

Procedure of the General Assembly

1. The Presidency calls for the resolution and invites the Committee to the stand.
2. **Textual Changes:** The Presidency announces the textual changes that they have noticed as to grammatical, spelling mistakes or unclear phrasing. No discussion or voting will follow.
3. **Reading of the Resolution:** One priorly appointed committee member will read out the Operational Clauses (OCs) loud and clear as they are in the resolution without personal additions or remarks, but including the textual changes as announced by the presidency.
4. **Answering of factual questions:** An priorly appointed member of the committee answers all factual questions from the GA. Only questions about the content can be asked (what?), so no questions that may lead to an open debate (why? how?) The Presidency refuses those as they belong in the open debate. The Presidency limits the number of factual questions (e.g. one question per delegation).
5. **Textual Change:** The Presidency invites the Committee to present a change if requested. This request was handed in to the Presidency in advance and co-signed by all the delegates in the Committee. The Presidency reads out the change first. Prior to this the Presidency had decided if this proposed change alters the OC slightly or fundamentally.
 - a) If the proposal fundamentally changes the OC, a member of the Committee can motivate this change in 1 minute. If it is just a minor change, this motivation is not needed and it is considered just a textual change.
 - b) The Presidency instructs the GA to make note of this change after which this OC including the change will be debated. The Presidency sees to it that this changed OC is debated upon and not the previous without the change. Once this OC is sufficiently debated upon, it will be put to a vote. Here the question is just to accept or refuse the change, not if it will be left out totally, as this can be done later (see request to delete an OC).
 - c) In order to save time, this voting is by raising hands in favour or against. If this procedure is not clear, the usual voting procedure per delegation will decide.

- d) This OC cannot be discussed any more, as it was sufficiently dealt with.
6. **Amendment:** From the GA a delegate gets the possibility to propose a change to an OC. Before the GA the Presidency had chosen this particular amendment, e.g. because it was supported by most delegates (signatures) or because the Presidency finds it the most significant. The Presidency reads out the proposed amendment and invites the proposer to the stand.
- a) The proposer now has the opportunity to defend his proposal.
- b) The GA and members of the Committee have the possibility to ask open questions so that it is clear that everyone understands the amendment and the motives. The Presidency limits the number of questions.
- c) A delegate from the Committee (chosen in advance) will address the GA about the amendment. Here he can - on behalf of the Committee - support or reject the proposed amendment.
- d) In order to save time, this voting is by raising hands in favour or against. Here the voting can only be in favour or against, no abstention. If this procedure is not clear, the usual voting procedure per delegation will decide.
- e) This OC cannot be discussed any more, as it was sufficiently dealt with.
7. **Openingspeech from the Committee on the resolution:** A delegate from the Committee (chosen in advance) will address the GA with the opening speech on this resolution.
8. **Open Debate:** The Presidency moderates the open debate on the resolution
(see „Moderation of the open debate“)
9. a) **Proposal to delete an entire OC:** After the open debate a delegate from the GA has the possibility to deliver a spontaneous speech, in which he proposes to delete an entire controversial OC; no changes are allowed. The OC i) must have been discussed in the open debate and ii) the Discussion on this OC was indeed controversial. The Presidency sees to it that these conditions are fulfilled and if not rejects the proposition as ungrounded.
- b) A priorly chosen delegate from the Committee will speech on the proposal to delete the OC. Here he can - on behalf of the Committee - support or reject the proposal.

- c) In order to save time, this voting is by raising hands in favour or against. Here the voting can only be in favour or against, no abstention. If this procedure is not clear, the usual voting procedure per delegation will decide.
10. **Speech against:** A delegate from the GA has the possibility to deliver a speech against the entire resolution.
11. **Speech in favour:** A priorly chosen delegate from the Committee will speech to refute the speech against.
12. a) **Voting per delegation on the entire resolution:** Every delegation consults its members for a minute. The Heads of Delegation announce the votes in the exact order: in favour / against / abstention. To avoid misunderstandings: zero, one, two, etc. At international MEPs a distinction is made between the votes of the member states, the candidate memberstates and the guest delegations/observing delegations are counted.
- b) Parallel to the voting of the delegations the Committee and the combined Committee Presidents. The votes of the Committee Presidents and those of the candidate member states and the observing countries are not included in the result. Their votes are announced as: with the approval/disapproval. The Presidency will abstain from voting.
13. **Declaration of the voting by the Presidency.** When the Resolution passes, applause is allowed; if the resolution doesn't pass, it is not and neither are comments in order to keep the respect for the Committee. A resolution passes when there are more votes in favour than against; abstentions do not count as votes against.

Note: All the voting procedures can be performed by means of electronic voting if the venue of the GA is fitted with this equipment after which the results show on the board.