

CHAPTER 1. GENERAL PROVISIONS

Rule 1. Rules of Procedure

1. The present Rules of Procedure (hereinafter referred to as “Rules”) of the United Nations Environmental Program (hereinafter referred to as “the UNEP”) shall be considered as adopted prior to the beginning of the Conference. The Rules of Procedure may only be modified by the MSUMUN authorities.
2. The President’s interpretation of the UNEP Rules shall prevail.
3. Violation and abuse of the present Rules are prohibited.
4. Shall any Representative violate or abuse the present Rules, the President shall immediately call them to order. Shall a Representative persistently violate or abuse the Rules of Procedure, the President reserves the right to put to vote a Motion to temporarily deprive the Representative of the right to speak.

Rule 2. Agenda

The agenda shall be set by the MSUMUN authorities prior to the beginning of the Conference and cannot be reconsidered.

Rule 3. Language

1. English shall be the only official and working language at the sessions of the UNEP.
2. No other language shall be allowed during the sessions of the UNEP.

CHAPTER 2. MSUMUN PARTICIPANTS

Rule 4. Powers of MSUMUN Participants

1. Powers of Delegates and Observers (hereinafter jointly referred to as “Representatives”), Chaperones and Guests shall be verified by the Secretariat during the registration process and via the distribution of ID cards and other working materials of the conference.
2. At the UNEP session, a Representative shall have no right to speak in their personal capacity but only in the name of State (Organization) they represent.
3. Representatives shall:
 - a. act strictly in accordance with the present Rules of Procedure;
 - b. accord diplomatic courtesy to all other Participants;
 - c. respect the rulings of the President;
 - d. participate in all sessions;
 - e. seek to contribute to the successful and efficient work of the UNEP.

Rule 5. Delegates

1. One Delegate shall represent one Member State of the UNEP. The presiding country shall be the only exception. It may be represented by two Delegates that take turns at performing the duties of the President.
2. Delegates shall have a right to:
 - a. speak and vote on all matters under discussion;
 - b. raise Points and Motions;
 - c. submit Working Papers;
 - d. draw up Amendments to a Draft Resolution.

Rule 6. Observers

1. Observers represent organs of the United Nations system, international governmental and non-governmental organizations accredited to the UNEP with general or special status and States.
2. Observers shall have a right to speak, but no right to vote on any issue. The right to speak shall be granted by the President.
3. One Observer shall represent one State or organization.

Rule 7. Chaperons and Guests

1. Chaperons and Guests shall have a right to attend every UNEP session and be seated at the specially designated places.
2. Chaperons and Guests shall not communicate with Representatives during the session. Chaperons and Guests shall not speak at the UNEP session or vote.

CHAPTER 3. UNEP BOARD

Rule 8. UNEP Board

1. The President and Vice-President of the UNEP shall comprise the UNEP Board. Members of the UNEP Board take turns at performing the duties of the President.
2. UNEP Board is appointed by the MSUMUN authorities.
3. Members of the UNEP Board enjoy equal rights and conduct the sessions of the UNEP in accordance with the present Rules.

Rule 9. Powers of the President

1. The President shall preside over the sessions of the UNEP in accordance with the present Rules. The President shall act in an equitable and objective manner to ensure that the UNEP works constructively and the rights of all Representatives are respected.
2. The President shall:
 - a. ensure the observance of the present Rules;
 - b. conduct a roll call to establish quorum at the beginning of each meeting and at any other time if required;
 - c. announce the opening and closing of each meeting;
 - d. have complete control of the proceedings in the UNEP;
 - e. direct the discussion at meetings;
 - f. introduce Procedural Motions;
 - g. initiate the period and announce the deadline for submitting Working Papers and Amendments;
 - h. open and close the Speakers List;
 - i. accord the right to speak;
 - j. maintain order during the meetings;
 - k. put questions to vote;
 - l. announce the results of voting.
3. The President shall have the right to rule out of order Points and Motions raised by Representatives, if those are not set forth in the present Rules.
4. The President may give rulings on matters left in the present Rules to their discretion. They may also decide on any other matter regarding the conduct of the meeting that is not envisaged in the present Rules.

5. Rulings of the President are subject to appeal according to the procedure established by Point “c” of Rule 42 and Point 1 of Rule 46.
6. The President shall be impartial. They shall refrain from speaking on the substance of the matters under discussion except when it is necessary to ensure the effective functioning of the Council.

CHAPTER 4. SECRETARIAT

Rule 10. Secretariat

The Expert and Secretaries shall represent the Secretariat in the UNEP. Other Members of the Secretariat may also be present at the UNEP meetings and speak on the matters that are within their competence provided the President yields the floor to them. The President shall also exercise the general supervision of the activities of the Secretariat Members in the UNEP

Rule 11. Expert

1. The Expert shall prepare a report on the agenda and participate in all the UNEP meetings.
2. The President may at any time ask the Expert to clarify a substantial or legal point regarding the matter under discussion of the UNEP.
3. During the session, the discussion of Working Papers and Amendments to the Draft Resolution any Representative may introduce a Question to the Expert in order to clarify a substantial point regarding the matter under discussion. After that the President may decide to give the floor to the Expert.
4. The Expert’s evaluation of all Working Papers and Amendments to the Draft Resolution shall be conducted to test the documents’ conformity with the general Working Paper execution provisions and their compliance with the international law and previous UN resolutions.
5. The Expert’s rulings are not subject to appeal.

Rule 12. Secretaries

The Secretaries shall perform their duties under the direct supervision of the President. They shall receive, type, print and circulate the necessary documents, conduct the counting of votes, assist with diplomatic correspondence and at the request of the President perform all the work that may be required for the good functioning of the UNEP.

CHAPTER 5. CONDUCT OF BUSINESS

Rule 13. Roll call

1. A roll call shall be conducted in the English alphabetical order prior to the beginning of the session and after every suspension in order to establish the quorum.
2. When called upon by the President, the Representative shall raise their placard with the name of their country or organization and say “Present”.

Rule 14. Quorum

The President can declare the meeting open and permit the debate provided at least half of the Delegates of the UNEP who having undergone the registration are present.

Rule 15. Formal Debate and Caucus

1. The meetings of the UNEP shall be held in public unless it decides otherwise.

2. The session of the UNEP shall be conducted in three forms:

- a. Formal Debate;
- b. Moderated Caucus;
- c. Unmoderated Caucus.

3. During the whole session Representatives shall not leave the room without the President's permission except for the cases of extreme urgency. Representatives may request such permission from the President in writing.

Rule 16. Formal Debate

1. Formal Debate applies when the Representatives present their position statements, discuss Working Papers, Amendments and adopt the Final Resolution, and at any other moment unless otherwise resolved by the UNEP.

2. Prior to the Formal Debate the President shall declare the beginning of the debate and open the Speakers List. The Speakers List shall be composed in English alphabetical order). A Representative has the right to ask to speak at the end of the Speakers List but only once.

3. During the Formal Debate:

- a. time limits shall be set for speaking and debating;
- b. the President shall grant the right to speak in accordance with the Speakers List;
- c. the President shall keep the Speakers List and maintain the order of speeches;
- d. the Delegates shall have a right to introduce procedural Motions as provided for in the present Rules;
- e. the Representatives shall have a right to raise Points as provided for in the present Rules;
- f. the Representatives shall not move around the room and speak without being given the floor.

Rule 17. Moderated Caucus

1. Moderated Caucus shall be used for informal debate on the agenda.

2. A Delegate or the President may at any time, when the floor is open but not during speeches or voting, introduce a Motion for Moderated Caucus. The Delegate shall rise when called by the President to explain the purpose of the Motion and propose the time for the Caucus and for the individual Speaker.

3. During Moderated Caucus:

- a. no Speakers List shall be kept;
- b. a Representative wishing to speak shall ask the President to grant them the floor by raising the placard;
- c. the President shall grant the floor according to the principle of equality and good functioning of the UNEP;
- d. the Representatives shall speak and debate out of the format of Formal Debate;
- e. the right to speak shall be granted by the President to the Representatives at their request for the time set by the procedural Motion;
- f. the Representatives shall not move around the room and speak without being given the floor.

Rule 18. Unmoderated Caucus

1. Unmoderated Caucus is used for informal negotiations and consultations.

2. A Delegate or the President may at any time, when the floor is open but not during speeches or voting, introduce a Motion for Unmoderated Caucus. The Delegate shall rise when called by the President to explain the purpose of the Motion and propose the time for the Caucus.

3. Time for Unmoderated Caucus shall not exceed 20 minutes.

4. Representatives shall have the right to move freely about the room, speak without being given the floor and communicate with Chaperons and Guests.

Rule 19. Speeches

1. A Representative wishing to speak shall ask the President to grant them the floor by raising the placard with the name of their country or organization.

2. When speaking, the Representatives shall observe the time limit and the present Rules.

3. If the Speaker has not exhausted the time limit, they have the right to declare themselves either open or closed for questions. The Representative may refuse to answer a question at any moment or yield the right to answer the question to another Representative provided the latter gives their consent.

Rule 20. Conduct of Debate

1. Debate consists of orderly speeches of Representatives in favour or against the adoption of Draft Resolution and Amendments.

2. A Representative wishing to speak shall ask the President to grant them the floor by raising the placard with the name of their country or organization. The President shall establish and keep the Speakers List.

3. Debate shall be conducted even if there is unequal number of Representatives wishing to speak “in favour” and “against”.

CHAPTER 6. CONDUCT OF SESSION

Rule 21. Presentation of position statements

The UNEP session shall begin with the presentation of position statements of countries and organizations. During the course of that procedure, each Representative shall have a right to address the UNEP with a position statement on the agenda.

Rule 22. Working Papers

1. A Working Paper is a document that is composed in accordance with the recommendations and execution provisions provided by the Expert and the President.

2. The President shall set the minimum number of authors a Working Paper needs to be submitted.

3. A Delegate can only be listed as the author of one Working Paper.

4. An Observer shall have the right to participate in drafting the Working Paper but shall not be listed as its author.

Rule 23. Submission of Working Papers

1. Once the presentation of position statements is finished the President initiates the period of and announces the deadline for submitting Working Papers.

2. A Working Paper is considered submitted after it has been registered by the President of the UNEP and assigned a number.

3. A Formal Debate can only be held on the documents that have passed the Expert's examination. The Expert shall verify the documents' conformity with the general

Working Paper execution provisions and their compliance with the international law and previous United Nations resolutions.

4. Working Papers shall have precedence in order of their registration by the President.

Rule 24. Discussion of Working Papers

1. Discussion of a Working Paper includes:

- a. introduction of the Working Paper by (one of) its authors followed by questions;
- b. debate on the Working Paper (the number of speeches in favour and against shall be set by the President).

2. The same procedure shall be used for discussion of all Working Papers that have been submitted and approved.

Rule 25. Voting on Draft Resolution

1. Upon finishing the discussion of all the documents, the Working Papers shall be put to vote in the order of their registration.

2. Before the Working Paper has been put to vote its authors may withdraw the document.

3. Withdrawal of a Working Paper requires consent of all its authors.

4. Once a Working Paper has been adopted by a simple majority of the Delegates present all the others are rejected automatically. Since that moment the accepted Working Paper is referred to as Draft Resolution.

5. The Draft Resolution shall have no authors.

Rule 26. Amendments

1. An Amendment is a Motion that adds to, deletes from or modifies any part of the Draft Resolution.

2. Each amendment shall be submitted separately.

3. A Delegate may be listed as the author of several Amendments.

4. An Observer may participate in drafting the Amendment but may not be listed as its author.

5. An Amendment shall comply with the following requirements in order to be considered by the UNEP:

- a. it is verified by the Expert that the Amendment does not contradict the object and purposes of the Draft Resolution;
- b. an Amendment is submitted in digital form;
- c. the type of an Amendment (addition, deletion or revision) is clearly stated;
- d. there is a clear reference to the clause that the Amendment seeks to change, delete, or, if it is an Amendment to add a point, to the clause after which a new point should be added;
- e. an amendment meets the required minimum number of authors
- f. it is confirmed by the Expert that the Amendment complies with the requirements stated in paragraph 5 of the present point.

Rule 27. Consideration of Amendments

in Order of Priority

1. The UNEP shall consider the Amendments to the operative clauses first. Upon finishing with these Amendments, the UNEP shall consider the Amendments to the Preamble.

2. Amendments shall be considered in the order of the clauses they refer to. Amendments proposing to add a new point shall be voted upon last, unless the President decides otherwise.
3. If two or more Amendments to a clause are proposed, the UNEP shall first consider the Amendment furthest removed in substance from the original clause and then the Amendment next furthest removed until all Amendments have been put to the vote. If adoption of an Amendment inevitably results in rejection of another Amendment, the latter is not considered.
4. Grammar, spelling and formatting errors in the Draft Resolution that do not affect its content shall be corrected by the Secretariat without a vote.

Rule 28. Debate on Amendment

Debate on an Amendment shall be conducted in the following way:

- a. an author introduces the Amendment;
- b. prior to the vote on an Amendment, the President shall set the number of speeches in favour and against for each Amendment and the UNEP shall establish time to present their position to the UNEP.

Rule 29. Amendment to Amendment

1. An Amendment to an Amendment is a Motion that only adds to, deletes from or modifies any part of an Amendment.
2. An Amendment to an Amendment can be introduced orally during the course of discussing the initial Amendment. The proposing Delegate should clearly explain its point. Amendment to an Amendment is voted upon if it is approved by the Expert.
3. Introducing an Amendment to an Amendment after voting on the initial Amendment is out of order.
4. If several Amendments to an Amendment are introduced, they shall be discussed in the order of submission.
5. Adoption of an Amendment to an Amendment does not mean adoption of the initial Amendment. Thus, after voting on the Amendment to an Amendment, the Council returns to the discussion of the initial Amendment.
6. An Amendment to an Amendment to an Amendment is out of order.

Rule 30. Friendly Amendment to Amendment

1. If approved by each author of the initial Amendment, an Amendment to an Amendment shall be considered as friendly.
2. Friendly Amendments to Amendments are immediately incorporated into the initial Amendment without casting a vote. After that the UNEP returns to the discussion of the altered Amendment.
4. If the Amendment to an Amendment has not been declared friendly, it is considered according to the usual procedure.

Rule 31. Withdrawal of Amendment and Amendment to Amendment

An Amendment (or an Amendment to an Amendment) may be withdrawn by its author at any time before voting on it has commenced.

Rule 32. Resolution

1. When the list of Amendments is exhausted, the UNEP shall vote on the modified Draft Resolution.

2. Before the vote the Secretaries shall supply the Representatives with the final text of the Draft Resolution.
3. If supported by the simple majority of the UNEP Delegates present the Draft becomes the Resolution of the UNEP.
4. The Resolution shall have no authors and shall be considered the result of the work of the whole UNEP.

Rule 33. Conciliation commission

1. The Conciliation commission shall be created to prepare and introduce a new working paper if case none has been adopted.
2. The Conciliation commission shall be created under the supervision of the President of the UNEP
3. Time for Conciliation Commission shall not exceed 45 minutes
4. A working paper submitted by the Conciliation commission shall be presented and voted upon in conformity with the common procedure.
5. Unless a working paper prepared by the Conciliation commission gets a majority of votes, a new Conciliation commission shall be created.

CHAPTER 7. TYPES OF POINTS AND ORDER OF PRIORITY

Rule 34. Precedence of Points

1. Points shall be considered in the following order:
 - a. Point of Personal Privilege;
 - b. Question to the Speaker;
 - c. Point of Order;
 - d. Point of Parliamentary Inquiry;
 - e. Question to the Expert;
 - f. Right of Reply;
2. Voting may be interrupted by a Question on Voting that shall be immediately decided upon by the President. Other Points may not interrupt the voting procedure. One may raise a Question on voting only during the voting procedure.
3. A Representative who raised a Point or Question is not allowed to talk on the substance of the matter under discussion.

Rule 35. Point of Personal Privilege

1. A Representative may at any time (but not during voting) introduce a Point of Personal Privilege but only in order to remove physical discomfort, which impairs their ability to participate in the proceedings. The Representative shall rise when called by the President and explain the grievance.

Rule 36. Question to the Speaker

1. After the speech should the Speaker declare themselves open for questions, a Representative shall have the right to ask them a question on their statement provided that is in accordance with the time limit and conduct of speeches.
2. The President may rule a Question out of order should they deem the Question irrelevant to the agenda.

Rule 37. Point of Order

1. A Representative may at any time (but not during voting or speeches) raise a Point of Order if they believe that the President or another Representative has violated the present Rules.

Rule 38. Point of Parliamentary Inquiry

1. A Representative may at any time (but not during voting or speeches) introduce a Point of Parliamentary Inquiry in order to clarify a point regarding the present Rules of Procedure, conduct of business or Model UN schedule.

Rule 39. Question to the Expert

1. A Representative may at any time (but not during voting or speeches) introduce a Question to the Expert in order to clarify a substantial point regarding the matter under discussion of the UNEP, the position of the UN on the agenda or any other point regarding the agenda. Question to the Expert may be submitted in the written form at any time.

2. The President may yield the floor to the Expert to answer the Question. Otherwise, the Expert shall answer in the written form.

Rule 40. Right of Reply

1. A Representative can use the Right of Reply should another Representative impugn the reputation of their country or organization.

2. The Right of Reply shall be requested in written form right after the speech in question. The aggrieved Representative shall provide detailed reasons for their request.

3. The President can rule a Right of Reply out of order, this ruling not being subject to appeal.

4. If a Right of Reply is granted, the wronged Representative may speak during one minute before the ordinary suspension of the meeting. No questions can be asked to the Representative exercising the Right of Reply.

5. A Right of Reply to a Right of Reply is out of order.

6. A Representative having submitted several different requests for a Right of Reply shall be granted one minute per one request.

Rule 41. Question on Voting

1. The voting procedure can be interrupted by a Question on Voting. The question can only be raised provided that the Representative believes there has been miscalculation of the votes.

2. If the President deems that no miscalculation has taken place during the voting procedure they can rule the Question out of order.

3. Unless the Question on voting has been ruled out of order, the Delegates shall re-vote.

CHAPTER 8. TYPES OF PROCEDURAL MOTIONS AND ORDER OF PRIORITY

Rule 42. Precedence of Procedural Motions

Delegates shall have the right to introduce Procedural Motions that shall be considered in the following order:

a. Motion to Adjourn the Meeting (after the UNEP has finished its work);

- b. Motion to Suspend the Meeting (the Delegate shall explain the purpose of the Motion and propose a time limit);
- c. Motion to appeal the ruling of the President (to set aside the ruling of the President that violates the Rules of Procedure);
- d. Motion to temporarily deprive a Representative of the Right to Speak (the Motion can only be raised by the President. A Representative can be deprived of the right to speak for a period of time that shall be no longer than up to the next ordinary suspension of the meeting);
- e. Motion for closure of Debate (to terminate debate on a particular matter);
- f. Motion to Reconsider a Question (to reconsider a matter that has already been voted upon);
- g. Motion to establish time limit (to establish the time for speeches and questions);
- h. Motion to extend the Speaker's time;
- i. Motion for a Moderated Caucus (for informal debate on the agenda);
- j. Motion for an Unmoderated Caucus (for informal negotiations and consultations);
- k. Motion for a roll call Vote (only for the adoption of Resolution).

Rule 43. Consideration of Procedural Motion

The UNEP shall consider each Motion in the following order:

- a. a Motion can be raised by any Delegate at any time during the Formal Debate, but not during speeches and voting;
- b. in order to be considered by the UNEP, a Motion requires the support of at least one more Delegate other than the Delegate who proposed it;
- c. after that the Motion is put to vote.

CHAPTER 9. VOTING

Rule 44. Types of voting

- 1. The decisions of the UNEP can be adopted:
 - a. by consensus (if no objections are raised before the voting);
 - b. unanimously (in case no Delegate has voted against);
 - c. by a simple majority of the UNEP Delegates present (the number of votes cast in favour prevails);
 - d. by a qualified majority of 2/3 of the UNEP Delegates present.

Rule 45. Voting

- 1. During the voting procedure Representatives, Chaperons and Guests shall remain in their seats, they shall not communicate with each other, leave or enter the room.
- 2. The Delegates shall vote by raising their placards.
- 3. For the adoption of the Resolution a Delegate may request a roll call vote.
 - a. the Motion shall be put to vote immediately;
 - b. the roll call vote takes place according to the current list of Delegates in the English alphabetical order. The President shall subsequently call the name of each country. The Delegates shall reply "In favor", "Against" or "Abstain";
 - c. in roll call vote, a Delegate may pass once, but then must vote in the affirmative or negative;

d. upon completion of voting a Delegate may request the right to explain their vote on the matter. If the request is granted by the President, the speaking time shall not exceed one minute.

Rule 46. Required Majority

1. Motions “c”, “d”, “f” and “k” (Rule 42) require a qualified majority of 2/3 of the Delegates present to pass.

2. Motions “a”, “b”, “e” and “g” – “j” (Rule 42) require a simple majority of the Delegates present to pass.

3. Working Papers, Amendments, Amendments to Amendments and Final Resolution require a simple majority of the UNEP Delegates present to pass.