21ST HWA CHONG MODEL ASEAN SUMMIT

RULES OF PROCEDURE

Hwa Chong Model ASEAN Summit 2024

Section 1 General Conference Rules and Etiquette

1.1 Language

English shall be the official working language of the summit. Delegates are not permitted to use any other language during community debate.

1.2 Statement by the Secretariat

The Model ASEAN Summit's Secretariat may at any point in time make either written or oral statements to the communities and meetings.

1.3 General Powers of the Community Chairs

The Chairs of each community will have complete control over the proceedings of their respective communities throughout the summit. The Chairs will direct discussions, accord the right to speak, put questions, announce decisions, and ensure and enforce the observance of these rules.

1.4 Communication

Physical notepaper will be used during the conference. Talking is not permitted unless it is during an unmoderated caucus or when a council session has elapsed.

When making speeches, delegates are only allowed to speak in the third person, thus personal pronouns such as "I want to…" should be replaced with "this delegate wishes to…"

1.5 Courtesy

Delegates will show courtesy and respect to the Committee staff and to other delegates. The Chairs have the right to disqualify any delegate who fails to comply with this rule from awards.

1.6 Dress Code

All delegates are expected to attend the conference in Western Business Attire with their school tie and blazer unless with prior permission.

Section 2 Voting Procedures

2.1 Procedural Voting

Procedural voting refers to voting on all motions during community sessions. Before a procedural voting, the chairs will call for seconds and objections, the delegate raising the motion cannot second their own motion. If there are only seconds and no objections, the motion automatically passes. If there are only objections and no seconds, the motion automatically fails. If there are both seconds and objections, the community would move into procedural voting on the motion. All delegations are entitled to one vote on procedural matters with the same weightage. All delegations have to vote either "for" or "against" when a procedural vote is called and no abstentions will be allowed.

A procedural vote will only pass with a simple majority when <u>more than</u> half of the delegations present vote in favour of the motion.

Section 2.2 Substantive Voting

Substantive voting refers to voting on substantive matters including Draft Declarations and Amendments submitted by delegates in council. Only ASEAN member states are entitled to vote substantively. ASEAN member states can choose to vote "for", "against" or abstain from voting during substantive voting. Observer states and organisations cannot vote on substantive matters. An abstention is considered a null vote and will not be tabulated into the vote count. A substantive vote will only pass with a consensus, meaning that all ASEAN member states voting have to either vote in favour of the document or abstain from voting.

Section 3 Open Debate on Topic

3.1 Roll Call

The Chairs will conduct a roll call at the start of each community session. Delegates are to indicate whether they are present or present and voting. Non-ASEAN member states, or Observer States, can only indicate that they are present. Open debate would commence after roll call is completed.

3.2 Opening Speeches

Opening speeches will be conducted immediately after the roll call ends in the first community session for each topic, signalling the start of an open debate on the topic. Each

opening speech will be 60 seconds long and every delegation present has to participate in opening speeches. Delegations are to speak in alphabetical order during opening speeches.

3.3 General Speaker's List (GSL)

The Chairs of each community would establish a General Speaker's List (GSL). Delegates who wish to speak may raise their placards for their delegation to be put on the Speaker's List when the chair calls for speakers to speak on the General Speaker's list and they will be accorded the right to speak in the sequence reflected in the General Speaker's List. The chair would call for speakers after the General Speaker's List has been exhausted. The maximum time for a delegate's speech on the General Speaker's List is 90 seconds. After a delegate concludes his/her speech, the delegate may yield their time in one of the following ways:

- *To the dais* – This elapses any speaking time left, if any. The delegate may return his/her seat so that the next delegate can speak upon recognition by the Dais.
- *To any Points of Information* – Refer to Article 3.4.
- *To another delegate* – If the other delegate accepts this yield, he/she will be recognized with all the remaining speaking time.

Yielding to Points of Information and another delegate will only be in order if the speaker has at least 15 seconds remaining of speaking time. Following the end of either yield, the delegate may only yield his/her time back to the dais.

3.4 Points

Points and motions are in order only when no one is speaking on the GSL (except Points of Personal Privilege, which may interrupt speeches) and are used in the following ways:

- Point of Parliamentary Inquiry – A delegate who is unclear of the rules of procedure could raise a point of parliamentary inquiry whenever there is no speaker to clarify their doubts. However, delegates are reminded by the chair to recognize him/her before speaking and that they are not to interrupt another speaker's speech.

- Point of Information - After a delegate has made a speech, they may open themselves to Points of Information (POIs). The Chairs will decide the number of POIs that can be offered per the time remaining for the delegate's speech. Other delegates will then have the right to ask questions regarding the speech made and the delegate who raised the point could answer the POIs with the time he or she has left. After all POIs have been made, the speaker should yield their time back to the chair.

- Point of Personal Privilege - Whenever a delegate experiences personal discomfort which impairs his or her ability to participate actively in the proceedings, he or she may raise his or her placard to inform the Chairs of his or her discomfort, and thereby request for it to be corrected. Delegates experiencing discomfort may interrupt a speaker or even the Chairs. Delegates should use this power with the utmost discretion and not abuse it.

- Point of Order - When a delegate believes that the Chairs have committed an error in executing the Rules of Procedure. This Point can only be raised between speeches.

- Right to Reply - This point can be raised when a delegate feels personally insulted by another delegate speaking on the floor. Insults on nationality, ethnicity, religion and organisations also constitute a right to reply due to political insensitivity.

3.5 Motions

Delegates can only raise motions when the Chairs call for motions once the speaker list is exhausted or at their discretion. Motions that could be raised by delegates are as follows:

- Motion to Adjourn Debate - A motion to adjourn debate can only be raised at the end of the last community session to formally terminate all debate for the conference.

- Motion to Suspend Debate - A motion to suspend debate can only be raised near the end of community sessions to suspend debate for lunch or dismissal.

- Motion to Amend Speaking Time for the General Speaker's List - The Chairs will limit the time allotted to each speaker on the General speaker's list to two minutes at the

start of the first community session. Delegates can motion to amend speaking time of the speaker's list.

- Motion to Enter Moderated Dialogue - When a motion to enter Moderated Dialogue is successfully passed, the community would immediately move into a Moderated Dialogue. Moderated Dialogues are focused around a topic with a set total speaking time and speaking time per speaker, with the total duration of a Moderated Dialogue not exceeding 20 minutes. The delegate who raised the motion for the Moderated Dialogue has to either speak first or speak last if the motion passes with a simple majority. When motioning for a Moderated Dialogue, the delegate motioning will have to indicate the following:
  1. Topic of discussion for the Moderated Dialogue,
  2. Total Speaking Time for the Moderated Dialogue, and
  3. Individual Speaking Time for Speakers for the Moderated Dialogue.

- Motion to Enter Unmoderated Dialogue - When a motion to enter Unmoderated Dialogue is successfully passed, the community will immediately move into an Unmoderated Dialogue. During the Unmoderated Dialogue, delegates are granted permission to talk freely without the Chairs Moderating Debate. The delegate who raised the Unmoderated Dialogue is expected to deliver a one minute summary of the Unmoderated Dialogue after it has elapsed. When raising a motion to introduce an Unmoderated Dialogue, the delegate only has to state the duration for the Unmoderated Dialogue. The maximum duration of an Unmoderated Dialogue is 20 minutes.

- Motion to Extend Dialogue - A Motion to extend Dialogue can only be raised after the time for a Moderated/Unmoderated Dialogue has elapsed. Delegates have to specify how long he or she wants the dialogue to be extended, with the maximum duration of an extended Moderated/Unmoderated Dialogue being 30 minutes.

- Motion to Move into the Next Level of Debate - Delegates can raise this motion to move from the work group level of debate to Director-General level of debate, Director-General level of debate to senior official level of debate and from senior

officials' level of debate to the ministerial level of debate respectively. At the Director-General's level of debate, delegates can introduce draft declarations to the community but debate procedure will not change. At the senior official's level of debate, delegates can introduce draft declarations and amendments to existing declarations but debate procedure would not change. At the Ministerial Level of debate, delegates are to move into closed debate and proceed to vote on the draft declarations as a whole after time for closed debate has elapsed.

- Motion to Introduce Draft Declaration - Delegates can only raise this motion if they are at either the Director-General's Level of Debate or at the Senior Official's Level of Debate. Draft declarations can only be introduced to the community after the Chairs have vetted the document and have given their approval. Provided the motion passes with a Simple Majority, the Chairs will allocate 5 minutes for the sponsors to read out their draft declaration. After the reading time has elapsed, the community will then move into a Question and Answer segment on the Draft Declaration for 5 minutes. Delegates who wish to clarify any points on the Draft Declaration should raise their queries, to which the sponsors of the Draft Declaration will respond.

- Motion to Divide the Question - Delegates can only raise the motion to Divide the Question when the Chairs call for motions after a draft declaration fails to reach a consensus among the ten ASEAN member nations. If the motion passes with a procedural vote, the community would then proceed to substantive voting on the failed draft declaration clause by clause. After all clauses have been voted upon, if more than half of the clauses passed with a consensus, the clauses which have passed would be combined into a new declaration and that declaration would automatically pass.

- Motion to Introduce Amendments - Delegates can only raise this motion if they are at the Senior Official's Level of Debate. Amendments can only be introduced to the community after the Chairs have vetted the document and given their approval. Provided the motion passes with a Simple Majority, the Chairs will allocate reading time on the amendment. After the reading time has elapsed, the community shall revert to the speaker's list.

- Motion to Move into Direct Voting Procedure for Amendments – Delegates can only raise this motion after Amendments have been submitted and are to specify the amendment which the community would be voting on. The community would then move into substantive voting on the amendment. If the amendment passes with a consensus, the necessary changes would be made to the draft declaration.

The motions are listed below in the order of disruptiveness. Whenever two or more motions are raised at the same time, the Chairs will ask the community to vote on the motions in order of disruptiveness. Only if the more disruptive motion(s) fails, will the community move into voting for the less disruptive motion(s).

Motion to Adjourn Debate

Motion to Suspend Debate

Motion to Divide the Question

Motion to Move into Next Level of Debate

Motion to Enter Unmoderated Dialogue

Motion to Enter Moderated Dialogue

Motion to Move into Direct Voting Procedure for Amendments

Motion to Introduce Amendments

Motion to Introduce Draft Declaration

Motion to Amend Speaking Time for the General Speaker's List

Motion to Extend Dialogue

If two motions of the same type are raised, the motion with a longer total duration will be voted on first. If two motions of the same motions are raised, the voting on the motions will be conducted based on the order of motions in which they are proposed to the Chairs.

3.6 Coffee Breaks

During each community session, at their discretion, the Chairs can set aside a fixed time for a coffee break. Delegates may take a quick water break, snack break or toilet break during this time. After the time for coffee breaks has elapsed, the community should resume the formal session and revert back to the General Speaker's List.

Section 4 Debate on Amendments

<u>4.1 Introduction of Amendments</u>

Amendments can only be introduced at the Senior Official's level of debate. Two types of amendments are allowed to be introduced, namely the friendly amendment and the unfriendly amendment. All delegates who intend to introduce amendments have to send the amendment to each community's Chairs for vetting and can only introduce the amendment after the Chairs have given their approval. If more than half of the draft declaration has been amended, the draft declaration will automatically be tabled.

A friendly amendment requires the acknowledgement of all sponsors of the draft declaration and will be introduced to the community immediately after all sponsors have agreed to it without having to be voted upon substantively.

An unfriendly amendment can only be introduced if there are more than three sponsors or signatories for the amendment and does not require the approval of the draft declaration's sponsors. After the unfriendly amendment is introduced through a motion to introduce unfriendly amendments, the Chairs will allocate reading time which is subject to their discretion and will name the unfriendly amendment in numerical sequence. After reading time has elapsed, the community will revert back to the General Speaker's List. Delegates can later raise a motion to move into Direct Voting Procedure on the unfriendly amendment, which requires a procedural vote, to enter closed debate and substantive voting on the amendment. During closed debate, the Chairs will call for a total of four speakers to speak on the unfriendly amendment as a whole. Two delegates will speak in support of the unfriendly amendment and two delegates will speak against the unfriendly amendment.

Each speech during the closed debate on the draft declaration will be 90 seconds long. Yielding is not in order during closed debate. Voting on the declarations as a whole shall commence after Closed Debate has elapsed. If the amendment passes with a consensus, the amendment will be made to the relevant draft declaration will be amended accordingly.

Section 5 Debate on Draft Declaration

5.1 Closed Debate

The community shall immediately move into Closed Debate after a motion to move into the Ministerial level of debate has passed a procedural vote. The Chairs will call for a total of 4 speakers, 2 for and 2 against, to speak on each declaration. The declarations will be debated chronologically, in order of submission.

Each speech during Closed Debate on the draft declaration will span for 90 seconds. Yielding is not in order during Closed Debate. Voting on the declarations will only commence after Closed Debate for all declarations has elapsed.

5.2 Voting on Declarations

After time for Closed Debate has elapsed, delegates shall move into a substantive vote on the declaration. If more than one declaration has been introduced into the Community, the community would vote on the draft declarations in the order of their introduction, starting with the draft declaration which has been introduced first.

If a consensus is not achieved, delegates can raise a motion to divide the question, which requires a procedural vote. If the motion passes, every clause of the draft declaration will be voted on substantively. At their discretion, the Chairs can choose to conduct substantive voting by article to expedite the process. Should said article fail, the Chairs can guide the community to vote on individual clauses. After the rounds of substantive voting, clauses passed would make up the new declaration while clauses which have failed will be discounted. In the scenario where more than half of the overall clauses have been removed, the declaration will automatically be tabled.

In the scenario where no declaration is passed, and the community has already voted to enter the Ministerial level of debate, debate on the current topic is suspended and the community will move to the next topic.

5.3 Balloting

In the scenario where two different declarations are introduced into the community and both declarations pass a substantive vote, the community shall move into balloting where all

delegates representing ASEAN member states will be required to vote between the two declarations. Member states may only vote for **one** of the two declarations. Observer states and organisations cannot take part in balloting. The declaration with a simple majority would be adopted as the official declaration for the community. In the scenario where both declarations fail to reach a simple majority, both declarations are automatically tabled. Debate on the current topic is suspended and the community will move to the next topic.

However, in the scenario where more than two declarations are introduced into the community and pass a substantive vote, declarations with the least votes are eliminated progressively until a simple majority is reached by one declaration. In the scenario where no declarations reach a simple majority even after progressive elimination, all declarations are automatically tabled. Debate on the current topic is suspended and the community will move to the next topic. In the scenario where there still is a tie between declarations, the Chairs will call for another vote. In this new vote, should all the declarations fail to reach a simple majority, all declarations will be tabled and debate on the topic at hand will be suspended.