

# RULES OF PROCEDURE

ATUMUN 2020  
CONFERENCE

28 November 2020

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## CHAPTER I: RULES GOVERNING THE CONFERENCE

### 1. SCOPE

The following rules are binding for the duration of the conference and no other rules will be valid for the conference.

### 2. LANGUAGES OF THE CONFERENCE

The official working language of ATUMUN will be English. Any exemption to this rule is subject to the approval of the Committee Directors.

### 3. GENERAL ETIQUETTE

All accredited attendees at ATUMUN must adhere to the codes of civility and respect when dealing with anyone involved with ATUMUN. All attendees are reminded that they must conduct themselves in a professional manner. ATUMUN has a dress code of formal attire. Any attendee that flaunts this code will be reprimanded and sanctioned by the Committee Directors. However, the Committee Directors will consider acceptable any attire that celebrates and promotes the culture of the country being represented at the conference. The appointed Secretariat, Staff and Committee Directors of any Committee are also subject to the aforementioned rules of Etiquette.

### 4. GENERAL AUTHORITY TO THE SECRETARY GENERAL

The Secretary General may, at any time, make either written or oral statements to the Committee or the General Conference. Interpretations of the rules shall be reserved exclusively to the Secretary General. The secretary General shall rule on matters not specified by the rules of procedure. Any deviation from the provisional agenda is at the approval of the Secretary General. The Secretary

General is the highest authority of ATUMUN and his or her decisions are not subject to appeal. The Secretary General may delegate members of the secretariat to exercise his or her authority under this rule.

## CHAPTER II: RULES GOVERNING THE COMMITTEES

### 5. GENERAL AUTHORITY OF THE COMMITTEE DIRECTORS

Committee Directors have the power to oversee the affairs of their respective committees. The Committee Directors shall declare the opening and closing of each meeting of the Committee, direct the discussions, accord the right to speak, ensure implementation of the Rules of Procedures, put questions to the vote, deal with appeals and complaints and announce decisions. Accordingly, the Committee Directors have complete control of the proceedings of the committee and over the maintenance of order during its sessions.

### 6. QUORUM AND ATTENDANCE

The Committee Directors may declare a session open and permit debate when at least one third of the committee is present. During the first session the Committee Directors will establish the number of countries present in the committee during this conference by a roll- call. Thereof, at any further sessions the Committee Directors may declare a session open and permit debate when at least one third of the committee is present. At the beginning of all sessions the Committee Directors will do a Roll Call, in accordance with rule 8.

### 7. PARTICIPATION OF OBSERVERS

Representatives of accredited observers will have the same rights as those of full member state, except that they may not vote on substantial matters. They also must vote on any procedural matters except the aforementioned aspect of resolutions.

## CHAPTER III: RULES CONCERNING THE AGENDA

### 8. ROLL CALL

At the commencement of each Session, the Committee Directors will call on Member States in English alphabetical order to confirm their status of attendance. Member States have two options when voting; ‘present’ or ‘present and voting’. ‘Present’ means the Member State is present, and ‘Present and Voting’ means the Member State cannot abstain on the substantive vote which includes the final vote on a resolution. Observers are forced to state ‘Present’ in accordance with the rule on the Participation of Observers. Members ‘Present and Voting’ when being documented does not include observers. All delegates not present during the Roll Call will be considered absent until a note is sent to the Committee Directors and he or she is formally accepted by the Committee Directors.

### 9. SETTING THE AGENDA

After the initial Roll Call has been completed, the first agenda of the committee shall be set through a Motion to Set the Agenda. This motion requires a second. Should no objections be made, the motion passes without a vote. In the case of an objection a debate on the motion shall be held with two speakers in favor of the motion and two speakers against the motion. After the speakers have been heard, the debate closes and the motion is put to a vote. Voting on a Motion to set the Agenda is a procedural matter. Should the motion fail, the agenda will be set to the other agenda item. After the Committee has closed debate on an agenda item and voted on a resolution, the remaining Agenda item will automatically be set.

## CHAPTER IV: RULES CONCERNING DEBATE

## 10. SPEAKERS LIST

A continuously open speakers list will be established for the purpose of general debate, called the 'Speakers' List'. The Committee Directors shall ask the Committee for those who wish to be added to the Speakers' List when it is first open, and ask again from time to time. Any Delegate wishing to be added to the General Speakers' List can do so by sending a written note to the Committee Directors or by raising their placard when the Committee Directors asks if there are any Delegates wishing to be added to the Speakers' List. No Delegate may be on the Speakers' List twice at the same time. This Speakers' List will be used for all debate on the Agenda item, except when superseded by procedural Motions such as those for unmoderated or moderated caucuses. Speakers may speak generally on the Agenda item being considered and may address any resolution and amendments currently on the floor. Should the Speakers' List elapse, debate on the Agenda item shall be considered finished and the Committee shall move into closing procedures. A Delegate who is on the Speakers' List but is not present when called upon, will automatically have his or her time yielded to the Committee Directors, and debate shall continue unabated. Any delegate can also ask to be removed from the Speakers' List by writing a note to the Director. Separate speakers' lists will be established as needed for procedural Motions and debates on amendments.

## 11. PROPOSING MOTIONS

The Committee Directors may ask for any Motions at any point when the floor is open. The Committee Directors may stop asking for Motions at any time and move to vote on those already raised. This is at the Director's discretion, for the purpose of moving debate forward, and is not open to a Motion to appeal. The Committee Directors will then entertain the raised Motions one by one, starting from highest in the order of priority, i.e. the most superseding. In the case of several Motions having equal priority, the Committee Directors shall decide the order. As already stated, unmoderated caucuses have superseding status over moderated caucuses, and the moderated caucuses are ranked in order of time for each caucus. The Committee Directors will first ask the Committee if there are any Seconds or Objections. If there are Seconds and no Objections, the Motion is accepted without a vote. If there are both

Seconds and Objections, the Committee Directors shall move into a Procedural vote. If the Motion fails; it is discarded and the Committee Directors shall move to the next most superseding Motion as established above. If a Motion has failed once, it cannot be raised again. This continues until a Motion is passed or the floor returns to the Speakers' List. If a Motion passes, all other Motions previously raised are removed from the floor and must be raised anew when the Committee Directors next calls for Motions. Note that all procedural Motions require a simple majority of members present to pass. Any Motion can be withdrawn by the person proposing the motion.

## 12. UNMODERATED CAUCUS

The Delegate raising the Motion must briefly explain its purpose and specify an overall time limit for the caucus, not to exceed twenty minutes (including any Motions to extend the caucus). The motion requires a Second and will be subject to a Procedural vote. The Committee Directors may rule the Motion out of order if the Committee Directors feels that Motion is not constructive to debate at that point in time. This decision of the Committee Directors is not open to appeal.

## 13. MODERATED CAUCUS

In a moderated caucus, the Committee Directors will temporarily depart from the Speakers' List and call on Delegates to speak at the Committee Directors' discretion. The Delegate making the Motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes (including any Motions to extend the caucus), and a time limit for the individual speeches. The motion requires a Second and will be subject to a Procedural vote. The Committee Directors may rule the Motion out of order if the Committee Directors feel that Motion is not constructive to debate at that point in time. This decision of the Committee Directors is not open to appeal.

## 14. CLOSURE OF DEBATE

A Motion for the Closure of Debate requests ending all discussion on the Agenda item and moving into voting procedures on all substantive proposals introduced under debate, i.e. all Draft Resolutions. A Motion for Closure of Debate is in order at any time when the floor is open prior to closure of



debate and the Committee Directors asks for Motions. Note however that the Committee Directors may rule the Motion out of order if the Committee Directors feel that there should be further debate before moving to voting procedures. This decision of the Committee Directors is not open to appeal. The motion requires a Second and will be subject to a Procedural vote with speakers. The maximum number of speakers for each side will be two. The Motion for Closure of Debate shall require a two-thirds majority of all members present in Committee.

## 15. SUSPENSION OF THE MEETING

A Motion for the Suspension of the Meeting requests the temporary halt of the meeting. It is usually used at the end of a Committee session. While the floor is open, a Delegate may move for the Suspension of the Meeting, specifying a time for reconvening. The motion requires a Second and will be subject to a Procedural vote. This motion is used to propose short breaks of the session i.e. lunch breaks or end of daily sessions. They differ from unmoderated caucuses in that they do not require substantive reasons for motioning. The Committee Directors may rule the Motion out of order if the Committee Directors feels that it is not yet time for the suspension of a session. This decision of the Committee Directors is not open to appeal. The Committee Directors may furthermore briefly suspend the meeting at any time at his or her discretion.

## 16. ADJOURNMENT OF THE MEETING

The Adjournment of the Meeting means the end of the Committee's work at ATUMUN. This Motion will not be entertained until the end of the last session of the committee. The Committee Directors' decision on whether to entertain this Motion is not open to appeal. The motion will be subject to a Procedural vote.

# CHAPTER V: PRIORITY OF MOTIONS

## 17. MOST TO LEAST SUPERSEDING

I. Adjourning the Meeting

II. Suspending the Meeting

III. Closing Debate

IV. Introducing Draft Resolutions

V. Introducing Amendments

VI. Introducing a Friendly Amendment

VII. Unmoderated Caucus

VIII. Moderated Caucus

A longer motion of one type does not necessarily supersede a shorter Motion of the same type. The only Motion which may be raised while in Voting procedure on a resolution is:

I. Reordering Draft Resolutions

## CHAPTER VI: RULES CONCERNING SPEECH

### 18. RIGHT TO SPEAK

No Delegate may address a session without having previously obtained the permission of the Director (except during an unmoderated caucus). The Committee Directors may at their discretion call a Delegate to order if his or her speech is not relevant to the subject under discussion; is considered personally offensive to any party; infringes upon the sovereignty of a Member State; or otherwise goes against the rules and spirit of ATUMUN. Likewise, no delegate may audibly or physically impede another delegate from speaking. Delegates are required to make all speeches from the 3rd person perspective. There can be no speeches made from the 1st person unless the approval of the Committee Directors is received.

### 19. TIME LIMIT ON SPEECHES

The Committee Directors may limit the time allotted to each speaker. The minimum time limit will be thirty seconds and the maximum time limit two minutes. When a Delegate exceeds the allotted time, the Committee Directors may call the speaker to order. Should the Committee Directors not explicitly state a different speaking time for the Speakers' List, the time limit shall be 90 seconds. Delegates

may raise a Motion to Change the Speaking Time on the Speakers' List should they feel that extending the time limit would be beneficial to debate. The motion will be subject to a Procedural vote without speakers. For clarity purposes, this does not affect the timing of moderated caucus time limits. This decision of the Committee Directors is open to appeal.

## 20. YIELDS

There are three ways a Delegate granted the right to speak on the Speakers' list can yield the time remaining at the end of his or her speech. i) Yield to another Delegate: The Delegate may give the remaining time to another Delegate, who may not, however make any further yields to any other delegates. ii) Yield to Points of Information: The Delegate may submit the remaining time to answering points of information. This procedure will be directed by the Dais. The Dais will select delegates wishing to ask a question and they will be limited to one short one-line question. The Dais will have the right to either grant follow-up questions if the Dais believes that the question has not be properly addressed. The Dais will also call to order any delegate whose question is rhetorical, misleading, longwinded, leading or not on topic. Delegates can be granted up to twenty seconds if they wish to entertain Points of Information if they have finished his or her speaking time. iii) Yield to the Dais: The Delegate may yield their questions to the Dais if they do not wish to yield to another delegate or to answer points of information.

## CHAPTER VII: RULES CONCERNING POINTS

### 21. RAISING POINTS

Any of the points below may be raised by any Delegate at any point providing that it does not interrupt a speaker (with the exception of a Point of Personal Privilege in extreme circumstances). A Delegate wishing to raise a point shall, at the appropriate time, raise their placard and state the point they wish to raise and then wait for the Committee Directors to ask them to state it fully. The Committee Directors shall then take any action required as per the Rules below. Points shall be recognized before any Motion or speakers by the Committee Directors.

### 22. POINT OF PERSONAL

## PRIVILEGE

If there is a circumstance preventing a Delegate from participating in the proceedings to their fullest ability, or if the Delegate is in personal discomfort, he or she may rise to a Point of Personal Privilege. For instance, Points of Personal Privilege may be raised when the Delegate cannot hear what has been said, if the Delegate cannot see something being projected on a screen, or if the Delegate is not comfortable with the temperature in the room. This may not be used if the condition that affects the Delegate is not at the control of the Committee Directors and the Conference. A Point of Personal Privilege may only interrupt a speaker if the Delegate raising the point cannot hear the speaker. If appropriate, the Committee Directors will request that the speaker raise their volume and/or speak more clearly or take any other appropriate action.

## 23. POINT OF ORDER

During the discussion of any matter, a Delegate may raise a Point of Order to indicate an instance of improper parliamentary procedure either by the Director, or by a Delegate that has escaped the Committee Directors' attention. A Delegate may not, in raising a Point of Order, speak on the substance of the matter under discussion, and a Point of Order may under no circumstances interrupt the speech of a fellow Delegate. Any questions on order arising during a speech made by a Delegate should be raised at the conclusion of the speech. The Committee Directors will immediately rule on a Point of Order in accordance with these Rules of Procedure. This decision of the Committee Directors is open to appeal.

## 24. POINT OF INFORMATION

A delegate may raise a Point of Information to the Committee Directors to clarify the negotiations or any abbreviation used in the committee.

## 25. RIGHT OF REPLY

A Right of Reply may only be exercised in cases where the Delegate feels another Delegate has insulted their country's national integrity. A remark that insults a Delegate's 'national integrity' is one directed at the governing authority of that Member State and/or one that puts into question that

Member State's sovereignty. A Right of Reply may be requested at any point of time when a Point of Personal Privilege may be raised. The point must be raised, and explained at the discretion of the committee Directors, after which the committee directors will decide whether to grant the right of reply. If the Committee Directors grant the right of reply, time will be allocated for the delegate to respond, after which the infringing delegation will be requested to apologize. The Committee Directors' decision whether to grant the Right of Reply is not open to Appeal. A Right of Reply to a Right of Reply is out of order.

## CHAPTER VIII: RULES CONCERNING WRITTEN PRESENTATIONS

### 26. DRAFT RESOLUTIONS

A Draft Resolution is a document that is created with the intention of, through its discussion, possible amendment and possible vote, becoming a Resolution of the Committee. It may be introduced by a Sponsor. The full procedure is outlined in the succeeding Rule of this document. Draft Resolutions however, must be submitted in the same style with regards to form, grammar and punctuations as the formal resolutions of the Committee being modelled. It may be introduced when it has been signed by one-fifth of the number of members (including Observers) present at the commencement of the Committee session and having received approval by the Committee Directors. Observers are thus allowed to sign and sponsor Draft Resolutions. The constitution of one-fifth should include both the Sponsors and Signatories- all listed in alphabetical order. A Delegate counts as a Sponsor only if they have authored or helped to write the Draft Resolution. Sponsors indicate support for the Draft Resolution and no Draft Resolution may include more than five Sponsors. A Delegate may be a signatory if they have agreed to sign the Draft Resolution. Signing such a document does not indicate support, but an intent to see said document discussed. The role of a Signatory has no more obligations. A Delegate may request the removal of their country to the list of Sponsors or Signatories at any time during debate. If at any time a Draft Resolution loses all its Sponsors, or if the total number of signatories and sponsors drops below one-fifth, the document is declared withdrawn.

## 27. INTRODUCING A DRAFT RESOLUTION

Subsequent to the approval of a Draft Resolution by the Committee Directors and after it has been made available to the Committee, a Sponsor may propose a Motion to introduce the Draft

Resolution. The Sponsor shall read out the operative clauses of this Motion. After this, Seconds and Objections shall be heard by the Committee Directors. The motion will then be subject to a procedural vote without Speakers. Once a Draft Resolution has been introduced, it will be numbered, and a Sponsor may call for a moderated Caucus. The Committee Directors must ask and accept a Motion for a Moderated Caucus of at least ten minutes to discuss the details of the Draft Resolution. The first speaker must be a Sponsor of the Draft Resolution. More than one Draft Resolution may be on the floor at any one time, but only one Resolution may be passed by any committee per Agenda item. Once a Committee has passed a Draft Resolution, or after all Draft Resolutions have been put to a vote, the Committee shall move to discuss the next item on the Agenda.

## 28. AMENDMENTS

An Amendment is a proposal that simply adds to, deletes from or revises one or more operative clause of a Draft Resolution. Delegates may amend any Draft Resolution that has been formally introduced. Amendments do not require signatories, and can be submitted directly from the Sponsor to the Directors for approval. Once approved, the Sponsor may then formally introduce the Amendment when the floor is open. Amendments to the Second Degree are out of order (An Amendment to an Amendment); although part of a Draft Resolution that has previously been amended successfully may be further amended but only through a separate Amendment.

Amendments to a Draft Resolution may not affect pre-ambulatory clauses. Sponsors or Signatories of a Draft Resolution are not obliged or forced to support amendments. Amendments are regarded as Substantive votes. However, Observers can introduce Amendments but cannot vote on the said

Amendments.

## 29. INTRODUCING AN AMENDMENT

Once an Amendment has been accepted, one of the Delegates may raise a Motion to introduce the Amendment. The Delegate shall read out the Amendment when recognized by the Committee Directors. After which Seconds and Objections will be heard, if there are any. The motion will then be subject to a Procedural vote without speakers. The exemption to this rule is a Friendly Amendment. Delegates should note that the vote on the Motion to introduce the Amendment is separate from the vote on whether to incorporate the Amendment to the Draft Resolution; Thus, merely voting in favor of introducing the Amendment does not mean support for the Amendment itself. The Committee Directors shall then establish a Supplementary Speakers' List, with the Speakers both for and against the Amendment equal. The Sponsor of the Amendment shall begin. The Committee Directors shall determine the maximum time limit for these speeches. This is not subject to appeal. Once the Supplementary Speakers' list on the Amendment has been exhausted, debate on the Amendment automatically closes. The Committee shall then vote on making the Amendment part of the Draft Resolution. This is a Substantive vote. Before the voting procedure has started, but after close of debate on the Amendment, Delegates may move to divide the Question if the Amendment includes more than one Operative clause. Amendments can have more than one clause. Any failed Amendment cannot be re-introduced at any time.

## 30. FRIENDLY AMENDMENTS

If any Amendment is signed by all the Sponsors of a Draft Resolution, and once it has been approved by the Committee Directors, it may be introduced as a Friendly Amendment by one of its Sponsors or by any Delegate. There can be no objections to introducing a Friendly Amendment, and hence Friendly Amendments do not require a vote to be introduced. Once the Operative clauses have been read out, the Amendment has been introduced. Friendly Amendments do require a vote to be included in the Draft Resolution. Once it has been introduced, the Committee will move into a procedural vote with one Speaker speaking for and one Speaker speaking against. There will be no Supplementary Speakers' list to discuss

the Friendly Amendment. Once approved, the Amendment will be deemed incorporated into the Draft Resolution. Failed Friendly Amendments can be re-introduced as General Amendments.

### 31. UNFRIENDLY AMENDMENTS

An amendment shall be termed as ‘Unfriendly’ if the signatories of the said amendment do not consist of the Sponsors of the Draft Resolution. It will therefore need to be voted upon to be introduced. This will be a procedural vote. After the Amendment has been presented by one of the Sponsors, there shall be Speakers for and against, not more than two. There shall be a Supplementary Speakers’ List introduced if there is a motion by a Delegate to further discuss the nature of the Amendment. The Supplementary Speakers’ List can also be introduced at the discretion of the Committee Directors. This is not subject to appeal. Failed Unfriendly Amendments cannot be re-introduced again.

## CHAPTER IX: RULES CONCERNING VOTING

### 32. PROCEDURAL VOTING

Each member of the Committee, including Observers, shall have one vote on a procedural Motion. Delegates will express their vote by raising their placards, and a simple majority is required unless explicitly stated elsewhere in these rules, namely when voting to appeal a Committee Directors’ Decision or to Close Debate on an Agenda Item. Delegates must vote for or against in procedural votes; abstentions are not in order.

### 33. SUBSTANTIVE VOTING

A substantive vote is taken on passing a Draft Resolution and Amendments. The following procedure is to be observed- After closure of debate on an Agenda Item, the Director shall entertain any Motions on the floor. Then the Committee will move into substantive voting procedure on all Draft Resolutions in the order that they are introduced, unless they have been reordered. In a substantive vote, members may vote ‘Yes’, ‘No’, or ‘Abstain’; members ‘present and voting’ cannot abstain. Observers may not vote. Delegates will express their vote



by raising their placards, except in the case of a Roll Call vote. With regards to Amendments, the Committee Directors shall call for votes after the aforementioned procedures have been carried out. Observers, while allowed to introduce or sponsor Amendments, are not allowed to vote and do not constitute part of the one-fifth required for amendments to pass. In the case of a Roll Call vote, Delegates may 'pass' and be returned to by the Committee Directors afterwards. After the Committee Directors has announced the beginning of voting, no Delegate can interrupt the voting except with a Point of Personal Privilege or a Point of Order relating to the conduct of voting. Delegates are also not allowed to leave the Committee room while voting is taking place.

#### 34. MOTION TO REORDER DRAFT RESOLUTIONS

If two or more Draft Resolutions are on the floor, they will be voted on in the order in which they were submitted, unless the Committee decides otherwise. A Motion to reorder will be in order immediately after Closure of Debate, but prior to entering voting procedure. A Motion to Reorder Draft Resolutions requires a Second and is subject to a Procedural vote without speakers. If this Motion to Re-order passes, the Committee Directors will recognise all subsequent Motions that specify how the Draft Resolutions are to be reordered. Once this is done, the Committee will then vote on each of these Motions that specifies the manner of reordering in the order in which they were introduced. Voting will continue until either a Motion passes, receiving a simple majority or a Second with no Objections, or all of the Motions fail, in which case the Committee will move into voting procedure, voting on the proposals in their original order.

#### 35. DEFINITION OF MAJORITY

Unless specified otherwise in these rules, decisions of the Committee shall be made by a simple majority of those present during the session. In a substantive vote, abstentions are not counted as votes for or against, so a simple majority of 'Yes' over 'No' votes is required, unless specified otherwise elsewhere in these Rules of procedure. A simple majority is defined as more votes in favor than against. A tie is taken as a failure. A two-thirds majority requires at least twice as many

votes for as against.

### 36. METHOD OF VOTING

Only Member States declared Present or Present and Voting at the beginning of the session or has otherwise communicated their attendance to the Committee Directors will be allowed to vote. The method of voting for the conference is dependent on the subject on which the committee is voting: When voting on Procedural Matters, voting will be conducted by show of placards. Abstentions are not in order when voting on Procedural Matters. When voting on Procedural Matters, the Committee Directors will first ask for those in favor of the subject on which the committee is voting, and then ask for those against the subject on which the committee is voting on. When voting on Substantial Matters, voting will be conducted by a Roll Call vote. The Committee Directors shall call on Member States in English alphabetical order to confirm their stance on the subject. Member states declared Present and Voting must vote either “Yes” or “No”. Member States declared “Present” can vote “yes”, “no” or abstain from voting.