Procedure Guide
Carleton Model NATO Conference

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Message from the Project Manager

Welcome to the 2018 Carleton Model NATO (MNATO) conference!

This guide is intended to provide an overview of the rules and procedures of MNATO. In trying to maintain a realistic atmosphere for debate and collaboration, our conference follows these procedures in the flow and moderation of debate. This allows MNATO to mimic the real deliberations of member state and NATO officials in Brussels every day.

Delegates are expected to familiarize themselves with these procedures and are encouraged to bring a copy of this guide for the conference, and to reference it when necessary. We also encourage delegates to ask questions before or during the conference if they have any troubles with these procedures or require clarification. Familiarity with these guidelines will facilitate the smooth flow of debate and will enrich the conference experience for all involved.

Finally, while delegates (and Chairs!) are expected to familiarize themselves with these procedures before the start of the conference, note that these procedures are highly subjective and may change slightly during debate. Any questions about these procedures can be directed to your Chairs.

Introduction

As the North Atlantic Treaty Organization is a consensus-based organization, all communiques passed or actions taken by the North Atlantic Council must be unanimous - all member states reserve veto power.

The sub-councils of NATO are not consensus bodies, and require a simple majority to pass. However, as all communiques will be put before the North Atlantic Council (NAC) for approval, it is strongly advised that delegates in the Military Committee, the Non-Proliferation Committee, the Euro-Atlantic Partnership Council, and the Civilian Emergency Planning Committee seek consensus, as actions lacking consensus will, with near certainty, be vetoed by the dissenting member states in the NAC.

NATO is an alliance. Delegates should remember that, at all times, consensus is the driving principle of debate.

Starting Debate

The chair of each committee will call the committee to order. To call the committee, **quorum** - a minimum number of delegates - must be present. Quorum must be maintained at all times during moderated caucus; without it, the body must suspend business until quorum is attained. Quorum is attained when 2/3rds of delegates are present.

Roll Call

Once committee is ready to begin, the chairs will begin roll call. This procedure records the presence or absence of every delegate in the committee. Chairs will call every delegation out in alphabetical order by country name. When delegates are called upon they must indicate their presence (usually just by saying "present"). Chairs will then record their attendance. Roll call must be completed for each new session. Experienced delegates should note that, because abstentions are not allowed at MNATO, there is no functional difference between "Present" and "Present and Voting".

Primary Speakers' List

When roll call is completed, delegates must present a motion to open the **primary speakers' list**. The topic of the primary speakers' list is to discuss the order in which each agenda item should be discussed. The **default speaking time** is sixty (60) seconds. Timing of speakers and the caucus will be kept by the chair, and the chair will give the delegate a warning that their speaking time is nearly complete. The primary speakers' list has no set maximum time or number of speakers, and will only be interrupted by a motion to set the topic, and open the secondary speakers' list.

Delegates wishing to speak must raise their placards once the chair has asked for them, and keep them raised until they are called upon by the chair. Delegates may be re-added to the list immediately after they conclude speaking, if they so choose. They may also send a note to the chair requesting to be added to either speaking list at any time, as long as they are not already on it.

Once there has been substantial debate regarding the agenda of the committee, at their discretion, the chairs may accept a motion to **set the agenda.** Here, delegates state their preference for the order of the agenda. Setting the agenda allows delegates to choose the order of the topics in which they wish to address them during the conference. Once one topic is exhausted or tabled, delegates move onto the next. This removes the need for subsequent debate on the order of agenda. The first motion to receive the support of a simple majority (50% + 1) of the Committee will be adopted, and the agenda will be set.

Once the agenda has been set, the committee automatically discusses the first topic. After the topic is broadly discussed, chairs may accept a motion to **set the topic**. This requires **two speakers for, and two speakers against**. The speakers will be selected at the chair's discretion, but the mover of the motion must be one of the speakers for. They will have thirty (30) seconds to speak.

Setting the topic means delegates will choose only one topic to discuss for the proceeding session. Once that topic is exhausted (through voting procedures) or tabled, delegates must go back to the primary speakers' list and begin debate on how to select the next topic of discussion.

A **simple majority vote** (50% + 1) is required to set the topic.

Once the topic is set, the **secondary speakers' list** will be opened. The primary speaking list will be suspended, and the delegates still waiting to speak will be left on the list for when the committee returns to the primary speakers' list.

Secondary Speakers' List

The secondary speakers' list functions in the same manner as the primary speakers' list, including the speaking time, except that the topic of discussion is whichever agenda item has been selected for debate.

After a sufficient list has been populated and delegates have been given a chance to speak, at the chair's discretion, **motions** will be entertained. Should the situation arise where there are no motions on the floor, the committee will revert to the secondary speakers' list.

Moderated Caucus

A **moderated caucus** must pertain to a specific issue related to the topic at hand. The appropriateness of the topic will be decided by the chair, and ruled **"in order" or "out of order."** A topic may be ruled out of order if it is frivolous or too far detached from the subject matter of the committee.

The motion for a moderated caucus must have a **speaking time**, and a total time (example: a moderated caucus of nine minutes, with a forty-five seconds speaking time). While not necessary, it is proper to pick a speaking time that is readily divisible from the total time - for example, a speaking time of forty-five seconds will divide into a total speaking time of three, six, nine minutes, etc.

Unlike a primary or secondary speakers' list, speakers will be chosen at the chair's discretion. All those wishing to speak must raise their placards, but not before the previous

speaker has concluded. It is **extremely unparliamentary** to raise your placard before your colleague has had the opportunity to conclude their remarks, and doing so repeatedly can negatively impact your performance in the conference.

Once the speaking time in a moderated caucus has been **exhausted**, the chair will entertain motions, and rule their properness at their discretion. Delegates may motion to **extend a current moderated caucus**, for a new moderated caucus, to introduce draft communiques, or for an unmoderated caucus. Motions will typically be voted on from most-to-least destructive to the business of the committee.

Unmoderated Caucus

An **unmoderated caucus** ("unmod") gives delegates an opportunity to debate and discuss without moderation by the chair. An unmoderated caucus is typically used to discuss drafts and to allow delegates to speak in an unstructured manner- there is not set topic for unmoderated caucuses. While they are ostensibly productive, they are also disruptive, and should be used sparingly. When the time of an unmoderated caucus has been exhausted, a motion to extend for a set time can be in order at the chair's discretion. Both moderated and unmoderated caucuses can only be extended once.

Communiqués

Introduction of Draft Communiqués

Once committee has progressed sufficiently, delegates may submit working papers to the chair. The chair will evaluate the working paper, and either send it back for review, or accept it as a draft communique. Once a draft communique is accepted, the chair will send away to Staff HQ to have copies printed for each delegate.

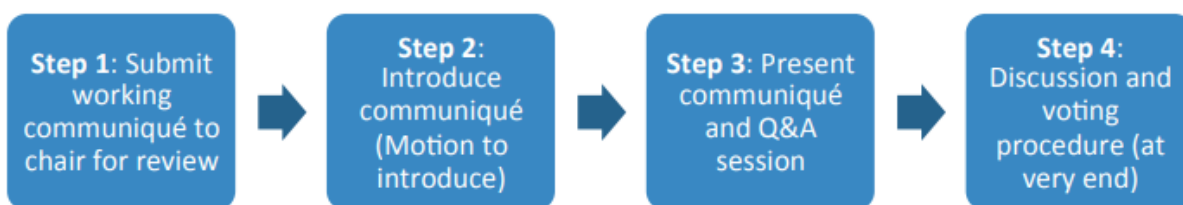When printed copies arrive, a draft communique can be **introduced**.

Draft communiques must have 1/5th of the body as **sponsors**, and 2/5ths of the body as **signatories**.

- **Sponsors** of a draft resolution are the principal authors of the document and agree with its substance. Sponsors control a draft resolution and only the sponsors can approve immediate changes.
- **Signatories** are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments.

Once they are prepared and the **motion to introduce** is received, the sponsors or Chairs will read the draft communique to the committee.

After this, it is common that a delegate will motion for a **question and answer period** of a certain time, with a set speaking time for the sponsors to answer questions. There is no limit to the length of a question, but it must be brief and topical. Overly perambulatory questions or debate masquerading as a question will be stopped by the chair. The question and answer period may be extended. Once it has been totally exhausted, the

delegates may move on to other motions; the communique does not need to be voted on immediately. Delegates may also choose to discuss a draft communique through a moderated caucus, unmoderated caucus, or simply move on to another topic.

Step 1: Submit working communiqué to chair for review	→	Step 2: Introduce communiqué (Motion to introduce)	→	Step 3: Present communiqué and Q&A session	→	Step 4: Discussion and voting procedure (at very end)

Communiqué Writing and Submission

Communiqués are official documents. They are products of the deliberations that take place within the Council's Chambers and adopted by the Council following the procedure of consensus. Communiqués address an opinion to a given situation and recommended action-plans to be enforced by the Alliance.

NATO Communiqués have a legally binding character for all members of the Alliance. North Atlantic Council (NAC) Draft Communiqués have to be adopted in absolute consensus. It is important to acknowledge that in drafting a communiqué wording will influence its acceptance. The draft communiqué should be clear and concise.

All communiqués will be formally sent to NATO officials in Brussels for review as this conference is supported by NATO headquarters. Please keep this in mind when drafting your communiques.

For information on how to properly format a communiqué please refer to the material provided.

SAMPLE COMMUNIQUÉ

Communiqué 1.2 *[topic #, draft #]*

Acknowledgement:

We the members of the Alliance **(this sentence is required to start every communique)** strongly condemn terrorist attacks that occurred in our partner country and express serious concern regarding security and stability in Srjednia.

We pledge our full support to the people and the government of Srjednia and call upon all NATO members and Euro-Atlantic Partnership countries to help the Alliance fulfill its partnership obligations. **(an explanation is not required but highly encouraged)**

Preamble: (not required in a communique but highly encouraged at least 3 are provided)

Recognizing the need for a joint action in the fight against terrorism;

Reaffirming the need to establish a clear strategy for the future actions that should be taken in the fight against terrorism;

Expressing their concern about the existing security threats that may escalate to a much larger scale, with regard to the situation in Srjednia.

Communique:

The members have agreed on the following actions to be taken in order to assist our partner country in their effort to combat terrorism and deal with the threats to their national security as well as the international security:

1) Member states shall dispatch a Security-Technical Mission for Srjednia (STMS) with a mandate to assist and support the local security forces in combating terrorist organizations operating in the area and to improve the existing capacities of the local security forces designated to prevent future terrorist threats;

2) Member states, shall, together with the Srjednia's authorities, create and employ a clear, detailed strategy for fight against terrorism; **(semi-colons are used for continuation)**

3) Member states shall prepare intelligence information packages and expertise related to combat against terrorism relevant for the situation in Srjednia and submit them to Srjednia's security forces in charge of conducting the operations;

4) The partnership shall, through NATO- Russia Council, start negotiations with the Russian Federation with the aim to encourage Russia to supoort STMS and other relevant missions and operations in Srjednia established by the international community. **(periods are used to end the communiqué)**

Members of the Alliance further recommend: **(note you can have as many clauses as you feel necessary, but a change from action to recommendation must be made in a statement like such so that all actions can be noted by categorization)**

1) that all member states shall stay committed to help develop and establish further strategies, operations and missions in Srjednia within relevant UN bodies, especially those programs that will involve IAEA's expertise on monitoring nuclear capacities in Srjednia;

> 2) <u>all member states shall</u> continue contributing to the establishment of long term policies towards Srjednia regarding this issue.
>
> <mark>Member states further call</mark> upon the international community to support the Alliance's efforts to establish security, stability and the rule of law in Srjednia. **(a closing statement like such is optional, not required).**

Sample Preambulatory Phrases

Affirming	Expecting	Having examined
Alarmed by	Emphasizing	Having received
Approving	Expecting	Keeping in mind
Bearing in mind	Expressing it's appreciation	Noting with deep concern
Believing	Fulfilling	Nothing with satisfaction
Confident	Fully aware	Noting further
Contemplating	Emphasizing	Observing
Convinced	Expecting	Reaffirming
Declaring	Expressing it's appreciation	Realizing
Deeply concerned	Fulfilling	Recalling
Deeply conscious	Fully aware	Recognizing
Deeply convinced	Further deploring	Referring
Deeply Disturbed	Further recalling	Seeking
Deeply Regretting	Guided by	Taking into consideration
Desiring	Having adopted	Taking note
Emphasizing	Having considered	Viewing with appreciation
		Welcoming

Sample Communique Phrases

- Today the North Atlantic Council met in Defense Ministers Session, to advance the…
- We are committed to the continuing success of the NATO-led International Security Assistance force…
- We welcome the adoption…
- We fully support the negotiations…
- We strongly condemn…
- In response to the call by the government of…
- NATO will continue to play an essential role in regional security and stability…
- We express our concerns about …
- We express / our deep appreciation…
- We fully agree with the statements…
- We recognize the need/ the importance…
- We reaffirm our determination…

- We reiterate our commitment to the…
- We remain committed to our transatlantic link…
- The members of NATO, recognize that the Alliance faces a wide range of threats…
- Member states further call upon…
- We believe that it is necessary…
- Expressing concern on the status of…
- It is of importance to establish…
- Member states shall…
- We call for…
- We assert that…
- Supporting the…
- The Alliance will cooperate…
- Respecting all main principles of…
- The Alliance appeals…
- With expressed reservation…

Next Steps: Amending Communiqués

Amendments

After draft communiqués have been submitted to the Secretariat and approved, draft communiqués are presented to the delegates. At this point the state representatives have the right to modify through amendments at any point before entering voting procedure.

There are three types of amendments:

1. **Non Substantive Amendments** that correct grammatical, spelling or formatting mistakes are automatically adopted without approval.

2. **Substantive Friendly Amendments** change the substantial meaning of the communiqué. These types of amendments can be submitted at any time via a note to the chair with unanimous support of the sponsors.

3. **Substantive Unfriendly Amendments** are submitted when one or more of the sponsors of a communique oppose an amendment. The amendment will be officially introduced, presented, and voted on by the entire body, with a 2/3rds majority required to pass.

Voting Procedure

Once all draft communiques have been introduced, edited, or debate is otherwise concluded, delegates may enter into voting procedure on all draft communiques. They are to be voted on individually. Once voting procedure commences, **the topic is closed**, and no further draft communiques may be introduced.

When the body enters voting procedure, the doors will be locked. Any delegate outside the room must wait until voting has concluded, and any delegate that wishes to leave will not be allowed to re-enter.

Delegates may motion to **"divide the question",** meaning a communique will be voted in different sections. For example, a draft communique of five sections may be voted on in two blocks, §1-4 and §5, or §1, 4, 5 and §2, 3, and so on. This is typically done when a delegate objects to a specific aspect of a resolution, but does not wish to see the entire resolution fail. Dividing the question requires a majority vote.

All votes on communiqués will be roll-call votes. Delegates may opt to **"pass"** when voting if they are unsure of the voting intentions of the body and wish to see how other delegates have voted before making a final decision. They must vote "yes" or "no"- **abstentions are not allowed**. Once voting procedure has concluded, the topic shall be considered settled, and the body will return to the primary speakers' list.

Crises

An integral part to the Model NATO conference experience is its crisis portion. During the conference, a crisis, plausible to real world events, will transcend through each committee. The crisis can be anything from a cyber-terrorist attack to an international political scandal, a natural disaster or even a civil war outbreak. A crisis may even encompass multiple scenarios, and at any time during crisis, delegates can be hit with leaked information and/or media reports, which may or may not be true information. Once a crisis hits a committee, delegates will have to move to suspend debate in order to address the crisis they have been presented. They will then have to tactfully address the issue through debate and then ultimately draft a communiqué. Based on the reactions of a committee, the crisis will then change shape: becoming more or less problematic for the next committee. The goal is to have each committee defuse the situation until it ends up completely resolved. However, this perfect outcome is solely dependent on the craftiness of the delegates and their willingness to tackle the crisis head-on.

When a crisis arises for the committee, delegates may motion to suspend debate and address the current crisis. The committee will then function as though it is in a secondary speakers' list, and is expected to produce a crisis communiqué. These communiques are more flexible and less formal than those addressing standard topics.

Other Motions

The following are motions that are not specific to a certain point of debate. Please consult the motions "cheat sheet" to see the specific rules regarding these points or motions.

Point of personal privilege: This addresses a matter of personal comfort. The temperature of the room is unsuitable, the text on the screen is too small to see, you cannot hear, etc. This is the only point or motion with which you may interrupt a speaker.

Point of order: A point of order may be raised if you believe the chair or a delegate has breached procedure. A point of order is not a matter of debate.

Point of information: If a delegate is unsure of procedure or the current business of the committee, they may introduce a point of information. A point of information is not to be used to ask for factual information regarding debate or a communiqué - it is a procedural matter.

Right of reply: If a delegate feels they have been personally insulted by another delegate, or the delegate has made an attack on their country's character, they may exercise the right of reply at the chair's discretion. Right of reply is not an opportunity to debate; it is an opportunity to defend against attacks on character. At chair's discretion, the right of reply may be verbal or written.

Adjournment: Delegates may adjourn debate at the end of a committee session.

Challenging the chair: If a delegate believes the chair has made a grievous error, they may challenge the chair's decision. When a chair is challenged, they must recuse themselves of their duties and be replaced by a deputy or another official. The challenging delegate may then state their challenge, and the body will then vote to uphold the ruling or overturn it. Once the challenge has concluded, the chair will resume their duties. Challenging the chair is an extremely rare event that should not be used as a matter of routine debate.