for new delegation members should not stop, however, especially if the delegation has only the minimum number of members. It is always preferable to have extra delegates just in case! It is ideal to have one or two members per Council representing each country. (Regardless of the number of delegates, each country only has one vote on a Council.)

#### **PUBLICITY**

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Posters and brochures will be made available for the models upon request. Please take advantage of these resources! The most consistent feedback we get from delegates is the need to increase the publicity of the MAL. Post them on bulletin boards, give brochures to faculty, and so on.

Publicity can increase support and funding from your school, as well as assist in recruiting new members. Contact the News or Assignments Editor of your local and school newspapers, explain who you are, what the MAL is, and the date and venue of the MAL. For maximum publicity, this should be done at least one month in advance. Your objective is to have the editor assign a reporter to interview you or your delegation, so be aware of what aspects would make an interesting story.

When you schedule an interview for your delegation, the most important thing to remember is to have an idea of what you would like to discuss before the reporter arrives. When you speak to

the reporter, keep the basics in mind: who you are, what you are studying, and why you are interested in the MAL. Once the interview is printed, be sure to send a copy to the National Council.

It is also easy to get publicity once you return. This is an excellent opportunity to highlight awards that you or your delegation received. You may also choose to do a summary of the event as a reflective piece for publication. Many local and school newspapers would appreciate an article from someone with first-hand knowledge of an event. We recommend selecting one student to be your Publicity Officer in order to keep all requests for interviews and photos current.

Also please contact Megan Geissler ([megan@ncusar.org](mailto:megan@ncusar.org)) or Josh Hilbrand ([josh@ncusar.org](mailto:josh@ncusar.org)), the MAL Coordinators for the National Council, with the contact information for any area news outlets you know. The National Council wishes to promote the MAL program and would appreciate being made aware of local media outlets who they can contact.

Be sure to bring your camera to the MAL, and especially to your embassy briefing if you attend the National Model. This is a terrific photo opportunity that will enhance coverage of your delegation in local and school news as well as in National Council publications.

Note: Students participating in the MAL should be aware that sessions are often photographed or videotaped and may, at times, be broadcast live. Participation in the Model is voluntary, and the National Council will take this to denote consent to being photographed, videotaped, or filmed.

## RESEARCH

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During the research and preparation phase, it is important for all delegates to meet regularly to share and discuss information they have learned, and to establish a consensus of positions on the issues. The establishment of consensus is vital because so many issues overlap in the Council agendas.

It is important to:

- ◆ learn about the region in general,
- ◆ learn as much as you can about your country and its regional perspective,
- ◆ learn about the issues outlined in the provisional agenda, and look for additional issues that might be important to your country that are not listed,
- ◆ ascertain or deduce your country's positions on the various issues, including those where no position is publicly or clearly taken,
- ◆ learn thoroughly the MAL Rules of Procedure.

## RESOURCES

Read, read, and read! Listed below are suggestions for your research. Keep in mind that this list is not intended to be mandatory or all-inclusive. These sources may not be available at all libraries, but your school library should have a number of them. Additionally, some of these sources may not contain relevant information for your particular country. Keep looking. Remember, there is a wealth of information out there.

Do not overlook the reference librarian at your school's library. They can help you find indices and resources, both paper and electronic, quickly and easily. They can also help you with sources such as LexisNexis, FBIS, or other databases of information. If you have not already done so, take a class in the library on using its many resources. A separate session may also be an option for the entire delegation. Speak with your Faculty Advisor and the reference librarian at your school for more information on this.

Keep copies of important information, such as dates, articles, documents, the Model Arab League Handbook, maps, and other reference materials in a three-ring binder. You should maintain the binder with both general information and information specific to the Council on which you will serve. Bring the binder with you to the MAL. By having well-organized information at your fingertips, you will be better able to respond when an unfamiliar issue is introduced, or when you need to prove a point or support a position.

Be aware of daily events that may affect your country's positions and relationships. Read newspapers, such as The Christian Science Monitor, The New York Times, The Washington Post, The Wall Street Journal, The Guardian and translations of newspapers from the Arab world, and the best local paper. Reading more than one paper will provide you with different perspectives and help foster critical-thinking skills. Journals, such as Middle East Policy, Middle East Journal, Journal of Palestine Studies, Washington Report on Middle East Affairs, U.S. News and World Report, The Economist, Foreign Affairs, and Foreign Policy will better assist your country research. Remember that news media, especially television, has a political slant and may poorly represent actual facts.

Do not neglect citations and footnotes in articles and books. Looking up the original sources from the citations could save you an immense amount of time that would otherwise be spent searching the indices.

Only after you have done your preliminary research should you contact the Information Office of your country's Embassy or Permanent Representative to the United Nations. This will demonstrate your seriousness and provide you with more candid and substantive discussions. Do not expect the Embassies to provide you with all the answers. When participating in the National MAL in Washington, DC, the National Council may facilitate briefings with the Embassy of your country. The more research your delegation does beforehand, the more you will get out of the briefing.

ARAB EMBASSIES IN THE UNITED STATES

EMBASSY OF THE DEMOCRATIC AND POPULAR REPUBLIC OF ALGERIA 2118 Kalorama Road, NW Washington, DC 20008 TEL: (202) 265-2800 FAX: (202) 667-2174 <a href="http://www.algeria-us.org">www.algeria-us.org</a>	EMBASSY OF THE STATE OF BAHRAIN 3502 International Drive, NW Washington, DC 20008 TEL: (202) 342-1111 FAX: (202) 362-2192 <a href="http://www.bahrainembassy.org">www.bahrainembassy.org</a>
PERMANENT MISSION OF THE UNION OF THE COMOROS TO THE UN 866 United Nations Plaza, Suite 418 New York, New York 10021 TEL: (212) 750-1637	EMBASSY OF THE REPUBLIC OF DJIBOUTI 1156 15th Street, NW Suite 515 Washington, DC 20005 TEL: (202) 331-0270 FAX: (202) 331-0302

FAX: (212) 750-1657	
EMBASSY OF THE ARAB REPUBLIC OF EGYPT 3521 International Court, NW Washington, DC 20008 TEL: (202) 895-5400 FAX: (202) 244-4319 <a href="http://www.egyptembassy.us">www.egyptembassy.us</a>	CONSULATE OF THE REPUBLIC OF IRAQ 1801 P Street NW Washington, DC 20036 TEL: (202) 483-7500 FAX: (202) 462-5066
EMBASSY OF THE HASHEMITE KINGDOM OF JORDAN 3504 International Drive, NW Washington, DC 20008 TEL: (202) 966-2664 FAX: (202) 966-3110	EMBASSY OF THE STATE OF KUWAIT 2940 Tilden Street, NW Washington, DC 20008 TEL: (202) 966-0702 FAX: (202) 966-0517
EMBASSY OF LEBANON 2560 28th Street, NW Washington, DC 20008 TEL: (202) 939-6300 FAX: (202) 939-6324	EMBASSY OF THE LIBYAN ARAB JAMAHIRIYA 2600 Virginia Avenue, NW, Suite 711 Washington, DC 20037 TEL: (202) 944-9601 FAX: (202) 944-9606
EMBASSY OF THE ISLAMIC REPUBLIC OF MAURITANIA 2129 Leroy Place, NW Washington, DC 20008 TEL: (202) 232-5700 FAX: (202) 232-5071	EMBASSY OF THE KINGDOM OF MOROCCO 1601 21st Street, NW Washington, DC 20009 TEL: (202) 462-7979 FAX: (202) 265-0601
EMBASSY OF THE SULTANATE OF OMAN 2535 Belmont Rd. Washington, DC 20008 TEL: (202) 387-1980 FAX: (202) 745-4933 <a href="http://www.omaninfo.com/omembasseis.html">www.omaninfo.com/omembasseis.html</a>	PALESTINE LIBERATION ORGANIZATION MISSION TO THE UNITED STATES 1320 18 <sup>th</sup> Street, NW, Suite 200 Washington, DC 20036 TEL: (202) 974-6360 FAX: (202) 974-6278
EMBASSY OF THE STATE OF QATAR 4200 Wisconsin Ave., NW Suite 200 Washington, DC 20016 TEL: (202) 274-1603 FAX: (202) 237-0061 <a href="http://www.qatarembassy.net/">http://www.qatarembassy.net/</a>	ROYAL EMBASSY OF SAUDI ARABIA 601 New Hampshire Ave., NW Washington, DC 20037 TEL: (202) 342-3800 FAX: (202) 337-3233 <a href="http://www.saudiembassy.net">www.saudiembassy.net</a>
PERMANENT MISSION OF THE SOMALI DEMOCRATIC REPUBLIC TO THE UN 425 East 61 <sup>st</sup> Street, Suite 702 New York, NY 10021 TEL: (212) 688-9410 FAX: (212) 759-0651 <a href="http://www.somalilandgov.com">www.somalilandgov.com</a>	EMBASSY OF THE DEMOCRATIC REPUBLIC OF SUDAN 2210 Massachusetts Ave., NW Washington, DC 20008 TEL: (202) 338-8565 FAX: (202) 667-2406 <a href="http://www.sudanembassy.org">www.sudanembassy.org</a>
EMBASSY OF THE SYRIAN ARAB REPUBLIC 2215 Wyoming Ave., NW Washington, DC 20008 TEL: (202) 232-6313 FAX: (202) 234-9548 <a href="http://www.syrianembassy.org">www.syrianembassy.org</a>	EMBASSY OF TUNISIA 1515 Massachusetts Ave., NW Washington, DC 20005 TEL: (202) 862-1850 FAX: (202) 862-1858 <a href="http://www.tunisiaonline.com">www.tunisiaonline.com</a>
EMBASSY OF THE UNITED ARAB EMIRATES 3522 International Court NW, Suite 400	EMBASSY OF THE REPUBLIC OF YEMEN 2319 Wyoming Ave.

Washington, DC 20008 TEL: (202) 243-2400 FAX: (202) 243-2432 <a href="http://www.uaeembassy.org">www.uaeembassy.org</a>	Washington, DC 20008 TEL: (202) 965-4760 FAX: (202) 337-2017 <a href="http://www.yemenembassy.org">www.yemenembassy.org</a>
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#### NON-GOVERNMENTAL ORGANIZATIONS

AL-HEWAR P.O. Box 2104 Vienna, VA 22183 TEL: (703) 281-6277 FAX: (703) 281-0528 <a href="http://www.alhewar.com">www.alhewar.com</a>	AMERICAN-ARAB ANTI-DISCRIMINATION COMMITTEE 4201 Connecticut Avenue, NW Suite 300 Washington, DC 20008 TEL: (202) 244-2990 FAX: (202) 244-3196 <a href="http://www.adc.org">www.adc.org</a>
AMERICAN EDUCATIONAL TRUST PO Box 53062 Washington, DC 20009 TEL: (202) 939-6050 FAX: (202) 265-4574 <a href="http://www.washington-report.org">www.washington-report.org</a>	AMERICAN TASK FORCE FOR LEBANON 2213 M St., NW 3 <sup>rd</sup> Floor Washington, DC 20037 TEL: (202) 223-9333 FAX: (202) 223-1399 <a href="http://www.atfl.org">www.atfl.org</a>
ARAB AMERICAN INSTITUTE 1600 K Street, NW Suite 601 Washington, DC 20006 TEL: (202) 429-9210 FAX: (202) 429-9214 <a href="http://www.aaiusa.org">www.aaiusa.org</a>	JERUSALEM FUND FOR EDUCATION AND DEVELOPMENT 2435 Virginia Avenue, NW Washington, DC 20037 TEL: (202) 338-1290 FAX: (202) 333-7742 <a href="http://www.palestinecenter.org">www.palestinecenter.org</a>
THE KUWAIT-AMERICA FOUNDATION 1120 G St., NW Suite 990 Washington, DC 20005 TEL: (202) 393-7580 FAX: (202) 393-7585 <a href="http://www.kuwaitamerica.org">www.kuwaitamerica.org</a>	THE LEAGUE OF ARAB STATES Information Office 1100 17 <sup>th</sup> St., NW Suite 602 Washington, DC 20036 TEL: (202) 265-3210 FAX: (202) 331-1525

## APPENDIX: PROCEDURAL REFERENCE SHEET

#	Rule	Description	Second	Speakers	Vote
21	Point of Order	Complain of improper usage of parliamentary procedure.	-	-	-
22	Point of Personal Privilege	Bring the Chair's attention to distractions	-	-	-
23	Point of Parliamentary Inquiry	Ask questions regarding the rules or proceedings	-	-	-
16c	Point of Information	Query a speaker who has yielded to questions	-	-	-
30	Adjourn the Meeting	Conclude the meeting until the next year	1	-	1/2
25	Suspend the Meeting	Recess a Council for a caucus, lunch, or break	1	-	1/2
24	Suspension of the Rules	Suspend formal debate and enters into a moderated caucus	1	-	2/3
28	Close Debate	End debate on an amendment, draft resolution, or topic, and move to voting procedure	1	2+/2-	2/3
20	Close/Open Speaker's List	Limit debate by not allowing any additions to the speakers list	1	-	1/2
26	Suspend Debate	Table a draft resolution, amendment, or topic being discussed	1	2+/2-	1/2
27	Resume Debate	Resume debate on a tabled draft resolution, amendment, or topic	1	-	1/2
85	Impeach an Officer	Remove a negligent officer	1	2+/2-	2/3 abs
31	Appeal the Decision of the Chair	Override a Chair's decision	1	2+/2-	2/3
63	Reconsideration	Ask the Council to reconsider a hasty action	1	2+/2-	1/2
17c	Revoke/Reinstate Delegate Privileges	Silence a disruptive delegate. The Chair must request this motion	1	2+/2-	2/3
7	Set the Order of the Agenda	Determine the order agenda topics will be discussed	1	-	1/2
8	Change the Order of the Agenda	Alter the order of consideration of agenda topics	1	2+/2-	2/3
33	Introduce Resolution or Amendment	Bring a resolution or amendment to the floor	1	-	-
70	Read the Resolution	<i>(Summit)</i> Prompt SG to read a resolution	2+	-	-
59	Divide the Question	Divide clauses out of a draft resolution before voting	1	2+/2-	1/2
60	Roll-Call Vote	Vote one by one on a draft resolution or amendment	2+	-	-
61	Adopt by Consent	Adopt a resolution or amendment if there is no opposition	-	-	-
18	Limit Debate	Limit discussion to an individual topic, resolution, or amendment	1	-	1/2
19	Amend Speakers Time	Change the amount of time allotted for a speaker of debate	1	-	1/2
1	Add/Delete/Amend Topic	<i>(Plenary)</i> Amend the Provisional Agenda of a Council	1	2+/2-	1/2
1	Change a Topic's Assignment	<i>(Plenary)</i> Move a topic on the Agenda to another Council	1	2+/2-	1/2
1	Adopt the Agenda	<i>(Plenary)</i> Adopt a Council or MAL Agenda	1	-	1/2
16	Yields	At the close of a substantive speech, a delegate may yield any time that remains in one of the following ways.			
	Yield to the Chair	Ends the speech and returns the floor to the chair.			
	Yield to a Delegate	Gives speaking time to another country in the Council, who may not then yield.			
	Yield to Points of Information	Allows for question-and-answer period until time elapses.			