

MONWHO 2017

RULES OF PROCEDURE



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GENERAL RULES	4
SCOPE	4
OFFICIAL CONFERENCE LANGUAGE	4
SECRETARIAT	4
THE COMMITTEE	4
THE DIAS	4
MONWHO DELEGATES	5
NON-GOVERNMENTAL ACTORS	5
RIGHTS OF NON-GOVERNMENTAL ACTORS	5
COMMITTEES SESSIONS	6
TYPES OF COMMITTEES	6
COMMITTEE PROCEDURES	6
CONDUCT OF PROCEEDINGS	7
SPEAKER'S LISTS	7
CAUCASES	7
POINTS AND/OR MOTIONS	7
POINTS	7
MOTIONS	8
CLOSURE OF DEBATE	8
ORDER OF PROCEDURAL MOTIONS	9
SPEECHES	9
ADDRESSING THE COMMITTEE	9
YIELDS	9
RIGHT OF REPLY	9
ARTICLES USED IN COMMITTEE SESSIONS	10
REGIONAL BLOCKS	10
CHARTER	10
WORKING PAPERS	10
DIRECTIVES	10
PLENARY SESSION	10
DRAFT RESOLUTION	10
INTRODUCING DRAFT RESOLUTIONS	11
QUESTION AND ANSWER PERIOD	11
AMENDMENTS	11
VOTING	12
METHODS OF DECISION	12
VOTING RIGHTS	12
CONDUCT WHILE IN VOTING PROCEDURE	12
METHOD OF VOTING	12
ROLL-CALL VOTE	12
ORDER OF DRAFT RESOLUTIONS	12

PROCEDURAL VOTING	12
VOTING ON AMENDMENTS	12
VOTING ON UNFRIENDLY AMENDMENTS	12
PASSAGE OF RESOLUTIONS	13

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RULES OF PROCEDURE

GENERAL RULES

SCOPE

These rules shall apply to all regular sessions of the Montreal World Health Organisation Simulation (MonWHO) for all committees. These rules are self-sufficient and no other rules shall apply. In situations not covered by the rules, the Chair shall constitute the final authority.

OFFICIAL CONFERENCE LANGUAGE

English is the official working language of this conference and will be used during all committee sessions.

SECRETARIAT

The Secretariat shall consist of the Secretary-General and those persons the Secretary-General have appointed to the Secretariat. Any member of the Secretariat may address any committee at any time. The ruling of a Secretariat member on any rule or regulation herein is final and overrides any other ruling or appeal. Any rule may be altered, suspended or added by a member of the Secretariat at any time.

THE COMMITTEE

The **COMMITTEE** is composed of different types of delegates as well as the Dais. The Dais is composed of a Chairperson (referred to as “Chair”) and one or more Vice-Chairpersons (“Vice-Chair”). In addition it may include several Pages or General Staff.

THE DIAS

COMPOSITION: Each committee shall have a Dais, composed of a Chair and two Vice-chairs, as designated by the Chief of Staff. Individually or collectively, members of the Dais shall have the capacity to assume the office of the Chair.

The **CHAIR** declares the opening and closing of each committee session. The Chair has control of committee proceedings during the conference and will moderate the discussion, announce decisions, rule on any points or motions, and enforce the rules. The Chair can temporarily transfer his or her duties to any other member of the Dais. Procedural matters are subject to the discretion of the Chair. The Chair may take any action that is not covered in the Rules of Procedure in order to facilitate the flow of debate.

The **VICE-CHAIR** assists the Chair with procedural matters during the course of the committee sessions. The Vice Chair also helps delegates write working papers, edits them for format and approves their content; the Vice-Chair may suggest to delegates that they alter or combine their working papers in order to make them more appropriate to the topic at hand. The Vice-Chair must approve all working papers before they can become Draft Resolutions.

The **PAGE** is a liaison between the committee and conference services, and coordinates the administrative aspects of the committee proceedings.

MONWHO DELEGATES

There are two main categories of MonWHO delegates:

The **GOVERNMENTAL ACTORS** are constituted by WHO ambassadors, which are delegates that represent a country. WHO ambassadors seek to pursue the interests of his or her country. They are the only delegates who can vote in favor of or against the proposed resolution papers; they can thus use such authority to negotiate and compromise with the other countries and the non-governmental actors.

The **NON-GOVERNMENTAL ACTORS** include representatives of non-member delegations, non-governmental organization or pharmaceutical representatives.

NON-GOVERNMENTAL ACTORS

Generally, MonWHO conference includes the following three types of non-governmental actors.

JOURNALISTS control the flow of information and are instrumental in stimulating interests from global and regional leaders. Though journalists do not directly participate in the conference's discussions, they can still influence the final resolution papers through the media as countries and organizations formulate their own strategies according to the news.

NON-GOVERNMENTAL ORGANIZATIONS (NGOs) seek to inform country ambassadors of the importance of the NGOs' work. Their agenda involves increasing public support, distributing their aid packages, and ensuring the inclusion of their organizations' vision in WHO initiatives and resolutions.

PHARMACEUTICAL REPRESENTATIVES advance the business interests of the pharmaceutical companies they are representing. Namely, they improve the companies' publicity and generate more revenues. They can bargain for resolutions that favor their own business interests through the enormous financial power that the companies hold and their ability to control the supply of much-needed drugs.

RIGHTS OF NON-GOVERNMENTAL ACTORS

A non-governmental actor has the same rights as a full member except that he or she may not vote on substantive matters or be a sponsor to resolutions. Delegates representing non-governmental organizations will have access to certain unique procedural actions, as follows:

1. **ORAL STATEMENTS TO COMMITTEE:** non-governmental actors may submit a written appeal to his or her chair explaining the topic and intention of the proposed statement (maximum 3 minutes). The chair will then, at his or her discretion, interrupt the normal flow of debate to introduce the delegate.
2. **CIRCULATION OF WRITTEN PRONOUNCEMENT:** non-governmental actors may submit to the chair a written pronouncement of no more than 500 words, addressing the position and work of his or her organization. This pronouncement will then, at the discretion of the chair, be distributed throughout the committee.

3. **NGOs and Pharmaceutical delegates** get to place certain **SEALS OF APPROVAL** on draft resolutions. Every draft resolution will have a “**Public-Private Feasibility Scale**” (for *Pharmaceuticals*) and a “**Transparency and Accountability Index**” (for *NGOs*). Seals of approval will be given out by these delegates based on whether or not they think the draft resolutions meet their interests.
 - Each Pharmaceutical Representative is able to give 1 seal of approval per regional block, for a total of 5.
 - Each NGO Representative is able to give 2 seals of approval per regional block, for a total of 10.
 - The % of NGOs/Pharmaceuticals that approve a certain draft resolution is converted into a scale and published on the resolution. For example, if 3 NGOs give their seal of approval to Resolution 1.1, out of the 6 NGOs total, then Resolution 1.1 would receive a Transparency and Accountability Index score of 3/6 or 0.5 or 60%.
 - Any draft resolution may still move on into the plenary regardless of whether it has a score or not. However, seals of approval by either NGOs or Pharmaceuticals can only be assigned in the regional blocks, and can only be moved in the plenary. For example, if MSF only approved 6 resolutions, and it is now time to debate in the plenary, MSF cannot add their remaining 2 seals of approval to any other resolutions. They can however, easily move one of their 6 seals of approval onto a different resolution in the plenary.

COMMITTEES SESSIONS

TYPES OF COMMITTEES

REGIONAL BLOCKS are committees with only delegates of a specific region. There are **five** regional blocks in MonWHO: Africa, Americas, Asia-Pacific, Eastern Mediterranean Regional Office (EMRO) and Europe. Only **non-governmental actors** are free to move around between regional blocks as they wish. During the session, governmental actors who wish to communicate with delegates from another regional blocks may communicate by passing notes to **Pages**. Delegates may communicate with Dias members in the same manner.

PLENARY SESSION is the committee that includes all delegates of the MonWHO Conference. Hence, it is a larger committee than the regional blocks. The plenary session will proceed from regional blocks sessions in MonWHO’s conferences.

COMMITTEE PROCEDURES

ROLL CALL: At the beginning of each session the Dais shall initiate roll call. Each delegate must respond either “**present**” or “**present and voting**”. Delegates who are “present” may vote in favour, opposed or abstain, subject to the rules on abstention. Delegates who are “present and voting” may only vote in favour or opposed; abstentions are never permitted. If a delegation is not present at the time the Roll Call is taken, it is expected to pass a note to the Dais once it arrives.

QUORUM: Before formal debate or voting procedure may begin, the committee must meet quorum. In this case, quorum is defined as one-third of the voting members of a committee as determined by the roll call list. Any delegate may, at any time, request verification of quorum. The Chair will rule immediately on the motion, initiating roll call if he/she deems it necessary. Quorum is assumed to be met unless it is shown otherwise.

CONDUCT OF PROCEEDINGS

The Committee proceedings during the **REGIONAL BLOCKS** will be conducted in **Moderated Caucus** format. During a moderated caucus, the Chair asks those delegates wishing to speak to raise their placards. The Chair will then recognize a delegate for remarks not exceeding the amount of time allotted. Once the delegate has completed their remarks, the Chair will ask whether Delegates have any **points or motions**. If no points or motions are made, the next speaker will be chosen. During the **Regional Blocks**, delegates also have the option of entering an **Unmoderated Caucus**.

During the **PLENARY SESSION**, committee proceedings will involve the use of a **Speaker's List**. During the Plenary Session, delegates may motion to enter a moderated or unmoderated caucus.

SPEAKER'S LISTS

A **SPEAKER'S LIST** is the list that the Chair will open at the beginning of each committee session. Those delegates who wish to speak will be recognized and added to the list. Those who wish to be added later during the session may send a note to the Dais. During the Plenary Session, delegates may motion to enter a moderated or unmoderated caucus.

The Chair may specify the allotted speaking time to each speaker, alternatively, delegates may motion to set the speaking time or to increase or decrease the existing time. If the time allotted is exceeded, the Chair will call the delegate to order.

CAUCASES

The purpose of a **MODERATED CAUCUS** is to allow delegates who are actively involved in the current committee proceedings to make their comments to the body without having to wait for their turn on the speaker's list. The moderated caucus allows more delegates to speak within a shorter time frame than the speaker's list, thus stimulating discussion and clarifying the positions of delegates involved. The motion for a moderated caucus must include a time limit for delegate remarks and a time limit for the entire caucus (e.g. "The Country of France moves for a five minute moderated caucus with a 30-second speaking time, for the purpose of [specific topic]"). Such a moderated caucus would have enough time for ten speakers. During moderated caucuses, the chair shall recognize delegates for remarks without the use of a speakers list.

An **UNMODERATED CAUCUS** allows delegates to leave their seats and meet as groups in a unstructured format to discuss the progress of the committee session as well as continue editing working papers. The recommendation for an unmoderated caucus requires a time limit to be made (e.g. The country of France moves for a 10-minute unmoderated caucus, for the purpose of [specific topic]"). Unmoderated caucuses allow delegates to have informal discussions. Once the time for the unmoderated caucus has expired, the committee session will return to either moderated caucus format or the speaker's list.

POINTS AND/OR MOTIONS

POINTS

Points of Personal Privilege

During the discussion of any matter, a delegate may raise a Point of Personal Privilege and the Chair shall immediately address the point. A Point of Personal Privilege must refer to a matter of personal

comfort or safety and/or the well-being of the members of the committee. For example, if a delegate is unable to hear the speaker. A Point of Personal Privilege may interrupt a speaker.

Point of Order

During the discussion of any matter, a delegate may raise a Point of Order and the Chair shall immediately consider the request. A Point of Order must relate to the rules of the committee or to the way the Chair is exercising his or her power. A delegate raising a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may interrupt a speaker.

Point of Parliamentary Inquiry

If there is no discussion on the floor, a delegate may raise a Point of Inquiry to request clarification on procedure. A Point of Inquiry may never interrupt a speaker.

MOTIONS

A **MOTION** is a proposal to change the flow of debate by changing the format of the debate, moving onto voting, suspending or closing the debate.

Motion to enter a Moderated Caucus

To motion for a moderated caucus is only in order during the plenary session; in the regional blocs the default is to be in a moderated caucus. In the plenary, once the time for the moderated caucus has expired, the committee session will return to either moderated caucus format or the speaker's list.

Motion to enter an Unmoderated Caucus

Unmoderated caucuses allow delegates to have informal discussions. Once the time for the unmoderated caucus has expired, the committee session will return to either moderated caucus format or the speaker's list.

Motion to recess

A motion to recess is in order only within the final 15 minutes of a committee session. The Chair may rule this motion out of order. The Chair's decision on this matter cannot be appealed. The motion to recess requires no debate and passes on a simple majority. The effect of the motion is to suspend the meeting of the committee until the next regularly scheduled committee session

Motion to adjourn

A motion for adjournment requires a simple majority to pass, and is in order only when at least one of the following conditions have been met:

1. The committee has considered every topic on its agenda.
2. There remain less than 15 minutes in the **last** committee session of the day.

CLOSURE OF DEBATE

A delegate may at any time during the final committee session move for the closure of debate on the item under discussion, after which the debate will end and all draft resolutions and amendments will be put to an immediate vote. Permission to speak on the closure of debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to a vote. This motion requires two-thirds majority decision. Upon passage of this motion, the Chair shall declare the closure of debate and immediately move into voting procedure on the substantive proposals introduced and pending before the committee. The Committee shall also close debate and move into voting procedure when the speaker's list has been exhausted.

ORDER OF PROCEDURAL MOTIONS

The motions below shall have precedence in the following order over all other proposals or motions before the committee and may interrupt the speaker:

1. Point of Personal Privilege
2. Point of Order
3. Right of Reply

All other points shall be considered in the order they are made or at the chair's discretion.

SPEECHES

ADDRESSING THE COMMITTEE

No member may address the committee without having obtained the permission of the Chair. The Chair may call a speaker to order if his or her remarks are not relevant to the subject matter under discussion. Delegates may not interrupt one another's speech unless a delegate is rising on a Point of Personal Privilege or a Point of Order.

YIELDS

Each delegate must yield his/her time in one of the following four ways:

1. **To the Chair:** The remaining speaking time is forfeit and the committee moves on.
2. **To comments:** Two delegates, selected by the Chair, may make 30 second comments on the speech just delivered. The content of comments must pertain solely to the preceding speech. The Chair shall call to order a speaker whose comment does not pertain solely to the preceding speech.
3. **To another delegate:** The delegate speaking may designate another delegate to speak for the balance of his/her speaking time.
4. **To questions:** The delegate may use the rest of his/her time to answer questions posed by other delegates. The Chair shall select delegates to pose questions. Only the time taken to answer the questions shall be counted against the speaker's remaining time. The time taken to pose the questions is not taken into account, although the Chair may cut off a delegate who takes too long to ask a question.

Yields may be declared prior to or after a delegate's speech. If a delegate fails to yield his/her time, it shall be assumed that the delegate has yielded to the Chair. The committee may, by motion approved by simple majority, choose to assume any of the other two yields as a default yield. Delegates may not set the default yield to another delegate. All yields other than to the chair shall be out of order while in the primary speakers' list and Moderated Caucus.

RIGHT OF REPLY

In the event that a delegate personally insults another delegate or his or her country during his or her speech, the insulted delegate may request a right of reply from the Chair by writing a note to the dais. If it is granted, the insulted delegate has 30 seconds to reply to offensive comment. A right of reply to a speech delivered in a right of reply is never in order. A right of reply is only in order immediately following the speech in which the delegate was insulted, and all decisions of the Chair relating to rights of reply are not subject to appeal.

ARTICLES USED IN COMMITTEE SESSIONS

REGIONAL BLOCKS

CHARTER

A **CHARTER** is a set of two to four adopted resolutions that serve as sub-themes on a single theme, which, this year is “Sexual Health.” The Charter should seek to provide an overarching vision for how sexual health issues can be dealt with and prevented.

WORKING PAPERS

During the Regional Blocs, delegates will be working with other members of their bloc to write **WORKING PAPERS**, which are essentially lists of ideas for solutions to the problems being discussed that are *not* structured in Draft Resolution format. These working papers will set out the main ideas that delegates would like to be contained in a future Consensus Statement of the World Health Organization.

Working papers shall be submitted to the Vice-Chair for approval. All submissions must have the proper number of authors. Pharmaceutical representatives or NGOs may allocate their seals of approval onto working papers in a regional block. Pharmaceutical representatives are limited to approving 1 working paper per regional block, while NGOs are limited to approving 2 working papers per regional block. Seals of approval may be allocated by informing the dais through a note, during unmoderated caucus, or by speaking during a moderated caucus.

DIRECTIVES

During a crisis, delegates may propose directives for committee consideration. A **DIRECTIVE** is a short statement proposing action that the committee will take. More than one directive may be passed for each topic matter and directives can be amended. All submissions must have the proper number of sponsors (a minimum of 3 members) and signatories (20% of the countries present in the committee) before the directive is submitted to the chair.

Being a signatory to a directive signifies only the desire to see the directive debated, and does not indicate approval of the directive. The format of directives is similar to resolutions. However, in order to immediately solve a crisis, directives do not need perambulatory clauses. When a crisis happens, delegates should address detailed methods to be taken. Directives follow the same voting procedure as resolutions.

PLENARY SESSION

DRAFT RESOLUTION

Delegates may bring the working papers to the Plenary Session, where they will put them into formal **DRAFT RESOLUTION** format with the help of the committee Vice-Chairs. Draft Resolutions and amendments shall be submitted to the Vice-Chair on the draft resolution forms given to delegates in committee. All submissions must have the proper number of sponsors (a minimum of 3 members) and signatories (20% of countries present in committee).

A **SPONSOR** is a delegate who has contributed to the writing of a draft resolution and fully agrees with all the clauses. A **SIGNATORY** however, does not have to fully agree with the contents of the draft resolution. The delegate that signs a draft resolution as a signatory simply agrees that the

resolution should be discussed in the committee session. After a draft resolution is introduced, additional sponsors can be added only if all existing sponsors of a resolution agree; signatories may not be removed once a resolution has been introduced.

During the course of the Plenary Session, delegates may also propose amendments to Draft Resolutions that have been presented. Once the dais approves the formatting, and the document has been distributed, the Chair will recognize a motion to introduce the Draft Resolution, described below.

INTRODUCING DRAFT RESOLUTIONS

Once the Vice-Chair has approved a draft resolution, a delegate may raise a motion to introduce the draft resolution. The motion is automatically approved and does not require a vote. The content of the introduction shall be limited to summarize the operative clauses of the draft resolution. After the draft resolution is introduced, the Chair will move into a five minute question and answer session.

QUESTION AND ANSWER PERIOD

The question and answer period is when delegates question the sponsors about the draft resolution's content. Questions asked must specifically pertain to the substantive matters raised in the draft resolution. Time used to ask questions will not be deducted from the 5 minutes. Additional questions and comments regarding the resolution are encouraged to be raised through the speakers list or through moderated caucus.

Seals of approval previously allocated by pharmaceutical companies and NGOs in the regional blocks may be moved around introduced draft resolutions in the plenary until they are voted upon. Seals of approval may be moved by informing the dais either through a note, at unmoderated caucus, or by speaking when called upon during moderated caucus.

AMENDMENTS

An **AMENDMENT** is a clarification or a change to a draft resolution that incorporates additional interests or concerns into a formally submitted resolution.

Acceptable amendments include: addition of a word or phrase, deletion of a word or phrase, and/or a combination of addition and deletion.

Unacceptable amendments include: amendment of perambulatory clauses, and/or amendments that change the entire intent of the resolution.

Both **FRIENDLY** and **UNFRIENDLY** amendments require the approval of the Chair. An amendment is considered **friendly** if all sponsors of the initial draft resolution agree to its inclusion. Such an amendment is adopted automatically. The committee votes **unfriendly** amendments on once debate has closed. An unfriendly amendment must have the approval of the Vice-Chair and the signatures of 20% of the committee. Amendments to unfriendly amendments are out of order.

VOTING

METHODS OF DECISION

All procedural decisions, except for the closure of debate, shall be made by a simple majority of the delegations present. Delegations physically present in the committee may not abstain on procedural motions. Decisions on draft resolutions and amendments shall require a simple majority in favor.

VOTING RIGHTS

On procedural motions, members may not abstain. Each present delegation shall have one vote. Observing nations, pharmaceutical representatives, journalists and nongovernmental organizations (NGOs) cannot vote on substantive matters. Each vote may be a Yes, No or Abstain.

CONDUCT WHILE IN VOTING PROCEDURE

After the Chair has announced the beginning of voting on the draft resolutions, no representatives may enter or leave the room, nor shall any representative interrupt the voting except on a Point of Personal Privilege, Parliamentary Inquiry or Order in connection with the actual conduct of the voting. Communication between delegates is strictly forbidden.

METHOD OF VOTING

Delegations may vote in favor of or against a proposal or may abstain from voting. The committee shall normally vote by show of placards, but any delegate may request a roll-call vote on substantive matters.

ROLL-CALL VOTE

During a roll-call vote, delegations may answer with an affirmative vote, a negative vote or an abstention (when appropriate). Delegations that appear to be voting out of policy, while casting an affirmative or negative vote, may reserve the right to explain their vote by Voting with Rights. Delegations must announce that they are Voting with Rights at the time they cast their vote. The Chair may permit delegations Voting with Rights to explain their votes after voting has concluded but before the decision has been announced. A roll call vote on procedural matter is never in order.

ORDER OF DRAFT RESOLUTIONS

If two or more draft resolutions are introduced to the committee then they shall be voted on in the order in which they have been submitted. A simple majority of the members present is required for a draft resolution to pass. If voting on any substantive matter ends in a tie, the matter fails.

PROCEDURAL VOTING

For procedural matters, each delegation has the obligation to vote. Only votes of "yes" or "no" shall be in order. A motion for a Roll Call Vote on procedural matters is never in order.

VOTING ON AMENDMENTS

VOTING ON UNFRIENDLY AMENDMENTS

During the voting procedure on a substantive proposal, unfriendly amendments to a resolution shall be voted on first. When two or more amendments are proposed to a resolution concurrently, the

committee shall vote on the amendments in the order in which they are presented. Where, however, the adoption of the amendment necessarily implies the rejection of another amendment (as decided by the Chair), the latter amendment shall not be put to a vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

PASSAGE OF RESOLUTIONS

If a vote does not result in a simple majority in favor, the resolution shall be regarded as rejected. A simple majority is defined as more votes in favor than opposed. Therefore, a motion fails on a tie vote. Any number of abstentions may not cause a motion to fail