

# 議會程序與規則

## Rules of Parliamentary Procedure

### 第一章 總則 General Rules

#### (一) 範圍

##### **Rule 1 SCOPE**

手冊中所列出的規則是本次會議的正式規定，將主導整個會議的進行。除非主席特別宣布，否則不適用其他規則。

The rules contained in this handbook will be the official rules for the conference and will be considered adopted in advance of the session. No other rules of procedure are applicable, unless otherwise specifically stated by the Chair.

#### (二) 規則更動

##### **RULE 2 RULE CHANGES**

主席有權在必要的情況下改變規則，並確保會議流暢的進行。

The Chair reserves the right to make any changes to these rules necessary to insure the smooth functioning of the conference, and may present them to the delegates at any time.

#### (三) 語言

##### **RULE 3 LANGUAGE**

中文將是本次會議的官方語言。

English will be the official and working language of the conference.

#### (四) 手提電腦使用

##### **RULE 4 LAPTOP POLICY**

在會議進行中允許使用手提電腦，但不允許任何和會議無關之使用。主席有權暫停違規者使用電腦。

The use of laptops in the committee is not prohibited. However, online gaming of any kind is not in order. The chair reserves the right to suspend laptop usage.

#### (五) 紙條傳遞

##### **RULE 5 NOTE PASSING**

紙條內容文字應文雅，且必須與會議內容相關。在立場簡述中不允許傳遞紙條。主席有權暫停傳遞紙條。

Notes must be in proper language and the contents must be relevant to the

conference. Note passing is not allowed during opening speeches. The Chair reserves the right to suspend note passing.

#### **(六) 正式代表權益**

##### **RULE 6 DELEGATIONS**

在各委員會中每一會員國的代表團至多僅限兩位代表，各委員會中每一代表團僅有一個投票權。

The delegation of each member state will consist of no more than two delegates in each committee. Regardless of the number of delegates, each delegation has only one vote in each committee.

#### **(七) 觀察員代表權益**

##### **RULE 7 NON-MEMBERS**

觀察員在會議中，不可提出、簽署或表決決議案草案以及修正案，除此之外，享有和一般代表相同的權利。

Observers will have the same rights as those of full members, except that they may not submit, vote or sign on draft resolutions or amendments.

#### **(八) 禮節**

##### **RULE 8 COURTESY**

與會者應禮貌對待且尊重工作人員和其他代表，在會議中維持禮儀。副主席將會提醒違反此規定的代表。

Delegates will show courtesy and respect to all staff and delegates. Delegates will be attentive to those who hold the floor and will maintain decorum during all sessions of the conference. The Co-Chair will immediately call to order and delegates who fail to comply with this rule.

#### **(九) 大會宣言**

##### **RULE 9 STATEMENTS OF THE SECRETARIAT**

主席可能在任何時間用口述或紙本的方式宣達各項大會的指示及有利會議進行的陳述。

The Chair may make, at any time, either oral or written statements to the committee.

#### **(十) 主席職責與權力**

##### **RULE 10 DUTIES AND POWERS OF THE CHAIR**

主席有權開始、關閉每個議程，在符合本會的一般議事規範下限制代表發言時間，或限制發表人數，並決定處理動議的順序。主席應了解這些規則，並充分掌握會

議的進行過程。

The Chair will open and close each session, rule on points of order and may limit speaking time, limit the Speakers list, and decide the propriety of any procedural motion. The Chair, subject to these rules, will have complete control of the proceedings at any meeting.

#### (十一) 副主席職責與權力

##### **RULE 11 DUTIES AND POWERS OF THE CO-CHAIR**

協助主席會議進行。

The Co-Chair will direct discussions, accord the right to speak, put questions, announce decisions, ensure and enforce the observance of these rules, and may propose the adoption of any procedural motion to which there is no significant objection.

#### (十二) 法定人數

##### **RULE 12 QUORUM**

會議至少需四分之一代表出席率始得開始。

The Chair may declare the Committee open when at least one-quarter of the Members are present. The presence of a majority of the members will be required for the vote on any substantive motion.

#### (十三) 點名

##### **RULE 13 ROLL CALL**

每一個議程開始時，主席將會進行點名。副主席將以姓名筆劃順序朗讀所有代表的名字，此時請出席者請答覆「出席」。

All Committee meetings will begin with a roll call. The Co-Chair will read an alphabetized list of the countries in the committee, and those delegates present will respond, "Present."

## **第二章 會議討論規則 Rules Governing Debate and Speeches**

#### (十四) 會議討論

##### **RULE 14 DEBATE**

在會議討論中將會設置一份常設發言名單。除非會場上有其他動議，整個會議的發言順序都應照此名單進行。此時發言者可以對主題廣泛的發表意見或提出任何可能的解決辦法。

During debate, one continuously open Speakers List will be established for the

purpose of general debate. This Speakers List will be followed for all debate on the Topic, except when superseded by procedural motions, amendments, or the introduction of a resolution. Speakers may speak generally on the Topic being considered and may address any resolution currently on the floor.

#### **(十五) 常設發言人名單**

##### **Rule 15 General Speakers' List**

在會議討論中將設置一份常設發言名單。在協商動議或修正案討論時，將設置其他發言名單。若場上沒有任何動議，會議討論將依常設發言名單進行。

The Committee will have an open Speakers List for the Topic being discussed.

Separate Speakers Lists will be established as needed for procedural motions and debate on amendments. A country may add its name to the Speakers List by raising his/her placard, provided that country is not already on the Speakers List. If no motions are on the floor, debate automatically returns to the Speakers List.

#### **(十六) 立場簡述**

##### **RULE 16 OPENING SPEECH**

會議開始時，代表必須就個人對此會議議題的立場發表簡述，每位代表各有一分鐘的發言時間。剩餘時間將不開放讓渡。主席將會在特定人數發言完後，開放會議詢問。

Opening speech is made at the beginning of the conference. Delegates may speak on their country's policy, involvement, or proposal regarding the topic. It may not exceed one minute. Yielding is not in order. The Chair will recognize questions after a certain number of delegates have delivered their speeches. The number of questions is subject to the Chair's decision.

#### **(十七) 正式協商**

##### **RULE 17 MODERATED CAUCUS**

正式協商的目的是促進特定子題的討論。主席將在常設發言名單外另外設立一份協商發言名單。正式協商動議可以在進行討論時提出，在處理順序上先於停止討論動議。提出此動議者須簡述提出的目的，並為此協商設定總時間（最多不得超過三十分鐘）及每位發言者的發言時間，若動議順利提出將立即被表決（需要過半數表決通過）。主席將不允許無關正式協商子題的發言。如果沒有代表希望發言，則此協商將自動結束。正式協商可以接受一次的延長（不得超過三十分鐘）。正式協商中的發言時間不可以讓渡。

The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. The Co-Chair will temporarily depart from the Speakers List and call on delegates to speak at his discretion. A motion for a

moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed thirty minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on immediately, with a simple majority of members present required for passage. A delegate will be ruled out of order if the delegate's speech does not address the topic of the moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end. A moderated caucus may be extended only once after the caucus has ended. The extended time may not exceed thirty minutes. There is no yielding of time in moderated caucuses.

#### **(十八) 非正式協商**

##### **RULE 18 UN-MODERATED CAUCUS**

當進行討論時，代表可提出非正式協商。在處理順序上先於停止討論動議。提出此動議者須簡述提出的目的並為此協商設定時間（最多不得超過三十分鐘）。主席可駁回此動議，若動議順利提出將立即被表決（需要過半數表決通過）。非正式協商可以接受一次的延長（不得超過三十分鐘）。若主席認為在非正式協商中的討論效率不佳，可以令其提早結束。

A motion to caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed thirty minutes. The motion will immediately be put to a vote. A simple majority of members present is required for passage. The Chair may rule the motion out of order and his/her decision is subject to appeal. Un-moderated caucus may be extended only once and is not to exceed thirty minutes. The chair may end an un-moderated caucus prematurely if he or she feels that the delegates are not being productive.

#### **(十九) 停止討論**

在進行討論時代表可以提出動議，並說明提出原因，以結束會場上的所有討論。需有附議。此動議的表決額度採三分之二多數決。若此動議通過，會議討論將被宣告結束，場上的決議案草案或修正案將立即交付投票表決。

##### **RULE 19 CLOSURE OF DEBATE**

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Closure of debate requires the support of two-thirds of the members present and voting. If the Committee is in favor of closure, the closure of the debate will be declared, and all resolutions or amendments on the floor will be brought to an immediate vote.

## (二十) 散會

### **RULE 20 ADJOURNMENT OF THE MEETING**

在進行討論時，代表可提出動議直接結束整個會議。主席有權駁回此動議。若此動議順利提出，將不經討論而直接交付表決（需要過半數表決通過）。

Whenever the floor is open, a delegate may move for the adjournment of the meeting which would draw a close to the conference altogether. The Chair may rule such a motion out of order. When in order, such will not be debatable but will be immediately put to the vote and will require a simple majority to pass.

## (二十一) 撤回

### **RULE 21 WITHDRAWING A MOTION**

若動議的原提案人想要撤回他/她的動議，請舉牌取得發言權表示撤回動議。

If the sponsor of a motion wishes to withdraw his motion, he may simply rise and notify the Chair of the withdrawal.

## (二十二) 發言時間及限制

### **RULE 22 SPEECHES AND TIME LIMITS**

只有在主席認可後代表才可以在場中發言。當發言者的發言無關會議主題或是侵犯其他代表或工作人員，主席得約束其發言。主席可以設定代表的發言時間。當發言者的發言超出設定時間時，主席得要求發言者回座。代表可以提出動議調整發言時間，此動議得不經討論，並需二分之一以上的出席者同意通過。

No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if her remarks are not relevant to the subject under discussion, or are offensive to committee members and staff. Delegates are required to make all speeches from the 3rd person perspective. The Chair may limit the time allotted to each speaker. When a delegate exceeds the allotted time, the Co-Chair may call the speaker to order. Delegates may motion to adjust the speaking time. The motion is not debatable and requires a simple majority to pass.

## (二十三) 讓渡

### **RULE 23 YIELDS**

發言者可以在發言結束後讓渡其剩餘的發言時間。當讓渡予其他代表時，剩餘的時間將是被讓渡者的發言時間，不可作二次讓渡。當讓渡予會議詢問（見第二十六項）時，欲發問者應舉牌，主席有權決定發問者及發問題數。當讓渡予主席時，剩餘的發言時間將自動結束。協商動議中的發言時間不可讓渡。

A delegate who has been granted the right to speak on a substantive issue (a Topic or amendment) may yield the remainder of his time to another delegate, to

questions, or to the Chair. When yielding to another delegate, a delegate who is yielded to may speak for the remaining time, but may not make any yields. When yielding to questions, delegates who wish to ask questions of the speaker will raise their placards, and the Co-Chair will select questioners. Chair reserves the right to limit the number of questions. When yielding to the chair, the speaker's time will simply end. Delegates speaking on procedural matters may not yield.

#### (二十四) 權宜問題

##### **RULE 24 POINTS OF PERSONAL PRIVILEGE**

當代表個人感到不適，以致影響參與會議進行時，他/她可提出權宜問題，要求解決之。權宜問題不可中斷發言者（除了提出音量要求）。

Whenever a delegate experiences personal discomfort which impairs his/her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may not interrupt a speaker, (except for those concerning audibility).

#### (二十五) 秩序問題

##### **RULE 25 POINTS OF ORDER**

會議進行時，代表可提出秩序問題以指出會議程序錯誤。主席根據會議規則立即作出回應。當特定秩序問題不合適或將拖延會議進行時，主席可不將之列為考慮。

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Chair, in accordance with the rules of procedure, will immediately decide the Point of Order. The Chair may rule out of order those points, which are dilatory or improper; such a decision is subject to appeal. Points of Order should not be related to the topic discussed. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.

#### (二十六) 會議詢問

##### **RULE 26 POINTS OF PARLIAMENTARY INQUIRY**

詢問主席有關會議之問題。在任何情況下，會議詢問不得打斷發言者。

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chairs a question regarding the rules of procedure or the matter on the floor. A Point of Parliamentary Inquiry may never interrupt a speaker.

### **第三章 會議文件 Documents**

決議案分為以下三個階段：

A resolution may be identified by various terms contingent upon how close the resolution is to completion and adoption:

- 工作文件是一份用以協助會議討論、規畫決議案草案的提案，其形式應符合決議案格式。

A Working Paper is a proposal intended to aid the Committee in its discussions and formulation of resolutions and need to be written in resolution format.

- 決議案草案是一份經過提案程序且已被核可小組和主席認可的工作文件。  
A Draft Resolution is a working paper that has been submitted to the dais and has received approval from the chair.

- 決議案是在會議中被多數代表經投票程序通過的決議案草案。

A Resolution is a Draft Resolution that has been passed by a majority of the committee.

#### (二十七) 工作文件

##### **RULE 27 WORKING PAPERS**

代表可提出工作文件供會議考慮，工作文件用以協助會議討論、規畫決議案，且其形式需符合決議案格式。當工作文件被提交給核可小組後，它將被修改；假使審核通過、合格，它將以決議案草案的形式介紹於場上。

Delegates may propose working papers for committee consideration. After working papers are submitted to the chairs, it will be edited and if approved, eligible to be introduced to the committee as a draft resolution.

#### (二十八) 介紹決議案草案

##### **RULE 28 INTRODUCING DRAFT RESOLUTIONS**

決議案草案需至少有三分之一的代表簽署，才可被考慮列入討論。簽署決議案草案不表示對決議案草案的贊成，且簽署者不需負其他責任。當決議案草案經提案且被主席認可，並影印分發給各代表時，主提案者可提出動議以介紹決議案草案。主提案者在時間允許內可朗誦正文。之後，決議案草案的主提案者將發表演說。當主提案者結束演說，他/她將開放在場代表會議詢問。其後將時間開放予贊成與反對此決議案者上台發言。決議案草案的討論將按照常設發言名單的順序執行。在決議案通過前，代表只能將之稱為決議案草案。

For a Draft Resolution to be considered on the floor, it must have a minimum of one-third of the delegations in attendance listed as signatories. Signing a draft resolution does not indicate support of the resolution, and the signatory has no further obligations. Once a resolution has been submitted to and approved by the chair, and once copies of the draft resolution have been made and distributed, a



delegate may raise a motion to introduce the draft resolution. The main submitter, time permitting, may read out the operative clauses. The main submitter of the draft resolution will then deliver a main-submitting speech. When the main submitter finishes the speech, he or she will open to questions. After questions having been answered, the main-submitter may yield to another delegate or yield back to the Chair. The debate will then continue. Until a resolution is passed, delegates must always refer to them as Draft Resolutions.

### (二十九) 決議案

#### **RULE 29 RESOLUTIONS**

會議最後可通過一份以上的決議案。決議案至少需多數決才可通過。

More than one resolution may be on the floor at any one time and will be discussed separately, and more than one resolution may be passed. Debate on resolutions will proceed according to the General Speakers List. Resolutions require a simple majority to pass.

### (三十) 修正案

#### **RULE 30 Amendments**

修正案用以增加、刪去或修改任何已被提出討論的決議案草案，但僅能使用於正文，前言不得使用。

An amendment may add to, delete from, or modify any resolution that has been introduced. However, amendments can only apply to operative clauses; preambulatory clauses may not be amended.

欲潤飾決議案草案文句或修改錯字，可直接將修正結果送交主席。主席收到後可直接修正，並於會議中朗誦即可加於決議案草案內，不需經代表討論、投票。

At the chairs' discretion, amendments that affect only spelling, grammar, typographical errors, or other editorial considerations may be automatically included into the resolution.

對於內容進行修正的修正案需有五分之一的代表簽署始可提交予主席。主席將大聲朗讀修正案內容。常設發言人名單將暫時停止，開立一新發言名單討論此修正案。須至少各兩位代表上台發表贊成與反對意見後始可提出停止討論動議(過三分之二通過)。停止討論動議如果通過後，將馬上進入表決此修正案(過二分之一通過)。投票後將回到常設發言人名單繼續未完議程。如未通過停止討論動議，將繼續進行修正案之討論。

An amendment requires signatures of one-fifth of the members of the Committee to submit to the Chair. The Chair will read the amendment aloud. General debate will be suspended, and a Speakers List will be established for and against the amendment. A motion to close debate will be in order after the Committee has

heard from at least two speakers for the amendment and from at least two speakers against. A vote of two-third majority is required for closure. When debate is closed on the amendment, the Committee will move to an immediate vote. Amendments need a simple majority to pass. After the vote, the conference will resume according to the General Speakers List.

如果決議案草案的全數提出者同意提出一份修正案，則此修正案不需要經過投票程序，主席將大聲朗誦並將其加入該決議案草案。

If all sponsors of the resolution are also sponsors of the amendment, no vote is required to add such an amendment to a resolution. Such an amendment automatically becomes part of a resolution upon receipt by the Chair, who shall announce its acceptance as soon as the opportunity arises.

## 第四章 投票規則 Rules Governing Voting

### (三十二) 投票

#### **RULE 32 VOTING**

在點名程序中舉牌表示「出席」之代表擁有投票權。在會議中，每位代表各擁有一個投票權。程序性投票時，每位代表可表達【贊成】或【反對】的立場。實質性投票時，每位代表可表達【贊成】、【反對】或【棄權】的立場。所有投票皆必須以舉牌進行。

Only delegates who have recorded as present in the latest roll call may vote. Each delegation in each committee gets one vote. Each may vote “For” or “Against” on procedural matters, and “For”, “Against”, or “Abstain” on a substantive matter. All matters will be voted on with placards.

會議中各項的投票表決計票方式將採用過半數表決與三分之二多數決。

過半數表決：在贊成者多於反對者時通過，當贊成者與反對者人數相同時，此表決否決。

A motion that requires a “simple majority” passes only if the number of delegates voting in favor of the motion exceeds the number voting against. If equal numbers vote for and against, the motion fails.

三分之二多數決：在贊成者多於或等於三分之二有效票時通過。

A motion that requires a “two-thirds majority” passes only if the number of delegates voting in favor of the motion equals or exceeds twice the number voting against.

缺席代表無法影響會議中的投票結果。在投票過程中，任何代表皆不可打斷程序的進行，除非有任何相關於投票程序的秩序問題或詢問主席會議程序的會議詢問。

代表應保持肅靜，禁止紙條傳遞、進行協商或進出會場。

The number of abstentions will not be considered in determining the results of the vote. Members may vote on both procedural and substantive issues; while Observers may vote only on procedural issues. After the Chair has announced the beginning of voting, no Member will interrupt the voting except on a point of order in connection with the actual conduct of voting or on a point of parliamentary inquiry. During a vote, representatives should maintain proper decorum; no caucusing should take place, no notes should be passed, and no delegates should enter or leave the room.