

Sustainable development goals International Youth Forum

Rules of Procedure

2017

Chapter I. General provisions

Rule 1. Rules of procedure

1. The following Rules of procedure of Sustainable development goals International Youth Forum (hereinafter referred to as “Rules of procedure”, “Rules”) shall be adopted prior to the beginning of SDG Forum. The Rules of procedure can be reconsidered only by joint decision of the Chairman and the Secretary-General of the Forum.
2. The chair of the committee has the exclusive right for interpretation of the Rules of procedure. If the chair faces difficulties in it, the right is transferred to the Secretary-General and the Chairman.
3. The following Rules of procedure shall be applied during the sessions of all the committees of the Forum.

Rule 2. Agenda

The agenda for each committee of the Forum shall be adopted by the Forum management prior to the beginning of the Forum and cannot be reconsidered.

Rule 3. Languages

1. The official working language of each committee of SDG Forum shall be adopted by the Forum management prior to the beginning of the Forum and cannot be reconsidered.
2. The use of any other language apart from the official one during the sessions shall not be allowed.

Chapter II. Participants of the Forum

Rule 4. Powers of the Forum participants

1. Powers of SDG Forum participants (hereinafter referred to as “delegates”) shall be verified by the the Forum Secretariat during the registration process on the first day of the Forum.
2. Delegates shall not abuse the present Rules.
3. During the sessions delegates shall present the official position of a state, organization, region or an official that they represent and they shall not be allowed to speak in their personal capacity.

Rule 5. The Forum delegates

1. Each delegate shall have a right to represent only one state, organization, region or official
2. Delegates shall have a right to:
 - A) take the floor and vote on all issues;
 - B) raise points and motions;
 - C) work on development of the draft negotiating directive;
 - D) introduce amendments to the final communiqué;
 - E) take the floor within the framework of a round-table and a consultation with members of an expert group.
3. Delegates shall:
 - A) act in strong accordance with the present Rules;
 - B) treat other participants and organizers of the Forum with respect;
 - C) participate in all aspects of the work of the committee and in all its sessions;
 - D) strive to contribute to constructive and successful work of the committee;

E) take the floor, raise points and motions, restricted by the present Rules or adopted by the chair of the committee's directives, avoid dialogs during formal debates, maintain order during the sessions.

Rule 6. The chair of a committee of the Forum

1. The chair shall preside over the sessions in accordance with the Rules of procedure and ensure the committee's effective work and equal rights for all delegates.

2. The chair shall:

A) ensure the observance of the present Rules;

B) conduct a roll call to establish presence at the beginning of each session and at any other time if required;

C) declare the opening and closing of each session;

D) conduct the course of each session;

E) direct the debates at the sessions;

F) make procedural motions;

G) initiate the period and announce the deadline for submitting draft negotiating directives;

H) open and close the speakers list;

I) give the floor to speakers;

J) maintain order during the sessions;

K) put points to vote;

L) announce the results of voting;

M) conduct round table proceedings and consultation with invited experts;

N) conduct the course of the consultation with an invited speaker;

O) conduct all aspects of the session in accordance with the scheduled course of the committee's work;

P) consider draft negotiating directives, check for plagiarism, factual errors and spelling mistakes, and have the right to make amendments.

3. The chair shall have the right to rule out of order points and motions raised by delegates, unless otherwise provided in the present Rules.

4. The chair may give rulings on matters left in the present Rules to their discretion. They may also decide on any other matter regarding the conduct of the session that is not specified in the present Rules.

5. A delegate can be appeal against a ruling of the chair. In this case the appeal should be supported by at least three delegates, and then it shall be put to vote. A chair's ruling may be annulled only by qualified majority of two thirds or more attended delegates. The appeal must be followed by an explanation which exactly Rule of procedure is violated. If there is no direct reference to the ruling made by the chair in the Rules but it corresponds to the reasonable principles of conduction the sessions, provided course of the session, the length of time, and formal logic, the appeal is unacceptable.

6. The chair must stay unbiased. The chair shall abstain from speaking on the substance of the matters under discussion, except for the cases when it is necessary to ensure the effective work of the committee.

7. If the Rules of procedure are violated or delegates take the floor without permission, the chair immediately shall call a violator to order but if the Rules are repeatedly violated, the chair may put to vote a motion to suspend the delegate's right to take the floor. The proposal shall not be discussed and shall be put to vote immediately. It may be considered approved if 50%+1 votes of the general number of committee's members support the motion.

8. If the chair feels that the activity of a delegate is to undermine or delay the course of the session, the chair shall have the right to independently deprive the delegate of the right to take the floor and to vote with the permission of the venue Coordinator.

Rule 7. The co-chair of a committee of the Forum

1. Co-Chair shall assist the chairman in conducting the session and perform similar duties on behalf of the chair, in agreement with him or in his absence.
2. While working in coalitions chair and co-chair shall perform similar functions, conducting the course of the discussion of each of the two coalitions.
3. Co-Chair shall perform other duties of the chair in case of his absence or in agreement with him.

Rule 8. The Forum guests

1. Guests or advisers of delegations shall have the right to attend sessions only at the allowed time in the places designated for guests and only by permission of the venue Coordinator.
2. All invited experts and guests attending the official ceremonies of the Forum at any venue shall be granted the status of official guests.
3. Invited experts shall have the freedom of movement and the freedom to attend any sessions at any hub of the Forum, but they cannot take the floor when it is not the time for their speech according to the Forum agenda, and they can take the floor only after the end of the session and with the consent of the chair of the committee and the Coordinator.
4. Guests shall not communicate with delegates during sessions. Guests shall not have the right to take the floor during sessions, vote and participate in any form in the committee's work.

Chapter III. Procedure of the sessions**Rule 9. Minute of silent prayer or meditation**

Immediately after the opening of the first session of the committee the chair shall invite delegates to observe one minute of silence dedicated to prayer or meditation.

Rule 10. Roll call

1. Roll call of delegations shall be conducted in alphabetical order in the working language of the committee at the beginning of each session in order to indicate the presence of the quorum.
2. During the roll call delegates shall raise a placard with the name of the country, region, organization or official they represent, and say "Present and voting." A delegate may not refrain from voting on relevant issues.

Rule 11. Quorum

The chair may declare a session open and permit the debate to proceed when at least two thirds or more delegates of the committee are present.

Rule 12. The session room

1. Delegates are not allowed to leave the room without permission of the chair. Such permission may be requested as a point of personal privilege.
2. In the session room delegates may speak from their places or from the tribune only if they obtain permission by lifting a placard of the country, region, organization or official they represent. The list of points and motions that delegates are entitled to make is stated in the Chapter IV of the present Rules.

Rule 13. Position papers presentation

1. After the roll call, provided that the quorum is established, the chair shall announce the beginning of the position papers presentation. Delegates shall present positions of their countries, organizations, regions or officials in alphabetical order in the working language of the committee.
2. A delegate may take the floor before their turn by raising a placard prior to the first position presentation or between presentations. In this case the chair shall put their name on the top of the speakers list, and the delegate shall take the floor immediately. If several delegates are simultaneously

willing to use the right to take the floor earlier, the chair shall give them the floor in the order corresponding to the time the placards are raised. After all the delegates, who desired, make their speeches, the chair shall get back to the initial list and continue to give the floor to the delegates in alphabetical order.

3. A delegate's name may be moved to the end of the speakers list, with the first delegate who availed of that right shall become the last one, the second one – second-to-last and so on.

4. Delegates shall present their position papers within the time-limit in conformity with the rules of the committee's work. The chair shall warn the speaker some time before the expiration of their time. After the speaker's time is up, the chair, as well as any delegate, except for the speaker, can make a motion to extend the presentation time. That motion shall be adopted if the majority of delegates, who are present at the session, vote in favour of it. (see Chapter IV)

5. After the speech is made, any delegate shall be entitled to ask the speaker a question. The time-limit for questions and answers shall be preliminary fixed by the rules of the committee's work. A motion to extend or shorten that time may be made only by the chair.

Rule 14. Work on negotiating directives

1. After the position papers presentation the presidium shall divide the committee's participants into two equal parts. The delegates cannot appeal against this decision, but they may submit a note on willingness to join another coalition. The decision regarding this request shall be made by a mutual decision of the chair and co-chair.

2. Both coalitions shall work on their negotiating directives, proposing several points to every problem of the committee's agenda.

3. Work of the first and the second coalitions shall be moderated by the chair and co-chair respectively.

4. A negotiating directive reflects the position of a coalition on the agenda and is executed according to the rules stated in the Delegate's guide.

5. After the formation of the coalitions, the chair shall announce the beginning and the end of the time for the negotiating directives to be submitted, approved by the rules of the committee's work in advance.

6. A negotiating directive must obtain the opinion of the presidium of the committee as to whether it complies with the requirements for execution and the norms of international law.

7. The submitted projects of negotiating directives that received the positive conclusion of the presidium shall be registered by the chair.

8. The negotiating directive of each coalition must contain as many points as is stated in the norms, approved by the rules of the committee's work.

9. If several coalitions don't manage to finish the negotiating directives to the appointed time, the chair shall decide by themselves either on the possible extension of this time or submitting them as they are for the opinion of the presidium.

10. In case the expert finds plagiarism in a negotiating directive, the document is subject to change.

Rule 15. Voting for negotiators

1. Each coalition shall choose two negotiators after the end of work on the negotiating directive.

2. The delegates or chair (co-chair) shall nominate delegates for the positions of negotiators and vote for or against each of them.

3. Two delegates who receive a majority of votes shall become negotiators.

4. In case some delegates receive an equal number of votes which prevents from choosing only two negotiators, there shall be another voting for these candidates.

5. If this doesn't help to choose only two negotiators, the chair (co-chair) who is working with the coalition shall have the deciding vote.

Rule 16. Negotiations

1. Prior to the negotiations the chair and co-chair assess the negotiating directives of both coalitions and unite recurring points.

2. Negotiators shall discuss each of the points of both directives the following way.

1) Statement by the negotiator of the coalition which proposed this point

2) Statement by the negotiator of the opposing coalition

3) Questions of the negotiators to each other

4) Questions from the audience to the negotiators

Further work shall depend on whether the parties agree on the original formulation and whether they consider this point as a whole required in the communiqué.

If the parties agree on the original formulation and agree to adopt this point:

5) The negotiators go on to the next point

If the parties agree that the point is required, but do not agree on the original formulations:

5) An amendment of the opposing coalition negotiators adopted with the consent of the first coalition negotiators

6) An amendment from the audience adopted with the consent of the negotiators of both coalitions

7) If after all these steps the parties do not agree to adopt the point, the expert group proposes an amendment

8) Amendments to the amendment of the experts from the negotiators and the audience, which, if approved by the experts, shall be included added to the amendment, and, if disapproved by the experts, shall be put to vote

9) The vote on the original or the experts' modified amendment

If the parties do not agree that the item is required:

5) Statement by the expert group and proposal of amendments by them

6) Amendments to the amendment of the experts from the negotiators and the audience, which, if approved by the experts, shall be included added to the amendment, and, if disapproved by the experts, shall be put to vote

7) The vote on the original or the experts' modified amendment

3. All statements must be accompanied by arguments and be based on facts.

4. Time-limit for statements and questions shall be preliminary fixed by the rules of the committee's work and can be extended only by the chair.

5. If the negotiators on one or both sides decide to remove the point from the negotiating directive during the negotiations and abandon the discussion for their part, it is necessary for them to get at least 2/3 of the votes of their coalition members.

Rule 17. Communiqué

1. The communiqué is the result of the negotiations. It is a document containing the outcome of bilateral and multilateral negotiations, which includes official statement of representatives of negotiations parties on a situation in any area of international relations, the course or outcome of negotiations. It also contains the publishers' position on political and legal issues, and covers goals and intentions of all concerned parties. All parties of the negotiations must agree on the communiqué.

2. After the discussion of all amendments there shall be a voting on the official final version of the communiqué. If the document, prepared in the course of negotiations, is supported by the majority of the present delegates, it shall be considered adopted.

3. Amendments to correct spelling, syntax or other mistakes, made by the presidium, shall be adopted without a voting and discussion.

3. The communiqué shall not have authors; it shall be a result of the committee's work as a whole.

Rule 18. Official consultation

After the adoption of the final communiqué the committee shall conduct a formal consultation with an invited expert, who shall lecture or conduct a workshop for participants of SDG Forum, also he shall have the right to give constrictive criticisms for the final document with arguments, specify its provisions and add expert comments.

Chapter IV. Points and motions, their types and order of consideration**Rule 19. An order of priority consideration of points**

Delegates' and the chair's points shall be considered in the following order of preference:

- 1) point of personal privilege;
- 2) point of course of session;
- 3) question to the speaker;
- 4) question to the expert group;
- 5) right of reply.

Rule 20. Point of personal privilege

1. At any moment of the session excluding the voting process and the roll call, each delegate may raise a point of personal privilege only in case of personal inconvenience which is preventing him to fully participate in the work of the committee. After the chair gives delegate the floor, the delegate shall stand up and explain the grievance.
2. At the time of making a point of personal privilege, delegate may not comment on the topic of discussion.
3. To raise a point of personal privilege a delegate must raise a hand without the placard.

Rule 21. Point of course of session

1. At any moment of the session excluding the voting process and the roll call, each delegate may raise a point of course of session. The chair shall explain all controversial or unclear points during the session in order to make each delegate understand on which stage the session is currently.
2. A delegate, who raised a point of course of session, may not comment on the topic of discussion.

Rule 22. Question to speaker

After the speaker's speech delegate may ask a question on the matter of the discussion, if it is provided by the present Rules. The time-limit for questions and answers shall be approved in advance by the schedule of the session and may be changed by the chair's motion.

Rule 23. Question to the expert group

1. At the course of session delegate shall have the right to ask the expert group a question, which has to be in common with the actual side of the problem, UN official agenda of the day or other questions, which correlate with the agenda.
2. The question shall be submitted to the expert group in written form, in paper or electronic media.
3. The expert group answer the delegate in written form. At any time the expert group shall have the right to ask the chair to take the floor in order to answer the question or speak on the agenda.
4. During the negotiation, questions shall be orally submitted to the expert group after the expert group's speech and only with the chair's permission.

Rule 24. Right of reply

1. Every delegate can use the right of reply, should the reputation of their country, region, organization or official be impugned during the speech.

2. The right of reply shall be requested right after the impugning in written form and shall contain the detailed statement of the reasons of this request.
3. The issue of providing the right of reply shall be resolved by the chair and their ruling is not a subject to appeal.
4. The right of reply is provided at the end of the day of the session, moreover, delegate's performance shall not exceed one minute. According to the right of reply, no questions can be asked after delegate's performance.
5. The right of reply for the right of reply is unacceptable.

Rule 25. Motions

1. Every delegate and the chair shall have the right to make motions at any time, but not during the speeches of delegates or voting.
2. The motions can be put to a vote immediately or can be discussed as a moderated caucus. This decision and the decision about the time that is provided for discussion shall be made by the chair.
3. The voting on motions implements by raising placards. Delegates and guests shall not be allowed to move around the room, have conversations between each other, leave and enter the room during the voting.
4. If exactly half of present delegates voted in favour of the motion, it shall be considered as not accepted, except particular variants of the voting, which are specified in the present Rules. The final decision about voting's conformity of such situation shall be made by the chair.
5. In case no objections to the motion are raised, the chair shall have the right to accept the motion without voting.
6. If the motion does not correspond with the regulations of the session, the scheduled course and the Rules, the chair shall have the right to appeal it and not to put it to voting and discussing.

Rule 26. Motion to deprive the delegate of the right to speak

1. If a delegate breaks the rules and the regulation of the session, every delegate and the chair shall have the right to make a motion to temporarily deprive the delegate of the right to speak.
2. This motion cannot be discussed and is put to the vote immediately. It shall be accepted if it is supported by 50%+1 vote from the total number of the delegates.
3. The deprivation of the right to speak applies till the end of the working day. The delegate who was temporarily deprived of the right to speak can take part in voting.
4. If the head of coalition is temporarily deprived of the right to speak, the deputy shall be nominated by the chair.
5. The deprivation of the right to speak may be enacted by the chair without voting, if it is accepted by the Coordinating Council representative, and it also can be extended on other working days, if it is accepted by the Chairman of SDG Forum.

Rule 27. Motion to extend the speaker's time

1. Every delegate, except the speaker and the chair shall have the right to make a motion to extend the speaker's time and time for questions and answers by the delegate after finishing their speech.
2. When the chair gives the delegate the floor, the last shall stand up and proclaim the time for which the performance should be extended.
3. This motion shall be accepted if it is supported by 50%+1 votes.

Rule 28. Motions introduced by the chair

1. In addition to the motions, that are mentioned above, the chair shall have the right to put forward the following motions, however the chair is not restricted by this list:
 - A) Motion for pausing the session for a definite time;
 - B) Motion to finish the session;

- C) Motion for a roll call vote;
 - D) Motion for a new trial of an issue (used to revert to motion's consideration that has already been voted);
 - E) Motion to recount the votes;
 - F) Motion for time reduction that is anticipated by time-limit
2. These motions shall be accepted if they are supported by 50%+1 votes.
 3. These motions cannot be put forward by any delegate.

Chapter V. Sustainable development case solution

Rule 29. The structure of the case

1. The discussion shall start with the adoption of the committee's negotiating directive.
2. During the discussion delegates do not represent countries, international organizations, regions, cities or officials any more, but their own points of view on the agenda.
3. During the initial part of the discussion the presidium shall divide delegates into four functional groups:
 - A) Organization group
 - B) Team development group
 - C) External relations group
 - D) PR group
4. The goal of the discussion is to elaborate a project aimed at achieving one of the sustainable development goals mentioned in the committee's agenda at the local or regional level.

Rule 30. The first phase of the discussion

1. During the first phase of the discussion all functional groups shall get their working papers on the case including the text of the case itself and a working guide with questions and tasks for every group. During the discussion these documents shall be filled in in written or electronic form and at the end of the discussion they shall be handed in and checked by the chair.
2. The presidium shall always stay in contact with all functional groups and help them in the discussion.
3. After finishing work in groups, one representative of each group shall present the group's position on the questions and tasks given within a certain time. Groups' representatives shall take the floor in the order in which they appeared in the Rule 29. After a representative of the group finishes presenting the position, other delegates will have a certain period of time to ask him/her questions.
4. During the group's position presentation and questions to the speaker delegates follow the same rules as they do while position paper presentation, delegates may as well ask the same set of questions and make procedure motions (Chapter V)
5. After all questions to the speaker are asked, any delegate may make a suggestion or an amendment to the concept of the group's work by proposing to modify some significant points on the group's work plan. The presidium is entitled to veto such a proposition without proceeding to the process of voting or to suggest considering the proposition thus compelling the group to add the proposition to the group's working papers. If the chair refrains from any commenting, the committee shall vote for or against the proposition. The chair's approval shall have priority over the committee's decision.

Rule 31. The second phase of the discussion

1. The second phase of the discussion shall go as the first one, but this time groups shall get more specific plans of tasks and questions.
2. After the discussion is finished, working papers of all functional groups shall be handed in and approved by the chair.
3. This time functional groups shall take the floor in reverse order, from D to A (Rule 29)

4. If there is enough time after the discussion is over, all delegates shall create one commission which aim is to briefly represent the general concept of the project and to generate ideas on its future development.
5. After the second phase of the discussion the committee shall proceed to voting for the best delegate and the awards ceremony.

Chapter VI. Final provisions

Rule 32. Abuse of the Rules of procedure

1. The Rules of procedure are approved both as a document which leads to consensus and compromise among delegates as well as a direct guide for achieving committee's goal.
2. Neither the chair nor the delegates must abuse the Rules of procedure. Delegates must not disrupt or delay the sessions.
3. The chair's powers that are expounded in the Rule 11, particularly in 8th clause, and both in Rules 41 and 43 must be used exclusively for purpose and with the aim of prolonging rational and planned course of the committee's session.
4. In case a delegate is not satisfied with the chair's ruling on any issue and if they do not agree with the chair's interpretation of the Rules of procedure, the delegate shall have the right to make a request to the Coordinator or by Coordinator's permission straight on to the Chairman of SDG Forum within the working day. If the chair of the committee characterizes actions of this particular delegate as appropriate to 8th clause of Rule 12 then both the Coordinator and the Chairman of the Forum shall have the right not to consider the request from this particular delegate and approve the decision of the chair of the committee about deprivation of the right to speak and vote for this delegate.

Rule 33. Change in the Rules of procedure

In order to avoid abuse of the Rules of procedure, they can be modified according to joint decision of the Chairman of SDG Forum and the Secretary-General provided there is an argumentative request of the chair of the committee or a delegate.

Annexes to the Rules of Procedure of Sustainable development goals International Youth Forum

2017

Annex I

Conciliation commission

1. The conciliation commission shall be created in case of equal number of votes in situations specified in the Rules of Procedure.
2. The conciliation commission shall be composed of two delegates from each of the opposing parties. The chair shall have the right to choose these delegates, but their decision should receive the expert's approval.
3. Draft negotiating directives and other issues that require creation of a conciliation committee, shall be put into one document.
4. The chair shall put to the vote each point of the combined document - either include it in the final version of the document or exclude. If the votes are equally divided (2 "for" and 2 "against"), each party shall have the right to make one amendment to the point. If votes are equally divided after each of the amendments, the expert may make a third amendment. Then if the votes are equally divided again, the point shall be removed from the final version of the document.

Annex II
Best delegate

1. The best delegate shall be selected in each committee by secret anonymous voting.
2. Each of the delegates shall write the country name, organization, region or official which is represented by the delegate whom they would like to vote for on a special form.
3. All anonymous votes shall be counted by the presidium. Two candidates with a majority of votes shall become candidates for the post of the best delegate.
4. If one delegate gets a majority of votes and several other delegates share the second place, the chair shall choose one of them in addition to the delegate with the majority of votes.
5. In case 3 or more delegates get the same maximum number of votes, the chair shall choose two of them by themselves.
6. After selection of two candidates for the post of the best delegates the chair shall announce their names and the countries, organizations, regions, or officials they represent, and immediately puts them to vote.
7. All the delegates shall participate in the voting, except for the two candidates. The delegates shall have the right to abstain from this voting. Each of the delegates participating in the voting may vote only for one of the two candidates.
8. The candidate who receives the majority of votes shall become the best delegate.
9. If two candidates have the same number of votes, they both shall become the best delegates.

Annex III
Exceptions from the alphabetical order

1. If the delegates represent organizations, regions, cities, and officials, they shall take the floor in the alphabetical order on par with countries, with the letters of the delegations' names in the roll call list of the chair taken into account.
2. If several delegates represent the same country, organization or region, they shall take the floor in a hierarchical order of their positions in the state or organizational system of the represented delegations. They shall take the floor in the alphabetical order among the other delegates, with the letters of the name of a country, organization or a region in the roll call list of the chair taken into account.