

***Rules of Procedure for
the Sustainable Development Goals International Youth Forum 2018***

Section I. General Provisions

Rule 1. Rules of Procedure

1. These Rules of Procedure for the Sustainable Development Goals International Youth Forum (hereinafter - the “Rules of Procedure”, “Rules”) are approved prior to the start of the Forum. Rules of procedure can be changed only by joint decision of the President and the Secretary General of the Forum;
2. The right to interpret any provisions of the Rules of Procedure is the prerogative of the committee chairman. If he is experiencing difficulty in it, the right is transferred to the Secretary-General and the Chairman;
3. These Rules of Procedure are used during meetings of all Forum committees;

Rule 2. Agenda

The agenda of each Forum committee is approved by the Forum management prior to its commencement and cannot be changed.

Rule 3. Languages

1. The official working language of each committee of the Forum is approved by the management of the Sustainable Development Goals International Youth Forum before it starts and cannot be changed;
2. The use of any language other than the official one at meetings is prohibited.

Section II. Forum Members

Rule 4. Powers of Forum Participants

1. Powers of the Forum participants (hereinafter referred to as “delegates”) are certified by the Forum Secretariat at the time of registration on the first day of the Forum;
2. Delegates shall not abuse these Rules;
3. During the presentation of the official position, delegates speak on behalf of the organization, region, city or official, and do not speak on their own behalf.

Rule 5. Forum Delegates

1. Each delegate has the right to represent only one state;
2. Delegates have the right to:
 - speak and vote on all issues;
 - come up with questions and make suggestions;
 - work on drawing up an investment business project;
 - amend the draft;
 - speak out in consultation with the invited expert and the expert of the committee;
3. Delegates must:
 - act in strict accordance with these Rules;
 - respect other participants and organizers of the Forum;
 - participate in all aspects of the work of the committee and in all meetings;
 - strive to promote in every way the constructive, successful work of the committee;
 - speak, raise questions and make proposals, regulated only by these Rules or approved by resolutions of the committee chairman, to prevent dialogue during the discussion, to maintain order at the meeting.

Rule 6. Chairman of the Forum Committee

1. The Chairman conducts meetings, guided by the Rules of Procedure, and seeks to ensure the effective work of the committee and the equal rights of all delegates;

2. Chairman:

- monitors compliance with these Rules;
- makes a roll call to establish the presence of a quorum at the beginning of each meeting, as well as at any time when such a need arises;
- opens and closes each meeting;
- manages the course of each meeting;
- opens and closes the list of speakers;
- gives the floor;
- maintains order at the meeting;
- puts questions to the vote;
- announces voting results;
- manages all aspects of the meeting in accordance with the planned course of the work of the committee;

3. The chairman has the right not to consider the issues and proposals put forward by delegates, if these questions and proposals are not provided for in these Rules;

4. The Chairman shall make decisions on matters that the Rules of Procedure leave to his discretion, as well as on any issues related to the conduct of the meeting and not regulated by these Rules;

5. The rulings of the chairman can be appealed by one of the delegates. In this case the protest must be supported by at least three more delegates, after which it is placed on voting. Chairman's ruling can only be canceled by qualified two thirds or more of the delegates present. The protest must be accompanied by an explanation of the rule of procedure violated.

6. The chairman must maintain impartiality. The chairman should refrain from making statements on the substance of the issues under discussion, unless necessary in the interest of ensuring the effective work of the committee;

7. In case of any violation of the Rules of Procedure, including unwarranted oral presentations by delegates, the chairman immediately calls the violator to order, and in the case of repeated or malicious breach puts to a vote a proposal for a temporary deprivation of the delegate's right to vote. This proposal is not discussed and immediately put to the vote. It is considered accepted if 50% +1 delegates of the total number express in its support;

8. If the chairperson believes that the activity of a specific delegate is aimed at undermining or delaying the meeting, the chairperson has the right to independently deprive him of his right to vote with the permission of the Chairman of the Forum.

Rule 7. Expert Committee of the Forum

1. In the absence of the chairman, the expert shall perform his functions;

2. During the presentation of the delegates with the positions, the expert committee monitors the factual accuracy of the information presented by the delegate and gives comments at the end of the delegate's statement;

3. In the course of working on an investment business project, an expert committee makes recommendations on how to write it.

Section III. The order of performances with positions

Rule 8. Minute Devoted to Prayer and Meditation

Immediately after the opening of the first meeting of the committee, the chairman suggests Representatives to observe a minute of silence dedicated to prayer or meditation

Rule 9. Roll call

1. The roll call of delegations shall be made in alphabetical order of the countries of the delegations in the working language of the committee at the beginning of each meeting in order to establish a quorum;

2. During the roll call, delegates raise a sign with the name of the represented country, accompanying it with the word "present". A delegate cannot abstain from voting on any issues;
3. A roll call shall be held every time after a break in a meeting.

Rule 10. Quorum

The chairperson may declare a meeting open and allow the debate to take place if there are two thirds or more members of the full committee in the room. In the absence of a quorum, the decision to hold a meeting is taken by the Chairman of the committee after prior consultation with the Chairman of the Forum.

Rule 11. Meeting Room

1. Delegates are not allowed to leave the meeting hall without the permission of the chairman. Such permission can be requested by asking a personal privilege;
2. In the meeting room, in the course of presenting positions, delegates may speak from the floor or from the podium only with the permission of the chairman, after having previously raised the plaque of the country. A list of questions and suggestions that delegates have the right to ask or put forward is given in section IV of this Regulation.

Rule 12. Positioning

1. After the roll call, if the quorum is observed, the chairman announces the start of the speeches with positions. Delegates present the positions of their countries according to a list compiled alphabetically by the working language of the committee;
2. A delegate shall have the right to move his statement to the end of the list of speakers, the first those who declare this right are the last, the second is the last but one, and so on;
4. Delegates deliver positions during the time previously set by the regulations of the committee. For a certain time before the end of the allowed time the chairman warns the speaker about this. At the end of this time, any delegate, with the exception of the speaker himself, and the chairperson may nominate procedural proposal to extend the speech. This proposal is accepted if it is supported by the majority of the delegates present at the meeting (see section V);
5. At the end of a speech, any delegate has the right to ask the speaker one question after picking up the tablet and obtaining the consent of the Committee Chairman. The time for questions and answers is set in advance by the rules of the committee meeting. A procedural proposal to extend or shorten this time may be put forward by any delegate or Chairman;
6. Upon completion of all presentations with positions, the expert committee comments on individual presentations for 2 minutes at will, sums up this part of the work;
7. At the conclusion of the expert's comment, the Chairperson of the Committee announces the completion of the presentation of the delegates with positions.

Section IV. Questions and suggestions, their types and order of consideration

Rule 13. Priority order of consideration of issues.

Questions from delegates and the chair are addressed in the following order:

- 1) the question of personal privilege;
- 2) a question to the speaker;
- 3) a question to the expert;
- 4) the right of reply.

Rule 14. Question of personal privilege

1. At any time during the meeting, with the exception of the voting and roll-call process, each delegate may speak on the matter of personal privilege only if the delegate feels any personal inconvenience that prevents him from fully participating in the work. After the chairman gives him the floor, the delegate must stand up and explain his complaint;

2. When speaking on the subject of personal privilege, the delegate cannot speak on the substance of the topic under discussion;
3. In order to ask a question of personal privilege, the delegate must raise his hand without a sign.

Rule 15. Question to the speaker

After the speaker's speech, each delegate may ask a question about the essence of the speaker's speech, if this is provided for in these Rules. The time provided for questions and answers is approved in advance by the rules of the meeting and may be changed by the procedural proposal of the chairman.

Rule 16. Question to the expert

1. During the meeting, the delegate has the right to ask the expert a question that should concern the factual side of the problem under discussion, or another issue related to the agenda;
2. The expert will respond to the delegate in any form. The expert may also, at any time, request the chairperson to give an oral answer to a question or to speak on issues on the agenda.

Rule 17. Right of reply

1. Each delegate may exercise the right of reply if the reputation of the State he represents was harmed during the performance;
2. The right of reply must be requested immediately after such a statement in writing to the chairman of the committee detailing the reasons for this request;
3. The question of granting the right of reply is decided by the chair, and this decision cannot be challenged;
4. The right of reply is granted at the end of the working day, and the delegate's statement should not exceed one minute. No questions can be asked in relation to the delegate's statement, as far as the right of reply is concerned;
5. The right to reply to the right of reply is not allowed.

Rule 18. Procedural proposals

1. At any time, except for the statement of the delegate or the vote, each delegate has the right to make procedural proposals to the address of the chairman of the committee;
2. A procedural motion is immediately put to the vote by the chair of the committee.
3. Voting on procedural proposals is made by raising the tablets. During the voting the movement of delegates and guests in the hall, conversations between them, as well as leaving the hall or entering the hall are not allowed;
4. If the procedural proposal was supported by exactly half of the present delegates, it is considered not to be accepted. The final decision on the compliance of the vote to such a situation is made by the chairperson;
5. If there is no objection to the procedural motion, the chairman has the right to accept the procedural proposal without a vote;
6. If the proposal does not comply with the schedule of the meeting, the planned course of the meeting and these rules, the chairman has the right to remove it from the discussion as non-constructive.

Rule 19. Procedural proposal for depriving a delegate of the right to vote

1. In the event that a delegate violates these Rules and Regulations of the meeting, the chairman and each delegate have the right to make a procedural proposal to deprive the delegate of his right to vote during the delegates' positions;
2. This proposal is not discussed and immediately put to the vote. It is accepted if 50% +1 delegate of the total number has expressed support for it;

3. Deprivation of the right to vote is valid for an hour. A delegate who is deprived of the right to vote may vote on procedural proposals;
4. Deprivation of the right to vote may be introduced by the chairman of the committee without a vote if approved by the Chairman of the Forum, and may also be extended for other days if approved by the Chairman of the Forum.

Rule 20. Proposal to extend the speaker's time

1. After the speaker's speech is complete, each delegate, with the exception of the speaker, and the chairman have the right to make a procedural proposal to extend the time for his speech, unless otherwise specified by these Rules;
2. When the chairman gives the floor to the delegate, the delegate should stand up and indicate the time to which he would like to increase the performance;
3. This proposal is accepted if 50% +1 delegate supported it.

Rule 21. Procedural proposals by the chairperson.

1. In addition to the procedural proposals mentioned above, the chairman has the right to make the following procedural proposals, but is not limited to this list:
 - A) a procedural proposal to suspend a meeting for a specific time;
 - B) a procedural motion to close the meeting;
 - C) a procedural proposal for a roll call vote when adopting a final version of an investment business project;
 - D) a procedural proposal for a recount;
2. These procedural proposals are accepted if 50% +1 delegate has expressed their support;
3. These proposals cannot be submitted by any delegate.

Section V. Final Provisions

Rule 22. Abuse of Rules of Procedure

1. The rules of procedure are approved as a document that promotes consensus and compromise between delegates, and as a direct guide to achieving the goal of the committee;
2. Neither the Chairman of the Forum, nor the chairman of the committee, nor other members of the Secretariat, nor delegates should abuse the Rules of Procedure. Delegates must not undermine the management of the meeting or delay its progress;
3. The powers of the chairman, as set out in Rule 6, shall be used exclusively for their intended purpose and in order to continue the rational and planned course of the meeting of the committee;
4. If any of the delegates is not satisfied with the decision of the committee chairman on any issue or does not agree with the interpretation of the Rules of Procedure by the Chairman of the committee, he has the right to contact the Chairman of the Forum to resolve this issue. If the chairman of the committee describes the activities of this delegate as corresponding to paragraph 8 of Rule 6, the Chairman of the Forum has the right not to consider the request of this delegate and approve the decision of the chairman of the committee on depriving the delegate of the right to speak and vote.

Rule 23. Amendment of the Rules of Procedure

In order to avoid abusing the Rules of Procedure, they can be immediately changed by the decision of the Chairman of the Forum on the reasoned request of the committee chairperson or delegate.

Annexes to the Rules of Procedure for the Sustainable Development Goals International Youth Forum 2019

Appendix I

About the best delegate

1. The best delegate in the committee is selected in each committee based on secret anonymous voting;
2. Each of the delegates writes on the form the name of the country, organization, region or official who the member represents, for whom the delegate would like vote;
3. All anonymous votes shall be submitted to the presidium and counted. The two candidates with the largest numbers of votes become candidates for the best delegate post. In this case, the decision on the selection of the best delegate in the committee version is made in accordance with paragraph 6 of this Appendix;
4. In the event that one delegate won the maximum number of votes and several others share second place, the decision on the choice of the second best delegate is taken by the chairman;
5. In the event that 3 or more delegates have the same maximum number of votes, the chairman will decide on the choice of 2 of them;
6. The candidate with the highest number of votes by secret ballot becomes the best delegate in the committee.
7. In the event that both candidates score the same number of points, they both become the best delegates.
8. The best delegate according to the version of the Presidium is selected by joint decision of the Chairman of the Committee and the Expert Committee. After identifying the best delegates, the Chairman of the committee announces their names and the countries they represent.