North Atlantic Treaty Organization

Handbook
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I. Rules of Procedure for North Atlantic Treaty Organization

A. General Rules

Article 1: Scope

These rules of procedure shall be entirely applied to the all sessions of Koç University Model United Nations Conference 2016 Conference (hereinafter referred to as KUMUN 2016) unless otherwise stated by the Secretariat.

Rules mentioned within this procedure and the Charter of United Nations are the two sole documents, which shall hold precedence.

Article 2: Official Language

English is the official written, spoken and working language of the conference.

If a delegate wishes to present a document in any other language, translation of this document must be provided.

Article 3: Courtesy

Delegates shall show courtesy and respect to other delegates and the Secretariat, and show outstanding behavior towards the hosts. The Committee Director will immediately call to order any delegate who fails to comply with this rule.

Article 4: Dress Code

The dress code is western business attire that will be applied throughout all the sessions of KUMUN 2016.

Article 5: Secretariat

The Secretary-General or a member of the Secretariat designated by him/her at any time may deliver either a written or oral statements to the committee.

The decisions of the Secretariat shall not be appealed.

B. Committee Rules

Article 6: Quorum
Quorum refers to minimum number of delegates that need to be present for starting a session.

Quorum is met when one fourth of the member states are present in the committee room.

**Article 7: Electronic Devices**

Use of technological devices, which ensure communication is out of order.

The delegates can use their electronic devices during unmoderated caucuses for content-writing purposes.

**Article 8: Appeal**

A delegate may appeal any decision taken by the committee staff with the exception of matters that are stated as non-appealable.

The Directors can make their statements to defend their ruling. Then, the appeal will be put on voting, and the decision of the Director will stand unless overruled by a two-thirds majority of the committee.

The decision of the directors for rejecting a document is never appealable.

A ‘Yes’ vote indicates support of the Director’s ruling; on the other hand a ‘No’ vote shows objection to that ruling.

**Article 9: Communication**

The communication between delegates or between a delegate and the committee board is made through written notes.

The note-passing will be conducted by the administrative staff present in each committee room.

All written notes must be in official language for formal matters; otherwise the administrative staff will take the note to the Committee Directors and the committee board may decide not to pass this note.
The committee board can suspend note-passing and this situation is not a subject of appeal.

Note-passing is automatically suspended during roll-call, voting procedures and unmoderated caucuses.

**Article 10: Agenda Setting**

Committees shall start the very first session with the consideration of agenda after entertaining opening speeches of delegate.

In a case where there the agenda consists of multiple topics, a motion is required to prioritize the topics. Only one motion to set the agenda can be entertained at once.

A speaker’s list on the motion will be set for ‘for’ and ‘against’ speeches for the motion. After hearing in favor and against speeches, a motion to close the debate will be in order.

In a case when there is an objection to the closure of the debate, the Director shall entertain two speakers in favor and two speakers against for the motion for closure of the debate. If there are no speakers willing to speak against for the motion, the debate will be assumed closed automatically in accordance with the Article 23 of Charter of United Nations.

Having heard the in favor and against speeches, the Director shall put the motion to close the debate on a procedural vote which needs two-thirds majority to pass.

After the closure of the debate, motion for the consideration of the agenda item will be put on vote that requires a simple majority for the adoption.

Provided the motion to set the agenda fails, the other topic will be automatically set.

A motion to proceed with the second topic is in order after the committee has voted on a document for the first topic. This motion; on the other hand, is debatable to extent one in favor and one against speeches and it needs a simple majority to pass. If such a motion is not given, the board may declare the second topic to be adopted.

All motions for caucuses are out of order during the consideration of the agenda.
The delegates cannot yield their remaining time to another delegate made for the consideration of the agenda.

Article 11: Debate and Speakers’ List

Having set the agenda, the Director shall establish a Speakers’ List (also referred as General Speakers List –GSL-), which will be followed for the present topic. Speakers can talk generally on the topic in the Speakers’ List. The session proceeds with the Speakers’ List unless interrupted by procedural motions or amendments.

In order to be added to the Speakers’ List, a note to the board is sufficient. Also, the board may explicitly ask to see placards of the delegates wishing to be added to the Speakers’ List.

If a delegate was late for the roll call at the beginning of the session, a note should be sent to the board requesting to be noticed and eligible for the Speakers’ List.

After introducing a document, it remains on the floor and can be debated upon until it fails, the committee postpones it, or the committee moves to another topic.

Only one draft document may be discussed at once. Upon introduction, a new Speakers’ List will be established since every draft document is treated as a separate agenda item.

The Speakers’ List is continuously open until a motion for a closure of the debate has been passed by a two-thirds majority vote.

Article 12: Speeches

The time limit for speeches conducted within General Speakers’ List is set by the Director.

Delegates may not address the committee unless recognized by the committee board.

If a delegate exceeds the allotted time, the Director may call the speakers to order.

Speeches made by Delegations must be kept relevant to the topic under discussion. The Director may interrupt or even terminate the speech of the delegate if there is
no relevance with the current topic. This also applies when the Director feels that
the remarks of a certain delegate are offensive to the Council members or to
another delegation.

**Article 13: Yields**

A Delegate granted the right to speak on a substantive issue may yield its remaining
time of speech to: another Delegate, to questions or to the board. Yields are to be declared by the conclusion of the speeches.

During procedural speeches, the yields are not in order as well as in cases when the allotted time for a delegate to address the committee has expired.

Only one yield can be made per speech.

Provided the remaining time of a speech is yielded to another delegate, this delegate can deliver their remarks upon to the agenda item if they accept the yield. On the other hand; if the yield is not accepted, the floor is automatically yielded to the Board.

Concerning the time yielded for questions, the Director shall select questioners, which are granted one question each. Only the speaker’s answer shall be deducted from the speaker’s remaining time.

Director shall have the right to call to order any Delegate whose question is, in the opinion of the Director, rhetorical and leading and not designed to elicit information.

The Committee Director shall move to another speaker if the remaining time is yielded to the board.

**Article 14: Right of Reply**

A Member whose personal or national integrity has been impugned by another Member or who has become the subject of a non factual claim may request a Right of Reply. It should be submitted in writing.

The Board shall determine an appropriate time limit for the reply. For purposes of this rule, a remark that impugns a Member’s ‘national or personal integrity’ is one
directed at the governing authority of that Member and/or one that puts into question that Member’s sovereignty or a portion thereof.

Decision of granting or denying a Member’s request to enjoy this right is upon the discretion of the Board. The decision whether to grant the Right of Reply is non-appealable.

Right of reply does not cover matters related to offensive style of speeches. Speeches granted due to right of reply should only be directed to the claim that is considered inaccurate. The Board may call to order a Member who fails to abide by this rule.

Right of reply to right of reply is not in order.

**Article 15: Unmoderated Caucus**

Unmoderated caucus is a caucus that takes place within the formal proceeding of the Council’s session. Its purpose is to facilitate a formal lobbying time for working on Council documents.

A motion to have an unmoderated caucus in order when the floor is open.

The time limit for this motion cannot exceed twenty minutes.

In order to pass this motion, nine votes in favor are required.

The delegates are strictly forbidden to use their electronic devices for communication matters but only for content writing purposes.

**Article 16: Moderated Caucus**

Moderated caucus is a caucus that takes place within the formal proceeding of the Council’s session. Its purpose is to facilitate the debate on specific issues.

This motion; if passed temporarily suspends the Speakers’ List for a specific time and can be proposed when the floor is open and requires nine votes to pass.

If the board realizes that there had been a motion similar to the given motion, they can ask the delegate who gave the motion to withdraw their motion to use the time
allocation more efficiently. The delegate; also, can withdraw their motion at any
time.

The Director may overrule such a motion up to his/her discretion and appealing to
this decision is not possible.

After the motion pass, the Director shall ask delegates wishing to address to
committee to raise their placards

When the time limit for the moderated caucus expires, the Speakers’ List is resumed
if there are no motions for another moderated or unmoderated caucus or other
motions of other qualities.

**Article 17: Extension**

When the time allocated for a moderated or an unmoderated caucus, motions for
extensions shall be in order. Motion for an extension shall be given right after a
caucus has lapsed.

The time limit for the extension may not exceed the original time limit specified for
the extended motion.

A moderated caucus and an unmoderated caucus can be extended only for once.

A motion for an extension needs nine votes to pass.

**Article 18: Termination of Debate**

A delegate may raise a motion to terminate the debate at any time during a
moderated or an unmoderated caucus, which shall be put on an immediate vote.

For this motion to be given, the floor does not necessarily have to be open.

In order to pass this motion, nine in favor votes are required.

The Director may overrule such a motion up to his/her discretion and this is not a
subject of appeal.

**Article 19: Closure of Debate**
A delegate can propose a motion to close the debate at any time when the floor is open.

The Director may overrule such a motion and this is not a subject of appeal.

The Director may entertain two speakers in favor for this motion and two-thirds majority is needed to pass this motion.

After the closure of the debate, the committee has to proceed with the voting procedure of the document or the amendment on the floor.

**Article 20: Suspension and Adjournment of the Meeting**

A Delegate may propose a motion for a suspension of the meeting for a specified time and purpose to suspend all Council functions until the next session and requires nine in favor voted to pass.

A Delegate may propose a motion for the adjournment of the meeting to suspend all Council functions for the duration of the Conference and requires nine in favor votes to pass.

These two motions can be rule out by the board and this is not a subject of appeal.

A motion for the adjournment of the meeting will be out of order if three-quarters of the allocated time for the last session has not passed.

**Article 21: Tabling and Resumption of Debate**

A delegate may give a motion to table the debate on a document currently on the floor at any time when the floor is open.

This motion requires two-thirds majority to pass and is debatable for two speakers in favor and two speakers against.

No debate or action will be allowed on a tabled document.

A motion to resume the debate on a document or an amendment on which debate has been postponed will require a simple majority to continue and is debatable for one speaker in favor and one speaker against.
Article 22: Reconsideration

A motion to reconsider is in order when a document or substantive amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal.

The Board shall entertain two speakers opposing the motion after which the motion shall be put on an immediate vote.

A two-thirds majority is required for the reconsideration.

If the motion for the reconsideration passes, the procedure continues from when the voting procedure started. The Board may not open the floor for motions regarding voting procedure; the voting procedure shall be applied as it was originally.

C. Rules Governing Points

Article 23: Point of Personal Privilege

A delegate may raise a Point of Personal Privilege whenever there is something that hinders the participation of the delegate to the Committee and request that discomfort to be corrected.

Article 24: Point of Order

A delegate may raise a Point of Order if there is improperness in the implementation of the parliamentary procedure. A delegate may not, in rising to a Point of Order, speak on the substance of the matter under discussion. The Point of Order will be decided by the Committee Director in accordance with the Rules of Procedure.

Article 25: Point of Parliamentary Inquiry

A delegate may raise a Point of Parliamentary Inquiry, if the delegate has a question regarding the parliamentary procedure. The Committee Director will answer it according to the present rules of procedure. Questions regarding issues other than parliamentary procedure should not be asked by raising a Point of Parliamentary Inquiry, rather a note should be sent to the Committee Director.
Article 26: Point of Information

A delegate may raise a Point of Information, if the delegate has a question regarding the agenda item or the debate proceedings. In cases where the point of information is not directly relevant to the topic being discussed, a note to the Committee Director should be sent to elicit information.

D. Rules Governing Documents

Article 27: Working Papers

Delegates may propose working papers, which are aimed at direct and elaborate discussion or specifying positions of some member states on the matter under discussion and these working papers can be an individual or collective work that do not require signatories to be presented within the committee.

Working papers are not subject to formatting rules since they are not official documents. However, they have to be signed by the Director.

An approved working paper needs a motion to be introduced to the committee, on the other hand; it shall not be put on vote. They shall not be voted upon.

Article 28: Final Documents

There are four different types of final documents eligible for drafting concerning the Council agenda.

A Communiqué is a press release, a Directive is a document that is drafted on the matters that concern the North Atlantic Council, an Order is a document that concerns the entire North Atlantic Treaty Organization and a Decision is a document that is drafted on the matters that do not move the North Atlantic Council to take an action.

Rules of Parliamentary Procedure shall apply to all forms of final documents unless otherwise is explicitly provided.

Article 29: Draft Documents
There are four kinds of documents that can be drafted: Communiqué, Directive, Order and Decision.

A Communiqué is a press release, a Directive is a document that is drafted on the matters that concern the North Atlantic Council, an Order is a document that concerns the entire North Atlantic Treaty Organization and a Decision is a document that is drafted on the matters that do not move the North Atlantic Council to take an action.

The role each Member State will be required to fulfill if the document is adopted, must be specified individually in the documents. In the event that there is an objection among the Members, the Council is encouraged to change the role-taking Members within the document to preserve consensus.

The Secretariat and the Committee Board holds the right to disapprove a document.

A draft document may be introduced when it is approved by the Director and signed by one-fifth of the number of delegations that are present and voting at the beginning of the Council session. Signing a draft document does not automatically amount to support the document, but it just indicates the will of the signatory Delegation to bring that document on the floor. There are no official sponsors of documents.

Introducing either pre-written documents prior to the Council sessions or documents that are formulated by other delegates outside the Council is strictly forbidden and will not receive the approval of the Director. All the documents presented will be scanned against plagiarism.

**Article 30: Introducing a Draft Document**

After the approval of the board, a motion to introduce the draft resolution is needed and this motion requires a simple majority to pass.
After the motion for the introduction motion passes, one of the signatories of the draft resolution may rise to introduce the draft resolution by reading only the operative clauses. This is a procedural matter and is not a subject of any yields.

Upon the introduction of the resolution by one of the signatory Delegations, it is debatable.

A new Speakers’ List should be established for the drafted document and this document remains on the floor until the debate on the specific agenda is postponed or closed.

Debate on the drafted document proceeds according to Speakers’ List.

**Article 31: Adoption of a Document**

As a general rule, resolutions require a simple majority of the Delegations to pass, and the vote is substantive in the Committees.

Once a resolution has been adopted by the Committee, no other resolution, be it complementary or substantially contradictory, may be addressed in the Committee.

**Article 32: Competence**

A motion to question the competence of the Committee to discuss a resolution or an amendment is in order only immediately after the resolution or amendment has been introduced.

The motion requires a majority to pass and is debatable to the extent of one speaker for and one against.

Competence of a Committee to discuss a topic cannot be questioned by the Members. However, in committees with open agenda, the Board or the Secretariat may veto an agenda proposal in case the proposed item is not related to the Committee’s theme or is out of the competence of the Committee.

**Article 33: Amendments**

Delegates may amend a resolution that has been introduced.
Amendments to amendments are out of order, yet amended parts of a resolution may be further amended.

The signatory states are not official sponsors.

Pre-ambulatory clauses cannot be amended.

The procedural and substantive amendments are the two kinds of amendments used in KUMUN 2016. An amendment is procedural if it only aims to change the grammar mistakes or typing errors and voting on such amendments is considered to be procedural voting and the delegates are not allowed to abstain as in all procedural votes. A substantive amendment, on the other hand, changes the content of a clause, subtracts or adds new clauses to the resolution introduced. Voting on such amendments is substantive and delegates are allowed to abstain.

Amendments can be sent to the Committee Board electronically or via message papers.

Amendments shall clearly state whether they are adding a clause, striking a clause, or changing a clause. In the case of adding a new clause, the amendment should specify the exact location within the draft resolution such amendment will be added.

**Article 34: Introducing an Amendment**

Upon the approval by the Director and signatures of one-eighth of the delegations, the amendment may be brought to the floor through a motion to introduce an amendment.

When the motion to introduce an amendment is raised, the Director shall read the amendment before putting it on vote.

A motion to introduce an amendment requires a simple majority of the votes to pass.

The Directors shall entertain two speakers in favor and two speakers against the amendment. If need is obvious they may use their discretion to allow more speakers.
A motion to close debate is in order after the Committee has heard two speakers for the amendment and two against or all speakers on one side and at least two on the other side. Motion to close the debate requires a two-thirds vote.

If no Delegates have given a speech for or against the amendment, since debate has not started, the motion to close the debate is not required. Debate is assumed to be automatically closed in any circumstances where it is non-existent.

When the debate is closed on the amendment, the Committee will move to an immediate vote.

After the vote, debate will continue in accordance with the Speakers’ List. Simple majority is required to pass an amendment.

The Committee Board shall ask for votes in favor or against the amendment, and abstentions; even if all the delegates have voted for one or the other.

### E. Rules Governing Voting Procedures

**Article 35: Procedural Voting**

Formal voting on any matter other than passing draft resolutions and amendments are considered procedural. Each member of the Committee, including observers, must vote on all procedural motions.

**Article 36: Substantive Voting**

Substantive voting refers to voting on any draft resolution, an amendment thereto, or a portion of a draft resolution divided out by motion (to divide the question).

When formal debate on a topic or an amendment has been closed, the committee will move to consider passing any (part of) draft resolutions or amendments by substantive voting.

Voting rights shall only be accorded to Member States; each member shall carry one vote unless otherwise stated. Each member can move to either vote in favor, against or abstain from voting. Abstaining members are not considered to be voting and are not counted in the consideration of the outcome of the vote.
In cases where the House is divided by a motion, each member can vote in favor or against, without a possibility to abstain from voting. The committee shall only pass one resolution per topic.

When committee moves into formal substantive voting, the chambers of the Committee shall be closed and note-passing shall be suspended. All points and motions other than: Division of the Question, Motion to vote by acclamation, Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry and Point of Order shall be considered out of order.

All formal votes shall happen by a show of placards, unless a motion for a roll call vote is accepted.

**Article 37: Reordering Documents**

A Motion to Reorder Draft Resolutions will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions.

The Committee Director shall take all motions to reorder draft resolutions and then vote on them in the order in which they were introduced.

Voting will continue until either a motion to reorder passes with a two-thirds majority, or all of the motions fail, where the Committee will move into voting on the draft resolutions in their original order.

Motions to reorder require two-thirds majority to pass.

For purposes of this rule, ‘proposal’ means any draft resolution, or a portion of a draft resolution divided out by motion (to divide the question).

**Article 38: Roll-Call Voting**

Before the substantive voting on a draft resolution, a delegate may move to motion for a Roll Call vote. During a Roll Call vote, the Director shall call upon all member states present in that session in English Alphabetical order, where “present” refers collectively to all the members participating in that session, regardless of their statuses of presence.
In the first sequence, delegates may vote in favor, in favor with rights, against, against with rights, abstain or pass. Delegates voted “with rights” reserve the right to be granted the right to speak, before the voting results are announced to explain the delegation’s vote only when the delegate is voting against the policy of his or her sovereign authority.

The time will be set by the Director. Delegations shall only be allowed to explain votes in favor or against, abstentions from voting shall not be granted rights to explain. Delegates stated their status of presence as “present and voting” shall not abstain from voting in neither the first nor the second sequences.

Delegates who “passed” in the first sequence shall either vote in favor or against in the second sequence, with the possibility to vote with rights and without the possibility to abstain from voting.

**Article 39: Voting by Acclimation**

Just prior to a vote on a particular matter, be it a motion, an amendment or (part of) a draft resolution, the Director may ask if there are any objections to passing the matter by acclimation, or a member may raise a motion to accept the matter by acclimation.

If there are no objections to the proposal or motion, then the resolution is adopted without vote.

Any objection will be considered as a request for a vote.

**Article 40: Division of the Question**

Before the substantive voting on a draft resolution, a delegate may move to motion to divide the Question.

Division of the Question means that before the final vote on the draft resolution, it is divided into some parts to be voted separately. A draft resolution may be divided so that each of its operative clauses will be voted upon separately, or the division may group the clauses into two or more.
Perambulatory clauses and subclauses of the operative clauses are not subject to such a division.

If there are calls for multiple divisions, those shall be voted upon in an order to be set by the Director where the most radical division will be voted upon first.

Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. In case of the existence of only one delegate wishing to speak against the motion, only one delegate shall be recognized to speak in favor the motion.

If the motion receives the simple majority required to pass in the substantive voting, the resolution or the amendment will be divided accordingly, and a separate substantive vote will be taken on each divided part to determine whether or not it is included in the final draft.

Parts of the resolution that are subsequently passed will be recombined into final document and will be put to a substantive vote in the case of a resolution. The final vote requires a simple majority to pass.

If all of the operative parts of a resolution are rejected, the proposal will be considered to have been rejected as a whole.

For purposes of this rule, ‘most radical division’ means the division that will remove the greatest substance from the draft resolution, but not necessarily the one that will remove the most words or clauses.

F. Precedence

Article 41: Precedence of Points and Motions

The precedence of points and motions as it follows:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Point of Information
5. Motion to Adjourn the Meeting
6. Motion to Suspend the Meeting
7. Motion to Close the Debate
8. Motion to Table the Debate
9. Motion to Resume the Debate
10. Motion for Reconsideration
11. Motion to Reorder the Documents
12. Motion to Divide the Question
13. Motion to Conduct a Roll Call Voting
14. Motion to Introduce a Draft Document
15. Motion to Introduce an Amendment
16. Motion to Question the Competence
17. Motion to Extend the Previous Caucus
18. Motion to Unmoderated Caucus
19. Motion to Moderated Caucus

II. Further Readings
1. 'NATO Policy Document: Istanbul Cooperation Initiative- 9 July 2004'


   Link: www.nato.int/docu/comm/2004/06-istanbul/docu-cooperation.htm

2. 'NATO Policy Document: Istanbul Cooperation Initiative- 9 July 2004'

   Documents released from Istanbul Cooperation Initiative for the summit on July 9, 2004 could be accessed from this link.

   Link: www.nato.int/docu/comm/2004/06-istanbul/home.htm
3. 'NATO's Mediterranean Dialogue & Istanbul Cooperation Initiative - Questions & Answers' *(NATO, 2016)*


Questions & Answers regarding Istanbul Cooperation Initiative

Link: [www.nato.int/cps/en/natohq/topics_59419.htm?selectedLocale=en](http://www.nato.int/cps/en/natohq/topics_59419.htm?selectedLocale=en)

4. 'Nato Review' *(Nato.int, 2016)*


Counter-terrorism initiatives of the NATO are detailed in this document.


5. Fundación Real Instituto Elcano 2, 'Inicio - Elcano' *(Realinstitutoelcano.org, 2016)*


The Research Institute analyzes the prospects for the Mediterranean and the EU’s combat with terrorism.


Link: [www.fas.org/sgp/crs/mideast/RS22053.pdf](http://www.fas.org/sgp/crs/mideast/RS22053.pdf)

Western European Union’s report on the peacekeeping missions in the region.

Link: www.iss.europa.eu/uploads/media/cp035e.pdf


This document analyses the existing structure of the Mediterranean Dialogue and the prospects regarding it.

Link: www.eliamep.gr/old/eliamep/files/PP03.03.pdf


Head of the Mediterranean Dialogue’s views upon NATO’s role in the Mediterranean and the broader Middle East

Link: www.cidob.org/en/content/download/8270/84756/version/2/file/08_bin_eng.pdf

III. Reminders to the Delegates

Please keep in mind that the topic for the NATO is very broad and therefore, members of NATO will be directed with crises or updates from the Secretariat.

The Crises and Updates shall be within the context of the agenda outlined in the Study Guide. Therefore, participants of NATO shall read the study guide in its
entirety. However, the Study Guide is only a starting point for participants of NATO and participants should conduct further research on the issues having the Section II of this Handbook.

The documents of NATO are different than the usual NATO simulations. The Committee Directors will moderate and help drafting of the documents. However, it would be beneficial for the participants to focus on this part of the Rules of Procedure.