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## **RULES OF PROCEDURE**

*Voted upon at the IAPSS General Assembly in Moscow 2005*

### **I. THE GENERAL ASSEMBLY CHAIRPERSONSHIP AND STAFF**

#### **Article 1 The Chairperson of the General Assembly**

1. The Chairperson presides the General Assembly.
2. He/She is responsible for procedural functions of the General Assembly.
3. He/She conducts its task in accordance with the Rules of Procedure.
4. In cooperation with the Vice Chairperson and the Secretary General he/she assures that the General Assembly operates in a smooth and efficient manner.

#### **Article 2 The Vice-Chairperson of the General Assembly**

1. The Vice-Chairperson ensures help and assistance with the proceedings of the General Assembly.
2. He/she is responsible for counting the votes.
3. He/she confirms the admission of the resolutions.

#### **Article 3 The Secretary General of the General Assembly**

1. The Secretary General of the General Assembly ensures, together with the Vice-Chairperson, help and assistance with the proceedings of the General Assembly.
2. The Secretary General is responsible for keeping the Official Record of the General Assembly sessions.

#### **Article 4 The General Assembly Staff**

The General Assembly Staff is responsible for all the materials needed by the delegations during the proceedings of the General Assembly.

### **II. DIPLOMATIC CONDUCT**

#### **Article 5 Formal dress**

During the sessions of the General Assembly, formal dress is required.

#### **Article 6 Courtesy**

1. The delegates are required to keep a professional conduct during the General Assembly sessions.
2. Professional conduct includes a friendly, respectful and professional behavior towards other delegates and staff.

### **III. RULES GOVERNING DEBATE**

#### **Article 7 The Roll Call**

1. At the beginning of each session, the Chairperson will carry out a roll call in alphabetically order. A delegation called upon answers with *present and voting*.
2. The roll call is a procedure used to establish whether the quorum is reached.

#### **Article 8 The Quorum**

1. According to the IAPSS Statute, the General Assembly reaches the quorum if, there are at least 50% of the members with voting right present.
2. According to the IAPSS Statute, if the quorum of the General Assembly is not reached, the session is postponed for one day. After one day the General Assembly has reached the quorum if 1/3 of the members are present.

#### **Article 9 Formal debate**

1. After the roll call, the Chairperson will announce the entering into the formal debate.
2. During the formal debate there can be numerous motions and points.
3. Votes on motions are called procedural votes. Abstentions on procedural points are out of order. In the event of a tie vote, the vote shall immediately be retaken. If this vote also results in a tie vote, the motion automatically fails.

#### **Article 10 The setting of the agenda**

1. According to the IAPSS Statute, a draft agenda is drawn by the Executive Committee and made public one month before the opening session of the General Assembly.
2. The delegates can change the draft agenda by adding to/or subtracting points from it. Points on the agenda can also be moved from one position to another.
3. The draft agenda is subject of acceptance at the first session of the General Assembly. It requires a simple majority for the proposed agenda to pass.
4. Once the motion on the agenda passes, the General Assembly will continue its work on the agenda as approved by the majority.

Motion to change the draft agenda:

Delegation: *I move to set the agenda as follows:*

1. *Point (a)*
2. *Question (b)*

#### **Article 11 The speaker's time**

The speaker's time is set by the Chairperson of the General Assembly.

## Article 12 Points and motions directed to a speech

1. An instant reaction to a delivered speech is possible only by raising three (3) different points:
  - 1.1. Point of Information,
  - 1.2. Point of Order,
  - 1.3. Right to Reply.
2. A Point of Information is a question from one of the members of the General Assembly directed to the delegate holding the floor provided he/she is open to take such points or to the Chairperson. A Point of Information must be formulated as a question and must be limited to only one question. A Point of Information may not interrupt a speech. Cross-talking is out of order.

e.g.

Delegation A: *(delivers his speech)*

Chair: *Thank you, honorable delegate. You still have time left. Are you open to points of information?*

Delegation A: *Yes, I am.*

Chair: *Are there any points of information?*

Delegation B: *(raises his placard)*

Chair: *Delegation B, you have been recognized. To what point do you rise?*

Delegation B: *Honorable delegate from delegation A, ...?*

Delegation A: *(answers)*

Chair: *Thank you, delegates.*

3. A Point of Order may indicate an instance of incorrect conduct or a violation of the Rules of Procedure. A Point of Order may not interrupt a speech. The Chairperson shall rule such a point immediately in accordance with the Rules of Procedure.

e.g.

Delegation A: *(refers to the absent Delegation B as "imperialistic" in his speech)*

Chair: *Are there any points and motions on the floor?*

Delegation C: *(raises his placard)*

Chair: *Delegation C, to what point do you rise?*

Delegation C: *I rise to a Point of Order. Is it in order to call Delegation B imperialistic?*

Chair: *Delegate, your point is well taken. Delegate of Delegation A, you were out of order.*

4. A delegate may raise a motion for a Right to Reply. If the Chairperson grants a Right to Reply, the delegate will obtain appropriate speaking time to answer to the prior statement. The Chairperson's decision to allow or out rule a right to reply is not subject to appeal.

e.g.

Delegation: *I move for a Right to Reply.*

Chair: *For what reason, delegate?*

Delegation: *(explains)*

Chair: *I will grant you a right of reply.*

*You will have the floor for 30 seconds (1 minute)*

## Article 13 Addressing the Chairperson

1. Addressing the Chairperson of the General Assembly can be done in the following ways:
  - 1.1. Point of Information to the Chairperson and
  - 1.2. Motion to appeal the decision of the chair.
2. Point of Information to the Chairperson is a question from one of the members of the General Assembly directed to the Chairperson regarding the Rules of Procedure or concerning the interpretation of these Rules.

e.g.:

Delegation: *I rise to a Point of Information to the Chairperson. Could you please explain to me ...?*

3. The Motion to appeal the decision of the Chairperson may be used when the delegation is not content with the decision of the Chairperson (i.e. he did not grant a caucus, etc.). The GA then decides by simple majority whether to change or hold the decision of the Chairperson.

e.g.

Delegation: *I move to appeal the decision of the chair.*

Chair: *This is in order. (Casts a vote).*

Chair: *By a vote of X in favor and Y against, my decision has (not) been appealed. Your motion is therefore (not) in order.*

#### **Article 14    Caucus**

1. The purpose of caucus is to facilitate substantive debate outside the rules of formal debate.
2. Any delegate may at any time when the floor is open introduce a motion to caucus.
3. The delegate must suggest a time limit and a reason for caucus. A caucus shall not take more than 40 minutes.
4. The motion will be put immediately to a vote and requires a simple majority to pass.

e.g.

Delegation: *I forward the motion for caucus for 15 minutes for the purpose of....*

Chair: *This motion is in order.*

Chair: *(Takes a vote)*

Chair: *This motion passes/ fails with X votes in favor and Y votes against. (We are adjourned until ...)*

#### **Article 15    Motion to adjourn debate**

1. A motion to adjourn debate on a particular point of the agenda means to terminate the functions of the Assembly for a limited period of time during the session. Such a motion can be introduced, for example when it is clear that at the time being the debate cannot have any fruitful outcome.
2. No voting takes place after the debate on the particular question has been adjourned. Two speakers against and two speakers in favor of the motion will be recognized by the Chairperson.
3. The motion to adjourn the debate requires simple majority to pass.
4. If the motion passes the debate will be reopened when all other questions of the agenda have been debated or voted on.

e.g.

Delegation A: *I move to adjourn the debate on this question.*

Chair: *This is in order. I need two speakers in favor and two speakers against this motion.*  
(Picks the speakers)  
Delegation A: *(speaks in favor of adjourning)*  
Delegation B: *(speaks against)*  
Delegation C: *(speaks in favor)*  
Delegation D: *(speaks against)*  
Chair: *(casts a vote)*  
*This motion passes (fails) with X votes in favor and Y against.*

#### **Article 16 Motion to close the debate**

1. A motion to close the debate on a particular point of the agenda (substantive or procedural matter) can be introduced by any delegation.
2. When this motion is introduced no further delegation may speak. Two speakers against the motion to close the debate will be recognized by the Chairperson.
3. A motion to close the debate requires a 2/3 majority to pass.
4. If the motion to close the debate passes, the Assembly will proceed immediately to voting of the point of the agenda that has been debated.

e.g.

Delegation A: *I move forward to close debate.*  
Chair: *This is in order. I need two speakers against this motion.*  
(picks two speakers)  
Delegation B: *(speaks against closing debate)*  
Delegation C: *(speaks against closing debate)*  
Chair: *(casts a vote)*  
*By a vote of X in favor and Y against this motion passes.*

#### **Article 17 Motion to adjourn the meeting**

1. The motion to adjourn the meeting may be introduced after the last point of the agenda has been debated or voted on.
2. The motion to adjourn the meeting can be introduced by any delegation or by the Chairperson. Two speakers against and two speakers in favor will be recognized by the Chairperson.
3. The motion to adjourn the meeting requires simple majority to pass.

e.g.

Delegation A: *I move to adjourn the meeting.*  
Chair: *This is in order. I need two speakers in favor and two against (picks four speakers)*  
Delegation A: *(speaks in favor of adjourning debate)*  
Delegation B: *(speaks against)*  
Delegation C: *(speaks in favor)*  
Delegation D: *(speaks against)*  
Chair: *(casts a vote)*  
*This motion passes by a vote of X votes in favor and Y against.*  
*We are adjourned until next year.*

### **IV. RULES GOVERNING VOTING**

### **Article 18 Voting procedure**

1. During the voting procedure all the doors are closed and no delegates outside the hall will have any possibility to enter before the voting has ended. Note passing will be suspended and all delegates must stay in their seats until the voting has ended.
2. Only Points of Information directed to the Chairperson concerning the voting procedure are in order.

### **Article 19 The general procedure of voting**

1. Unless specified otherwise, voting is done by holding up the placards. The green placard raised means that the delegation is in favor, the red placard raised means that the delegation is against and the yellow placard raised means that the delegation abstains.
2. The election of the Executive Committee, the Supervisory Committee, the Disciplinary Committee and the Editorial Board are regulated by the Statute and by the IAPSS Internal Regulations.

### **Article 20 Motion to vote clause by clause**

1. A motion to vote clause by clause can be introduced by any delegation.
2. Several documents can be the subject of this motion. e.g. Statute, resolutions etc.
3. After the voting on all clauses has been done, the voting on the document as a whole takes place.
4. The Chairperson recognizes two speakers in favor and two speakers against the motion. This motion requires simple majority to pass.

e.g.

Delegation A: *I move for a vote clause by clause.*

Chair: *This is in order, we need two speakers in favor and two against.*

Delegation A: *(speaks in favor of motion to vote clause by clause)*

Delegation B: *(speaks against)*

Delegation C: *(speaks in favor)*

Delegation D: *(speaks against)*

Chair: *(casts a vote)*

*This motion passes/fails by a vote of X in favor and Y against.*

### **Article 21 Explanation of vote**

1. Delegates may explain their vote on a particular matter by briefly addressing the General Assembly either immediately before or after the vote on the resolution occurs.
2. Delegates should only speak about the reasons for their decision.
3. Sponsors of a resolution may not explain their vote in favor of that resolution, and delegations abstaining may not explain the vote.

## **VI. RULES GOVERNING SUBSTANCE**

### **Article 22 Preparing Amendments**

1. All amendments must follow a common format. Each amendment has the following parts: case, proposer, preamble, present article, proposed change.
2. More specifications on the parts that have to be comprised by an amendment:  
Case: amendment to the statute.

Proposer: official name of the Member.

Preamble: supplies the reasons for the introduction of the amendment.

Present article: the whole text of the present article.

Proposed change: the text of the proposed new article. In the case where only a part of the article is new or only a word in the sentence is new the old sentence is written in the Present article and the new sentence is written in the Proposed change. The new word is written in ***bold and italic*** and the font size is bigger than the rest of the sentence.

e.g.

Present article: The voting is usually public, except at the elections of the Executive Committee, the Supervisory Committee, the Disciplinary Committee and the Editorial Board where the voting is secret

Proposed change: The voting is usually public, except at the elections of the Executive Committee, the Supervisory Committee, the Disciplinary ***Commission*** and the Editorial Board where the voting is secret

## Article 23 Preparing Resolutions

1. Resolutions can be submitted to the Chairperson of the General Assembly. The deadline for the submission of the resolutions is the end of the discussion on of the point of the agenda „Resolutions.“ Changes can be performed on the proposed resolutions during the debate.
2. Resolutions must follow a common format.
3. Each resolution has three parts: the heading, the perambulatory clauses, and the operative clauses. The resolution consists of one long sentence with commas and semicolons throughout the resolution, and only one period at the very end. Resolutions should be single-spaced, with each line numbered in the left-hand margin. The first word in each clause should be underlined.
4. The purpose of the preamble is to supply a background as well as to justify the measures or actions that are to be taken on the basis of the resolution. The preamble should specifically refer to factual situations related to the issue at hand.

The Preamble may start with one of the following words:

Affirming	Deeply disturbed	Guided by
Alarmed by	Deeply regretting	Having adopted
Aware of	Emphasizing	Having considered
Believing	Expecting	Having considered further
Bearing in mind	Having devoted attention	Observing
Confident	Having examined	Realizing
Contemplating	Having studied	Recognizing
Convinced	Fulfilling	Having heard
Declaring	Fully aware	Having received
Deeply concerned	Fully alarmed	Keeping in mind
Deeply conscious	Further believing	Noting with regret
Deeply convinced	Further deploring	Noting with satisfaction
Taking note	Further recalling	Noting with deep concern

5. The action or measures that are proposed in a resolution are presented in a sequence of numbered operative clauses. Each operative clause calls for specific action. Each operative clause may be introduced through a specific word, varying in the strength of the expression.

Operative clauses may start with one of the following words:

Accepts	Affirms	Approves
Authorizes	Calls	Calls upon
Condemns	Confirms	Considers
Declares accordingly	Deplors	Designate
Draws attention	Emphasizes	Encourages
Endorses	Expresses its hope	Further invites

Further proclaims	Further recommends	Further reminds
Further requests	Further resolves	Have resolved
Notes	Proclaims	Reaffirms
Recommends	Regrets	Reminds
Requests	Resolves	Solemnly affirms
Supports	Takes note of	Urges