



ICAO

# International Civil Aviation Organization Model

RULES OF PROCEDURE  
SIMULATION DE L'OACI

## Introduction

This guide should serve as an essential reference for any delegate attending an ModelICA0. It provide the rule of procedure of the Model.

Generally, the rules of procedure are the same for every committee. However, there are exceptions, such as for the Permanent Council and for the Crisis Situation. It is extremely important to develop a thorough working knowledge of the rules, including when and how they should be utilized, as well as any specific rules unique to your committee. The rules of procedure are intended to facilitate the efficient workings of the committee over the course of the Model.

The Dais reserves the right to rule motions out of order that may be considered disruptive to the committee proceedings. In this respect, it is important that delegates behave diplomatically during committee proceedings by avoiding the introduction of redundant, inappropriate, or time-consuming motions

## Overview of the rule of procedure in formal session

Les procédures suivantes permettent le bon déroulement des sessions formelles des comités techniques et du conseil permanent.

L'ordre dans lequel ces procédures sont énumérées représente leur hiérarchie et la priorité accordée à chacune d'entre elles. On ne peut traiter, par exemple, une motion d'ajournement de la rencontre avant une motion de suspension de la séance.

The following procedures ensure the smooth running of the formal sessions of the technical committees and the Permanent Council.

The order in which these procedures are listed represents their hierarchy and the priority given to each of them. We can not treat, for example, a motion to adjourn the meeting before a motion to suspend the meeting.

**Motion** : name of the motion

**Purpose**: how to use the motion

**Debate**: a 30 seconds speech for each speaker prior to the vote on the motion

**Vote**: Number of votes required to pass a motion

- Simple majority : over 50%

- Clear majority: over 2/3

**Explanation**: Additional details on the motion

**Substantive vote**: applies only on the resolutions, amendments and the second vote of the motion Division of the question.

**Procedural vote**: on all procedural motions.

<b>Motion</b>	<b>Purpose</b>	<b>Debate</b>	<b>Vote</b>	<b>Explanation</b>
<b>Point of order</b>	Correct an error in procedure	None	None	When a procedural rule is not respected
<b>Appeal of the Chair</b>	Challenge a decision of the Chair following a point of order	None	Simple Majority	When a point of order is refused by the DAIS, the delegate who forwarded the point of order may appeal the decision of the chair before the committee
<b>Suspension of the meeting</b>	Suspend formal session for a set amount of time	None	Simple Majority	The committee moves to an informal session for a set amount of time. Delegates forwarding this motion must mention how long they wish to suspend the meeting
<b>Closed session</b>	Session or part of the session will be held in private	None	Simple Majority	
<b>Adjournment of the meeting</b>	End this year's Model ICAO	None	Simple Majority	To be used in the final formal session of the Council after the final voting procedures
<b>Adjournment of the debate</b>	Ends the current debate on the subject, without going through a voting session	2 pro / 2 con	Simple Majority	Switch to another subject if no progress is achieved on the current one.
<b>Closure of debate</b>	Committee is automatically sent to voting procedures	2 con	Clear Majority	Ends formal session and moves the committee to vote on all draft resolutions sanctioned by the DAIS
<b>Reconsideration</b>	Committee suspends current topic and is sent back to a previously adjourned topic	2 con	Clear Majority	This send the committee to a previously adjourned topic. This motion must be made by a delegation who voted in favour of the adjournment
<b>Change the speaker's time</b>	Set the allowed time for each speaker	2 pro/ 2 con	Simple Majority	Consultation with the DAIS is required if a delegate wishes to use this motion: the Dais must approve the use of this motion before hand
<b>Close the speaker's list</b>	No one may be added to the speaker's list	None	Simple Majority	When the speaker's list is empty, the committee moves to voting procedures
<b>Adoption of the agenda</b>	Used only during the first session of the Council.	None	Simple Majority	

## Overview of the rule of procedure in voting session – Technical Committees and Permanent Council

These procedures apply when the committee concludes the formal session to enter in voting session. The code of procedures of formal sessions no longer applies and is replaced by this one.

<b>Motion</b>	<b>Purpose</b>	<b>Debate</b>	<b>Vote</b>	<b>Explanation</b>
<b>Point of order</b>	Correct and error in procedure	None	None	When a procedural rule is respected
<b>Appeal of the Chair</b>	Challenge a decision of the Chair following a point of order	None	Simple Majority	When a point of order refused by the DAIS, delegate who forwarded point of order may appeal decision of the Chair.
<b>Friendly amendment</b>	Alter the substance of one or more clauses on a resolution	None	None	Automatically granted and published by the DAIS. An amendment is friendly when it has the written support and agreement of all delegations who are sponsor on the original resolution/report segment.
<b>Unfriendly amendment</b>		2 pro/ 2 con	Clear Majority	An unfriendly amendment must gather a number of sponsors and signatories to be submitted to the vote of the committee
<b>Division of the question</b>	Consider clause(s) separately from rest of the draft resolution			Voted in order of most to least radical change
	<b>Part 1</b> : Procedural vote on if this motion should be considered	2 pro/ 2 con	Clear Majority	<b>If passes</b> : Clause(s) removed and voted on separately <b>If fails</b> : No change to draft resolution
	<b>Part 2</b> : Substantive vote to accept/reject separate clauses	None	Simple Majority	<b>If passes</b> : Annex passes <b>If fails</b> : Clause(s) discarded and no longer part of any draft

<b>Secret ballot</b>		One Support	Supported by another member Clear Majority to be defeat	
<b>Roll Call Vote</b>	Vote by roll call, rather than show of placards	None	None	Automatically granted once requested
<b>Adopt by Acclamation</b>	Adopt a draft resolution as a body by consensus	None	None	One motioned, the Chair must ask if there are any disensions
<b>Crisis situation votes (Council only)</b>	Vote on various steps to resolve the <i>crisis situation</i>	None	Clear Majority	
<b>Formal comments</b>	Add a comment to a final resolution		1/3 of the committee	

# ModelICAO – Rules of procedure

## Section 1 – Session

### *Rule 1 – Committee Meetings*

During the Council sessions, the President shall convene meetings of each committee in accordance with the general schedule of activities for the session, prepared by the Council President in coordination with the Committee Chairs and the Secretary General.

## Section 2 – Agenda

### *Rule 2 – Provisional Agenda*

The provisional agenda shall be drawn up by the Council President and communicated to the members of the Committee at least one month before the opening of the session.

*The provisional agenda for each Committee can be found on the website*

### *Rule 3 – Adoption of the agenda*

a) The agenda shall be considered adopted as of the beginning of the session by voting one technical committee at a time. The order of the agenda items shall be determined by a majority vote of those present and voting.

b) Subject to the approval of the Council President, the committee may, if necessary, add questions to the agenda approved by the Council. The approval of the Council President shall not be required if these issues are not subject to the Permanent Council consideration .

### *Rule 4 – Communication of the documents*

a) All documents relating to the agenda are communicated to all members before the committee meeting.

b) Any delegate, the Council President or the General Secretary, may submit to the committee's review documents relating to any matter of the agenda, or make recommendations on such an issue.

#### ***Rule 5 – Revision the agenda***

Notwithstanding the provisions of this section, the committee may, in the clear majority of the members present at the meeting, revise the agenda of the session; however, the committee can't, without the unanimous consent of the members present at the session, vote on a matter, included or not in the agenda, which is not on the agenda distributed in accordance with Rule 2.

### **Section 3 – Attendance at Meetings**

#### ***Rule 6 – Public proceedings***

The meetings of a committee are public, unless the committee decides by a simple majority of members present a session or part of the session will be held in private.

#### ***Rule 7 – Participation to public sessions***

May participate in meetings of a public committee, the Council President , the Secretary General, representatives and their deputies to the Council, members of the ICAO Secretariat whose presence is necessary for the conduct of the meeting or deemed desirable by the General Secretary and any other person invited by the committee. Members may be accompanied by advisers, but they can not participate in debates with the consent of the committee.

#### ***Rule 8 – Participation to closed sessions***

May participate to closed meetings of a committee: member or their deputies, and representatives in the Council , or their substitutes acting on their behalf; observers of the Member States, unless if the committee decides otherwise; members of the Secretariat whose presence is necessary for the conduct of the meeting or deemed desirable by the General Secretary; and any person invited by the committee.



## Section 4 – Conduct of business

### *Rule 9 – Quorum*

A quorum for a meeting consists of a simple majority of the members of the committee or the Permanent Council present at the first roll call.

### *Rule 10 – General powers of the chair*

Every president has the following duties and responsibilities:

- a) Convene the committee and chairing sessions, opening and closing of each meeting of the committee, direct the discussions in a structured way and focus on the subject, accord the right to speak, put questions to vote and announce decisions.
- b) Review, correct and approve the working papers and draft resolutions presented by the members of the committee.
- c) Ensure the observance of these rules and decide on motions of order and on any matter relating to the interpretation or application of these rules, or any procedural matter which is not expressly provided for in this rules, subject to Rule 13
- d) Perform any other duties assigned by the Permanent Council or the committee in accordance with these rules.

### *Rule 11 – Speakers' List*

- a) No representative may address the Committee without having previously obtained the permission of the chair. The chair shall call upon speakers in the order in which they signify their desire to speak. The chair may call a speaker to order if his remarks are not relevant to the subject under discussion
- b) Representatives cannot appear more than once on the list before all other delegates who wish to speak have been able to, except to exercise their right of reply.
- c) The speakers' list can be closed and reopened by a vote of the Committee. When there are no more speakers on the list, the chair shall declare the debate closed, which will result in the Committee moving immediately to voting procedure.

### ***Rule 12 – Speaking time***

Speaking time can be changed by a vote of the committee. Two representatives may speak in favor of the motion and two against, after which the motion shall be immediately put to vote. The chair may limit the time allowed to speakers under this Rule.

### ***Rule 13 – Point of order***

During the formal session, a representative may rise to a point of order, and the chair in accordance with the rules of procedure shall immediately decide the point of order.

### ***Rule 14 – Appeal of the chair***

Any member of a committee may appeal against the ruling of the President on a point of order during a committee meeting about the interpretation or application of these rules; the appeal is immediately put to the vote. The chair's decision can be overturned by a simple majority.

### ***Rule 15 – Right of reply***

If a remark impugns the integrity of a member state, the President may permit that State to exercise their right of reply following the conclusion of the controversial speech, and shall determine an appropriate time limit for the reply. No ruling on this question shall be subject to appeal.

### ***Rule 16 – Suspension of the meeting***

During the formal session, a representative may move the suspension of the meeting, specifying a time for reconvening. Such motions shall not be debated but shall be put to a vote immediately, requiring the support of a majority of the members present and voting to pass. Representatives should not state a purpose for the suspension.

### ***Rule 17 – Adjournment of the meeting***

During the formal session, a representative may move to the adjournment of the meeting. Such motions shall not be debated but shall be put to the vote immediately, requiring the support of a majority of the members present and voting to pass. After adjournment, the Committee shall reconvene at its next regularly scheduled meeting time.

*This motion seeks to end the Model and should be voted only once, as the ultimate motion after the final vote.*

#### **Rule 18 – Adjournment of the debate**

During the formal session, a representative may move the adjournment of the debate on the item under discussion. Two representatives may speak in favor of, and two against, the motion, after which the motion shall be immediately put to the vote. The President may limit the time to be allowed to speakers under this rule.

*Adjournment of debate will result in the immediate end of debate on the topic currently under consideration and the committee will move on to the second agenda topic. This requires speakers for and against and a simple majority to pass. Should adjournment of debate pass, the committee will set aside all work and open up a new speakers' list for consideration of the next topic. Should the body wish to discuss the adjourned topic, a motion for reconsideration is required.*

#### **Rule 19 – Closure of debate**

A representative may at any time move for closure of debate on the item under discussion, whether or not any other representative has signified their wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be put to the vote immediately. Closure of debate shall require a two-thirds majority of the members present. If the Committee favors the closure of debate, the Committee shall immediately move to vote on all proposals introduced under that agenda item.

#### **Rule 20 – Order of motions**

- a) The hierarchy of these rules of procedure are as identified at page 4 of the present Guide.
- b) Decisions on such motions are taken by simple majority vote , except in cases where this Regulation provides otherwise.

### ***Rule 21 – Withdrawal of motions***

A motion may be withdrawn by its proposer at any time before voting has commenced. A motion thus withdrawn may be reintroduced by any member.

### ***Rule 22 – Reconsideration of a topic***

When a topic has been adjourned, it may not be reconsidered at the same session unless the committee, by a two-thirds majority of those present, so decides. Reconsideration can only be moved by a representative who voted on the prevailing side of the original motion to adjourn. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be put to the vote immediately. The President may limit the time to be allowed to speakers under this rule.

## **Section 5 – Voting**

### ***Rule 23 – Voting Rights***

Each delegation of the Committee shall have one vote.

### ***Rule 24 - Majority required***

- a) Votes of the committee shall be made by a majority of the members present and voting, unless otherwise provided for by this Regulation
  
- b) Votes taken in the Permanent Council require the achievement of a consensus, except or the crisis situation. In this case, a clear majority is required.

### ***Rule 25 – Vote by acclamation***

A proposal or motion before the Committee for decision shall be voted upon if any member so requests. Where no member requests a vote, the Committee may adopt proposals or motions without a vote.

### ***Rule 26 – Method of voting***

The committee shall normally vote by a show of placards except when a representative requests a roll call during a substantive vote beginning with the member whose name is

randomly selected by the Chair. The name of each delegation shall be called in any roll call, and one of its representatives shall reply “yes,” “no,” “abstention,” or “pass.”

#### ***Rule 27 - Amendments***

Amendment shall normally be submitted in writing to the Secretariat. Amendment that relates to the substance of any matter under discussion shall require the signature of twenty percent of the members of the Committee. Sponsors of amendment are the primary authors of the amendment; signatories are delegations that wish to debate the amendment.

Friendly amendments are agreed to by all sponsors of a proposal and are automatically incorporated into a proposal. For unfriendly amendments, permission to speak on the amendment shall be given only to two speakers in favor and two speakers against.

The Secretariat may, at its discretion, approve the amendment for circulation among the delegations. As a general rule, no amendment shall be put to the vote at any meeting of the Committee unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of amendments, even though such amendment has not been circulated.

If the sponsors agree to the adoption of a proposed amendment, the draft resolution shall be modified accordingly and no vote shall be taken on the proposed amendment. A draft resolution modified in this manner shall be considered as the draft resolution pending before the Committee for all purposes, including subsequent amendments.

*A hostile amendment must obtain a number of sponsors and signatories to be submitted to the vote of the committee*

### *Rule 28 – Voting on amendments*

When there are two or more amendments, the amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed there from, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on. Amendments are adopted by a clear majority in the committees.

### *Rule 29 – Division of the question*

For draft resolutions, Member states may use divisions to potentially vote on an entire operative clause or group of clauses separately from the rest of a resolution. If it passes, this procedure will create an annex. An annex is typically created when a particular clause or group of clauses is so significant that Member States believe it must be recognized separately from the rest of the resolution in order to draw attention to its importance.

If there are calls for multiple divisions, they will be voted on in order of the most radical division to the least. This order is at the sole discretion of the Director.

The first vote on a division of the question is a procedural vote and requires a clear majority: all the Member States are required to vote. Two speakers in favour of the motion and two speakers against are called to explain why the committee should consider dividing or not the clause(s) out. The Member states are required to limit their comments to procedural issues and can't speak on the substance of any clause(s) in question. If the first vote fails, the resolution fails, the resolution remains intact and the committee moves on.

If the first vote obtains a clear majority, the committee immediately proceeds to a second vote. This vote is a substantive one, which means Member States can vote in favour, against or abstain. If it passes, the clause(s) become an annex to the original resolution (which no longer contains the clause(s) in question). On the contrary, if the substantive vote fails, the separated clauses are permanently discarded. It is important to note that if all operative clauses are divided out and discarded, the resolution fails.

### ***Rule 30 – Comments***

Once the resolutions adopted by the committee, comments can be submitted by the representatives present. The comments submitted demands to be supported by 1/3 of the members. No vote is required at the end of the debate.

### ***Rule 31 – Record of vote***

The vote or abstention of a member shall be, on request, recorded in the minutes.

### ***Rule 32 – Secret ballot***

On the request of a member, seconded by another member, the vote was held by secret ballot, unless opposed by a clear majority of members.

### ***Rule 33 Equality of votes***

In case of equality of votes, the motion shall be considered rejected

### ***Rule 34 – Preliminary vote***

A president may request a vote or an unofficial preliminary ballot of members on a question, expressed in the terms chosen by him to facilitate the further development of a motion. Such a vote or ballot does not commit either the committee or any of its members. Its result can be recorded in the minutes, which, however, mention the vote of any of the members in particular.

### ***Rule 35 – Conduct during voting***

After the President has announced the commencement of voting, no representatives shall interrupt the voting except on a point of order in connection with the actual process of voting.

## **Section 6 – Credentials and representation**

### ***Rule 36 – Representation***

The names of members of a delegation shall be submitted to the Secretary-General prior to the opening of a session.

***Rule 37 – Representation on the Permanent Council***

Each member of the Permanent Council shall be represented at the meetings of the Permanent Council by an accredited representative. The Head of Government or Minister of Foreign Affairs of each member of the Permanent Council shall be entitled to sit on the Permanent Council without submitting credentials. Any Member of the International Civil Aviation Organization not a member of the Permanent Council and any State not a Member of the International Civil Aviation Organization, if invited to participate in a meeting or meetings of the Permanent Council, shall submit credentials for the representative appointed by it for this purpose.