



CAMINU RULES OF PROCEDURE

I. APPLICATIONS

Rule 1: Application

These rules of procedure will apply to the General Assembly, Economic and Social Council, Security Council¹ and other committees chosen by the coordination of CAMINU².

Rule 2: Changes

These procedural rules may be modified by the coordination of CAMINU.

II. SESSIONS

Rule 3: Languages

Spanish is the official language of all committees, except for committees in English previously selected by the CAMINU coordination.

Rule 4: Calendar and location of sessions

The committees will meet each year in ordinary sessions on the date, place and during the time determined by the coordination of CAMINU.

¹ The specific rules of procedure of the Security Council that differ from the rest of committees will be explained with a special annotation.

² “CAMINU Coordination” should be understood as the teachers and other people in charge.



III. AGENDA

Rule 5: Provisional agenda

The provisional agenda for the sessions of each committee will be previously established by the Secretariat, in conjunction with the coordination of CAMINU, which will be communicated to the participating schools.

Rule 6: Inclusion of additional topics

No additional topics may be included other than those established on the agenda.

IV. DELEGATIONS

Rule 7: Delegates

Each Member State of a committee must be represented by a delegate.

Rule 8: Credentials

The names of the members of each delegation previously assigned by the CAMINU coordination must be sent by the established date. Any change in the number of members of each delegation must be notified to the CAMINU coordination immediately and no later than one week before the beginning of the conference.

V. GENERAL SECRETARIAT

The General Secretariat will be composed of the Secretary General and the Vice-Secretary General.

Rule 9: Appointment of Secretary and Vice-Secretary General



The people who will occupy the position of Secretary and Vice-Secretary General will be chosen by the CAMINU coordination following the process and parameters designated by it.

Rule 10: Duration of office

The people who hold the position of Secretary and Vice-Secretary General will remain in office functions until the election of their successors. Immediate re-election of the Secretary-General will not take place.

Rule 11: Powers of the General Secretariat

- a. The decisions of the General Secretariat are valid in all committees.
- b. The General Secretariat may, at any time, send oral or written communications to any committee regarding any relevant matter.
- c. The General Secretariat is responsible for achieving optimal functioning of the conference.
- d. The interpretation of the rules of parliamentary procedure of the General Secretariat prevails over that of the chairs.
- e. The decisions of the General Secretariat may be revoked only by the coordination of CAMINU.

VI. COMMITTEE CHAIRS

Rule 13: Appointment of committee chairs

The chairs of the different CAMINU committees will be chosen by the coordination of CAMINU and the General Secretariat following the process and parameters designated by them.



Rule 14: Powers of the chairs

In addition to the powers established in other articles of these rules of procedure, they will have the following powers:

- a. The chair will rule over the committee. The chairs declare the opening and closing of each committee session, draw up the list of speakers, grant the floor, and announce decisions.
- b. Chairs act objectively and fairly. They control the dynamics of the committee and ensure the order of the meetings.
- c. The chair may advise the delegates on substantive and procedural matters.
- d. The chair, in the exercise of its functions, remains under the authority of the General Secretariat and the coordination of CAMINU.

VII. DEVELOPMENT OF THE SESSIONS

Rule 15: Quorum

- a. The presence of two-thirds of the delegates in a committee is an essential requirement to start a session³.
- b. Before starting each session, the chair must take roll call to verify that the required quorum for its opening has been reached. Delegates present and voting may not abstain from voting on substantial matters.⁴

Rule 16: List of Speakers

³ In the case of the Security Council, there will be a quorum when everyone is present. the permanent members of the Security Council. If the delegate is absent of one of these States, the presence in the Security Council of another member of the same delegation who is on another committee will be requested. (The Security Council has the power to operate without a member under the right to an empty seat, even if it is a G5, so as long as there are no more than 2 G5s missing, the session can continue.)

⁴ “Substantial matters” should be interpreted only as voting on draft resolutions and amendments



- a. During the formal debate, the chair must have a list of speakers that determines the order of the speeches.
- b. If a delegate wants to be part of the list of speakers, they must raise their placard when requested by the chair. If two delegates have raised their placard at the same time, the chair will determine the order of the speeches based on equality and the proper functioning of the committee.
- c. Under prior authorization from the Secretary-General, other methods of debate may be used within a committee.

Rule 17: Speeches

- a. No delegate may address the rest of the committee without prior permission from the chair.
- b. The chair limits the time allotted to each speaker. A delegate, however, may introduce a motion to change the speaking time.
- c. If a delegate addresses the committee without the required permission, exceeds the time allowed for speeches, makes offensive arguments, or otherwise violates the rules, the chair must give them a warning.
- d. Under no circumstances may another delegate interrupt the speech of the delegate who is speaking. Only the chair, General Secretary or the coordination of CAMINU will be able to do so.
- e. Under no circumstances can war be declared in a speech.

Rule 19: Concessions of the floor during resolutions

- a. If a delegate has the floor, they may give up the remaining time to any other delegate who wishes to speak for or against a resolution.



- b. A delegate may also use their remaining time to answer questions. In this case, the chair will choose the delegates who will ask such questions (Points of Information).
- c. Any statement that goes beyond a mere question will be out of place, if needed the chair may grant the right to a brief preamble.
- d. A delegate may also yield their remaining time to the chair.

VIII. POINTS AND MOTIONS

Rule 20: Point of order

A delegate may introduce a point of order to request that the chair correct any mistakes in the application of these rules of procedure.

- a. The delegate may do so at any time and as long as they do not interrupt another speaker.
- b. The delegate will stand when called by the chair.
- c. They will explain their request briefly and concisely.
- d. The chair will consider the point of order.
 - i. This decision may be appealed to the General Secretariat.

Rule 21: Point of Information to the chair

A delegate may introduce a point of information to the chair to resolve technical doubts regarding the rules of procedure or any other question unrelated to the underlying topic of the debate.

- a. The delegate may do so at any time and as long as they do not interrupt another speaker.
- b. The delegate will stand up once called by the chair
- c. You will make your point briefly and concisely.
- d. The chair must answer the delegate and attempt to resolve their doubt.



Rule 22: Point of information to the speaker

A delegate can raise this point during the discussion of a draft resolution if the speaker opens itself to points of information, and the chair allows it.

- a. The delegate must raise their placard after the chair asks the committee if there is any delegate wishing to deliver a point of information.
- b. The question must refer to the draft resolution or the amendment being debated at that moment.
- c. The delegate asking the question must remain standing to receive the answer.
- d. The delegate who raised the point cannot reply to it⁵.

Rule 23: Right to reply

Each delegation will have the right to respond to a speech or intervention, particularly when it concerns their nation or directly involves them.

- a. The right to exercise a counter-reply (reply to another reply) is at the chair's discretion, and subject to prior authorization from the General Secretariat.

Rule 24: Motion to Shorten Debate Time

- a. This motion is made when no delegate wishes to speak, and as long as the time for debate on a draft resolution has not yet expired.
- a. This motion is not put to a vote, and any objection within the committee voids the motion immediately.

Rule 25: Motion to extend debate time

- a. This motion can only be made when the debate times for and against a draft resolution have expired.

⁵ Only in the Security Council is a counter-reply allowed after a briefing, with the permission of the Chair.



- b. This motion is put to a vote and, being procedural, requires a simple majority to be accepted.
- c. It is at the complete discretion of the Chair to accept it.

Rule 26: Motion to pass to voting procedure

- a. This motion is a request to move to the voting procedure on a draft resolution or amendment.
- b. This motion is not in order as long as the time for debate for or against has not expired and/or there are delegates requesting the floor.
- c. It is approved with the positive vote of a simple majority.

Rule 27: Motion to Defer a Resolution

- a. This motion must be made immediately after reading a draft resolution, before starting the time in favor of it.
- b. The chair will choose one speaker in favor and one against so that each one can explain their arguments concerning the motion.
- c. There will be no information points.
- d. This motion does not pass if there is an objection.
- e. If this is the case, the draft resolution will be placed last on the debate agenda.

Rule 28: Motion to amend the agenda

- a. This motion is only in order at the beginning of each session, immediately after reading the agenda for the session.
- b. This motion is done by a delegate who wants to modify the order of debate of the draft resolutions.
- c. When making the motion, the delegate must specify how the agenda should be amended,



- d. The chair will choose one delegate to speak in favor and one to do so against the proposed order so that each can explain their arguments in relation only to the motion.
- e. It requires a two-thirds majority to be approved.
- f. This motion may be placed as long as the committee is not currently treating a resolution,
- g. This motion can only pass one time per session and can be made a maximum of 3 times.

Rule 29: Motion to Vote by Roll Call

- a. This motion can be made only after a vote by placards on a draft resolution or amendment.
- b. It is done if a delegate believes the result was too close when voting through placards. Therefore requesting that the voting be repeated in the form of roll call.
- c. The motion is not open to debate or vote.
- d. If presented at the appropriate time, the chair will accept it after proper consideration.
- e. Voting by roll call will be carried out following the alphabetical order of the member States of each committee.

Rule 30: Motion to adopt without voting

- a. This motion applies to both draft resolutions and amendments.
- b. The motion can only be made immediately after the resolution or amendment is read.
- c. Any delegate may motion it.



- d. It does not require any form of debate nor does it allow for there to be any information points.
- e. If there are no objections within the room, the motion passes and the draft resolution or amendment is adopted.

Rule 31: Motion to Vote by Clauses

- a. Requires a simple majority to be adopted.
- b. In the case of the Security Council, the G5 will have the right to veto a clause.

Rule 32: Motion to begin treating resolutions

- a. Requires a majority of 2/3 to pass
- b. The motion is risen when a delegate wishes to begin treating resolutions

Rule 33: Motion to suspend formal session

- a. Requires a simple majority to pass
- b. This motion allows for the session to be suspended during breaks and at the end of each day of debate, session may be resumed when the debate continues.

Rule 34: Motion to open a caucus moderated by chair

- a. Requires a simple majority to pass
- b. This motion allows for a type of debate with short interventions (20-30 seconds) where delegations do not need to yield the floor back to the chair

Rule 35: Motion to open a list of speakers

- a. Requires a simple majority to pass

IX. RESOLUTIONS

Rule 32: Draft resolution



- a. Delegates must present their draft resolutions on the first day of the conference during the informal negotiations session
- b. It is strictly prohibited, under penalty of the corresponding sanctions, to commit plagiarism in draft resolutions as well as to use Artificial Intelligence to make them. All delegates must inform the chair, General Secretariat, or coordination of CAMINU about any suspicion regarding possible plagiarism in a draft resolution.
- c. When submitting a draft resolution to the chair, it must be accompanied by a document containing the signatures of the States that co-submit the project.
- d. The order of the agenda will be established based on the number of signatories that each draft resolution has, prioritizing those that have a greater number of signatories. If they have the same number, the order will be at the discretion of the chair.
- e. Except for the Security Council, no declarations of war may be made under any circumstances.

Rule 33: Approval of draft resolutions

- a. Draft resolutions will be approved with the affirmative vote of the majority of 2/3 of those present in virtue of what the Charter of the United Nations establishes.
- b. In the Security Council, the affirmative vote of 9 (nine) out of the 15 (fifteen) members is required, including the affirmative vote or abstention of the permanent members for a resolution to pass.
 - i. Any permanent member may vote against a draft resolution, automatically exercising their right to veto. This immediately discards the draft resolution. If a delegation exercises the right to veto, said delegation must provide an explanation of the veto verbally. Once



issued, it will be at the discretion of the chair, based on the given arguments, to accept or overrule said veto.

Rule 34: Format of the draft resolution

The format of the draft resolution will be stipulated by the coordination of CAMINU jointly with the General Secretariat and previously notified to the participants.

Rule 35: Resolutions

Once a draft resolution is approved by the room, it will become an official resolution of the committee in which it was subscribed.

X. AMENDMENTS

Rule 36: Amendments

- a. Operative clauses may be amended. Amendments must be presented in writing to the chair, only during the time in favor of the resolution.
- b. Grammatical, formal or structural errors in draft resolutions will be corrected without the need for an amendment. The final decision on this issue rests with the committee chairs.
- c. Friendly amendments, meaning those proposed by all the sponsors of a draft resolution, will be introduced into the draft immediately and will not need to be voted on. They must be introduced during the reading time of the resolution, and have the approval of all sponsoring members.
- d. Non-friendly amendments must be approved with the affirmative vote of the simple majority of the room
- e. A Member State cannot abstain from voting on amendments



- f. A resolution, when amended by more than 50%, will be automatically deferred.
- g. If a point has already been amended, it cannot be subject to another amendment once the time for making second degree amendments has passed.

Rule 37: Second degree amendments

- a. There are 2 types of non-friendly amendments, first-degree amendments that modify the resolution, and second-degree amendments that modify a first-degree amendment.
- b. Second degree amendments must be sent to the chair during the time in favor of the first degree amendment.
- c. Before starting time against the amendment to the first degree, the amendment to the second degree will be read and it will go directly to the voting process.
- d. Requires a simple majority to pass, if approved, the amendment to the first degree passes automatically; Otherwise, the amendment to the first degree continues to be treated as per the natural procedure.

Rule 38: Withdraw an unfriendly amendment

- a. An unfriendly amendment may be withdrawn by its sponsors at any time before this amendment begins to be treated.
- b. This request will be presented in writing to the chairs.

XI. VOTE

Rule 39: Voting

Each State has the right to one vote that may be in favor, against or in abstention. Delegates who are present and voting will not be able to



abstain in a vote.

Rule 40: Types of voting

When voting on procedural issues, meaning everything that does not includes draft resolutions or amendments, Member States may abstain regardless of whether they are present or present and voting. In voting on substantial issues, the States Members who are present and voting cannot abstain.

Rule 41: Ways of conducting the Voting procedure

- a. Voting by placards
- b. Voting by list
- c. Voting by clauses

X. CONDUCT

Rule 42: Prohibited substances

In accordance with the American School of Quito's code of conduct, the use and consumption of prohibited substances is prohibited.

Prohibited substances are understood to be:

- a. All those that are detailed in the lists annexed to the Law on Narcotic and Psychotropic Substances. (Law 108)
- b. Any controlled or dangerous substance, according to current Ecuadorian legislation, including but not limited to tobacco, electronic cigarettes, marijuana, narcotics, hallucinogens, stimulants, barbiturates, amphetamines, depressants.



- c. Any substance that can be used for inhalations, as long as there is no medical prescription.
- d. Any substance that may be discovered in the future that produces harmful effects on physical and mental health.
- e. Any drink containing alcohol.
- f. It is not allowed to bring or consume energy drinks, as they could eventually have a harmful effect on health.

Rule 43: Behavior

Any form of discrimination by either the chairs or the delegates is hereby prohibited, emphasizing the institutional code of conduct of the American School of Quito. The discrimination parameters and definition by which this rule is applied are those contemplated by the LOEI, and whoever fails to comply with them will receive a formal sanction from the authorities of CAMINU. We reserve the right to take further action in regards to any form of failure to comply with this rule.

Rule 44: Clothing

All delegations must wear formal clothing during the simulation. Specifically, in the case of men, they must wear a tie and formal dress shoes.