



Baltic Forum

Rules of Procedure

St.Petersburg

2014



Baltic forum rules of procedure

Contents

Contents	1
Introduction	2
General considerations	3
Parliamentary procedure.....	4
Points in Baltic Forum.....	7
Motions in Baltic Forum	9
Authorities and responsibilities	11
“Freshing up ideas for water use”	13



Introduction

The Baltic Sea Region connects eleven very diverse countries with shared traditions and close cultural and economic ties. Due to the intensive use of the Baltic Sea, the riparian states face a common responsibility to protect the marine environment and other jointly used ecosystems – a task that requires close macro-regional cooperation.

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Baltic Forum was firstly created in year 2010 as a Special Conference Committee. Its creation was determined by the will to improve the ecological content of the conference. Not only this will was the decisive factor for its creation – the host city of SPIMUN conference, St.Petersburg, is situated on the lowlands along the shores of the Neva Bay of the Gulf of Finland, which is the part of the Baltic Sea, that is believed to be the most polluted sea in the world.¹

Baltic Forum Delegates have a unique chance not only to debate the issues concerning the region, but to face the issue by themselves. The activity provided by State Unitary Enterprise «Vodokanal of St. Petersburg» will give the Delegates an opportunity to make a case study, proving that issues discussed in the UN are real.

In order to make the work of the committee more efficient, a special conduct system was adopted. These rules of procedure make it possible to devote the third day of the debates to the project.

This guideline is made for delegates who are planning to become a part of a Baltic Forum at SPIMUN.

¹ levels of some hazardous substances in the Baltic Sea exceed concentrations by more than 20 times



General considerations

Baltic Forum Board

The Board of the Baltic Forum shall be composed of a at least 2 Chairs. Chairs are responsible for moderating the debate, determining the applicability of rules and, if necessary, clarifying the meaning of the existing rules.

Delegations

Baltic Forum consists of 15 countries: Latvia, Lithuania, Estonia, Denmark, Finland, Germany, Poland, Russian Federation, Sweden, Norway, Netherlands, Iceland, Belarus, United Kingdom, Belarus + 1 observer-state. This kind of representation includes the states whose seashores stretch along the Baltic Sea (including their closest neighbors to whom Baltic Sea is of a big importance) and states concerned in the region's development;

This committee has been created in order to resolve the issues of Baltic region, to provide fair debates on any kind of controversies, to contribute into region's sustainable development via negotiations on this concern.

Agenda

The Agenda reflects the order in which topics will be addressed by the Baltic Forum. This is the primary order of business to be considered by the Baltic Forum in the first-day and second-day sessions.

Only topics set on the official Agenda provided by SPIMUN shall be considered by the Baltic Forum.



Parliamentary procedure

Roll-call

Attendance shall be conducted by the Chairs by a Roll Call at the beginning of every Baltic Forum session. Delegates shall indicate their presence by raising their placards and declaring “Present”.

To begin a session at least $\frac{1}{4}$ of the Baltic Forum delegates must be present. If this number is not met thirty (30) minutes after the scheduled start time, the Baltic Forum shall start its session with the number of delegates already present, unless otherwise instructed by Secretariat of SPIMUN.

Debate

The Baltic Forum shall by default be in Moderated Caucus unless otherwise advised by the chair.

Moderated Caucus

Moderated Caucus means that the Chair will recognize Delegates who raise their placards to speak about the issue at hand. There shall not be any fixed time limiting for Delegate’s speech, yet delegate’s speech may be interrupted by a Chair asking to come to concluding remarks in the interest of the debate.

During moderated Caucus a motion can be made by any delegate for an Unmoderated Caucus which constitutes informal debate.



Unmoderated Caucus

A Delegate may move for an Unmoderated Caucus thereby suggesting a change from Moderated Caucus to informal debate. An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room.

The Delegate who makes this motion must suggest a length and justification for the Unmoderated Caucus. The Chair may suggest a more appropriate caucus length and put it to vote or may rule the Unmoderated Caucus out of order without possibility of appeal. Motion to move to Unmoderated Caucus needs simple majority to pass.

Draft Resolution

Draft resolution is a document which is being debated and later voted upon. Before becoming a resolution it has to come through several stages.

Working paper

A Working Paper is an informal document used by Delegates to work on building a Draft Resolution. It shall consist of preambulatory and operative clauses. Delegates will use them during Moderated Caucus to make a draft resolution.

Working on Draft Resolution

During the debates Delegates shall propose clauses that will finally make a draft resolution. Preambulatory Clauses are to be discussed first. Each clause is to be voted upon.

Processing preambulatory and operative clauses

Both preambulatory and operative clauses are submitted in the same form, which is the following: delegate shall write the clause to be submitted on the sheet of paper and send it to the chairs. Clauses will only be entertained if the speaker on the floor moves the clause. No Chair should ever move a clause, but always wait until the speaker moves the clause. Short speeches before the speaker moves the clause are perfectly in order. Proposed clause will



usually be debated, and always put to a vote. Open debates will be the norm for submitting clauses.

Amending the clauses

Amendments to Preambulatory Clauses are not in order. However, the Chair may rule such an amendment in order, if serious mistakes have been noticed in the Pre-Ambulatory Clauses, by the Secretary General or the Deputy Secretary General.

The procedure for submitting amendments to the clauses is the following. Amendments can only be submitted by a speaker who has the floor; amendments will only be entertained if the speaker on the floor moves the amendment. Closed debate will be the norm for amendments. Abstentions are out of order while voting for the amendment.

The intention of proposed amendments to resolutions should normally be to improve the clause with the object of achieving a wider consensus and thus helping it to pass.

Amendment to the Amendment:

Same procedure as normal amendment (closed debate, only speaker who has the floor to move Amendment to the Amendment); If the passing of an Amendment to the Amendment necessarily implies the approval/passing of the original amendment, then the original amendment passes too;



Points in Baltic Forum

1. Point of Personal Privilege:

- a) Refers to the comfort and well-being of the delegate,
- b) May only interrupt a speaker if it refers to audibility,
- c) May not refer to the content of a speech,
- d) Is not debatable,
- e) Does not require a second,

2. Point of Order:

- a) Refers to procedural matters only, i.e. if the chair makes an error in the order of debate or in the setting/observing of debate time,
- b) May not interrupt a speaker,
- c) Is not debatable,
- d) Can only refer to something that just happened, direct referral, otherwise out of order,

3. Point of information to the speaker:

- a) Speaker asking the Point of Information may only speak if recognized by Chair,
- b) Must be formulated in the form of a question, i.e. "Is the speaker aware that." A short introductory statement may precede the question,
- c) There will be no dialogue between speaker and questioner on the floor,
- d) Delegate must remain standing while the speaker is replying to his/her point of information



4. *Right to follow up:*

- a) Delegate who has just asked a question and has another one or feels unsatisfied with the answer asks for the next point of information
- b) The Chair can either grant it or deny using the common sense

5. *Point of Information to the Chair:*

- a) A question to the chair,
- b) May not interrupt a speaker,
- c) Can refer to almost anything, from issues to personal priorities,

6. *Point of Parliamentary Enquiry:*

- a) Point of information to the chair concerning Rules of Procedures,

7. *Orders of the Day:*

- a) A call by a delegate to return to the main agenda of the forum, may be called if someone feels that the debate drifts away from the original agenda issue,
- b) Not debatable,



Motions in Baltic Forum

1. ***“Motion to move to the previous question”***
 - a) Calls for the closure of debate and a vote to be taken on the motion pending,
 - b) When having closed debates, in time in favour, this motion means to move into time against
 - c) May be moved by the Chair or a delegate, may not interrupt a speaker,
 - d) Requires a "second" by the house, and is quickly voted upon if an objection is voiced

2. ***“Motion to extend debate time”***
 - a) Calls for extension of the debates
 - b) May be moved by the Chair or a delegate, may not interrupt a speaker,
 - c) Needs a second, if proposed from the house
 - d) Needs a simple majority or a ruling by the chair to be adopted

3. ***“Motion to divide the house”***
 - a) Calls for roll call vote usually in case of arguable results of the previous voting procedure
 - b) Abstentions are in order
 - c) Needs 2/3 majority, not debatable.

4. ***“Motion to have an Unmoderated Caucus”***
 - a) Calls for changing form of debate from Moderated Caucus to Unmoderated
 - b) May be moved by the Chair or a delegate, may not interrupt the speaker
 - c) The Delegate who makes this motion must suggest a length and justification of Caucus, The Chair may suggest a more appropriate caucus length and put it to vote or may rule it out of order without possibility of appeal.
 - d) Requires a "second" by the house, and is quickly voted upon if an objection is voiced



5. *“Motion to Extend the Unmoderated Caucus”*

- a) Calls for additional time for unmoderated caucus
- b) The Delegate who moves for an Extension of Unmoderated Caucus must suggest a length for the extension, which shall not exceed the duration of the original Unmoderated Caucus.
- c) The Chair may suggest a more appropriate caucus length and put it to vote or may rule the Extension of the Unmoderated Caucus out of order without the possibility of appeal.
- d) Requires a "second" by the house, and is quickly voted upon if an objection is voiced



Authorities and responsibilities

Chairs' authorities and responsibilities

In addition to exercising the powers conferred upon them elsewhere in SPIMUN rules, the Chairs of Baltic Forum shall set the agenda for their respective assemblies, declare the opening and closing of each meeting, decide on the order in which resolutions are debated and direct discussions. They shall ensure observance of the rules, accord the right to speak, put questions to the vote and announce decisions. They shall rule on points of order and, subject to these rules, have complete control of the proceedings of the assembly and over the maintenance of order at formal meetings. They may propose limitations of debate time, a limitation on the number of times each delegate may speak on any question and on the closure of debate. They may also propose the adjournment of the meeting or the adjournment of the debate on the item under discussion.

Chairs cannot propose decisions of the discussed matters and have no voting rights, yet

The Chairs remain the right to propose a motion at any time which should be seconded by a delegate and given that there are no objections.

Delegates' duties

Each delegate has the duty to:

- respect the decisions of the President or Chair at all times;
- obtain the floor before speaking;- stand when speaking;
- yield the floor when required to do so by the President or Chair;
- be courteous at all times;
- avoid the use of insulting or abusive language;
- act in accordance with the United Nations Charter and the Universal Declaration of Human Rights.



Out of Order and Warnings

Once a delegate is declared out of order, he/she must be seated immediately. Warnings are to be given at the chair's discretion:

1. 2 warnings - loss of speaking rights
2. 3 warnings - loss of speaking and voting rights
3. 3 warnings - loss of speaking and voting rights
4. 4 warnings - dismissal from the floor

Punishments will last throughout debate and voting on the resolution during which the warnings were incurred (delegates start with a clean slate with each new resolution). Special exceptions will be made to the above punishments and restoration of rights in extreme cases, this is left to the chairs to decide.



“Freshing up ideas for water use”

The third day of the conference in the Baltic Forum will be devoted to the project *“Freshing up ideas for water use”*, supported by the State Unitary Enterprise «Vodokanal of St. Petersburg». The project is aimed to give delegates an opportunity to share their ideas and proposals on the issue of water use with each other and to come up with some fresh ideas on this issue.

During the work on the project a small tutorial will be held. Then all the delegates will have an opportunity to show their point of view about the raised issue. In the end of the discussion delegates will create a presentation that will contain all their ideas.

Procedure of the project

Tutorial

Tutorial is a way to configure delegates to work. The aim of the tutorial is to give the most important information about the history of the water management and its main trends nowadays. Delegates will be provided with information about the water famine. The tutorial is held by the chair or president.

Spokesman

Spokesman is a person to present a project on the closing ceremony. Spokesman is elected by delegates. If necessary, a group of delegates can present the project; creating a group shall be a norm in case of impossibility of choosing only one candidate to present the project. No more than three delegates may be chosen as spokesmen.

Discussion

Discussion is held in the way of the informal debates.



Presentation

Presentation can be created with Microsoft Office PowerPoint. It is allowed to create a presentation using any other program if delegates can provide its usage on other devices. Presentation has to help delegates to visualize their ideas, make them more apprehensible for everyone.

Chair's duties

The most significant function of the chair during the project time is to assist delegates in completing the project. Chair is to provide delegates with all necessary information including the example of the presentation. Tutorial for the delegates is created and presented by the chair.