

RULES OF PROCEDURE

Before meetings:

1. **Proposed resolutions** must be submitted to the Secretary of the Congress (that is, the instructor of the class) as an e-mail attachment by noon on Friday before the meeting.
2. The **Provisional Agenda** will be circulated as an e-mail attachment by 5 pm on Friday before the meeting.

At the opening of each weekly meeting:

1. The first item of business is **Adoption of the Provisional Agenda**.
 - a. At this time representatives may propose **Amendments to the Provisional Agenda** with the addition of proposed resolutions.
 - b. At later times in a meeting representatives may introduce proposed resolutions if the President deems this to be an “urgent matter.”

To speak:

1. **To speak on the substance** of a resolution, amendment, or motion, a representative should indicate this to the President by raising a hand with one finger (no not *that* finger). The President will place names on the speaker’s list in the order each representative raises a hand. Representatives speak from their seats at the table.
2. **To make a procedural motion** (which takes precedence over speaking on the substance), a representative should indicate this to the President by raising her/his hand with two fingers.

Procedural motions:

1. Procedural motions require **no seconds**. The representative proposing a motion may **withdraw** it until it has been voted on. If a representative withdraws a motion, another representative may **reintroduce** the same motion.
2. The **order of precedence of motions** is as follows (highest to lowest):
 - [1] To **suspend** the meeting for a set period of time [for example, to hold a caucus for ten minutes];
 - [2] To **adjourn** the meeting [until the next week’s regularly scheduled meeting];
 - [3] To **postpone discussion** of the question to a certain day or indefinitely;
 - [4] To **introduce an amendment**; or
 - [5] To **vote on a resolution**.

Amendments:

1. Amendments must be presented **in writing**. Proponents may circulate these in printed or electronic form or write them on the whiteboards of the conference room.

Voting:

1. Adoption of a **procedural motion** requires a simple majority.
2. Adoption of a **resolution or amendment** requires a simple majority, but any one of the 5 great powers (Austria, France, Germany, Russia, UK) may kill a resolution or amendment by voting “no.” (An abstention by a great power does not kill a resolution.)
3. **Amendments** should be voted before the entire resolution. The President shall decide the order in which amendments are considered.
4. A resolution may be divided for separate **votes on major parts**—upon the motion of any representative, but only with the consent of the proponent of the resolution.

RESOLUTIONS

Most actions of the Congress will be expressed in resolutions submitted in draft form under the sponsorship of one or more governments. Resolutions recommend action to be taken by the states of Europe.

Petitions from non-governmental organizations may be considered upon the recommendation of the representative of a government, but a decision of the Congress to take action must reformulate this petition as a resolution.

STRUCTURE OF RESOLUTIONS

Each resolution has three parts: the heading, the preamble, and the operative clauses.

I. HEADING

To: Congress of Geneva

Subject: the topic of the resolution

Sponsored by: sponsoring country or list of sponsoring countries

The Representatives of the Sovereign Powers of Europe assembled in Geneva,

II. PREAMBLE

The purpose of the preamble is to show that there is a problem that needs to be solved. The preamble of a resolution does everything except propose action or make a substantive statement on the topic at hand. Preamble clauses may begin with:

Acknowledging	Convinced	Guided by	Noting with regret
Affirming	Declaring	Having adopted	Noting with satisfaction
Alarmed	Deeply disturbed	Having approved	Observing
Anxious	Desiring	Having considered	Reaffirming
Approving	Determined	Having examined further	Realizing
Aware	Emphasizing	Having received	Recalling
Bearing in mind	Encouraged	Having reviewed	Recognizing
Being convinced	Endorsing	Keeping in mind	Referring
Believing	Expressing	Mindful	Regretting
Cognizant	Expressing appreciation	Noting	Reiterating
Concerned	Expressing deep appreciation	Further noting	Seeking
Confident	Expecting	Noting with approval	Stressing
Conscious	Fulfilling	Noting with concern	Welcoming
Considering	Fully aware	Noting with deep concern	
Contemplating	Grieved	Noting with grave concern	

III. OPERATIVE CLAUSES

Operative clauses express views, call for action, or instruct others to act so as to achieve some policy goal. Operative clauses should be organized in a logical progression, and each clause should contain a single idea or policy proposal.

Operative clauses may begin with:

Accept	Congratulate	Express their appreciation	Further recommend	Recognize
Adopt	Consider	Express their conviction	Further request	Recommend
Affirm	Decide	Express their regret	Further resolve	Regret
Appeal	Decide accordingly	Express their sympathy	Instruct	Reiterate
Appreciate	Declare	Express their thanks	Invite	Renew their appeal
Approve	Deplore	Express the belief	Note	Repeat
Authorize	Designate	Express the hope	Note with appreciation	Suggest
Call upon	Direct	Further concur	Note with approval	Strongly support
Commend	Emphasize	Further invite	Note with interest	Support
Concur	Encourage	Further proclaim	Note with satisfaction	Take note of
Condemn	Endorse	Further remind	Reaffirm	Transmit
Confirm			Reaffirm their belief	Urge
				Welcome

SYNTAX

The resolution has a distinctive format. The whole resolution is written as one sentence. Specifically,

- [1] Italicize the first word or phrase of each clause.
- [2] Number operative clauses.
- [3] Use commas to separate preamble clauses.
- [4] Use semicolons to separate operative clauses.
- [5] End the final operative clause (and the whole resolution) with a period.

SAMPLE RESOLUTION

To: Congress of Geneva
Subject: The Situation in Ruvakia
Submitted by: The Representative of Her Serene Highness, Lucille, Grand Duchess of All the Ruvakias

The Representatives of the Sovereign Powers of Europe assembled in Geneva,

Recognizing the continuing threat to the sovereign independence of Ruvakia as a major threat to the peace of Europe,

Recalling their previous calls for an immediate and unconditional end to all aggression against Ruvakia,

Recognizing the odious refusal of the Chudmurtian Defense Force to withdraw from Ruvakia,

Deeply disturbed that the continued fighting and particularly the use of force by Chudmurtian Defense Forces and the Mordvashian Liberation Army has slaughter uncounted numbers of innocent civilians in Ruvakia,

1. *Demand* that the Chudmurtian Defense Forces withdraw from Ruvakia;
2. *Condemn and call* for an end to the external support given to the dastardly subversives by the Mordvashian tyranny;
3. *Encourage* all member states to provide resources for humanitarian aid in Ruvakia.