Rules of Procedure

ONE ARCTIC
THE SIOI INTERNATIONAL YOUTH SIMULATION OF THE ARCTIC COUNCIL
1. GENERAL CONSIDERATIONS

Rule 1.1 – Object of the Conference
The present Rules of Procedure (hereinafter referred to as the ‘Rules’) govern ONE ARCTIC 2017, taking place in Rome (Italy) from May 2nd to May 5th, 2017, organized by the Italian Society for International Organization (SIOI – UNA Italy) in partnership with the United States Diplomatic Missions in Italy, together with the Students’ Movement for International Organization (MSOI/UNYA-Italy).

Rule 1.2 – Subject
All individuals participating in ONE ARCTIC 2017 are required to have knowledge of and shall be subject to these Rules.

Rule 1.3 – Definitions
a. “Arctic States” means the Member States of the Model Arctic Council, namely Canada, Denmark, Finland, Iceland, Norway, the Russian Federation, Sweden, and the United States of America;
b. “Permanent Participants” means the organizations included within the Arctic Council to provide active participation and full consultation with the Arctic indigenous representatives within the Arctic Council: the Aleut International Association, the Arctic Athabaskan Council, Gwich’in Council International, the Inuit Circumpolar Council, Russian Association of Indigenous Peoples of the North and the Saami Council;
c. “Observer” means non-Arctic States, inter- and non-governmental, regional organizations that have been admitted by the Council and have been granted observer status.

Rule 1.3.1 – Participants’ reference
For the purpose of ONE ARCTIC 2017’s Rules, participants will be referred to as Representatives.

Rule 1.4 – Purpose of the Conference
a. The purpose of the conference is to provide participants with an open forum for discussion and action finalized on the adoption of a Youth Arctic Roadmap.
b. It also aims to provide participants with the opportunity to become familiar with the general procedures of international law and relations, whilst improving their knowledge about the work of Arctic Council.
c. The Youth Arctic Roadmap shall be adopted by the Ministerial Meeting, taking place on 5th May 2017.

Rule 1.5 – Language
English shall be both the official and the working language of ONE ARCTIC 2017.

Rule 1.6 – Diplomatic Courtes
a. Representatives, Chairpersons, Directors, and Staff members are expected to observe diplomatic courtesy during all sessions.
b. Representatives must address each other as well as the Chairpersons and Directors by using third person singular or plural.
c. Any Representative who tries to divert the meeting from its intended purpose, or otherwise attempts to disrupt the proceeding, may be subject to disciplinary action and expulsion from the Working Group by the Chairperson or Director, following a first official warning.
d. Decisions of the Chairpersons or Directors on diplomatic courtesy are not subject to appeal.
2. SECRETARIAT

Rule 2.1 - Composition of the Secretariat
The Secretariat of ONE ARCTIC 2017 is composed of the Scientific Coordinator, Logistic Coordinator, the Chairpersons and the Directors.

Rule 2.2 – Scientific Coordinator
The Scientific Coordinator shall have the rights described hereinafter in all meetings of the Working Groups:

a. making oral and written statements to a Working Group at any point of time, concerning any question under consideration;
b. coordinating the pre-SA0’s meeting informal session;
c. calling for recesses, adjournments or suspension of the rules. Appeals to the decisions of the Scientific Coordinator will not be entertained;
d. expressing final decisions on disputes if requested by any Secretariat’s members;

Rule 2.3 – Submission of Agenda

a. The Scientific Coordinator is responsible for submitting the Provisional agenda to the Working Groups for their consideration, either through oral or written statements.
b. The Scientific Coordinator may specify most relevant items to be discussed upon and to be focused on within each Working Group.
c. The Scientific Coordinator may propose a new agenda to the Working Groups.

3. DAIS

Rule 3.1 – Dais
The Daises shall be composed of Chairpersons and Directors.

Rule 3.2 – Chairpersons

a. The Chairpersons shall preside over the Working Groups. Their authority shall not be challenged. The Chair are responsible for all procedural matters pertaining to the Working Group including, but not limited to the following functions: to introduce the agenda before the Working Group;
b. to open and to close of each meeting;
c. To direct discussions and to manage debates;
d. to decide on the order in which working papers are discussed upon;
e. to ensure the observance of the rules, to accord the right to speak, to put questions to vote and to announce decisions;
f. to tutor delegations on preparing SA0s’ meeting.

Rule 3.3 – Directors

a. Directors shall ensure relevancy of the substantive matters and that Representatives are accurately representing the position of their countries or participants, with respect to substantive issues and topics.
b. Directors provide assistance to the Chairpersons of the Working Groups in all matters required. They help Chairs in keeping order in the Working Groups, keep the List of Speakers up to date, and act as liaison between Chairs and Staff.
c. Directors shall be responsible for all administrative matters pertaining to the committee including the maintenance of an attendance roster, and the recording of minutes and voting results.

Rule 3.4 – Ruling on Points and Motions
The Chairperson shall have the right to rule out points and motions put forward by Representatives, unless provided otherwise in the present rules. The right applies also to points of order.
Rule 3.5 – Additional functions
The Chairperson may also:

a. advise Representatives on the possible course of the debate;
b. exercise complete control of the proceedings at any meeting and over the order of maintenance at formal meetings;
c. propose limitations of debated time, a limitation on the number of times each Representative may speak on any question and on the closure of debate in general;
d. call upon a particular Representative to speak, even if he or she has not requested the floor, in order to work towards consensus. The Chair may also, for the same purposes, restrict the speaking time of a Representative;
e. suspend the committee meeting for a limited time, which he or she must indicate beforehand. This right is not subject to appeal.

Rule 3.7 – Staff members
Staff members will support the Working Groups’ sessions and the plenary sessions in all logistical matters.

4. WORKING GROUPS SESSIONS

Rule 4.1 – Representatives’ Rights
During Working Groups sessions, all Representatives (Arctic States, Permanent Participants, Observers) have the same speaking and voting rights and follow the below-mentioned rules of procedure.

Rule 4.2 – Purpose
Working Group sessions provide a forum of equal discussion among Arctic States, Permanent Participants and Observers. The final duty of each Working Group is to draft a recommendation to the SAOs.

Rule 4.3 – Informal Sessions
a. After the first Working Groups session on May 3rd, Representatives shall autonomously organize informal meetings out of the conference’s venues (SIOI’s headquarter). Delegation of each Arctic State, Permanent Participants or Observing Country or Organization shall get together to discuss the work accomplished during the Working Group sessions. The purpose of the informal session is to draw up a common position paper, referred to as report, and to choose the person who will represent the delegation during the Senior Arctic Officials meeting, acting as SAO.
b. On May 4th, delegations will be given 2 hours to finalize their reports and to rehearse the speech. This phase will be tutored by the Secretariat

5. SENIOR ARCTIC OFFICIALS (SAO)

Rule 5.1 – Definition
The Senior Arctic Official’s meeting will discuss each delegation’s report and will ensure that the Arctic Council members agree with on them.

Rule 5.2 – SAO’s meeting procedures
a. Every member of each delegation is responsible for working with their SAO on drafting a speech stating the delegation’s report (see Rule 4.3).
b. During the Senior Arctic Officials meeting, every delegation must express its position through one representative, referred to as SAO.
c. Their positions must be expressed in the order of the eight Arctic States, followed by the six Permanent Participants, then all Observers.
d. The floor will be granted to each delegation for up to 3 minutes to deliver its speech summing up the delegation’s report.
e. After each group of delegations (Arctic States, PPs, Observers) will be done with the related speeches, the floor will be open to comments or questions for 8 minutes.

6. MINISTERIAL MEETING

Rule 6.1 – Definition
The Ministerial Meeting will occur on the last day of the Conference on May 5th. During the meeting the Youth Arctic Roadmap shall be adopted.

Rule 6.2 – Foreign Minister’s meeting objective and procedures
a. Eight noteworthy Representatives will present the positions of the Arctic States by delivering one speech each. The statements will reflect the position of the Arctic Council Members to the decisions taken during the SAO meeting. Foreign Ministers will declare how their countries will implement those decisions into their national policies.
b. The above-mentioned eight Representatives, acting as Foreign Ministers, will be chosen on a meritocratic base by the discretion of the Secretariat, considering the opinion of the Scientific Coordinator.
c. The floor will be granted to each Foreign Minister for up to 5 minutes.
d. The Foreign Minister’s meeting will be organized as a competition for noteworthy participants. Four participants will be awarded the title of “Best Representative”. They will be chosen among the eight Foreign Ministers by the discretion of the Secretariat with the same features as stated in art. 6.2.b.

7. PROCEDURES (Working Group sessions): CONDUCT OF BUSINESS

Rule 7.1 – Attendance and Quorum
a. At the beginning of every session, Chairpersons shall call (in English alphabetical order) Representatives to state their status of attendance. Representatives shall reply in ‘present’ or ‘present and voting.’ Those stating ‘present and voting’ shall not abstain during voting procedures on substantive matters. Representatives not present during the initial roll call shall, after assuming attendance, submit a written note to the Chairperson stating their status.
b. Quorum is the minimum number of representatives a body needs to be in attendance for the proceedings to be considered valid. A minimum of 2/3 of the Working Group’s Representatives must be in attendance for the Chairperson to establish quorum.
c. The status of the Quorum remains valid until the next roll call is conducted at the beginning of the following session.

Rule 7.2 – Setting the Agenda
a. Immediately after establishing the Quorum, a Motion to Set the Agenda is in order. The motion requires a second to be considered. If there is no objection to the Motion, it shall be deemed unopposed and thus adopted.
b. Only topics set on the Provisional Agenda provided by the Scientific Coordinator shall be considered by the Working Group.

Rule 7.3 – Procedural Matters
a. Procedural matters are those matters relating to the structure of the Working Group session.
b. Abstention is not in order when voting on procedural matters.
c. Voting method by roll call is not in order for procedural matters.

Rule 7.4 – Opening Speech
a. Once the Agenda is set, the Chairperson will set an Opening Speeches list, based on the order of the roll call. Each Representative shall give a short Opening Speech of the maximum duration of 2 minutes, outlining the Representative’s position on the matter.
b. During the Opening Speeches list, a Representative may ask to postpone his or her speech at the end of the list. This right is given only once to each Representative.
c. There will be no Right of Reply on Opening Speeches.

**Rule 7.5 – Opening the List of Speakers**

a. After the Opening Speeches, the General Speakers list will be open to initiate general debate.
b. Those wishing to be put on the List of Speakers shall either raise their Placards when asked by the Chairperson or submit a written note to the Chairperson.

d. When a Representative exceeds his or her allotted time, the Chairperson shall immediately call him or her to order.
g. If a Representative has not used the whole time granted to him/her, he/she shall yield the floor either back to the Chairperson or to another Representative.
h. The floor can be yielded only once. It is not allowed for one Speaker to yield the floor two times, in subsequent order.

**Rule 7.7 – Closing the List of Speakers**

a. During the course of a debate, the Chairperson may declare the List of Speakers closed.
b. The Chairperson has the right to re-open the List of Speakers, if he or she finds it necessary.

8. **PROCEDURES (Working Group sessions): DEBATE MODES**

**Rule 8.1 – Formal Debate**

a. The Formal debate is the default style of debate and its main feature is the List of Speakers and limitation of replies and comments.
b. The List of Speakers shall be followed except where superseded by procedural or substantive motions or points.

**Rule 8.2 – Moderated Caucus**

Explanation on the Moderated Caucus shall be fund in art. 10.4

**Rule 8.3 – Unmoderated Caucus**

Explanation on the Unmoderated Caucus shall be fund in art. 10.5

**Rule 8.4 – Written Communication among Representatives**

a. All written communications transmitted through the Staff members must be written on notepaper.
b. Messages must bear clear FROM and TO designations at the top of the paper. Messages not fulfilling the above requirements will not be transmitted.
c. Private written notes cannot be open by anyone, but by the recipient.
d. Chairpersons have the right to suspend the right of Representatives to exchange notes, if she or he believes it is disruptive to session’s order.
9. PROCEDURES (Working Group sessions): POINTS

Rule 9.1 – Point of Order
a. During the discussion of any matter, a Representative may raise a Point of Order if he or she believes that the Working Session is proceeding in a manner contrary to the Rules of Procedure.
b. A Representative will be recognized and the Point of Order shall be immediately decided by the Chairperson in accordance with the Rules of Procedure.
c. A Representative rising to a Point of Order may not speak on the substance of the matter under discussion.
d. A Point of Order may be raised at anytime; however it may not interrupt a Speaker.

Rule 9.2 – Point of Personal Privilege
a. If a Representative experiences a physical discomfort, which impairs his or her ability to participate in the proceedings, such as high room temperature, or inability to hear the Speaker, may raise a Point of Personal Privilege.
b. Points of Personal Privilege might be raised by sending a note to a Director who will inform the Chairperson with utmost discretion.
c. Furthermore, if Representative needs to leave the room during session, he or she may follow the same procedure as described above.

Rule 9.3 – Point of Inquiry
a. A Point of Inquiry is raised in order to pose a question or short comment to a Speaker during debate. Points of Inquiry shall not exceed 30 seconds of time.
b. Questions must be directed through the Chairperson and may only be made after the Speaker has concluded his or her remarks.
c. The Speaker chooses whether or not to yield his/her time to Points of Inquiry.
d. During the Formal debate the number of Points of Inquiry is limited to two questions and one comment per each speaking Representative.
e. If a Representative estimates that the number of questions/comment is insufficient, he/she may make a motion to extend the number of questions/comments.
f. Representative may not interrupt a Speaker on Points of Inquiry.

Rule 9.4 – Point of Information
a. A Point of Information is raised to the Chairperson if a Representative wishes to obtain a clarification of on procedural or a substantive ground before the Working Group.
b. Representatives may not interrupt a Speaker on a Point of Information.

Rule 9.5 – Right of Reply
a. The Chairperson may accord a Right of Reply to any Representative if a speech by another Representative contains language clearly insulting to personal or national or organizational dignity.
b. The Right of Reply is limited to 2 minutes.
c. The Chairperson’s decision is not subject to appeal.
d. There shall be no Right of Reply to Replies.
10. PROCEDURES (Working Group sessions): MOTIONS

Rule 10.1 – General Rules for Procedural Motions
a. Motions may be raised during Formal debate at any time when the floor is open, prior to the Closure of Debate.
b. Motions may not interrupt a Speaker.
c. The Motion needs second approval and in the case of any objections it is necessary to vote on the matter.
d. A motion, in order to pass, needs to be voted upon by the majority of the Working Group members present.
e. The Chairperson reserves the right to rule any motion out of order at any given time.

Rule 10.2 - Motion to set the Agenda
a. The Motion to set the Agenda is meant to frame the debate before its beginning.
b. Article 7.2 clarifies its purpose.
c. A Motion to set the Agenda shall be raised only once.

Rule 10.3 – Motion for Moderated Caucus
a. A Representative willing to raise a motion for a moderated caucus must specify:
   - the proposed topic to be discussed upon within the moderated caucus;
   - the caucus’ total amount of time, which shall not exceed 15 minutes;
   - the caucus’ individual speaking time, which shall not exceed 3 minutes.
b. If the motion passes, the Working Group will enter the moderated caucus whereby the Chairperson will recognize Representatives who raise their placards to speak about the issue at stake.

Rule 10.4 – Motion for Unmoderated Caucus
a. A Representative who moves for Unmoderated Caucus must specify:
   - the caucus’ total amount of time, which must not exceed 30 minutes, unless extended with the Chairperson's approval.
b. If the motion passes, the Working Group shall depart from formal debate and speakers shall be free to move around the Working Group room.

Rule 10.5 – Motion to Extend the Debate
a. During the discussion of any matter, a Representative may move for the extension of the debate of the item under discussion.
b. The Representative proposing the motion must explain its purpose and propose a time limit.
c. Chairperson may limit the time to be allowed to Speakers under this rule.

Rule 10.6 – Motion to Close the Debate
a. At any time, a Representative may move the closure of the debate to end debate on the substantive issues whereby the Working Group will enter into a voting procedure on Draft Recommendations and all amendments presented to the floor.
b. If the Working Group is in favour of the closure, the Chairperson shall declare the closure of the debate.
c. If the Chairperson rules this motion out of order, his/her decision is not appealable.

Rule 10.7 – Withdrawal of Motions
a. A motion may be withdrawn by its proposer at any time before voting on it has commenced.
b. A motion thus withdrawn may be reintroduced by any Representative.
11. PROCEDURES (Working Group sessions): RECOMMENDATION

Rule 11.1 – Draft Recommendation
a. A Draft Recommendation is a proposal consisting of at least one perambulatory and one operative clause.
b. The Draft Recommendations will be approved by the Chairperson if they are legible, organized in content and flow, and in the proper format.
c. Once approved, Draft Recommendation will be distributed to all Representatives.

Rule 11.2 – Format
Draft Recommendation must be properly formatted. The proper format will be presented by the Daises.

Rule 11.3 – Sponsors
a. Sponsors (submitters) are recognized as the principal authors of the Draft Recommendation.
b. Sponsors must agree to support a Recommendation unless major changes have been introduced through the amendment process. At least 2 Representatives must be Sponsors of a Draft Recommendation.

Rule 11.4 – Signatories
a. Signatories (co-submitters) are recognized as the supporters of the Draft Recommendation.
b. At least 4 Representatives must be Signatories of the Draft Recommendation.

Rule 11.5 – Introduction of a Draft Recommendation
a. Once a Draft Recommendation has been approved, copied and distributed to all members of the Working Group, the Chairperson will call one of the Sponsors to introduce the Draft Recommendation.
b. The introduction of the Draft Recommendation will be limited to reading the operative clauses of the Draft Recommendation.

Rule 11.6 – Debate on Draft Recommendation
a. Once the Draft Recommendation has been introduced, the submitter will clarify any pending questions.
b. The Chairperson will set the debate time: 10 minutes open debate or 5 minutes for and 5 minutes against.
c. When the speaking time for both in favour and against has been exhausted, the Chairperson can propose to expand a debate time or go into voting procedure.

Rule 11.7 – Withdrawal of a Draft Recommendation
A Draft Recommendation may be withdrawn by its Sponsors at any time before voting on it has commenced.

12. PROCEDURES (Working Group sessions): VOTING

Rule 12.1 – Voting Rights
a. Each member of the Working Group shall have one vote on both substantive and procedural matters.
b. None of the Representatives may cast a vote on behalf of other Representatives.
c. Non-Working Group Members shall not have voting rights.

Rule 12.2 – Votes Required
b. Decisions on substantive matters (i.e. voting on draft recommendations or amendments) in the Working Group require 2/3 affirmative votes for adoption.

c. Observers cannot vote upon substantive matters.

Rule 12.3 – Method of Voting by Roll Call

a. Voting shall begin upon the Chairperson’s declaration “we are in voting procedure,” and end when the results of the vote are announced.

b. A roll call shall be taken for voting on the final draft recommendations of the Working Group session, following the English alphabetical order of the names of the members.

c. The name of each Representative shall be called in the roll-call, and its Representative shall reply with "in favour", "against" or "abstention".

Rule 12.4 – Passing

a. During roll call votes, a Representative may choose to pass.

b. The Chairperson will place the Representative at the bottom of the voting list.

c. A Representative who has passed once during a voting sequence may not pass again but must ascertain their vote.