

***Sustainable development goals International Youth Forum***  
***Rules of Procedure***  
***2018***

**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 national strategy;
  - D) introduce amendments to the final draft national strategy;
  - 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.
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 expert of a committee of the Forum**

- 1. Expert shall perform duties of the chair in case of his absence.
- 2. During the position papers presentation the expert of the committee is responsible for the the actual reliability of the information presented by the delegate and gives comments after the delegate's speech;
- 3. While working on the draft national strategy gives recommendations on the topic.

#### **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.
3. Roll call is conducted after every break during the session to indicate the presence of the quorum.

#### **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 waived 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.
6. After the presentation of all of the position papers expert of the committee can comment on any of the papers in 2 minutes and sums up the work of this session.
7. After the comment of the expert, chair of the committee announces the completion of the delegates' presentations of the papers.

### **Chapter IV. Draft of the national strategy of sustainable development of Russian Federation**

#### **Rule 14. The assignment of the participants to teams**

1. The Presidium assign delegates to teams in accordance to the amount of the participants in a committee, each of them has to make a list of 5 actions which were mentioned in the participants' position papers as successful decisions on resolving problems of sustainable development of represented countries of regions.
2. The work of a committee is supervised by the chair of the committee and the expert of the committee.
3. During the work of the committee delegates can put questions on the agenda of the committee and the Rules of procedure to the expert and to the chair of the committee.
4. Team's line-up is set according to the particularity of the represented countries in a committee.
5. After the assignment of the delegates to teams the chair of a committee announces time frames for submitting the constituted by the teams list of actions to accomplish the goals of sustainable development of Russian Federation.
6. The choice of actions shall be grounded, correspond to the agenda of a committee and shall not contradict formal logic.
7. The chair of a committee holds a vote, as a result of which each team will remain with two actions, basing on these actions teams will afterwards design a draft national strategy.

**Rule 15. Work on establishing a Draft National Strategy**

1. Participants of each team shall use the expertise of the countries represented within the committee as well as raise new points and motions.
2. Each statement shall be backed up with arguments, as which can serve the following:
  - a. successful practice of implementing similar measures in the selected countries with conditions similar to the Russian ones;  
As similar conditions could be regarded both overall indexes such as the level of economic development and the national welfare, and specific ones such as the level of soil contamination or air pollution in case of the committees working with an ecological agenda. For the selected measures both the impact and all implementation costs shall be depicted.
  - b. successful practice of implementing the measures presented in Russia at the local scale, which could serve as an example for pervasive practice;
  - c. availability of advanced institutions and sufficient resources for implementing in case there is no existing expertise in this field at the moment.
3. For the chosen measures roadmaps shall be specifically designed according to:
  - a. the peculiarities of certain regions in the aim of implementing the chosen measures there;
  - b. the existing need for such measures;
  - c. the gravity of the current situation in the referenced countries.
4. Upon the expiry of the time allotted for decision-taking the chair of the committee declares the session as closed.
5. Upon finishing the work on designing roadmaps for further justification and implementation the outcomes are brought together in a single document by the Presidium.
6. In case one of the teams didn't manage to finish the work before the deadline the Chair of the committee independently decides upon extending the time.
7. The expert examines the document created, gives his commentary and introduces amendments if needed, after which the document is being adjusted in the same format according to p. 1-3 of Rule 15.
8. In case of depiction plagiarism in the final document, the latter becomes subject to immediate change.

**Rule 16. Draft National Strategy**

1. The result of the work in a committee is a draft national strategy, a document created following the results of discussing possible solutions of issues relating to sustainable development by participants in compliance with the agenda of the committee. This document contains a list of measures approved by the delegates and the Committee Presidium as well as the substantiation of the measures chosen.
2. After discussing all the amendments the voting on the final variant of the draft national strategy shall be held. The document elaborated during the negotiations is considered accepted if it is approved by the nine-tenths of the delegates present. If the above-mentioned majority lacks, objections of those voted "against" shall be considered by the Presidium; if they are seen as non-constructive, they are to be declined, and the draft is considered adopted. If objections are seen as constructive, the draft shall be sent to further work on development;

3. Amendments with a view to correcting orthographical, syntactic and other mistakes shall be brought in by the Presidium without voting and discussing;
4. The draft national strategy is the result of the collective work of all delegates and any of them is considered a co-author. If the delegate is against being mentioned among the authors of the final document, the delegate shall not be mentioned as a co-author.

**Rule 17. Official consultation**

After the approval of the draft version of the national strategy, the official meeting of the committee with the invited expert is held. The expert gives a lecture or holds a workshop for the participants of the Forum. He can also criticize the draft version of the project, specify its points and add expert comments.

**Chapter V. Points and motions, their types and order of consideration**

**Rule 18. 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 19. 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 the delegate the floor, the delegate shall stand up and explain the grievance.
2. At the time of making a point of personal privilege, the 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 20. 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 21. Question to speaker**

After the speaker's speech the 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 the 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 answers 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.

**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 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 2018***

### ***Annex I***

#### ***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. In this case the decision of choosing the best delegate on the behalf of the committee is made according to the p.6 of current Annex;
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. The candidate who receives the majority of votes during the secret anonymous voting shall become the best delegate.
7. If two candidates have the same number of votes, they both shall become the best delegates.
8. The best delegate according to the Presidium is chosen by the chair and the expert of the committee. If two candidates have the same number of votes, one of them becomes the best delegate according to the committee and the other according to the Presidium. 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.

## ***Annex II***

### ***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.