



3RD ATHENS COP SIMULATION (ACOPS): RULES OF PROCEDURE



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National and Kapodistrian
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United Nations
Educational, Scientific and
Cultural Organization



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Table of Contents

I. Rules of Procedure	5
1. General considerations	5
2. ACOPS Board	6
3. Procedure.....	7
3.1. Roll Call	7
3.2. Procedural Matters	7
3.3. Substantive Matters	7
4. Majority	7
4.1. Simple Majority	7
4.2. Two-thirds (2/3) Majority	8
4.3. Unanimity	8
4.4. Consensus.....	8
5. Delegations' Rights	8
5.1. Contact with the Board in an emergency	9
6. Quorum.....	9
6.1. Motion to Verify the Quorum.....	9
6.2. Late arrival	9
7. Agenda	9
7.1. Motion to set the Agenda.....	10
8. Speakers' List.....	10
8.1. Motion to Establish the Speaker's list.....	10
8.2. Adding a Delegation to the Speaker's List	10
9. Debate.....	10
9.1. Formal Debate.....	10
9.2. Informal Debate	10

9.2.1. Moderated Caucus	11
9.2.2. Unmoderated Caucus	11
9.3. Recognition	11
9.4. Interruptions	11
10. Speeches	11
10.1. Time limit.....	11
10.2. Relevance of Speech.....	12
11. Yields.....	12
11.1. To Questions.....	12
11.2. To Another Representative	12
11.3. To the Board.....	12
12. Points.....	12
12.1. Personal Privilege.....	13
12.2. Order	13
12.3. Parliamentary Inquiry.....	13
12.4. Right of Reply.....	13
13. Motions.....	14
13.1. Motion for a Moderated Caucus	14
13.2. Motion to Extend the Moderated Caucus.....	14
13.3. Motion for an Unmoderated Caucus.....	14
13.4. Motion to Extend the Unmoderated Caucus	15
13.5. Motion to Close Debate on a Draft Decision	15
13.6. Motion to Close Debate on the Topic Area under Discussion	15
13.7. Motion to Adjourn of the Meeting	15
13.8. Motion to Adjourn the Session	15
14.1. Motion to Question Competence	16
14.2. Working Paper	16

14.3. Decision	16
14.3.1. Draft Decision.....	16
14.3.2. Decision denomination.....	16
14.3.3. Format.....	17
14.3.4. Sponsor.....	17
14.3.5. Signatories	17
14.3.6. Withdrawal of Sponsorships.....	17
14.3.7. Withdrawal of Signature.....	17
14.3.8. Introduction of a Draft Decision.....	17
14.3.9. Withdrawal of a Draft Decision.....	18
14.4. Amendments	18
14.4.1. Motion to Introduce Amendments	18
14.4.2. Amendments to Pre-Ambulatory Clauses	18
14.4.3. Substantive Amendments.....	18
14.4.4. Friendly Amendments	19
14.4.5. Unfriendly Amendments	19
14.5. Withdrawal of Amendments.....	19
14.6. Voting on Amendments	19
15.Voting Procedure	20
15.1. Method of Voting	20
15.2. Roll Call Vote	20
15.3. Passing.....	20
15.4. Voting with Rights	20
15.5. Motion to Divide the Question.....	20
15.6. Motion to Retake Vote.....	21
15.7. Adoption of the Draft Decision	21
II. Tips and interpretation of rules.....	21

1. Points & Motions.....	21
2. Amendments.....	24
3. Yielding.....	25
4. Outcome document.....	26

I. Rules of Procedure

1. General considerations

1.1. Scope

The present rules apply to the 3rd Athens COP Simulation (ACOPS), and specifically to the Conference of the Parties of the UNFCCC. Please note that the Board Members are responsible for determining rules that are in order to facilitate debate and discussion. In case of conflict of interpretation, the Chair has the final authority for determining the applicability of the Rules of Procedure. Please keep in mind that the conference will be held virtually, thus rules and procedures are simplified and digitalized. For example, there will be no “raise your placards”, but “raise your hands” that will be done virtually through the functions of the “Zoom platform”.

1.2. Language

English is the official language of ACOPS. A Representative wishing to speak in an official language will be required to provide their own translation, as there will be no simultaneous interpretation provided. Please note that time spent in translation will be counted towards total time allotted for a given speech.

1.3. Dress Code

In accordance with the Representative’s diplomatic status, a Western formal outfit is required. For male Representatives, a tie is obligatory, and for female Representatives, no casual outfits are allowed. Informal clothing, such as jeans and trainers and traditional or religious outfits, are out of order.

1.4. Diplomatic Courtesy

During COP sessions, Rare expected to exercise diplomatic courtesy when addressing members of the Conference, the Board Members, and the members of the Organising Team, when present in the virtual room. Insulting, abusive, aggressive or offensive behavior during the conference is prohibited. The members of the Organising Team and the Board Members have the authority to address diplomatic warnings to Representatives who obviously violate the diplomatic courtesy. In case the Representative’s conduct seriously hampers the process within the Conference, the Board Members reserve the right to request their expulsion from the virtual conference room.

2. ACOPS Board

2.1. Board

The Board of the COP shall be composed of a Chairperson and a Co-Chair.

2.2. Competence of the Board

The competence of the Board may not be questioned by Representatives.

2.3. Authorities and Responsibilities of the Board

2.3.1. Authority of the Chairperson

The Chairperson shall exercise ultimate authority over his/her respective Conference, presiding in an equitable and objective manner. The Chairperson also reserves the right to propose a motion at any given time, which will help the work and procedures of the Conference move forward and should be taken seriously into account by the Conference. In case of disruptive or dilatory behavior of any participants, the Chair reserves the right to take any appropriate action.

2.3.2. Responsibilities of the Chairperson

The Chairperson is responsible for all procedural matters pertaining to the Conference, including, but not limited to, moderating debate, determining the applicability of the rules and if necessary, clarifying on the meaning of the existing rules without approval from the Conference.

2.3.3. Authority & Responsibilities of the Co-Chair

The Co-Chair shall have authority over all the Conference's support operations. The Co-Chair will have as primary responsibility to ensure that Representatives are accurately representing the position of their countries with respect to substantial issues and topics. The Co-Chair reserves the right to take appropriate actions to ensure the proper representation of country-policies by the Representatives. The Co-Chair shall also be responsible for ensuring relevancy of the content and format of the Working Papers before their submission for verification. The Co-Chair shall also assist the Chair with all Conference presiding matters.

2.4. Caucus of the Board

The Board reserves the right to halt the working process within the COP in order to take a brief caucus.

3. Procedure

3.1. Roll Call

Attendance shall be conducted by the Board by a Roll Call at the beginning of every session. The Board Members read out the list of member states of the COP, while Representatives shall establish their presence in the Conference by declaring “Present”. The quorum constitutes the presents of the majority of the members of the Conference and is verified through the Roll Call procedure. As soon as the aforementioned procedure is complete, the Board is obliged to announce the total number of present members and subsequently the number of votes required for a simple majority.

Proceedings may not commence before the quorum has been established. In order for the quorum to be verified, 50% +1 need to be present for the beginning of the session. The Board maintains the right to begin without a verification, if deems necessary

3.2. Procedural Matters

Procedural matters are those matters relating to the structure of the COP session as defined in the ACOPS Rules of Procedure. They include, but are not limited to, voting on establishing a Speaker’s List, establishing speaking time, motions and adjournment of the COP session, etc. All Representatives must vote on procedural matters and no Representative may abstain. Roll Call vote is not in order for procedural matters.

3.3. Substantive Matters

Substantive matters are defined as those matters relating to the specific topic at hand. Representatives that have established their presence at the initial Roll Call shall act accordingly.

4. Majority

Unless otherwise specified, no motions are debatable and all require a simple majority vote to pass.

4.1. Simple Majority

A procedural or substantive matter requiring a simple majority to pass implies that more than half of the quorum must vote in favor of the matter to pass. If the vote is a tie, the matter will be considered to have failed.

4.2. Two-thirds (2/3) Majority

A procedural or substantive matter requiring a two-thirds (2/3) majority to pass implies that two-thirds (2/3) of the COP must vote in favor for a matter to pass. If there is at least one vote in favor or against and the remaining votes are abstentions, the subject is considered to have either passed or failed.

4.3. Unanimity

A procedural or substantive matter requiring unanimity to pass implies that every voting member must vote in favor for a matter to pass. If there is at least a vote in favor or against and the remaining votes are abstentions, the subject is considered to have either passed or failed.

4.4. Consensus

Consensus is a decision-making process in which participants develop and decide on proposals with the aim, or requirement, of acceptance by all. The focus on avoiding negative opinion differentiates consensus from unanimity, which requires all participants to positively support a decision, while in consensus abstentions are permitted. The Parties shall make every effort to reach agreement on all matters of substance by consensus. If all efforts to reach consensus have been exhausted and no agreement has been reached, the decision shall, as a last resort, be taken by a two-thirds majority vote of the Parties present.

5. Delegations' Rights

Each party is represented by its Head of State/Government; each organisation is represented by a Representative (herein after both Heads and Representatives are Representatives). Everyone shall have speaking and voting rights on all matters during COP sessions, except for the ones participating in the procedures of the organization having observer status (i.e., Representatives of Lobbies and International Organisations). The latter are entitled the same speaking rights and voting rights on procedural matters but their voting rights on substantial matters are permanently suspended. Additionally, all members of the Conference remain responsible to ensure the progress of the debate by using options that are described below and by actively participating in the COP procedures.

5.1. Contact with the Board in an emergency

Any participant wishing to contact the Board for a very delicate matter may send a private message. This is a last resort in case of emergency.

6. Quorum

COP activities and debate shall start when at least two thirds (2/3) of the Representatives are present which will be verified through roll-call that will be carried out by the Board. If quorum is not met thirty (30) minutes after the scheduled start time of the COP session, the Conference shall start its session with the number of Representatives already present. Quorum shall be assumed when COP activity begins. The total number of Representatives will be determined by the attendance list from the most recent COP session. If quorum is in question in the first COP session, the list of delegations expected to attend will serve to determine the total number of Representatives in attendance. Verification of the Quorum is deemed obligatory if COP proceedings are suspended for more than 30 minutes. In any other instance the quorum remains intact as set in the beginning of the session.

6.1. Motion to Verify the Quorum

Representatives may move to the Verification of the Quorum, where the Board will proceed with quorum confirmation by initiating a Roll Call. The Board can rule the Motion dilatory without option for appeal.

6.2. Late arrival

In case a member arrives at the Conference of the Parties chamber after the Roll Call is complete, they may send a message private message to the board, informing that they are present; in any other case; they will be considered as absent and won't be recognized by the Board. All participants who have not informed the Board of their presence until the voting procedure begins are not eligible to vote.

7. Agenda

The Agenda has already been selected. The Board will entertain a motion to set the agenda immediately after setting the quorum so as to define the topic area takes precedent in the debate.

7.1. Motion to set the Agenda

Granted that the COP has one topic as its agenda item this Motion shall be automatically accepted by the Board.

8. Speakers' List

8.1. Motion to Establish the Speaker's list

To establish a Speaker's List, a Representative shall rise to a Motion to Establish a Speaker's List, also determining the individual speaker's time. Any nation can raise a motion at to set the speakers' time. Any time length is allowed, nevertheless, 1 to 2 minutes has proven to be preferable. The Motion needs to be first approved by the Board and is voted upon, requiring simple majority to pass. Once a motion to set the speaker's time has passed, it is not possible to reset speakers' time to unlimited at a later stage. In case there are multiple motions to set the speaking time on the Floor, suggesting a different Speaker's time, they will be voted upon, starting from the most disruptive one, meaning the one with the longest amount of time.

8.2. Adding a Delegation to the Speaker's List

A delegation can be added to the Speaker's List only if not already included. The Representative may either "raise their hand" virtually, when the Board calls for Representatives to do so, or send a private message to the Board stating their intention to be added to the Speaker's List. Speakers must keep their remarks germane to the subject under discussion. When the Speaker's List is exhausted, debate is automatically closed even if a motion to close debate would not normally be in order.

9. Debate

9.1. Formal Debate

The Conference shall, by default, be in Formal Debate, unless otherwise advised by the Board. Representatives should refer to the Speaker's List for the speaking order. Once the Agenda is set, the Board will entertain a Motion to Establish the Speaker's List.

9.2. Informal Debate

Formal debate may be interrupted by informal debate which is considered a more flexible and versatile form of discussion. The two recognized forms of informal debate are the moderated and the unmoderated caucus. When the floor is open, after the instruction of the Board, a Member of the COP can propose a motion for a Moderated caucus or a motion for an Unmoderated Caucus.

9.2.1. Moderated Caucus

A delegation, may propose a motion for a Moderated Caucus for a specific time in order to limit the discussion to a specific aspect of the topic; in this case, the Member will be asked to designate the purpose of the moderated caucus, which is mandatorily narrower than the general agenda item, its total duration and the individual speaker's time; the Board is free to openly confer with the Member proposing a moderated caucus, in order to assist in designating the aforementioned; a moderated.

9.2.2. Unmoderated Caucus

A delegation may propose a Motion for an Unmoderated Caucus; the member is asked to designate the total duration of the unmoderated caucus and its purpose, which should mandatorily serve the best interest of the COP; the Board is free to openly confer with the Member proposing an unmoderated caucus, in order to assist in designating the aforementioned features; an unmoderated caucus is extended only once through a motion to extend the unmoderated caucus, but its duration should not exceed that of the initial unmoderated caucus. An unmoderated Caucus is an informal procedure where the members are allowed to discuss, lobby, negotiate and freely draft the official document of the COP; exiting the virtual room of the Conference, without permission from the Board, is prohibited. This will be done by breakout rooms through the “zoom platform”.

9.3. Recognition

A Representative may only address the COP if they have received permission from the Board.

9.4. Interruptions

A Speaker may not be interrupted by another Representative unless the Representative has risen to a Point of Personal Privilege. Point of Order does not interrupt a speaker. Only once the Speaker has concluded and the floor is given to the Board, a Representative may move to a Point of Order.

10. Speeches

10.1. Time limit

When a Representative exceeds their allotted time, the Board may call the Speaker to order without delay. However, the Board has the discretion to be flexible (within

reason) about the time limit to allow a Representative to finish their thought in order to account for the varying fluency of English among the Representatives.

10.2. Relevance of Speech

A Board Member may call a Representative to order if their speech is not relevant to the subject matter being discussed or is not delivered according to diplomatic courtesy.

11. Yields

Only during substantive formal debate, a Representative may yield any remaining time at the end of their speech in one of the following manners:

11.1. To Questions

The Board will use the remaining time to entertain questions for the Speaker from the Conference. Representatives wishing to ask questions shall virtually raise their hands and wait to be recognized by the Board. The Board shall rule questions that are rhetorical, leading or not relevant to the Speaker's speech out of order. Only the Speaker's answer shall be subtracted from the remaining speaking time.

11.2. To Another Representative

A Speaker wishing to give the remaining time allotted to their speech to another Representative can do so. A Speaker that has been yielded to cannot yield their time again.

11.3. To the Board

The Floor will automatically be given to the next speaker on the Speakers list. If a specific yield has not been established by the Speaker, the floor will automatically be given to the Board. During a Moderated Caucus the floor will also automatically be given to the Board. caucus may only be extended once, through a motion to extend a moderated caucus, and the extension shall not exceed in total duration the initial moderated caucus.

12. Points

All points listed below, except for the Point of Personal Privilege, are not allowed to interrupt a speaker. Point of Order is in order both during Formal and Informal Debate, at any given time, provided that it does not interrupt a speaker. Point of Parliamentary Inquiry and Right of Reply are in order only during Formal Debate. Points of Parliamentary Inquiry can only be entertained when the Board has opened the floor to

points or motions; The Point of Personal Privilege is raised at all times and it can interrupt a speaker. The Representative wishing to raise a Right to Reply shall express their intention verbally following the speech that they felt was insulting. During the unmoderated caucus, all aforementioned options are suspended. In case a Representative needs to bring an incident to the attention of the Board, they may send a message to the board, as instructed in the Rule 5.1.

12.1. Personal Privilege

A Representative may raise a Point of Personal Privilege if a matter of any nature impairs the Representative's effective participation in Conference activities. The Board shall try to effectively address the source of impairment. A Point of Personal Privilege can interrupt the speaker in any case. However, this motion should be used sparingly.

12.2. Order

A Representative may rise to a Point of Order if a Rule of Procedure is not properly observed by a Representative or by the Board. The Board will rule on the validity of the point immediately. A Representative rising to a Point of Order may not comment on the topic of the discussion. A Point of Order ruled dilatory by the Board may not be appealed. This point may not interrupt a Speaker.

12.3. Parliamentary Inquiry

A Representative may rise to a Point of Parliamentary Inquiry requesting an explanation from the Board Members on the Rules of Procedure. The point shall be concisely and briefly stated and shall contain a reference to the official rules of procedure of ACOPS. This point may not interrupt a Speaker.

12.4. Right of Reply

A Representative whose personal or national integrity has been impugned by another Representative's comments may rise to a Right of Reply. Disagreement with the content of a Representative's speech does not constitute sufficient justification for a Right of Reply. The Board will recognize the Right of Reply at their discretion, as well as decide on how to resolve the motion. This point may not interrupt a speaker but should be addressed the moment they have finished their speech. Should the Board rule the Right of Reply not in order, their decision cannot be appealed. No Representative may call for a Right of Reply to a Right of Reply.

13. Motions

Motions can only be entertained when the Board has opened the floor to points or motions; a delegation may only state their motion once they have been recognized by the Board in order to do so. After a Representative proposes a Motion, the Board may ask for seconds, i.e., representatives agreeing with the motion. All Representatives wishing to second the motion will have to say “second”. If there are no seconds, the motion will automatically fail. If there are seconds, the Board will ask for objections, i.e., Representatives disagreeing with the proposed motion. All the Representatives wishing to express their objection will say “objection”. If there are no objections, the motion will automatically pass. If there are objections, the Board will enter voting procedure or move on receiving any other motions.

13.1. Motion for a Moderated Caucus

A Representative may move for a Moderated Caucus, thereby suggesting a change from formal debate to moderated informal debate. A Representative who moves for a Moderated Caucus must suggest a time length for the caucus, individual speaking time, and justification for the Motion. The Board may suggest a more appropriate caucus length or individual speaking time or may rule the Moderated Caucus out of order without possibility of appeal. If the Motion passes, the Conference will enter informal debate whereby the Board will recognize Representatives who raise their placards to speak about the issue at hand.

13.2. Motion to Extend the Moderated Caucus

A Representative may move to Extend the Moderated Caucus if they feel that additional time benefits Conference work. The Representative moving for an Extension of the Moderated Caucus must suggest a length for the extension, which shall not exceed the duration of the original Moderated Caucus. The Board may suggest a more appropriate caucus length and put it to vote or may rule the Motion out of order without possibility of appeal.

13.3. Motion for an Unmoderated Caucus

A Representative may move for an Unmoderated Caucus, thereby suggesting a change from formal to informal debate. The Representative who makes this motion must suggest a length and justification for the Unmoderated Caucus. The Board 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. Once the Motion has passed, the Conference will depart from the Speaker's List and Representatives will carry an informal discussion on the topic specified in the Motion without leaving the conference room.

13.4. Motion to Extend the Unmoderated Caucus

A Representative may move to extend the Unmoderated Caucus if they feel that additional time would benefit the work of the Conference. The Representative 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. The Board 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.

13.5. Motion to Close Debate on a Draft Decision

A Representative may propose a Motion to Close Debate in order to end debate on a Draft Decision. Should there be amendments on the floor, it is highly recommended to follow the procedure regarding Amendments, as discussed in Rules 14.4 – 14.6. If the Board rules the Motion in order, it is in their discretion to entertain one (1) speaker in favor and one (1) speaker against the Motion. This motion requires 2/3 majority.

13.6. Motion to Close Debate on the Topic Area under Discussion

A Representative may propose a Motion to Close Debate in order to end Debate on the Topic Area under Discussion, whereby the Conference will enter immediately in voting procedure. If the Board rules the Motion in order, it is in their discretion to entertain one (1) speaker in favor and one (1) speaker against the Motion. This motion requires 2/3 majority in order to pass.

13.7. Motion to Adjourn of the Meeting

A Representative may rise to a Motion for the Adjournment of the Meeting to suspend all COP activities until the next scheduled meeting. The Board may rule the Motion out of order without possibility of appeal. This motion requires Simple Majority in order to pass. This motion is in order only to be used at the end of the conference.

13.8. Motion to Adjourn the Session

A Representative may rise to a Motion for the Adjournment of the Session to cease permanently all COP activities. The Board may rule the Motion not in order without possibility of appeal or putting it to vote. The Motion is debatable; thus, the Board will

entertain one (1) speaker in favor and one (1) speaker against. This motion requires 2/3 majority in order to pass.

14. Decision and Amendments

14.1. Motion to Question Competence

A Motion to Question the Competence of the COP to consider a Draft Decision is in order upon introduction of the documents. The Board will recognize one (1) Speaker in favor and one (1) Speaker against the Motion. The motion requires a 2/3 majority in order to pass. If the Motion passes the document will be withdrawn and will not be allowed to be re- introduced.

14.2. Working Paper

A Working Paper is an informal document used by members of the COP, to work on building a Draft Decision. A Working Paper will be distributed at the Board's discretion, if requested by a Representative. A Working Paper can be presented by the Representative, either when it is the Representative's turn to speak in the Speaker's List, or when a motion for an informal debate is passed, with the purpose of discussing the working paper. Working papers shall be submitted in electronic form.

14.3. Decision

In appropriate cases, the conclusions of the COP may take the form of Decision from the governments of the Parties, and the COP may request the governments of the Members to inform it of the action taken by them with regard to such Decision. Decisions are adopted by the COP based on the principle of consensus (see above rule 4.4).

14.3.1. Draft Decision

A Working Paper submitted to the Board under proper Decision format, i.e., phrasing, sponsorship and the required number of signatories will be referred to as a Draft Decision. Representatives may refer to a document as a "Draft Decision" in a speech only after it has been assigned a number by the Secretariat. The Draft Decision shall be submitted in electronic form.

14.3.2. Decision denomination

A Draft Decision that has been put to a vote by the COP and passes may be referred to as a "Decision".

14.3.3. Format

The Draft Decision must be properly formatted according to the official guidelines.

14.3.4. Sponsor

The sponsor is recognized as the main contributor of the Draft Decision. There is only one Sponsor for each Draft Decision. The Sponsor must be present for a Draft Decision to be introduced to the COP. The Sponsor must agree to support a Draft Decision unless major changes have been introduced through the amendment process.

14.3.5. Signatories

Signatories are those countries wishing to see the respective Working Paper being introduced and discussed as a Draft Decision. Signatories are neither considered as supporters of the Draft Decision, nor bear any obligation towards the sponsor. Amendments to the Draft Decision are not required to be approved by its Signatories. A country can be a signatory to more than one Draft Decision on the same topic. The required number of Signatories required to discuss a Draft Decision will be set by the Board, being equal to at least 1/3 of the total members present at the COP (quorum).

14.3.6. Withdrawal of Sponsorships

Sponsorship of a Draft Decision may be withdrawn at any time before voting on it has begun. Sponsorship of a Decision may be withdrawn, if the Sponsor considers that a passed amendment alters the content to such extent, that their Delegation can't support the Draft Decision as a whole.

14.3.7. Withdrawal of Signature

Signatories bear no responsibility towards the sponsor, or the signed document, and they are entitled to their liberty to decide during voting procedure. If a Representative wishes to withdraw their signature, they may send a message, at any given time before voting procedure, to the Board, requesting to be excluded from the list of signatories.

14.3.8. Introduction of a Draft Decision

A Representative may propose a Motion to Introduce a Draft Decision. Once the Draft Decision has been assigned a number by the Secretariat, the Board will entertain a Motion to Introduce the Draft Decision, requiring simple majority. Once the Motion has passed, the Board shall invite the Sponsor of the Draft Decision to read out only the operative clauses of the Draft Decision to the COP. The Sponsor, or one of the Signatories, will then be recognized for five (5) minutes to speak in favor of the Draft

Decision. The Speaker may yield their remaining time to Questions or to another Representative if they wish to do so. A new debate upon this Draft Decision shall begin and a new Speaker's list shall be established.

14.3.9. Withdrawal of a Draft Decision

A Draft Decision may be withdrawn by its sponsor any time before the Amendment procedure starts, as defined by Rules 14.4-14.4.6. This request should be submitted via a private message to the Board.

14.4. Amendments

An Amendment may add, strike out or revise a part of the Draft Decision. The Amendment has to be first approved by the Board. It is highly recommended that there is at least one co-sponsor of the Amendment. It is at the discretion of the Board to define the allotted time, during which the floor will be open for Amendments. After receiving the Amendments, the Board shall review them, designating whether they have been accepted by the Board and subsequently assigning them with a number.

14.4.1. Motion to Introduce Amendments

A Representative may propose a Motion to Introduce Amendments after the time for the submission of Amendments has elapsed. If the Motion passes, the Board will introduce all Amendments approved by the Board, to the COP. During this procedure, the Sponsor will be called upon to define to the Conference and the Board which Amendments are friendly and which are unfriendly.

14.4.2. Amendments to Pre-Ambulatory Clauses

Amendments to Pre-Ambulatory Clauses are not in order. However, the Board may rule such an amendment in order if serious mistakes have been noticed in the Pre-Ambulatory Clauses.

14.4.3. Substantive Amendments

Amendments correcting grammar, spelling or formatting mistakes on the Draft Decision will be automatically adopted without being voted upon by the Conference, at the discretion of the Board. Following the initial introduction of the Draft Decision by its Sponsor, representatives are permitted to point out any such problems to the Board.

14.4.4. Friendly Amendments

Substantive Amendments approved by the Sponsor of a Draft Decision will automatically be integrated in the Draft Decision without the need to be voted upon by the COP. Amendments to Friendly Amendments are not in order.

14.4.5. Unfriendly Amendments

Substantive Amendments to a Draft Decision not approved by the Sponsor of a Draft Decision are considered as unfriendly. Unfriendly Amendments will be put to a vote prior to the vote on the Draft Decision as a whole. Amendments to Unfriendly Amendments are not in order. The Board reserves the right to entertain one (1) speaker in favor and one (1) speaker against each Unfriendly Amendment prior to the vote by the COP.

14.5. Withdrawal of Amendments

The sponsors of an amendment may request its withdrawal jointly at their discretion, before its denomination by the sponsor as friendly or unfriendly. The sponsor(s) of an unfriendly amendment may request its withdrawal jointly at their discretion, before its adoption by the COP. In case one sponsor decides to withdraw his/her sponsorship and the designated number for the submission of an amendment as defined by the Board is not met, it is at the discretion of the Chairperson to provide time for the sponsor's replacement. The Sponsors of a Friendly Amendment do not have the right to request its withdrawal.

14.6. Voting on Amendments

After all Amendments have been defined by the Sponsor as friendly or unfriendly (Rule 14.4.1), the Board will read one by one all unfriendly Amendments, entertaining one (1) speaker in favor and one (1) speaker against, at their discretion. The Conference shall vote upon each Amendment separately, after finishing debating on it. All subsequent Amendments shall be discussed and voted upon in accordance with the aforementioned procedure, and in the order defined by their assigned number. If one Amendment implies the rejection of a second Amendment, the second Amendment will not be voted upon. An Amendment that has passed shall be automatically integrated into the Draft Decision. Once all Amendments relating to a Draft Decision have been voted upon, the Board shall read the operative clauses as they have been modified.

15. Voting Procedure

When the Board announces that the Conference of the Parties is entering voting procedure, no entering or exiting from the virtual room will be permitted, unless there is an emergency, or until the voting procedure has come to an end. All auxiliary personnel, such as Journalists, Observers, and Advisors, etc., are required to immediately exit the room. The Board may or may not allow the Administrative Staff to remain in the room. Note passing is suspended. At this time, Motions to Divide the Question or Roll Call Voting are in order.

15.1. Method of Voting

Each Representative of the COP has one vote and must demonstrate their voting intentions by raising their placard at the Board's request, unless there is a Roll Call vote (see rule 16.2). Representatives must vote "in favor" or "against" on procedural matters, and "in favor", "against" or "abstain" on substantive matters. No Representative shall vote on behalf of another Representative.

15.2. Roll Call Vote

Roll Call Motions are in order primarily for substantive matters. This Motion is automatically accepted unless the Board rules it not in order; the decision is not subject to appeal. The Roll Call starts from a Representative, randomly selected by the Board.

15.3. Passing

During Roll Call, a Representative may choose to pass. The Board will place the Representative at the bottom of the voting list. A Representative who has passed once during a voting sequence may not pass again, or abstain, but must ascertain their vote. A representative who has passed cannot vote "with Rights".

15.4. Voting with Rights

A Representative may request a right of explanation after voting, stating in favor, or against, with rights. Upon completion of voting, the Representative will be permitted to explain the reasons as to why they have chosen to vote a certain way. The Board may limit the speaking time at their discretion.

15.5. Motion to Divide the Question

Prior to the start of the voting procedure on a Draft Decision, a Representative may rise to a Motion to Divide the Question in order to vote on an individual operative clause, a group of operative clauses, or clause by clause. A Representative must specify how they

wish to divide the operative clauses. Should there be more than one Motion to divide the question on the floor, the Conference shall vote upon the Motions, starting from the most disruptive one. The Board shall take one (1) Speaker in favor and one (1) Speaker against the first Motion to Divide the Question for a speaking time of one (1) minute each. The Motion requires 2/3 majority in order to pass. If the Motion passes, subsequent Motions to Divide the Question will be ruled dilatory and the Conference will proceed to voting on the Draft Decision in the manner suggested by the Motion. If the Motion fails, the remaining Motions will be considered in accordance with the above procedure. The divided section that fails during voting will be taken out of the final Draft Decision; only those sections that have passed will remain. Subsequently, the Conference will proceed to vote on the new final Draft Decision as a whole.

15.6. Motion to Retake Vote

The Motion to Retake the Vote is in order when the result of the vote on the Decision ends with a difference of one (1). The Motion automatically passes and the Conference enters informal debate for a short period of time, defined by the Board. After the caucus the vote shall be retaken and the result of the second vote shall be considered as final. No Motions to retake the vote shall be entertained.

15.7. Adoption of the Draft Decision

If the Draft Decision passes, it is then automatically named Conference of the Parties of the UNFCCC Decision and hereinafter constitutes an official document of the COP. In order to the Draft Decision to pass a consensus is preferred, however if all efforts to reach consensus have been exhausted and no agreement has been reached, the decision shall, as a last resort, be taken by a two-thirds majority vote of the Parties present.

II. Tips and interpretation of rules

1. Points & Motions

Motions are the formal way for somebody, to initiate a particular action within the Conference, covering a large variety of things and objectives. Once the Floor is open, the Board Members will ask the body for any points or motions. This is the exclusive time frame, in which a motion can be proposed.

TIP:

If you wish to bring a motion to the Floor, then you should take the following steps:

- a. “Raise your (virtual) hand”, only when the board asks if there are any points or motions on the floor.
- b. Wait until and if the board recognizes you.
- c. Address properly the Board Members (“Thank you, honorable Board for the recognition” etc. or something along these lines), and, then state the motion you wish to propose.
- d. Board Members will generally repeat the topic of the motions and may also ask for clarifications. They, also, may do this in case they did not understand something or in order to ask or suggest modifications to the motion that they feel might benefit the debate.

Every motion is subject to seconds, if not otherwise stated (e.g., the motion for the roll call vote, motion to verify the quorum). In order for a motion to pass, at least another one delegation has to second the motion brought forward. A delegation cannot second its own motion. If there are no seconds, then the motion automatically fails. If a motion has a second, the Board will ask for objections. If no objections are raised, the motion will pass without discussion or a procedural vote (automatically). In case of objections, a procedural vote will be held. The vote on a motion requires a simple majority, if not otherwise stated.

1.1. Motion for a moderated caucus

Informal debate consists of moderated and unmoderated caucuses. During a moderated caucus, short speeches are delivered by delegates in direct reply to each other. A moderated caucus has a specific topic, a standard total duration individual speaking time, and is always moderated by a Board Member.

Its aim is to have an open discussion on (a specific, pre-stated part of) the topic under consideration with more possibilities for interaction among the delegates than the speakers’ list or the open debate (formal debate in general). During a moderated caucus, there will be no speakers’ list. The moderator will call upon speakers in the order in which they signal their desire to speak.

In order for a motion for a moderated caucus to be raised, the delegate has to specify the total duration of it (e.g., 10 minutes), the time per speaker (e.g., 45 seconds), and of course the purpose of the caucus, which has to be at least less general than the Agenda

item under discussion. This motion is subject to seconds and objections but is not debatable.

In case there are multiple motions for a moderated caucus on the Floor, the vote will be casted first for the caucus with the longest duration, according to the general principle of disruptiveness. In case there are multiple motions of the same duration, the vote will be casted by the longest speaker's time. In case that the motions have the same total duration and individual speaking time, then they are voted by chronological order.

At the end of the caucus, delegates may ask for an extension which must not exceed the initial time of the first motion. Extensions to already extended caucuses are not allowed. A simple majority is required in order for a motion for an extension to pass.

1.2. Motion for an unmoderated caucus

As stated above, unmoderated caucuses are the second pillar of informal debate.

During an unmoderated caucus, proceedings are not extensively regulated by the Rules of Procedure, nevertheless this doesn't mean that they constitute a coffee break. Delegates may converse with other delegates, nonetheless only for purposes of the Conference's work. This is also the time to create blocks and alliances, develop ideas, formulate working papers, draft resolutions and amendments.

English remains the official and only language allowed to be spoken by delegates. Delegates are also required to stay in the virtual room unless they are given permission to leave by the Board. When raising a motion to proceed to an unmoderated caucus, a delegate must state the desired duration of the caucus, and a topic of it. The duration of an unmoderated caucus shall not exceed 20 minutes.

At the beginning of the unmoderated caucus, the Board shall announce at what time the COP will reconvene. This motion is subject to seconds and objections, but is not debatable. In case there are multiple motions for a caucus on the Floor, the vote will be casted first for the caucus with the longest duration, as the principle of disruptiveness implies.

At the end of the caucus, delegates may ask for an extension which does not exceed the original time of the motion. There can be no more than two extensions to each motion. A simple majority is required in order for a motion for an extension of a caucus to pass.

For the purposes of ACOPS 2021 unmoderated caucuses will be realized through smaller virtual rooms.

2. Amendments

A delegate may propose a Motion to Introduce Amendments after the time for the submission of amendments has elapsed. If the Motion passes, the Board introduces to the body all Amendments approved by the Board. During this procedure, the Sponsor is called upon in order to define to the body and the Board which Amendments are friendly and which are unfriendly.

Amendments to Pre-Ambulatory Clauses: are not in order! However, the Chairperson may rule such an amendment in order if serious mistakes have been noticed in the Pre-Ambulatory Clauses, especially of linguistic nature.

Non-Substantive Amendments: Amendments correcting grammar, spelling or formatting mistakes on draft documents can automatically be adopted without being voted upon by the COP, always remaining at the discretion of the Board. Following the initial introduction of the draft document by its Sponsor, delegates are permitted to point out any such problems to the Board.

Friendly Amendments: Substantive Amendments approved by the Sponsor of a document are automatically integrated in the document without needing to be voted upon by the body. Amendments to (Friendly) Amendments are not in order!

Unfriendly Amendments: Substantive Amendments to a draft document not approved by the Sponsor are considered as unfriendly. Unfriendly Amendments will be put to a vote prior to the vote on the draft document as a whole. Amendments to Unfriendly Amendments are not in order. The Chairperson reserves the right to entertain one (1) speaker in favor and one (1) speaker against each Unfriendly Amendment prior to the vote by the body.

Withdrawal of Amendments: The sponsors of an amendment may request its withdrawal jointly at their discretion, before its denomination by the sponsor as friendly or unfriendly. The sponsor(s) of an unfriendly amendment may request its withdrawal jointly at their discretion, before its adoption by the Conference. In case one sponsor decides to withdraw his/her sponsorship and the designated number for the submission of an amendment as defined by the Board is not met, it is in the discretion of the

Chairperson to provide time for the sponsor's replacement. The Sponsors of a Friendly Amendment do not have the right to request its withdrawal.

Voting on Amendments: After all amendments have been defined by the Sponsor as friendly or unfriendly, the Chairperson will read one by one all unfriendly amendments, entertaining one (1) speaker in favor and one (1) speaker against, at his/her discretion. The body shall vote upon each amendment separately, after finishing debating on it. The Board reserves the right to omit the in favor/against speeches if deemed dilatory.

All subsequent amendments shall be discussed and voted upon in accordance with the aforementioned procedure, and in the order defined by their assigned number. If one amendment implies the rejection of a second amendment, the second amendment will not be voted upon. An amendment that has passed shall be automatically integrated into the final document. Once all amendments relating to a document have been voted upon, the Board shall read the operative clauses as they have been modified.

3. Yielding

3.1. Yielding

When a speaker from the speakers' list (only during formal debates, meaning not during moderated caucuses) has the Floor, they may choose not use all the allotted time. If sufficient time remains, the delegate may:

- a. **Yield the Floor to questions:** In that case, other delegates may raise their placards in order to pose questions to the delegate that has yielded the floor. The Board will choose a delegate who may then state his/her question. The questions themselves do not count for the remaining time, only the answers do. Cross-talking is definitely not in order. The speaker may ask for a clarification or rephrasing. The asker must remain standing whilst the question is being answered. The speaker is not required to answer the question, having the right to reject the question.
- b. **Yield the Floor to another delegate:** The remaining time will be passed to another delegate. The latter is not permitted to yield the time again.
- c. **Yield the Floor to the Board:** The remaining time can always be yielded Board.

4. Outcome document

4.1. Working paper

A paper is called a ‘working paper’ before it is handed in to the Board in order to be accepted and submitted. At this stage, delegates work on the paper itself, formulate phrases, negotiate with delegates in order to find compromises, and look for sponsors and signatories. During this phase, the entire paper (preambulatory and operative clauses) may be changed without any formal procedure. The working paper does not require a specific format or layout.

4.2. Draft Decision, Sponsors and Signatories

At a more mature stage, once delegates feel that their working paper provides a viable solution to the problem under discussion, they submit it to the Board. This is only possible if it is formatted as a draft resolution, as in the format available on the 10th part of the Study Guide.

The submission of a working paper in order for it to become a draft resolution requires a sponsor and a certain number of signatories. The role of the sponsor, in particular, is to support the working paper in substance and be expected to vote in favor of it.

A signatory, on the other hand, only supports the working paper in order to ensure it will be discussed. Signatories are not obliged to agree with the text of the working paper that they have signed.

After the submission of a working paper, the Board will correct it if necessary and decide whether or not to accept it as it is. If the Board has to make any remarks, corrections or advice, they will inform the sponsors and ask them to change the paper accordingly. As soon as the working paper is submitted and approved, it becomes a ‘Draft Decision’. The Board will inform the Conference that a draft Decision is on the Floor and give the sponsor the opportunity to introduce it to the Conference by reading it out loud, whilst it is distributed electronically to the Conference (**Motion to Introduce a Draft Decision**).

Later on, the Sponsor is given 5 minutes in order to deliver a speech, advocating the adoption of the document. Afterwards it is open for the whole Conference for debate. Its operative clauses may be changed by friendly or unfriendly amendments (see below). The pre-ambulatory clauses cannot be changed from that stage on.

The paper remains a draft Decision until it has been voted upon. If it is adopted, it becomes a ‘Decision’.

4.3 Formal Requirements

A Decision must follow the format of preambulatory and operative clauses, keeping in mind that a Decision is one long sentence and that the first word in each clause must be *italicised*.

Preambulatory clauses

The preambulatory clauses are aimed at providing the justification for the actions taken with the operative clauses. They can supply information on the current situation, historical background, refer to past actions on the topic or important Decisions, reminisce conventions or the UN Charter and of course refer to relevant legal basis.

Pre-ambulatory clauses always begin with a present participle and always end with a comma. Alternatively, pre-ambulatory clauses can be written in past tense with legally binding language, ending with a comma in any case. Here are some examples:

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

Operative clauses

The real action or measure taken by the Conference via its document is written down in the operative clauses. They may urge, encourage or request certain action, or state an opinion regarding a specific situation, according to their mandate and power.

In any case, operative clauses should be as specific as possible and address the individual aspects in order to create the steps necessary to solve, or at least take the initial steps in improving the situation.

Operative clauses always begin with an active, simple present verb and end with a semicolon. The last operative clause marks the end of the resolution and always ends with a period. All operative clauses are sequentially numbered to make it easier for everybody to refer to a specific clause.

Operative clauses may start with the following phrases:

Accepts	Designate	Implies that	Takes note of
Affirms	Draws attention	Insists	Urges
Approves	Emphasizes	Notes	Underlines the necessity of
Asks	Encourages	Points out	
Authorizes	Endorses	Proclaims	
Calls	Expresses its hope	Reaffirms	
Calls upon	Further invites	Recommends	
Confirms	Further proclaims	Regrets	
Considers	Further recommends	Reminds	
Declares accordingly	Further reminds	Requests	
Deplores	Further requests	Resolves	
Accepts	Further resolves	Solemnly affirms	
Affirms	Having resolved	Supports	
Approves	Designate	Suggests	

4.4 Format

The goal of the Conference of the Parties, is to produce a Decision, meaning the written and official opinion of the members of the COP in regard to our topic area. This Decision will be consisted of two parts.

The first part functions as a preamble; a preamble is an introductory and expressive statement in a document that explains the document's purpose, including the latest developments in the domains discussed as well as other official documents (e.g., Conventions, Decisions, Agreements) that were used as a basis for our discussions. An example of preambulatory clauses from COP's decisions:

The Conference of the Parties of the UNFCCC,

Resolving to urgently enhance implementation of the Convention in order to achieve its ultimate objective in full accordance with its principles and commitments,

Reaffirming that economic and social development and poverty eradication are global priorities,

Responding to the findings of the Fourth Assessment Report of the Intergovernmental Panel on Climate Change that warming of the climate system is unequivocal...

Recognizing that deep cuts in global emissions will be required to achieve the ultimate objective of the Convention and emphasizing the urgency to address climate change as indicated in the Fourth Assessment Report of the Intergovernmental Panel on Climate Change,

The second part of the Decision is consisted of the operative clauses; as operative clauses we define specific actionable solutions to the problems raised in the preambulatory clauses and discussed during our sessions. Each operative clause addresses a certain aspect of the issue; therefore, one clause should not call for a variety of measures but stay focused on one particular aspect. When writing operative clauses, you should make sure to stay concrete, rational and following the mandate of the COP. An example of operative clauses from COP's Decisions:

1. **Decides** to launch a comprehensive process to enable the full, effective and sustained implementation of the Convention through enhanced action on technology development and transfer to support action on mitigation and adaptation, including ways to accelerate deployment, diffusion and transfer of affordable environmentally sound technologies;
2. **Promotes** the provision of financial resources and investment to support action on mitigation and adaptation and technology cooperation, including, inter alia, consideration of:

- a. Improved access to adequate, predictable and sustainable financial resources and financial and technical support, and the provision of new and additional resources, including official and concessional funding for developing country Parties;