

# 2006 MODEL ARAB LEAGUE HANDBOOK

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## **PART 1: INTRODUCTION TO THE MODEL ARAB LEAGUE**

### THE NATIONAL COUNCIL ON U.S.-ARAB RELATIONS

Founded in 1983, the National Council on U.S.-Arab Relations (NCUSAR) is an American non-profit organization dedicated to improving knowledge and understanding of the Arab world. For more than half a century, the Arab world has been of vital interest to the United States and its allies. Yet the region and its people remain one of the least known and most poorly understood by Americans.

The National Council works to improve U.S.-Arab relations through people-to-people and leader-to-leader exchanges together with a wide variety of educational and informational programs in the United States.

No other organization takes as many American leaders, teachers, and students to the Arab World for firsthand cultural and educational experiences. No other organization works as closely with corporate, congressional, and defense leaders in providing valuable background, context, and perspective on U.S.-Arab relations. No other organization is as active on campuses, working with professors and teachers to provide student leadership development opportunities and enrich academic course offerings on the Arab world at high schools and universities across the United States. No other organization reaches as many American community leaders and the general public about the importance of building and maintaining strong U.S.-Arab relations for today and in the future.

The National Council's story is about people, and how an Arab world experience, new knowledge, and better understanding have touched their lives. Through a multitude of programs, the National Council provides unique and enriching opportunities in the Arab world.

Since its inception, the National Council has played a special role in enhancing American awareness of the Gulf Cooperation Council (GCC), a unique Arab sub-regional forum grouping Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, and the United Arab Emirates. National Council President and CEO Dr. John Duke Anthony is widely published on the roles of the Arabian Peninsula and the GCC countries in regional and world affairs.

For more than a decade, the National Council has served as the Secretariat for the U.S.-GCC Corporate Cooperation Committee, Inc., an association of major U.S. companies dedicated to improving private sector-to-private sector relations between the United States and the GCC countries. Members receive *U.S.-GCC Issue Briefs* and the *Occasional Papers* series in addition to regular updates and analyses in the *Saudi-U.S. Relations Information Service* electronic newsletter. The Committee conducts a year-round program of events and activities aimed at strengthening the U.S.-GCC relationship.

Additionally the National Council administers the Joseph J. Malone Fellowship in Arab and Islamic Studies, which offers select university and high school faculty an opportunity to participate in intensive cultural immersion programs in Arab countries. The participants are provided with the tools to strengthen the Arab and Islamic world components of their institutions' academic curricula and course offerings. Selected on the basis of their academic credentials and community service record, the educators attend lectures and briefings by their Arab counterparts, government officials, and noted specialists. They also visit cultural and historical sites, as well as centers for research and development.

The National Council has affiliate committees across the United States. These committees assist with the Model Arab Leagues and conduct conferences, teacher workshops, and speaker events on U.S.-Arab relations. Contact the National Council to ask about the Committee in your area. The Committee Director can be of great assistance to you in exploring your opportunities with the National Council.

The Model Arab League Program is the gateway to the National Council's other Student Leadership Development Programs. These programs, provided for select alumni of the Model Arab Leagues, include:

**Kuwait Studies Program:** Students have the opportunity to interact with Kuwaiti students, attend briefings by university and government leaders, and visit cultural, historical, and oil industry sites.

**Passage to Morocco:** Featuring a home-stay with Moroccan families, this program is an excellent introduction to Arab North Africa. Participants study Arabic, attend lectures, and experience the culture with their host families.

**Summer in Yemen Study Abroad Program:** A new program from the National Council and Yemen Language Center, combines six weeks of formal Arabic study with exposure to the social, academic, political, and cultural richness of Yemeni society.

**League of Arab States Exchange:** Now in its fourth year, this exchange program is designed for outstanding Model Arab League delegates. Students travel to Cairo where they meet with Arab League officials and diplomats from Arab states and see the sights of the Arab world's greatest capital.

**Washington, DC, Internship Program:** Interns gain valuable practical work experience at the National Council on U.S.-Arab Relations. Interns are engaged in the work of the Council and are immersed in many facets of the relationship between the United States and the Arab world.

## BRIEF HISTORY OF THE MODELS

Since 1982, the Model Arab League has offered high school, college, and university students an extraordinary opportunity to learn, practice, and develop leadership skills. In the process, the participants – students guided by faculty advisors – deepen their knowledge and understanding of Arab social, economic, cultural, and political issues. As representatives of the member states of the Arab League, students attempt to solve problems and achieve consensus on questions diplomats wrestle with on a daily basis. The dynamic and interactive nature of the Model’s emphasis on role-playing stimulates creativity, enhances learning, and cultivates understanding as no book, video, or coursework ever could.

Participation in a Model is of value to all students, regardless of their academic major or the subject matter of their courses. Participants gain valuable leadership training through the Model’s constant challenges in debating, writing, editing, public speaking, critical thinking, and interpersonal relations skills. All delegates come away having practiced the kinds of skills that will serve them well throughout their life. Year after year, delegates return to participate over and over until they graduate.

The original Model Arab League began 24 years ago at Georgetown University in Washington, DC. An idea conceived by Dr. Michael Nwanze, the MAL was based on the same general structure as the Model United Nations, a similar student leadership program that had been in existence for several decades. The National Council, under the guidance of Dr. Anthony, was the first sponsor of the program and has coordinated, organized, and run the Models ever since. Originally a mock simulation, the National University MAL (as it came to be known) became a competitive simulation the very next year. Dr. Nwanze was honored with the First Annual Model Arab League Lifetime Achievement Award in 2001. He has also been responsible for the creation of other simulation leagues modeling the Organization of American States (OAS), the Organization of African Unity (OAU), and the North Atlantic Treaty Organization (NATO).

As word of the Models spread to university faculty across the United States, regional models began to be formed. Emulating the National UMAL, they took shape as either practice sessions for schools that would later attend the National or self-contained models that allowed smaller schools and schools without travel means the opportunity to participate in the program. In 1991, the first high school Model Arab League was established in Atlanta, Georgia. In 2005 there were 16 total models, 14 of them regional, with 11 university models and 5 high school models. Upwards of 200 universities, colleges, and high schools now participate, with over 2000 total participants. The National Council oversees the coordination of all the Models and remains the primary sponsor.

## **PART 2: GENERAL INFORMATION**

### ATTENDING THE MODEL

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#### CONDUCT

The use of alcohol or drugs at any official Model event or activity is absolutely unacceptable. Conference attendees found in violation of these policies will be asked to leave the Model immediately and dismissed from the program without further warning. Smoking is only permitted in designated areas.

It is expected that all conference attendees dress and behave in a professional manner throughout the Models. For men, a dress shirt, tie, slacks, and jacket are appropriate. For women, dresses, suits, or slacks and blouses are acceptable. Under no circumstances are jeans, t-shirts, tennis shoes, sweats, baseball caps, shorts or suggestive clothing to be worn during Model Arab League sessions. Any person at any time may be asked to leave a session, step down as an officer, or leave the entire Model by the National Council representative or the Local Coordinator. It is important to note this decision will be final, and does not require any vote, motion for impeachment, or other measures by a committee, student body, secretariat or faculty. This is regarded as an administrative decision, not a procedural matter.

Certificates of Participation, upon request from the Faculty Advisor, will be mailed after the model to the delegates who successfully complete the Model Arab League conference.

Faculty Advisors are asked to support all delegates in the committee they happen to be observing, and shall not be limited to advising their own delegates. Faculty Advisors are encouraged to respond to student questions, but should not participate or direct in any way the flow of the committee.

#### ROLE PLAYING

When participating in the MAL Program, please remember that you are role-playing. It is important that you weigh the issues and represent your country's best interest. Remember that the respective leaders' public speeches may not accurately reflect the countries' actual policies and League votes. Strive for a comprehensive portrayal of the country and its policies. When being judged, you will be awarded points for your accuracy in portraying your country's actual positions.

If you feel that one of your fellow delegates is not performing according to these guidelines, refrain from calling them 'out of character' during committee session. If you feel that the problem is significant, speak to your faculty advisor. Do not bring the problem up with other members of the committee or with the delegate in question; being undiplomatic is always out of character.

If a faculty member is informed by a student that another student is out of character, the faculty member should decide whether it is a serious issue, and if so speak to the National

Council representatives, who will then approach the offending student's faculty advisor and ask him or her to address the student on the issue.

#### AWARDS

Faculty Advisors circulate among all committees and vote for one Outstanding Chair at the final Faculty Advisors' meeting. Faculty should observe each committee, even if they do not have delegates on each, in order to make an informed decision. Chairs should be evaluated for their ability to run the committee efficiently and smoothly, as well as their ability to facilitate and aid in the work of the work of the committee. All Chairs as well as the Chief Justice of the ACJ and Editor of the Press Corps are eligible to receive the Outstanding Chair award. Each school may cast one vote for the Outstanding Chair award.

The students participating in their respective committees decide upon awards for Outstanding Delegates. Each school (not each delegate or each delegation) in a committee receives one ballot on which they select three delegations in that committee they feel deserve a Best Delegate Award for excellence in preparation, constructive debate, effective representation of their country, teamwork and overall contribution to the work of the committee.

Schools may not vote for their own delegations. If they do, those votes will not be counted.

When votes are collected, Chairs are encouraged to submit in writing their views on award recipients. This is an opportunity for Chairs to explain why they believe delegates should or should not receive consideration for awards. In special circumstances, this may be taken into consideration by the National Council Representative.

For each committee and for overall delegations, all efforts are made to award two outstanding and one honorable mention award, though situations such as ties may prevent this. Such decisions are at the full discretion of the National Council Representative.

To decide awards, the National Council Representative shall count and record all votes cast in committee and choose awards based on these tabulations. At the National MALs, individuals in the field of Middle Eastern studies and MAL alumni from the Washington, DC area are invited to serve as judges, and the National Council Representative will factor in their evaluations equally with the delegate voting tabulations in determining awards.

Overall delegation awards shall be determined by the National Council Representatives based on the number of committee awards. They shall tabulate two points for an Outstanding committee award and one point for an Honorable Mention committee award. Awards for Chairs are not included in this tabulation.

#### COUNTRY REGISTRATION FOR THE UPCOMING YEAR

To register for each model, submit an online form to the National Council at <http://www.ncusar.org/modelarableague/pages/register.html>, indicating country preferences and model. In order to reserve a country, however, your account must be up to date for the current year. If your account is not up to date, you will need to remedy this prior to registration for any future Models.

When ranking your country preferences, please keep in mind that you will not be allowed to represent the same country in consecutive years. The countries represented by your school in the last three years should be ranked lowest on your registration form.

#### COUNTRY BRIEFINGS

When participating in the National UMAL in Washington, DC, the National Council will facilitate briefings with representatives of the Embassy of your country **if possible**. The purpose of the briefing is to give your delegation your country's official stance on various topics and to fill in the gaps in your research. Whether via telephone or an actual visit to the Embassy, you will want to use the opportunity to obtain information unavailable in your research. The more research your delegation does beforehand, the more you will benefit from the briefing. Faculty should feel free to assist the National Council in any way arranging these meetings.

Before you have actual contact with the Embassy, prepare a list of specific questions. When phrasing questions, give the representative an indication of what you know already. This will allow you more time for addressing issues with which you are not so familiar. If the representative does give you historical background, listen carefully to the manner in which he/she presents it – it may differ from the interpretations you have already read.

In addition, listen carefully to the phrasing and rhetoric the representative uses so that you can discern nuances in positions and emulate them when you debate. A lesson in diplomatic style and speech can be just as helpful as one on substantive matters. Keep in mind that if a position seems different from what you understood as a result of your research, it may mean that there is an inconsistency with respect to interpretation. This kind of inconsistency is a good indicator of a multi-level political agenda with respect to that issue.

Bring a gift from your school for the Embassy briefers on behalf of your delegation. Also bring a camera. The event is a terrific photo opportunity, which will enhance coverage of your delegation in local and school news as well as in National Council publications.

#### POSITION PAPERS

Before attending a model, all delegates are strongly encouraged to write at least one position paper. A position paper is a one-page summary of your country's position on one of the topics in your committee. The paper should mention the issue at hand, and lay out your country's opinion on it and your proposed solutions to it. Obviously, you want to put this position in as positive a light as possible. A delegate or delegation may write as many position papers as there are topics in the committee.

Completed position papers should be emailed in MS Word (.doc) format to the National Council Coordinators, who can then include them in a packet of position papers by each country of each committee at your specific model. These will be provided at the beginning of the committee session so that delegates can compare their views and research with those of others in the committee.

## WHAT TO EXPECT: A BRIEF OVERVIEW

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### MAL PLENARY SESSION

When the MAL moves into Plenary Session at the outset of the Model, it will set the Provisional Agenda. At this time and only at this time may topic additions and deletions be made to the draft agenda. This is also the only time when changes in the assignments of topics to committees can be made. Be prepared! If you have an issue that you want to add to your committee agenda, this is the only time to make the motion to do so. Be aware that others are also likely to want to alter the agenda. This procedure can be finished quickly if delegates understand the procedures and rules and have caucused with other delegates to gain support for their motions ahead of time. Please prepare your additions or amendments legibly beforehand to submit to the Secretary General or Assistant Secretary General during the opening plenary session.

The Plenary Session does not decide the order of the topics within the committees; this is to be decided by the committees when their meetings come to order.

### GENERAL COMMITTEES

All member states belong to the Model Arab League Council in Plenary Session and Summit Session as well as the following standard committees: Joint Defense Council, Council on Palestinian Affairs, Council of Arab Social Affairs Ministers, Council on Political Affairs, Council of Arab Environmental Affairs Ministers, Council of Arab Economics Ministers and Special Arab Summit on the Promotion of Women. Not all of these committees are present at every model; check with your Local Coordinator to determine which committees will be held. The committees shall consider the agenda topics assigned to them by the MAL Council at the Plenary Session and pass draft resolutions on the topics. Each member state shall have only one vote. In each of these Councils, all draft resolutions must pass by a majority vote. These Councils shall also fully participate in the Summit Sessions by sending up to two draft resolutions per topic for consideration.

The **Joint Defense Council** coordinates Arab defense policies and can adopt any measures it deems necessary to repel an act of aggression against a member state and restore peace and stability.

The **Council on Palestinian Affairs** is concerned with all Palestine-related matters, with special emphasis on issues pertaining to defense, economics, politics, and social conditions. The Council continues to work towards the establishment of an independent Palestinian State.

The **Council of Arab Social Affairs Ministers** coordinates social policies of the member states.

The **Council on Political Affairs** addresses broader issues that exist within the geopolitical region and within the League of Arab States. Issues for the council can range from dealing with the area as a whole to addressing situations in specific countries.

The **Council of Arab Environmental Affairs Ministers** coordinates environmental policies with regard to land, water, air, and other environmental topics.

The **Council of Arab Economics Ministers** coordinates international and domestic policies on trade, labor, industrial policy and other economic matters.

The **Special Arab Summit on the Promotion of Women** is a new committee for the 2006 Model season and it will examine the role of women in society and law in the Arab world.

#### SPECIALIZED COMMITTEES

At the National University MAL and select Regional and High School MALs, the Arab Court of Justice (ACJ) will convene as a Specialized Committee. The ACJ will not participate in the Plenary or Summit Sessions, although its decisions will be presented at Summit. It will consider the agenda topics assigned to it by the National Council on U.S.-Arab Relations, but will not have the option to modify, add, or delete from its agenda. At the National University MAL, a Press Corps is added. Please refer to the Appendices for details on the Press Corps and ACJ.

#### DEBATE

Debate is your opportunity to voice your country's views on the topic at hand. The two forms of debate are formal and informal.

1. **Formal:** In formal debate, the committee follows the speakers list, thereby giving each speaker/delegate an opportunity to address the topic and to yield any remaining time to another speaker or to questions. Equal time will be designated for all speakers.
2. **Informal:** Informal debate is also called a moderated caucus, and is an opportunity to debate in creative ways, such as question-and-answer sessions.

Caucuses, which may take place outside the committee room at any time or inside the room when a motion to suspend the meeting for the purpose of a caucus has been approved, are often the best forum for combining and/or amending draft resolutions because input from many parties can be considered simultaneously.

SUMMIT SESSION

After the final committee session, all delegates convene for the final session, the Summit. As draft resolutions are passed in committee, the authoring delegate(s) are responsible for putting the passed draft resolution into its proper final format.

Copies of passed and corrected draft resolutions should be copied and compiled into packets for Summit as they arrive from committee. This is the Vice-Chair's responsibility, in coordination with the Secretariat. It is the Committee Vice-Chair's responsibility to check for omitted or incorrectly submitted draft resolutions before they are sent to Summit.

Each represented country will receive one packet containing each passed draft resolution at the Summit Session. The Summit Session will conduct a vote on each draft resolution passed by committee. Normal voting procedure will be followed.

## **PART 3: MODEL ARAB LEAGUE PROCEDURES & RULES**

### I. PLENARY

1. The rules for the Plenary Session are contained completely herein:
  - a. The only order of business valid during the Plenary Session is the amending and adoption of the Provisional Agenda.
  - b. The SG will preside over the session, assisted by the ASG.
  - c. The session will proceed Council by Council in the order they appear in the Provisional Agenda. Each Council's agenda must be adopted before proceeding to the next Council. A motion to adopt the Council's agenda (not amendable, no speakers, simple majority vote) is required.
  - d. Points and motions valid during the Plenary Session are as follows:
    - i. **Point of Order** to complain of a breach of the rules.
    - ii. **Point of Personal Privilege** to complain about noise level, obstruction of view, and matters of the like.
    - iii. **Point of Parliamentary Inquiry** for questions concerning rules or procedure.
    - iv. **Motion to Suspend the Meeting** for caucus or break.
    - v. **Motion to Appeal the Decision of the Secretary General.**
    - vi. **Motion to Add, Delete, or Amend a Topic** within the Council's agenda.
    - vii. **Motion to Move a Topic** to another Council's agenda.
    - viii. **Motion to Adopt a Council's Agenda** accepts all topics currently on that council's agenda.
    - ix. **Motion to Adopt the MAL Agenda** is valid after all councils' agendas have been accepted.
    - x. All other points or motions may be ruled dilatory. The motion to suspend shall be used to break to council sessions, with the intent of reconvening at the Summit Session.
  - e. All motions to add, delete, amend, or move a topic are debatable with a maximum of two in favor and two opposed, are not amendable, and require a simple majority vote. The number of speakers must be balanced (*i.e.*, if there is only one speaker against, only one speaker in favor will be allowed). The presiding officer shall set the speaking time and call for speakers opposed followed by speakers in favor. The first speaker recognized shall speak in favor and subsequent speakers shall alternate.
2. The National Council provides the original Provisional Agenda. Any and all changes must be made during the Plenary Session.

## II. COMMITTEE SESSIONS

3. The agenda of the first session of each committee shall be the following actions, in order:
  - a. Introduction of delegates;
  - b. Election of the Vice-Chair, facilitated by the Chair in such a manner as he or she deems appropriate;
  - c. Election of the Rapporteur;
  - d. Election of the Parliamentarian;
  - e. Call to order, roll call, and completion of the committee roster;
  - f. Establishing general speakers list for the purpose of general remarks about the committee and topics, and to discuss the ordering of the agenda (resolutions may not be discussed at this time);
  - g. Setting the order of the topics on the committee's agenda; and
  - h. Beginning debate on the first topic.
  
4. Delegates who are not present for roll call must send a note to the Chair in order to be recognized as present.
  
5. A **Motion to Set the Order of the Agenda** allows the committee to determine the order in which it will consider the agenda topics assigned to it by the Plenary Session. This motion must specify the proposed order of the Agenda Topics, requires a second, is not debatable, and requires a simple majority vote.
  
6. A **Motion to Change the Order of the Agenda** alters the order of consideration of agenda topics, as set by each committee at the beginning of the session. It does not interrupt a speaker, requires a second, is debatable with two speakers for and two speakers against, is amendable, and requires a two-thirds majority vote.
  
7. To move from one topic to another, a committee must pass a **Motion for Suspension of Debate** on the Agenda topic (see Rule 23). A **Motion to Close Debate** (see Rule 25) can also be used, but once such a motion passes debate on that agenda topic ends and all draft resolutions and amendments under that topic come to an immediate vote. Debate cannot be reopened after a Motion to Close Debate passes.

## SPEECHES

8. Each time debate is limited, a new speakers list is established. Once the current debate has been closed or suspended, the committee shall return to the previous speakers list at the same point it left off before. Those wishing to speak will raise their placards and will be assigned a position on the list in the order they are recognized. The presiding officer will call upon delegates to speak in the order their names appear on the speakers list. A country may not appear on the speakers list twice at any one time. Only after the completion of that country's speech may that country request to be returned to the speakers list. Debate will continue until it is suspended or closed, the meeting is suspended, or the speakers list is exhausted. Points or motions may be made between

speakers and must be addressed by the Chair before he or she recognizes the subsequent speaker.

9. No one may speak without first being recognized by the presiding officer. In the cases where a point or motion interrupts a speaker, delegates should raise their placards and call out “Point of Order”, “Point of Personal Privilege”, or “Motion to Reconsider” to the Chair. The Chair will then pause the speaker and recognize each delegation based on the precedence of the points (see Rule 85). Following resolution of any points, the Chair will then return to the current speaker. Any time taken away from a delegate speaking on the floor by an interrupting motion will be reapportioned by the Chair.
10. The Chair may set an equal time limit for all speeches, which will stand unless a successful motion is made to amend the speaking time at a different limit.
11. The Chair may rule out of order any motion repeating or closely approximating a previous motion on which the committee or council has already rendered an opinion.
12. Procedural and Substantive speeches:
  - a. **Procedural speeches** deal with procedural motions, such as limiting or closing debate, etc. When speaking on a procedural matter, a delegate must speak only to that procedural issue and its possible effects on the committee. Any speech about a resolution or other substantive matter is out of order. While speaking on a procedural motion, delegates may not make a motion or yield time to another delegate.
  - b. **Substantive speeches** are directly related to amendments, draft resolutions, or topic areas. During substantive debate, a delegate recognized to speak by the Chair may speak on the topic, about any motions regarding that topic, any amendments to the motion, or all of the above while on the speakers list.
13. If a delegate has time remaining at the conclusion of his or her substantive speech, he or she may yield the excess time to another speaker. The only acceptable yields are:
  - a. **Yield to the Chair:** signifies that the delegate who has the floor does not wish his or her time to be used by another delegate or to answer questions from fellow delegates;
  - b. **Yield to another delegate:** allows a second delegate in the committee to use the remainder of the first delegate’s time to address the committee; time yielded to a second delegate cannot be yielded again; and
  - c. **Yield to Points of Information:** allows other delegates to question the speaker regarding the content of his or her speech. After the speaker yields, the Chair recognizes delegates on the floor who rise to Points of Information. A delegate who has yielded his or her remaining time to Points of Information shall answer such questions from the floor *as time permits*. Both the questions and answers count against the speakers time.  
Delegates must yield in one of these ways (*i.e.*, no “comments” will be allowed).
14. Delegate Conduct
  - a. Attacking the personal integrity of any delegate is unacceptable behavior. The Chair shall immediately rule a speaker out of order if he or she engages in such conduct.

Retributive comments by the attacked party are likewise inappropriate. The Chair shall take appropriate action to ensure that delegates treat their colleagues with civility and respect at all times: all delegates must accord diplomatic courtesy to all other delegates at all times.

- b. During debate, the Chair may accord a Right of Reply to any delegate if a speech by another delegate contains extraordinary language clearly insulting to personal or national dignity. A delegate requesting a Right of Reply must submit the request and the proposed Reply in writing to the Chair, who may read the Reply if he or she deems it appropriate. The decision of the Chair on a Right of Reply is not subject to appeal. There is no Right of Reply to a Reply. Right of Reply can only be accorded in response to a formal speech, and may be granted only to the affected delegate.
- c. If a delegate/delegation insists on behavior that is unacceptable and disruptive to the debate process, a **Motion to Temporarily Revoke Voting and Speaking Privileges** from that delegate/delegation may be in order. It requires two speakers for and two speakers against and a two-thirds majority vote. This motion is intended to serve as a cool-down period without permanently silencing the delegate/delegation. This motion shall be made only at the request of the Chair. He/she will state the following: *As a result of recent behavior, I will now accept a motion to temporarily remove voting and speaking privileges for (country). Are there any motions on the floor?* At such a time as the Chair deems appropriate, he or she shall entertain a **Motion to Reinstate Privileges**, which requires no speakers and a majority vote.

#### DEBATE

15. **Motion to Limit/Expand Debate** limits the committee to an individual topic, resolution, or amendment. This motion requires a second, is not debatable, and requires a majority vote to pass. Once a successful motion to limit debate passes, a new speakers list must be opened for the item to which debate has been limited. Debate on a topic must be limited to introducing and discussing any draft resolutions under that topic. However, it is not required to limit debate on an individual draft resolution or amendment to discuss it. The purpose of limiting debate on a draft resolution or amendment is to focus the committee's attention on it to the exclusion of all other business. After debate is limited to a resolution debate may be expanded to the entire topic in order to expand the committee's focus.
16. A **Motion to Amend Speaker's Time** changes the amount of time allotted for a speaker's time. It can be used to limit the time allowed per speaker or per item (draft resolution, amendment, resolution, or agenda topic). It requires a second, is not debatable, is amendable, and requires a simple majority vote.
17. A **Motion to Close the Speakers List** is used to limit debate by not allowing any states to be added to the list after the last speaker. Once the last member on the list has spoken, the list is exhausted and debate is closed. A Chair should rule this motion dilatory if made during the initial establishment of a speaking list. A **Motion to Re-Open the Speakers List** is in order any time before the list has become exhausted. Both motions must be seconded, are not debatable or amendable, and require a simple majority vote.

18. A **Point of Order** is used to complain of improper usage of parliamentary procedure. The Chair shall immediately rule upon the point and his or her decision shall stand unless successfully appealed (see Rule 28). A Point of Order interrupts the speaker, and the delegate rising to the point explains what breach of rules has occurred. The Chair will immediately rule on the point of order. A Chair should not rule on any point or motion of which they are unsure. If the Chair is in doubt about a Point of Order, he or she should consult (in order) the Vice-Chair, the Parliamentarian, the MAL Rules handbook, the SG or ASG, the National Council Representative, or the Local Coordinator.
19. A **Point of Personal Privilege** is used to bring the Chair's attention to physical distractions that impair the delegate's ability to participate in the proceedings. The Point of Personal Privilege does interrupt a speaker and is normally raised in connection with room temperature, noise inside or outside the committee room, the volume of a speaker, or an obstructed view of the proceedings, etc. Points of Personal Privilege shall not be used liberally, and the Chair shall warn the motioning delegate from using it as a personal attack against the speaker.
20. A **Point of Parliamentary Inquiry** is addressed by a delegate to the Chair for questions concerning the rules or proceedings of the committee. A Point of Parliamentary Inquiry does not interrupt a speaker. If there is an issue concerning what is currently happening in the committee, a Point of Order should be used to interrupt the speaker and bring the procedural problem to the attention of the Chair.
21. A **Motion to Adjourn the Meeting** is a motion that is only in order at the end of the last committee Session and at the conclusion of the Summit Session. This motion concludes the meeting until next year. It requires a second, does not interrupt a speaker, is not debatable, cannot be amended, and requires a simple majority vote. Recessing or adjourning the committee session more than 10 minutes before any scheduled break must have consent of the SG or ASG and the National Council Representative.
22. A **Motion to Suspend the Meeting** is a motion used to recess a committee for a caucus, lunch, or break. It requires a second, does not interrupt a speaker, is not debatable, and can be amended. A simple majority vote is required. A meeting may not be suspended for more than ten minutes without the express consent of the Senior Secretariat.
23. A **Motion to Suspend Debate** is a motion that tables the draft resolution, amendment, or agenda topic being discussed. This motion suspends debate on the item currently being discussed, thus allowing another item to be brought to the floor. It does not interrupt a speaker, requires a second, is debatable with two speakers in favor and two against, and is passed with a simple majority vote. Speeches must be germane to the suspension only. Once debate is suspended on an item, it may not be resumed until a motion to resume debate is passed. If a resolution or amendment is suspended, it still must be voted on upon closure of debate of the current topic.

24. A **Motion to Resume Debate** is in order if other business has been conducted by the committee after the item in question was suspended. It requires a second, is not debatable, and requires a simple majority vote.
25. A **Motion to Close Debate** ends debate on a topic, draft resolution, or unfriendly amendment. The committee then votes on the item. This motion is in order at any time during discussion of a debatable issue or before the speakers list is exhausted. Closure of debate requires a second, is debatable with two pro and two con speakers, and is then put to an immediate vote requiring a two-thirds majority. This motion can also be used when a committee wishes to move to another topic. When no more draft resolutions remain under the topic, the Chair will entertain a Motion to Close Debate on that topic and move on.
- a. A Motion to Close Debate on an Unfriendly Amendment brings that amendment to an immediate vote. After the amendment has been voted on the committee reverts to the previous speakers list. For a detailed discussion of debate and voting on amendments, see Pages 17 to 25.
  - b. A Motion to Close Debate on a Resolution is in order at any time the draft resolution is under consideration by the committee. Debate does not need to be limited to a draft resolution in order for debate to be closed on it. If a Motion to Close Debate on a Resolution passes, the committee immediately votes on all outstanding unfriendly amendments concerning the resolution and then votes on the resolution.
  - c. A Motion to Close Debate on a Topic is in order at any time during the discussion of that topic. The effect of this motion, if passed, is to put all the resolutions that have been introduced on that topic to a vote. The resolutions are voted on in the order in which they were introduced by the committee and as amended. Once closed by such a motion, a topic may not be reopened.
26. If a speakers list is exhausted, debate is closed. The committee proceeds in the same way it would after a successful Motion to Close Debate.
27. A **Motion to Suspend the Rules** is used to suspend formal debate and enter into a moderated caucus. This motion requires a second, is not debatable, is amendable, and requires a two-thirds majority vote. The Chair is encouraged to rule dilatory such motions to suspend the rules as serve no purpose not served by the speakers list. Suspensions of the rules are, however, useful for question-and-answer sessions and other unconventional forms of debate. The Chair will call on delegates who raise their placards. No speakers list shall be maintained. A time limit must be specified, but the suspension may be terminated by lack of speakers. No motions are in order during a suspension of the rules.
28. A **Motion to Appeal the Decision of the Chair** is used to reconsider and appeal a Chair's decision. It does interrupt a speaker, requires a second, is debatable with up to two speakers in favor and two against, and requires a two-thirds majority vote.

### III. RESOLUTIONS & AMENDMENTS

29. Before introducing a draft resolution or amendment, the document must be approved by the Chair. The Chair shall verify that the document is in final form and has the correct number of sponsors and signatories. Once approved, the sponsors may photocopy the resolution and return the copies to the Chair.
30. A **Motion to Introduce a Draft Resolution** or a **Motion to Introduce an Amendment** must have the required number of sponsors and/or signatories, requires a second, does not interrupt a speaker, and is automatically under consideration by the committee once it has been moved and seconded. It does not require a vote to be brought to the floor. Following these motions, the Chair shall verify that all delegations have a copy of the resolution or amendment and verify the sponsors and signatories. For amendments, the Chair shall also verify the friendly or unfriendly status of the amendment and then read the amendment to the committee. All resolutions and amendments must be submitted to the Chair in written format.
- Sponsors - A sponsor agrees with a draft resolution, and offers their full support (indicates that the sponsor would vote for the draft resolution). Sponsorship may be withdrawn at any time by sending a written request to the Chair.
  - Signatories - A signatory indicates that they agree a resolution should be debated on the floor, but does not necessarily support it (indicates that the signatory may or may not vote for the resolution).
  - After the introduction of a draft resolution, no country may be added as a sponsor unless all other sponsors have withdrawn, in which case the Chair shall ask for new sponsors according to Rule 33.
31. To introduce a draft resolution requires at least one sponsor and sponsors and signatories totaling at least one fourth of the countries present for that committee session, to a minimum of three. Thus if twenty-two countries are present six sponsors and/or signatories are required.
32. To introduce an amendment (friendly or unfriendly) requires at least one eighth of the total countries present for that committee session, to a minimum of two. Thus if twenty-two countries are present three sponsors or signatories are required.
33. A sponsor of a draft resolution or amendment may withdraw sponsorship at any time. Only one sponsor is necessary to keep the resolution on the floor. If all sponsors withdraw their sponsorship, the Chair shall ask if anyone wishes to assume sponsorship. All those wishing to do so may become sponsors. This is the only time sponsors may be added to the draft resolution after its introduction. If no one wishes to pick up its sponsorship, the draft resolution or amendment is discarded and cannot be reintroduced.
34. Author's Rights: Once a draft resolution has been sent to the Chair and distributed to the delegates, it may be read aloud by the author. When the committee decides to limit debate to a particular resolution, the author of that resolution may be recognized by the

Chair to speak prior to the creation of the speakers' list. Author's Rights speaking time may be yielded according to Rule 13.

#### AMENDMENTS

35. Draft resolutions can be altered by amendments. An amendment adds to, deletes from, or changes a draft resolution. Amendments may only modify operative clauses and are only in order during the committee sessions. At the Chair's discretion, amendments may be ruled out of order. An amendment itself may not be amended while it is on the floor. Any delegate may move an amendment to the floor, where it will then be assigned an identification number by the committee Chair. No oral amendments are permissible, no matter how small. Amendments are a procedural matter as the language of the amendment is considered part of the motion.
36. An amendment may either be friendly or unfriendly. A friendly amendment makes a change agreed upon by all sponsors of a draft resolution. The Chair will query all of the resolution's sponsor(s) to verify that the amendment is in fact friendly, and then the amendment immediately becomes part of the resolution without requiring a vote. If one or more of the resolution's sponsors objects to the amendment, it is treated as an unfriendly amendment.
37. An unfriendly amendment is an amendment that does not have the support of all the sponsors of a draft resolution. After introduction, debate may proceed on the amendment in the following ways.
  - a. Debate may be limited to the unfriendly amendment (Rule 15)
  - b. Debate may continue on the draft resolution or topic as was the case prior to the amendment's introduction.
38. Voting on an unfriendly amendment occurs in the following ways.
  - a. If debate has been limited to the amendment and the respective speakers list is exhausted, debate is closed and the amendment comes to an immediate vote.
  - b. A Motion to Close Debate on the amendment may be made whether debate has been limited to the amendment or not. If such a motion succeeds, the amendment comes to an immediate vote.
  - c. When debate is closed on the draft resolution or topic, the amendment is brought to an immediate vote.

#### CONTENT AND FORM OF RESOLUTIONS

39. A draft resolution should reflect your country's positions and interests as determined by your research.

40. The content of a draft resolution should:
- Demonstrate that the authors are familiar with the topic (cite relevant background and previous League and United Nations action),
  - Show an awareness of the issues (clearly outline what aspects of the problem need to be addressed and how),
  - Be concise (every clause must have a purpose), and
  - Be accurate (observe this format and the rules of grammar).
41. The heading shall be DRAFT RESOLUTION. This should be centered and in capital letters at the top of the page. On the left margin, two lines below the heading, enter the committee abbreviation and the roman numeral that corresponds to the topic number as listed in the Provisional Agenda (the Chair shall assign the resolution letter), followed by the committee name, the topic addressed by the draft resolution, and the draft resolution's sponsor(s). Please note that topics must match verbatim those forwarded to the committee by the Plenary Session.
42. Observe all standard rules of grammar, keeping in mind that a draft resolution is one long sentence.
43. The following abbreviations should be used in the draft resolutions:
- |     |   |
|-----|---|
| JD: | Joint Defense Council                           |
| PA: | Council on Palestinian Affairs                  |
| SA: | Council of Arab Social Affairs Ministers        |
| PO: | Council on Political Affairs                    |
| EN: | Council of Arab Environmental Affairs Ministers |
| EC: | Council of Arab Economic Affairs Ministers      |
| PW: | Special Arab Summit on the Promotion of Women   |
44. The preamble of a resolution describes the problem, recalls past actions on it, and explains the rationale behind the actions the draft resolution proposes. A preamble does not prescribe action. Preambulatory clauses consist of declarative statements beginning with words or phrases, such as:
- |                        |                        |                    |                       |
|------------------------|------------------------|--------------------|-----------------------|
| <i>Acknowledging</i>   | <i>Alarmed</i>         | <i>Angered</i>     | <i>Appalled</i>       |
| <i>Aware</i>           | <i>Bearing in mind</i> | <i>Believing</i>   | <i>Concerned</i>      |
| <i>Confident</i>       | <i>Conscious</i>       | <i>Considering</i> | <i>Convinced</i>      |
| <i>Disturbed</i>       | <i>Emphasizing</i>     | <i>Expressing</i>  | <i>Having adopted</i> |
| <i>Keeping in mind</i> | <i>Noting</i>          | <i>Observing</i>   | <i>Prompted by</i>    |
| <i>Realizing</i>       | <i>Recalling</i>       | <i>Recognizing</i> | <i>Reiterating</i>    |
| <i>Respecting</i>      | <i>Seeking</i>         | <i>Stressing</i>   | <i>Understanding</i>  |
| <i>Valuing</i>         | <i>Viewing</i>         |                    |                       |
- If you use the same beginning word or phrase more than once in a resolution, you can add qualitative words such as “further” or “also”: “Further noting...”, “Also recognizing ...”. For emphasis, you can add adverbs or phrases: “Deeply disturbed ...”, “Noting with deep concern ...”, etc. These introductory phrases should be underlined and in bold type. Place a comma after each preambulatory clause and a comma and the word “and” after the second-to-last preambulatory clause. Keep in mind that preambulatory clauses *may not* be amended during debate. Choose your wording and subject matter carefully.

45. Following the preamble and preceding the operative clauses, the following statement shall be included in all resolutions, in bold type:

Be it hereby resolved that the League of Arab States:

46. Operative clauses are action statements; they express what action the committee will take on a particular issue. List the actions your country believes the League should take. Continue to use clauses. Begin with action words or phrases, such as:

<i>Accepts</i>	<i>Calls for</i>	<i>Decreases</i>	<i>Expands</i>	<i>Opens</i>	<i>Removes</i>
<i>Addresses</i>	<i>Calls upon</i>	<i>Deems</i>	<i>Expresses</i>	<i>Praises</i>	<i>Requests</i>
<i>Adheres</i>	<i>Chooses</i>	<i>Defines</i>	<i>Gives</i>	<i>Proclaims</i>	<i>Separates</i>
<i>Advocates</i>	<i>Condemns</i>	<i>Demands</i>	<i>Guarantees</i>	<i>Proposes</i>	<i>States</i>
<i>Affirms</i>	<i>Congratulates</i>	<i>Denies</i>	<i>Hopes</i>	<i>Provides</i>	<i>Suggests</i>
<i>Agrees</i>	<i>Considers</i>	<i>Deplores</i>	<i>Improves</i>	<i>Reaffirms</i>	<i>Supports</i>
<i>Approves</i>	<i>Constructs</i>	<i>Designates</i>	<i>Increases</i>	<i>Recognizes</i>	<i>Trusts</i>
<i>Asks</i>	<i>Continues</i>	<i>Encourages</i>	<i>Insists</i>	<i>Recommends</i>	<i>Urges</i>
<i>Asserts</i>	<i>Creates</i>	<i>Endorses</i>	<i>Insures</i>	<i>Regrets</i>	
<i>Begins</i>	<i>Declares</i>	<i>Establishes</i>	<i>Invites</i>	<i>Reminds</i>	

As in preambulatory clauses, emphasize a statement by adding an adverb; “Strongly supports...”, “Vehemently denies...” These introductory phrases should be underlined and in bold type and all operative clauses must be numbered. Place a semicolon after each operative clause, a semicolon and the word “and” after the second-to-last operative clause, and a period after the last clause.

The following is a sample of a complete resolution:

DRAFT RESOLUTION

RESOLUTION: PA I/\_A (*written by the Chair when the resolution is introduced*)  
 COMMITTEE: Council on Palestinian Affairs  
 TOPIC: Arab & Foreign Investment in Palestinian Reconstruction & Development  
 SPONSOR: Tunisia, Qatar, Egypt

**Concerned** with the lack of long-term aid given to our Palestinian brothers,

**Recognizing** that Palestine's fragile infrastructure weakens its ability to support itself,

**Noting** that it is imperative to Palestine's future and to Palestinians that aid be given immediately, and

**Deeply disturbed** by the number of unskilled and unemployed workers in Palestine,

**Be it hereby resolved that the League of Arab States:**

1. **Establishes** the Foundation for Economic Long Term Aid (FELTA);
2. **Proposes** that FELTA be comprised of seven members; six to be appointed by the Assistant Secretary General for Palestinian Affairs—three Palestinians, three from other countries—and one member to be appointed by the Al-Quds Fund;
3. **Encourages** FELTA and the Palestinian government to work together and compile a list of objectives which the aid will be used to achieve;
4. **Requests** that FELTA present that list to the Arab League Secretariat with complete updates every six months;
5. **Suggests** that FELTA and the Palestinian government work together to direct all aid given by Arab states;
6. **Calls upon** the Secretary General to appoint the six members of FELTA by May 1, 2001, in order for FELTA to have its first meeting by July 1, 2001; and
7. **Strongly urges** Arab states to give monetary aid or laborers to help build roads, factories, pipelines, and communications posts in Palestine.

47. If an author wishes to reference another resolution, treaty, or other written material, s/he should give credit to the source used. If credit is not given, the Chair may ask the author to withdraw the resolution and, if the plagiarism is deemed a serious breach of conduct, the author may be removed from eligibility for awards.
48. Amendments must be written clearly and legibly on an official amendment form (see the example below) by the country proposing the amendment and submitted to the Chair prior to introduction on the floor. Before the final adjournment of each committee, the Rapporteur will be responsible for verifying that all amendments are correctly recorded. If all the amendments are not included in the final draft resolution presented in the Summit Session, it will be thrown out immediately by the Secretariat upon proof by the objecting country that the final draft is incorrect. The same shall hold true if an amendment that was defeated is incorrectly included in the final draft. Resolutions that are thrown out by the Secretariat may not be reintroduced, even if they are corrected.
49. Sample of a correctly written amendment. The “friendly” and “unfriendly” distinction is made by the Chair after the documents introduction, not by the authors.

AMENDMENT FORM	
Draft Resolution #: <u>PA I/A</u> _____	<input checked="" type="checkbox"/> Friendly / Unfriendly
Amendment #: <u>1</u> _____	Amendment Sponsor(s): <u>Algeria,</u> _____
<u>Bahrain, Comoros, Tunisia, Qatar, Egypt</u> _____	
<hr style="border: 1px solid black;"/> <p>Amendment:</p> <p>* <u>Strike existing operative clause 4</u></p> <p>* <u>Insert new operative clause 4, “Requires FELTA and all Arab League members to update the League Secretariat monthly on their activities;”</u></p> <p>* <u>Change operative clause 7, “to give monetary aid or laborers” to read</u>  <u>“to provide financial or material assistance, according to each member’s ability;”</u></p>	

50. This is a sample of the resolution in its correct final format, as it should be turned in to the Secretariat after passage. Note that neither sponsors nor signatories are included on a passed resolution.

#### DRAFT RESOLUTION

RESOLUTION: PA I/A  
 COMMITTEE: Council on Palestinian Affairs  
 TOPIC: Arab & Foreign Investment in Palestinian Reconstruction & Development

**Concerned** with the lack of long-term aid given to our Palestinian brothers,

**Recognizing** that Palestine's fragile infrastructure weakens its ability to support itself,

**Noting** that it is imperative to Palestine's future and to Palestinians that aid be given immediately, and

**Deeply disturbed** by the number of unskilled and unemployed workers in Palestine,

**Be it hereby resolved that the League of Arab States:**

1. **Establishes** the Foundation for Economic Long Term Aid (FELTA);
2. **Proposes** that FELTA be comprised of seven members; six to be appointed by the Assistant Secretary General for Palestinian Affairs—three Palestinians, three from other countries—and one member to be appointed by the Al-Quds Fund;
3. **Encourages** FELTA and the Palestinian government to work together and compile a list of objectives which the aid will be used to achieve;
4. **Requires** FELTA and all Arab League members to update the League Secretariat monthly on their activities;
5. **Suggests** that FELTA and the Palestinian government work together to direct all aid given by Arab states;
6. **Calls upon** the Secretary General to appoint the six members of FELTA by May 1, 2001, in order for FELTA to have its first meeting by July 1, 2001; and
7. **Strongly urges** Arab states to provide financial or material assistance, according to each member's ability, to help build roads, factories, pipelines, and communications posts in Palestine.

#### IV. VOTING

51. Each member state has one vote.
52. On procedural matters delegates must vote either “yes” or “no”. All states, including Observers, must vote on procedural matters.
53. On substantive matters delegates must vote “yes”, “no”, or “abstain” unless a Motion for a Roll-Call Vote (Rule 57) or a motion to adopt by consent (Rule 58) is made, in which case procedures for each of those motions shall be followed.
54. Any draft resolution that seeks to amend the League Charter requires a two-thirds absolute majority vote for final approval in both the committee and the Summit Session.
55. If a draft resolution is in conflict with, or considerably resembles, a previously adopted draft resolution, the Chair shall rule the subsequent resolution(s) out of order.
56. After the committee has entered voting procedure on a resolution but before a vote, a delegate may **Move to Divide the Question**. The delegate must define sections of the resolution to be voted on separately and each section must include at least one full operative clause. After this motion the committee will conduct three votes: 1) a vote on the Motion to Divide the Question; 2) a vote on including each section defined by the motion; and 3) a substantive vote on all included sections. The Chair will hear such motions in the order they are made. It requires a second, two speakers for and against, and a majority vote to pass.
57. Unless otherwise specified, all voting shall be made by a show of placards. Before voting commences, any delegate may rise to a **Motion for a Roll-Call Vote**. A request for a roll-call vote must have multiple seconds. The Chair may, at his or her discretion, rule such requests dilatory, though this decision may be appealed. Immediately prior to a vote, the Chair shall describe to the committee that which will be voted on, and shall explain the consequences of a “yes” or a “no” vote. While a committee is in voting procedure, all talking, note passing, and caucusing should cease. Voting begins when the Chair announces, “we are in voting procedure” and ends when the results of the vote are announced.
  - a. A roll-call vote shall be made in alphabetical order for each vote, starting at a random point on the country roster determined by the Chair. When named in a roll-call vote, a delegate shall answer either “yes,” “no,” “no with rights,” “abstain,” or “pass.” After the entire country roster has been read through once, the Chair will then call upon those delegates who “passed.” Upon being called a second time, a delegate may respond “yes,” “no,” or “abstain” only. After the changes are recorded and tabulated, the result of the vote is announced.
  - b. Following the announcement of the result of the vote, the Chair will allow those delegates who voted “no with rights” to explain their votes. The Chair will limit the speaking time, and the remarks must remain germane to the explanation.

- c. “No with rights” should only be used in cases where a country would normally vote in favor, but for some reason could not do so. If a draft resolution fails overwhelmingly, the Chair should not recognize “no with rights.” “No with rights” should not be used to simply continue debate about a draft resolution after the fact.
58. A **Motion to Adopt by Consent** can be used if there is no opposition to a substantive matter being voted on. If a delegate moves to adopt by consent, the Chair shall say “without objection” three times; if the Chair is not interrupted by an objection, the item is considered passed. If anyone objects, voting will continue in its regular format. As an adoption by consent is not seconded or voted on, passing through this procedure without an objection implies unanimous support for not only the original question but also the procedural decision to use this modified method to conduct a vote. Therefore it is possible to object to any adoption by consent on purely procedural grounds and it is hence allowable for an Observer State to object to any adoption by consent.
  59. The Chair reserves the right to deem procedural votes “overwhelming”. In the interest of time, if a vote taken on a procedural matter is overwhelmingly for or against the matter, the Chair may declare that the motion “Clearly passes” or “Clearly fails”. If delegates believe that the vote was not clearly in one direction or the other, they may use a point of order to request a counted vote.
  60. A **Motion for Reconsideration** can be used when a delegate wishes to reconsider a hasty action on the part of the committee. Once a decision is announced, any delegate may move for its reconsideration. If a motion to reconsider is not forthcoming after voting has ended, the committee moves on to consider the next item. It interrupts a speaker, requires a second, is debatable with two speakers for and two against, and requires a simple majority vote. If such a majority is forthcoming, a re-vote will be taken. The Chair may rule a motion to reconsider dilatory.
  61. Faculty and official observers may be present during voting procedures but are asked not to enter or exit the room until the completion of voting procedures. Delegates not officially registered in that committee, including head delegates, will be asked to leave at the commencement of voting procedures.
  62. The deliberations of the Arab Court of Justice (see Part 5) are considered confidential and private. Other delegates, head delegates, and observers may not view deliberations without express consent of the Bailiff. Official judges at the National UMAL shall have access to the proceedings and the right of faculty to oversee their delegates shall not be abridged, though any faculty member observing the deliberations is bound to the confidentiality thereof and is asked to remove a student from the chamber if for any reason the faculty needs to speak to him or her.

## V. SUMMIT SESSION

63. A maximum of two resolutions per topic may be forwarded to the Summit Session from each general committee. If a general committee forwards (passes) more than two resolutions to the Summit Session, the Secretariat shall discard the excess number of resolutions by a process of blind elimination. With the approval of the Chair, a special request may be sent to the Secretariat to waive this limit.
64. The only order of business for the Summit Session shall be the passing or rejecting of draft resolutions forwarded by the General Councils and the reading of Court decisions. All draft resolutions must be in final format, or they will be discarded by the SG and may not be reintroduced. It is the responsibility of the Chair, Vice-Chair, and sponsoring delegates to make sure that all draft resolutions are in final format. A draft resolution in final format will have the heading DRAFT RESOLUTION and the Sponsor line completely removed from the document.
65. If changes or errors that do not alter the substance of a draft resolution occur in the preparation of draft resolutions for summit, it is at the Secretariat's discretion whether such draft resolutions will be allowed.
66. The Secretary General and Assistant Secretary General shall preside over the Summit Session, bringing each draft resolution forwarded by a committee to a vote before the League. The order of addressing draft resolutions shall be by council, as listed in the Provisional Agenda; then by topic, as listed in the MAL agenda adopted in the Plenary Session, and then by letter designation, as assigned by the Chair in Council session (example: JD I-A to Z; JD II-A to Z; JD III-A to Z; PA I-A to Z; etc.). Draft resolutions need not be read unless a delegate moves to read the resolution (see Rule 68).
67. Points and motions valid during the Summit Session shall be:
  - a. Point of Order
  - b. Point of Personal Privilege
  - c. Point of Parliamentary Inquiry
  - d. Motion to Adjourn the Meeting (only after all business is concluded)
  - e. Motion to Suspend the Meeting
  - f. Motion to Appeal Decision of the SG or ASG
  - g. Motion to Impeach the SG or ASG
  - h. Motion to Read the Resolution
  - i. Motion for Reconsideration
  - j. Motion for a Roll-Call Vote
  - k. Motion to Adopt by Consent
  - l. Motion to Amend Speaker's Time

68. All of the motions above are executed in Summit in the same manner as in a committee session, except the **Motion to Read the Resolution**. When the Secretariat announces that a particular draft resolution has come up to vote, such a motion would be in order. It requires multiple seconds, is not debatable and does not require a vote. This motion prompts the presiding officer to read aloud the operative clauses (but not the preamble) of the resolution in question.
69. All draft resolutions are debatable at Summit to the extent of two speakers for and two speakers against, and are not amendable or divisible. All draft resolutions require a simple majority to pass, unless they seek to amend the League Charter, in which case they require a two-thirds absolute majority of attending League members.
70. The presiding officer of the Summit Session or the National Council Representative has the right to set speaking times and limit debate during the Summit Session without a motion to do so by the MAL Council.

## VI. OFFICERS

### SENIOR SECRETARIAT

71. The Secretary General (SG) and Assistant Secretary General (ASG) shall be determined by an application procedure at both National Models. At regional models, the National Council representative shall work with the Local Coordinator to determine a suitable SG and ASG.
72. The SG shall preside over the MAL at the Plenary Session and the Summit Session, consult and meet with the Committee Officers, and ensure the smooth operation of the Model. The ASG shall assist the SG and the Model's support staff as appropriate. Both the SG and ASG (University Models) are required to assist in recruiting delegations for the Model in which they will serve their term. The SG and ASG shall assume office immediately upon appointment and shall assist in the recruitment and planning of the upcoming MAL. The Local Coordinator and National Council Representative shall appoint an SG and ASG, unless otherwise agreed upon by the aforementioned individuals.
73. The duties of the Secretary General shall include, but are not limited to:
- a. assisting the National Council and Local Coordinator in recruiting efforts;
  - b. serving as one of the pre-Model contacts for questions regarding parliamentary procedure, Model logistics, and updates;
  - c. maintaining an open line of communication with the National Council, Local Coordinator, Faculty Advisors, and Head Delegates;
  - d. becoming thoroughly familiar with the Model Arab League Handbook and Rules of Procedure;
  - e. providing definitions or clarifications on procedural motions;
  - f. facilitating a parliamentary procedure workshop and committee officers' workshop during the Model Arab League in the absence of a National Council Representative;
  - g. presiding over the Plenary and Summit Sessions; and

- h. offering assistance to all participants, faculty, and staff as necessary throughout the Model.
74. The duties of the Assistant Secretary General shall include, but are not limited to:
- a. assisting the Secretary General in performing all duties;
  - b. maintaining an open line of communication with the National Council, Local Coordinator, Faculty Advisors, and Head Delegates;
  - c. assuming responsibility for the coordination and preparation of draft resolutions for summit; and
  - d. assisting the National Council with publicity prior to and during the Model.
75. At the discretion of the Local Coordinator of any model, an official Chief of Staff may be appointed by the Secretary General and the National Council to coordinate all Chairs and any other staff deemed necessary for the conference at the discretion of the SG. The Chief of Staff shall report directly to the SG and ASG and shall be their voice when neither is available.

#### CHAIRS

76. At all University models, committee Chairs will be appointed after an application process with the National Council prior to the model. Applications to be a committee Chair can be found online at <http://www.ncusar.org/modelarableague/pages/chair.html>. At High School models, the Local Coordinator will work with the National Council staff to appoint appropriate Chairs.
77. Chairs may not participate in debate proceedings as delegates from any country, and are not included as a delegate in the award tabulation procedures. Chairs are requested to allow their Vice-Chairs to preside over the committees for thirty minutes to an hour during a later session of the Model in order to allow Vice-Chairs to gain experience for future Models.
78. The duties of the Chair shall include, but are not limited to:
- a. interpreting these Rules of Procedure in the committee;
  - b. ensuring that the committee runs as smoothly, fairly, and as efficiently as possible;
  - c. working with the committee to facilitate the passing of quality draft resolutions;
  - d. overseeing the organization and numbering of draft resolutions to be addressed in committee;
  - e. working with the SG and ASG to coordinate the Summit Session;
  - f. assuming ultimate responsibility for ensuring that all passed draft resolutions are submitted to the Secretariat in their final versions and in proper MAL format;

OTHER COMMITTEE OFFICERS

79. Committees shall elect a Vice-Chairperson, a Parliamentarian, and a Rapporteur by secret ballot. Each school may cast one vote. In the event that no candidate receives a simple majority in an election for a position, a runoff election shall be held between the top two vote-getters. They shall, in the above order, replace the Chair if he or she resigns, temporarily delegates his or her authority, or is removed from office. The Vice-Chairs, Parliamentarians, and Rapporteurs shall immediately assume office during the MAL in which they are elected. Committee Officers, with the exception of the Chairs, may participate fully as representatives of their delegations in deliberating and voting on proposed actions; they may not delegate their official committee responsibilities, and they must cast their country's vote if no other representative for that country is available.
80. The duties of the Vice Chair include, but are not limited to:
- a. assisting the Chair as required;
  - b. assuming duties of the Chair at the request of the Chair or if for any other reason the Chair is unable to perform his or her duties;
  - c. assisting the Rapporteur as needed in maintaining the speakers list, recording roll-call votes, and other duties as necessary to ensure a smooth flow of the committee proceedings and accurate record keeping;
  - d. coordinating the retyping of resolutions in their final, amended form, and sending passed resolutions to the secretariat; and
  - e. performing duties in general that require time away from the committee.
81. The duties of the Rapporteur include, but are not limited to:
- a. maintaining the speakers list;
  - b. assisting the Chair in counting votes and manages roll-call vote forms; and
  - c. maintaining a log of all draft resolutions and amendments and their status (passed, failed, amended, tabled, etc.)
82. The duties of the Parliamentarian include advising the Chair upon request on matters of procedure and serving as a reference resource for other committee members who may have questions on the Rules of Procedure. Clearly, the Parliamentarian must be an experienced delegate with a strong knowledge of parliamentary procedure and of this handbook.

POWERS AND IMPEACHMENT OF OFFICERS

83. A Committee Officer may be removed through a **Motion to Impeach**. This must be seconded and is debatable to the extent of two speakers for and two speakers against and requires a two-thirds absolute majority vote of all delegations participating in that committee. In the event the Chair is removed, the Vice-Chair assumes that position and a new Vice-Chair shall be elected. If any other officer is removed, an election for that office shall be held.

Once a motion to impeach has been introduced, the committee shall recess temporarily to notify the Secretary General and National Council Representative or Local Coordinator. The National Council Representative or Local Coordinator must be present to oversee the impeachment process. The Secretary General shall moderate the debate and voting process following the motion. Should a motion to impeach a member of the Senior Secretariat be made during Summit Session, a Chair appointed by the National Council Representative shall preside over the process.

84. In addition to those powers specified elsewhere, the Secretary General in the Plenary and Summit Sessions, and the Chair in committee meetings, shall (among other duties):

- a. Interpret these Rules;
- b. Rule on Points of Order and ensure the observance of these Rules;
- c. Declare the opening and closing of all meetings;
- d. Open and close debate;
- e. Direct the discussion during the meetings;
- f. Accord the right to speak;
- g. Open and close the speakers list;
- h. Put questions to a vote and announce decisions;
- i. Have complete control of the proceedings at any meetings and ensure the observance of parliamentary procedure; and
- j. Limit the number of times and duration delegates may speak on any question (propose limiting the time allowed to speakers, propose limiting the times a speaker may speak on a specific question, propose the closure or suspension of debate, and propose the suspension or adjournment of the meetings).

## VII. PRECEDENCE & AUTHORITY

85. The order of precedence of motions is as follows:

- a. Point of Order (Rule 18 )
- b. Point of Personal Privilege (Rule 19)
- c. Point of Parliamentary Inquiry (Rule 20)
- d. Point of Information (Rule 13c)
- e. Adjourn the Meeting (Rule 21)
- f. Suspend the Meeting (Rule 22)
- g. Suspend the Rules (Rule 27)
- h. Close Debate (Rule 25)
- i. Close Speakers List (Rule 17)
- j. Suspend Debate (Rule 23)
- k. Resume Debate (Rule 24)
- l. Impeachment of Committee Officers (Rule 83)
- m. Appeal Decision of the Chair (Rule 28)
- n. Reconsideration (Rule 60)
- o. Temporarily Revoke/Reinstate Voting and Speaking Privileges (Rule 14c)
- p. Set Order of Agenda (Rule 5)
- q. Change Order of Agenda (Rule 6)
- r. Introduce Draft Resolution or Amendment (Rule 30)
- s. Read the Resolution (Summit only; Rule 68)
- t. Division of the Question (Rule 56)
- u. Roll-Call Vote (Rule 57)
- v. Adoption by Consent (Rule 58)
- w. Limit Debate (Rule 15)
- x. Amend Speakers Time (Rule 16)
- y. Plenary Motions (Rule 1)

86. The rules contained herein shall be the official rules of procedure for the Model Arab League. The order of precedence in the event of a discrepancy or conflict is as follows:

- a. National Council Representative
- b. Local Coordinator
- c. Members of the Secretariat
- d. MAL Rules of Procedure
- e. MAL Procedural Reference Sheet

## PART 4: SUPPLEMENTARY MATERIAL

### SCRIPTED COMMITTEE SESSION

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This scripted interpretation of the Rules of Procedure provides a practical explanation of, and a guide for, the way in which the Rules are applied in committee sessions. Illustrations of both the basic flow of the committee and of the proper procedure for certain motions found in the Rules are provided.

#### OPENING THE SESSION

- 1.0 The first committee session of each Model begins with all of the delegates formally introducing themselves.
- 1.1 The Chair conducts elections for the Committee Officers (Vice-Chair, Rapporteur, and Parliamentarian) as he or she sees fit.
- 1.2 Once the election of the Committee Officers has been completed, the Chair declares the Committee “in order” and takes attendance. Each delegation responds “present and voting” when the name of the country it is representing is announced. The Chair circulates the Committee Roster and instructs the committee that any late-arriving delegates need to send a note to the Chair before they can receive speaking and voting privileges.
- 1.3 The next order of business for the committee is to open a speakers list to discuss the ordering of the agenda. A motion to set the order of the topics on the committee’s agenda requires a second, is not debatable, and needs a simple majority for passage. After the order of the agenda has been set, the committee may then proceed to debate the first topic.

#### DEBATE

- 2.0 The Chair opens a speakers list on the first topic on the committee’s agenda and sets the initial time limit for speeches.
- 2.1 To be placed on the speakers list, committee members raise their placards in order to be recognized by the Chair.
- 2.2 The Chair will direct his or her attention to the speakers list. A useful phrase is “Seeing no points or motions on the floor, the Chair will recognize <country name> for <time limit>. <Country name>, you have the floor.”
- 2.3 At any time, when the floor is open, a delegate may make a motion to amend the speaker’s time (Rule 16). The appropriate procedure for this motion is as follows:
  - Delegate from Tunisia raises her placard.
  - Chair responds, “Delegate from Tunisia, to what point do you rise?”
  - Delegate from Tunisia replies, “I move to amend the speakers time to two minutes.”
  - Chair answers, “Yes, delegate, that is in order. Is there a second?”
  - Delegate from Iraq raises his placard.
  - Chair acknowledges, “Thank you, delegate from Iraq.”

- Chair now addresses the committee: “There is a motion on the floor to set the speaker’s time at two minutes, and it has been seconded. This motion shall now be put to an immediate vote. Let me remind the committee that this is a procedural motion, and everyone must vote YES or NO. All those in favor of limiting the duration of speeches to two minutes, please raise your placards. [record vote] All those opposed, please raise your placards. [record vote] By a vote of 17 to 5, this motion passes. Speaker’s time will now be set at two minutes.”
- 2.4 A delegate may yield his or her time at any point during a speech (Rule 13).
- 2.5 A delegate may also yield to another delegate at any time. An example would be as follows:
- Chair: “Seeing no other motions on the floor...the delegate from Palestine is next on the speakers list and is recognized for two minutes.”
  - Delegate from Palestine: “Thank you, Honorable Chair. Palestine would like to.... [Delegate speaks for 1 minute 20 seconds]. Palestine would like to yield the remainder of its time to the delegate from Lebanon.”
  - Chair: “Delegate from Lebanon, you now have 40 seconds to address the committee.”
  - Delegate from Lebanon: “Thank you Honorable Chair. The people of Lebanon.... [speaks for 30 seconds].”
  - Chair taps his or her gavel ten seconds before the expiration of the time to signal that the delegate’s time is about to expire and should begin to conclude his or her remarks.
  - Delegate from Lebanon continues to speak.
  - Chair raps gavel, and says: “Delegate from Lebanon, your time has expired.”
  - Delegate from Lebanon: “Honorable Chair, may I have a few moments to conclude my remarks?”
  - Chair: “I’m sorry, delegate, but if you wish to continue your remarks you have two choices, either have another delegate yield his or her time, or place your country on the speakers list again. ...Seeing no other motions on the floor, the delegate from the UAE is now recognized for two minutes.”
- 2.6 The final way that a delegate may yield is to questions. Such a yield would allow the Chair to recognize Points of Information questioning the delegate about the contents of his or her speech.

#### RESOLUTIONS AND AMENDMENTS

- 3.0 A delegate may introduce a draft resolution once he or she has acquired the necessary sponsors and signatories. The number of sponsors and signatories must total one fourth of all countries present, to a minimum of three.
- 3.1 After acquiring the signatures, the delegates take the typed, corrected, printed draft resolution to the Chair for approval. The Chair marks three typographical errors, and the delegates return to their computer to edit and reprint the document. They again submit it to the Chair, who then initials it for copying. The delegates take the initialed document to the copy room and ask for enough copies for the entire committee. They return and give the copies to the Chair.
- 3.2 Once the Chair has the copies, he or she may entertain a Motion to Introduce a Draft Resolution:

- Chair: “Are there any points or motions on the floor?” [sees placard] “Yes Mauritania?”
- Mauritania: “Mauritania moves to introduce a draft resolution.”
- Chair: “That is in order. I have before me a draft resolution sponsored by Mauritania and Sudan, with Libya, Yemen, Lebanon and Syria as signatories. Rapporteur, would you please distribute these to the committee?”
- The Rapporteur passes out copies, one to each country, and saves one copy to become the committee’s official copy.
- Chair: “Please label this draft resolution with the letter ‘C’. Now that everyone has a copy, would one of the sponsors like to rise and read the operative clauses?”
- Sudan: “Yes, honorable Chair. ‘Be it hereby resolved that the League of Arab States, one: Condemns...[reads].”
- Chair: “Thank you delegate. Are there any points or motions on the floor?” [sees placard] “Delegate from Libya, to what point do you rise?”
- Libya: “Libya moves to limit debate to Draft Resolution EN II/C.”
- Chair: “That is in order. Are there seconds?” [placards go up] “We will now vote on limiting debate to Draft Resolution EN II/C. This is a procedural matter, everyone must vote.” [vote is taken] “By a vote of 13 to 9, this succeeds.” [Sudan raises placard]. “Sudan, to what point do you rise?”
- Sudan: “Sudan wishes to request Author’s Rights now that we have limited debate to this draft resolution.”
- Chair: “That is in order. We will entertain Author’s Rights. Sudan, at my discretion you have four minutes.”
- Sudan: “Thank you, Honorable Chair. Let me begin by emphasizing that this resolution....”
- Chair: “We will now open a speakers list on the new topic, and the speakers time shall remain at two minutes unless amended. Delegates wishing to be placed on the speakers list, please raise your placards.” [placards go up, Chair reads them one by one, Rapporteur records them on a new speakers list]. “Seeing no more wishing to be added to the speakers list, are there any points or motions on the floor? Seeing none, the Chair recognizes the first country on the new speakers list, which is Kuwait.”

3.3 An amendment may be introduced in the same way, except that it need not be typed or copied unless it is extensive. After it is introduced, the Chair queries each of the sponsors as to whether the amendment is friendly or unfriendly.

- Chair: “Now that Amendment 1 to Draft Resolution EN II/C has been introduced, I will ask each sponsor whether it is friendly or not. Mauritania, is this amendment friendly?”
- Mauritania: “Yes.”
- Chair: “Sudan, is this amendment friendly?”
- Sudan: “Yes.”
- Chair: “Since this is a friendly amendment it is automatically included in the draft resolution. Please annotate your copy of Draft Resolution EN II/C to reflect the changes proposed in this amendment. Are there any other points or motions on the floor?”

VOTING

4.0 Before voting commences, any delegate may request a roll-call vote (Rule 5756). Such a request only requires multiple seconds and does not require a vote. The Chair may rule the request dilatory, and that ruling is subject to appeal. This motion would proceed as follows:

- Chair: "Seeing that the speakers list has been exhausted, debate is now closed on agenda topic two. We will move to an immediate vote on all of the draft resolutions and their unfriendly amendments currently on the floor. We will begin with draft resolution PA/II/A."
- Delegate from Libya raises his placard.
- Chair: "Delegate from Libya, to what point do you rise?"
- Delegate from Libya: "I move for a roll-call vote on draft resolution PA/II/A."
- Chair: "Thank you delegate, that is in order. Is there a second?"
- Delegates from Syria and Sudan raise their placards.
- "During this vote, delegates shall respond YES, NO, NO WITH RIGHTS, ABSTAIN, or PASS. Those delegates who pass will be called on again at the end of the vote, at which time they must respond YES, NO, or ABSTAIN only."
- At the beginning of each roll-call vote, the Chair chooses a random point on the country list and asks for the vote of that country, proceeding down the list in alphabetical order from that point.
- The Chair will announce the result of the vote. After the result of the vote has been announced, the Chair will allow those who voted 'No with rights' to speak. Those delegates will have 30 seconds to explain their vote and must keep their comments germane to that explanation.

## FORMING A DELEGATION

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### THE HEAD DELEGATE

The Head Delegate should be someone who is familiar with parliamentary procedure, well acquainted with the various committee offices, and is fast on his or her feet. It is the responsibility of this individual to:

- ◆ assist recruiting efforts to ensure a full delegation,
- ◆ be the spokesperson for the delegation, and
- ◆ vote at the Plenary and Summit Sessions (each member state has one vote).

Additionally, the Head Delegate, in conjunction with the Faculty Advisor, is ultimately responsible for:

- ◆ advance registration of the delegation with Model organizers,
- ◆ payment of all delegation and delegate fees,
- ◆ hotel registration and travel arrangements,
- ◆ collection and distribution of programs, name tags, and placards after registration on the day of the Model.

The Head Delegate should also coordinate delegation meetings at the Model in order to keep each delegate informed about the other committee sessions and to formulate a strategy for the Summit Session. It is important for Head Delegates to communicate with the Secretariat and the National Council via e-mail. E-mails should be directed to Mark Morozink (mark@ncusar.org), the MAL Coordinator.

The Faculty Advisor and Head Delegate work together to organize the delegation and recruit new members. Once the delegation is formed, preparation is the next phase. Recruiting for new delegation members should not stop, however, especially if the delegation has only the minimum number of members. It is always preferable to have extra delegates just in case! It is ideal to have one or two members per committee representing each country. (Regardless of the number of delegates, each country only has one vote on a committee.)

## PUBLICITY

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Posters and brochures will be made available for the models online. Please take advantage of these resources! The most consistent feedback we get from delegates is the need to increase the publicity of the MAL. Post them on bulletin boards, give brochures to faculty, and so on.

Publicity can increase support and funding from your school, as well as assist in recruiting new members. Contact the News or Assignments Editor of your local and school newspapers, explain who you are, what the MAL is, and the date and venue of the MAL. For maximum publicity, this should be done at least one month in advance. Your objective is to have the editor assign a reporter to interview you or your delegation, so be aware of what aspects would make an interesting story.

When you schedule an interview for your delegation, the most important thing to remember is to have an idea of what you would like to discuss before the reporter arrives. When you speak to the reporter, keep the basics in mind: who you are, what you are studying, and why you are interested in the MAL. Once the interview is printed, be sure to send a copy to the National Council.

It is also easy to get publicity once you return. This is an excellent opportunity to highlight awards that you or your delegation received. You may also choose to do a summary of the event as a reflective piece for publication. Many local and school newspapers would appreciate an article from someone with first-hand knowledge of an event. We recommend selecting one student to be your Publicity Officer in order to keep all requests for interviews and photos current.

Also please contact Mark Morozink ([mark@ncusar.org](mailto:mark@ncusar.org)), the MAL Coordinator for the National Council, with the contact information for any area news outlets you know of. The National Council wishes to promote the MAL program and would appreciate being made aware of local media outlets who they can contact.

Be sure to bring your camera to the MAL, and especially to your embassy briefing if you attend the National Model. This is a terrific photo opportunity that will enhance coverage of your delegation in local and school news as well as in National Council publications

Note: Students participating in the MAL should be aware that sessions are often photographed or videotaped and may, at times, be broadcast live. Participation in the Model is voluntary, and the National Council will take this to denote consent to being photographed, videotaped, or filmed.

## RESEARCH

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During the research and preparation phase, it is important for all delegates to meet regularly to share and discuss information they have learned, and to establish a consensus of positions on the issues. The establishment of consensus is vital because so many issues overlap in the committee agendas.

It is important to:

- ◆ learn about the region in general,
- ◆ learn as much as you can about your country and its regional perspective,
- ◆ learn about the issues outlined in the provisional agenda, and look for additional issues that might be important to your country that are not listed,
- ◆ ascertain or deduce your country's positions on the various issues, including those where no position is publicly or clearly taken,
- ◆ learn thoroughly the MAL Rules of Procedure, and

## RESOURCES

Read, read, read! Listed below are suggestions for your research. Keep in mind that this list is not intended to be mandatory or all-inclusive. These sources may not be available at all libraries, but your school library should have a number of them. Additionally, some of these sources may not contain relevant information for your particular country. Keep looking. Remember, there is a wealth of information out there.

Do not overlook the reference librarian at your school's library. They can help you find indices and resources, both paper and electronic, quickly and easily. They can also help you with sources such as LexisNexis, FBIS, or other databases of information. If you have not already done so, take a class in the library on using its many resources. A separate session may also be an option for the entire delegation. Speak with your Faculty Advisor and the reference librarian at your school for more information on this.

Keep copies of important information, such as dates, articles, documents, the Model Arab League Handbook, maps, and other reference materials in a three-ring binder. You should maintain the binder with both general information and information specific to the committee on which you will serve. Bring the binder with you to the MAL. By having well-organized information at your fingertips, you will be better able to respond when an unfamiliar issue is introduced, or when you need to prove a point or support a position.

Be aware of daily events that may affect your country's positions and relationships. Read newspapers, such as The Christian Science Monitor, The New York Times, The Washington Post, The Wall Street Journal, The Guardian and translations of newspapers from the Arab world, and the best local paper. Reading more than one paper will provide you with different perspectives and help foster critical-thinking skills. Journals, such as Middle East Policy, Middle East Journal, Journal of Palestine Studies, Washington Report on Middle East Affairs, U.S. News and World Report, The Economist, Foreign Affairs, and Foreign Policy

will better assist your country research. Remember that news media, especially television, has a political slant and may poorly represent actual facts.

Do not neglect citations and footnotes in articles and books. Looking up the original sources from the citations could save you an immense amount of time that would otherwise be spent searching the indices.

Only after you have done your preliminary research should you contact the Information Office of your country's Embassy or Permanent Representative to the United Nations. This will demonstrate your seriousness and provide you with more candid and substantive discussions. Do not expect the Embassies to provide you with all the answers. When participating in the National MAL in Washington, DC, the National Council may facilitate briefings with the Embassy of your country. The more research your delegation does beforehand, the more you will get out of the briefing.

#### ARAB EMBASSIES IN THE UNITED STATES

<p>EMBASSY OF THE DEMOCRATIC AND POPULAR REPUBLIC OF ALGERIA 2118 Kalorama Road, NW Washington, DC 20008 TEL: (202) 265-2800 FAX: (202) 667-2174 <a href="http://www.algeria-us.org">www.algeria-us.org</a></p>	<p>EMBASSY OF THE STATE OF BAHRAIN 3502 International Drive, NW Washington, DC 20008 TEL: (202) 342-1111 FAX: (202) 362-2192 <a href="http://www.bahrainembassy.org">www.bahrainembassy.org</a></p>
<p>PERMANENT MISSION OF THE UNION OF THE COMOROS TO THE UN 866 United Nations Plaza, Suite 418 New York, New York 10021 TEL: (212) 750-1637 FAX: (212) 750-1657</p>	<p>EMBASSY OF THE REPUBLIC OF DJIBOUTI 1156 15th Street, NW Suite 515 Washington, DC 20005 TEL: (202) 331-0270 FAX: (202) 331-0302</p>
<p>EMBASSY OF THE ARAB REPUBLIC OF EGYPT 3521 International Court, NW Washington, DC 20008 TEL: (202) 895-5400 FAX: (202) 244-4319 <a href="http://www.egyptembassy.us">www.egyptembassy.us</a></p>	<p>IRAQI INTERESTS SECTION 1801 P Street NW Washington, DC 20036 TEL: (202) 483-7500 FAX: (202) 462-5066</p>
<p>EMBASSY OF THE HASHEMITE KINGDOM OF JORDAN 3504 International Drive, NW Washington, DC 20008 TEL: (202) 966-2664 FAX: (202) 966-3110</p>	<p>EMBASSY OF THE STATE OF KUWAIT 2940 Tilden Street, NW Washington, DC 20008 TEL: (202) 966-0702 FAX: (202) 966-0517</p>

<p>EMBASSY OF LEBANON 2560 28th Street, NW Washington, DC 20008 TEL: (202) 939-6300 FAX: (202) 939-6324</p>	<p>PERMANENT MISSION OF THE LIBYAN ARAB JAMAHIRIYA TO THE UN 309 East 48th Street New York, NY 10017 TEL: (212) 752-5775 FAX: (212) 593-4787</p>
<p>EMBASSY OF THE ISLAMIC REPUBLIC OF MAURITANIA 2129 Leroy Place, NW Washington, DC 20008 TEL: (202) 232-5700 FAX: (202) 232-5071</p>	<p>EMBASSY OF THE KINGDOM OF MOROCCO 1601 21st Street, NW Washington, DC 20009 TEL: (202) 462-7979 FAX: (202) 265-0601</p>
<p>EMBASSY OF THE SULTANATE OF OMAN 2535 Belmont Rd. Washington, DC 20008 TEL: (202) 387-1980 FAX: (202) 745-4933 <a href="http://www.omaninfo.com/omembasseis.html">www.omaninfo.com/omembasseis.html</a></p>	<p>PALESTINE AFFAIRS CENTER 1717 K Street, NW Suite 407 Washington, DC 20036 TEL: (202) 785-8394 FAX: (202) 887-5337</p>
<p>EMBASSY OF THE STATE OF QATAR 4200 Wisconsin Ave., NW Suite 200 Washington, DC 20016 TEL: (202) 274-1603 FAX: (202) 237-0061 <a href="http://www.qatarembassy.net/">http://www.qatarembassy.net/</a></p>	<p>ROYAL EMBASSY OF SAUDI ARABIA 601 New Hampshire Ave., NW Washington, DC 20037 TEL: (202) 342-3800 FAX: (202) 337-3233 <a href="http://www.saudiembassy.net">www.saudiembassy.net</a></p>
<p>PERMANENT MISSION OF THE SOMALI DEMOCRATIC REPUBLIC TO THE UN 425 East 61<sup>st</sup> Street, Suite 702 New York, NY 10021 TEL: (212) 688-9410 FAX: (212) 759-0651 <a href="http://www.somalilandgov.com">www.somalilandgov.com</a></p>	<p>EMBASSY OF THE DEMOCRATIC REPUBLIC OF SUDAN 2210 Massachusetts Ave., NW Washington, DC 20008 TEL: (202) 338-8565 FAX: (202) 667-2406 <a href="http://www.sudanembassy.org">www.sudanembassy.org</a></p>
<p>EMBASSY OF THE SYRIAN ARAB REPUBLIC 2215 Wyoming Ave., NW Washington, DC 20008 TEL: (202) 232-6313 FAX: (202) 234-9548 <a href="http://www.syrianembassy.org">www.syrianembassy.org</a></p>	<p>EMBASSY OF TUNISIA 1515 Massachusetts Ave., NW Washington, DC 20005 TEL: (202) 862-1850 FAX: (202) 862-1858 <a href="http://www.tunisiaonline.com">www.tunisiaonline.com</a></p>
<p>EMBASSY OF THE UNITED ARAB EMIRATES 1255 22<sup>nd</sup> Street NW, Suite 700 Washington, DC 20037 TEL: (202) 955-7999 FAX: (202) 337-7029 <a href="http://www.uaeembassy.org">www.uaeembassy.org</a></p>	<p>EMBASSY OF THE REPUBLIC OF YEMEN 2600 Virginia Ave., NW Suite 705 Washington, DC 20037 TEL: (202) 965-4760 FAX: (202) 337-2017 <a href="http://www.yemenembassy.org">www.yemenembassy.org</a></p>

NON-GOVERNMENTAL ORGANIZATIONS

AL-HEWAR P.O. BOX 2104 Vienna, VA 22183 TEL: (703) 281-6277 FAX: (703) 281-0528 <a href="http://www.alhewar.com">www.alhewar.com</a>	AMERICAN-ARAB ANTI-DISCRIMINATION COMMITTEE 4201 Connecticut Avenue, NW Suite 300 Washington, DC 20008 TEL: (202) 244-2990 FAX: (202) 244-3196 <a href="http://www.adc.org">www.adc.org</a>
AMERICAN EDUCATIONAL TRUST PO Box 53062 Washington, DC 20009 TEL: (202) 939-6050 FAX: (202) 265-4574 <a href="http://www.washington-report.org">www.washington-report.org</a>	AMERICAN TASK FORCE FOR LEBANON 2213 M St., NW 3 <sup>rd</sup> Floor Washington, DC 20037 TEL: (202) 223-9333 FAX: (202) 223-1399 <a href="http://www.atfl.org">www.atfl.org</a>
ARAB AMERICAN INSTITUTE 1600 K Street, NW Suite 601 Washington, DC 20006 TEL: (202) 429-9210 FAX: (202) 429-9214 <a href="http://www.aaiusa.org">www.aaiusa.org</a>	JERUSALEM FUND FOR EDUCATION AND DEVELOPMENT 2435 Virginia Avenue, NW Washington, DC 20037 TEL: (202) 338-1290 FAX: (202) 333-7742 <a href="http://www.palestinecenter.org">www.palestinecenter.org</a>
THE KUWAIT-AMERICA FOUNDATION 1120 G St., NW Suite 990 Washington, DC 20005 TEL: (202) 393-7580 FAX: (202) 393-7585 <a href="http://www.kuwaitamerica.org">www.kuwaitamerica.org</a>	THE LEAGUE OF ARAB STATES Information Office 1100 17 <sup>th</sup> St., NW Suite 602 Washington, DC 20036 TEL: (202) 265-3210 FAX: (202) 331-1525

INTERNET RESOURCES

Please check the MAL website at [www.ncusar.org/modelarableague/resources.html](http://www.ncusar.org/modelarableague/resources.html) for the latest MAL web links.

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**Article 1.**

The Arab Court of Justice, established by the League of Arab States as its principal judicial organ, shall be constituted and shall function in accordance with the provisions of the present Statute and Rules.

**Article 2.**

The Court shall be composed of a body of independent judges, elected or appointed from among persons of high moral character.

**Article 3.**

Section 3.01 The Court shall consist of twelve member states, except in cases where time constraints shall demand that fewer cases be heard. In those cases, the number of states represented will be determined on an individual basis.

Section 3.02 Membership on the Court shall rotate among the members of the League of Arab States on an annual basis, such that states scheduled to appear before the Court will always be represented on the Court.

Section 3.03 Each member state shall have one seat on the Bench, except while a country is being represented in the case currently being heard by the court. Such members shall recuse themselves for the duration of the proceedings of the case in question.

- (a) Each seat on the Bench shall be represented in formal procedure by a Justice of the Court. Justices of the Court must be present for the entirety of all proceedings of the Court.
- (b) Each Justice of the Court shall be allowed one Clerk of the Court.
  - (i) Clerks shall retain all rights of access afforded to Justices.
  - (ii) Clerks shall not participate in formal proceedings or procedural or substantive votes. Clerks shall be available for counsel and caucus with Justices of the Court as necessary for the functioning of the Court.
- (c) The Justice and Clerk of the Court representing one seat on the Bench may exchange roles whenever a case is not being heard, but never during the hearing of a case.
- (d) The declaration to be made by every Member of the Court shall be as follows:  
*“I solemnly declare that I will perform my duties and exercise my powers as judge honorably, faithfully, impartially, and conscientiously.”*

**Article 4.**

Section 4.01 The Chief Justice of the Court shall represent a member state of the League of Arab States, but need not represent a Member State of the Court.

Section 4.02 The Chief Justice shall have no voting rights on substantive matters, but may vote in procedural matters to break a tie.

**Article 5.**

Section 5.01 An Assistant Chief Justice of the Court shall be elected from among the justices. The Assistant Chief Justice shall retain all rights of access afforded to the Chief Justice.

Section 5.02 When the Chief Justice is not present the Assistant Chief Justice shall act as a representative for the Chief Justice and shall have all rights and privileges afforded to the Chief Justice.

**Article 6.**

Section 6.01 The Chief Justice, the Secretariat, and other leadership of the League of Arab States together shall appoint a Bailiff of the Court. The Bailiff shall perform duties as indicated in this Statute and otherwise assist the Chief Justice as needed.

Section 6.02 Before taking up his duties, the Bailiff of the Court shall make the following declaration at a meeting of the Court:

*“I solemnly declare that I will perform the duties incumbent upon me as Bailiff of the Arab Court of Justice in all loyalty, discretion and good conscience, and that I will faithfully observe all provisions of the Statute and Rules of the Court.”*

**Article 7.**

Members of the Court shall be bound, unless prevented from attending by illness or other serious reasons duly explained to the Chief Justice of the Court, to hold themselves permanently at the disposal of the Court while the Court is in session.

**Article 8.**

Section 8.01 If, for some special reason, a member of the Court considers that he should not take part in the decision of a particular case, he shall so inform the Chief Justice of the Court.

Section 8.02 If the Chief Justice of the Court considers that for some special reason one of the members of the Court should not sit in a particular case, he shall give him notice accordingly.

Section 8.03 If in any such case the member of the Court and the Chief Justice disagree, the matter shall be settled by a majority decision of the Court.

Section 8.04 In no case shall a member of the Court sit in a case where his country is a party.

**Article 9.**

Section 9.01 The full court shall sit except when it is expressly provided otherwise in the present Statute.

Section 9.02 A quorum of nine judges – including the Chief Justice – shall suffice to constitute the Court. In cases where a fewer number of Justices sit, the quorum shall remain proportional thereto.

**Article 10.**

Shall there be several parties in the same interest, they shall be reckoned as one party only and shall be represented by the Member State listed on the Docket of the Court. Any doubt upon this point shall be settled by a majority decision of the Court.

**Article 11.**

Only states may be parties in cases before the Court.

**Article 12.**

The Court, subject to and in conformity with its Rules, may request of public international organizations information relevant to cases before it, and shall receive such information presented by such organizations on their own initiative.

**Article 13.**

In the event of a dispute as to the Court's jurisdiction, the matter shall be settled by a majority decision of the Court.

**Article 14.**

Section 14.01 The Court, whose function is to decide in accordance with international law such disputes as are submitted to it, shall apply:

- (a) International conventions, whether general or particular, establishing rules expressly recognized by the contesting states;
- (b) International custom, as evidence of a general practice accepted as law;
- (c) The general principles of law recognized by Arab nations;
- (d) Subject to the provisions of Article XXII, judicial decisions and the teachings of the most highly qualified publicists of the various Arab nations, as subsidiary means for the determination of rules of law.

Section 14.02 This provision shall not prejudice the power of the Court to decide a case *ex aequo et bono* (according to the commonly accepted standards of what constitutes appropriate behavior), if the parties agree thereto.

**Article 15.**

The Court shall have the power to indicate, if it determines that circumstances so require, any provisional measures which ought to be taken to preserve the respective rights of either party. Pending the final decision, notice of the measures suggested shall forthwith be given to the parties and to the Joint Defense Council.

**Article 16.**

Section 16.01 The parties being heard shall be represented by agents

Section 16.02 The agents may have the assistance of counsel or advocates before the Court.

**Article 17.**

Section 17.01 The procedure of the Court shall consist of two parts: written and oral.

Section 17.02 The written portion shall consist of the communication to the Court of memorials, counter-memorials and, if necessary, replies and rejoinders; also all papers and documents in support.

- (a) The Court may authorize or direct that there shall be a Reply by the applicant and a Rejoinder by the respondent if the parties are so agreed, or if the Court decides, *proprio motu* (of its own volition) or at the request of one of the parties, that these pleadings are necessary.
- (b) A Memorial shall contain:
  - 1) A statement of the relevant facts; and
  - 2) A statement of relevant law.

- (c) A Counter-Memorial shall contain:
  - 1) An admission or denial of the facts stated in the Memorial;
  - 2) Any additional facts, if necessary;
  - 3) Observations concerning the statement of relevant law in the Memorial; and
  - 4) A statement of law in answer thereto.
- (d) The Reply and Rejoinder, whenever authorized by the Court, shall not merely repeat the parties' contentions, but shall be directed to bringing out the issues that still divide them.
- (e) Every pleading shall set out the party's submissions at the relevant stage of the case, distinctly from the arguments presented, or shall confirm the submissions previously made.
- (f) There shall be annexed to every pleading copies of any relevant documents cited in support of the contentions in the pleading.
- (g) A list of all documents annexed to a pleading shall be furnished at the time the pleading is filed.
- (h) These communications shall be made through the Chief Justice, in the order and within the time fixed by therein.
- (i) A copy of every document produced by one party shall be communicated to the other party.
- (j) After the closure of the written proceedings, no further documents may be submitted to the Court by either party except with the consent of both parties.
  - (i) In the absence of consent, the Court, after hearing the parties, may, if it considers the document necessary, authorize its distribution.
  - (ii) If a new document is produced under Section 17.02(j), the other party shall have an opportunity of commenting upon it and of submitting documents in support of its comments.

Section 17.03 The Court's Docket shall be determined by the Chief Justice, and should correspond to the order in which the Court receives the memorials.

Section 17.04 The oral proceedings shall consist of the hearing by the court of witnesses, experts, agents, counsel, and advocates.

- (a) The Plaintiff shall present its case first, and shall be allotted twenty minutes to do so.
- (b) The Defendant may question the Plaintiff for a period of ten minutes.
- (c) The Court shall question the Plaintiff on the merits of its case for twenty minutes.
- (d) The Defendant shall then present its case and respond to the questions of the Plaintiff and the Court in the same manner and within the same time allotments as the Plaintiff.
- (e) The Plaintiff, followed by the Defendant, shall make a five minute closing remark.
- (f) Should the Plaintiff find the Defendant's closing remark grossly offensive or inaccurate, it may rise to a Right of Reply, which may be granted at the discretion of the court and shall not exceed one minute.
- (g) The time restrictions imposed by Section 17.04 may be extended at any time at the discretion of the Court.
- (h) No reference may be made during the oral proceedings to the contents of any document which has not been produced in accordance with Section 17.02, unless this document is part of a publication readily available to all parties at the time the reference is made, or if the document is part of accepted public knowledge.

- (i) Without prejudice to the provisions of the Statute concerning the production of documents, each party shall communicate to the Chief Justice, in sufficient time before the opening of the oral proceedings, information regarding any evidence which it intends to produce or which it intends to request the Court to obtain.
- (j) The Court may, if necessary, arrange for the attendance of a witness or expert to give evidence in the proceedings.
  - (i) Every witness shall make the following declaration before giving any evidence:  
*“I solemnly declare upon my honor and conscience that I will speak the truth, the whole truth, and nothing but the truth”;*
  - (ii) Every expert shall make the following declaration before giving any evidence:  
*“I solemnly declare upon my honor and conscience that I will speak the truth, the whole truth, and nothing but the truth and that my statement will be in accordance with my sincere belief.”*

Section 17.05 The hearing shall be presided over by the Chief Justice.

Section 17.06 The hearing in Court shall be public.

- (a) All parties executing or observing the functions of the Court must display official credentials issued by the Secretariat of the League of Arab States at all times. The Bailiff of the Court may deny entry to any party not displaying proper credentials.
- (b) The Bailiff of the Court may, *proprio motu* (of its own volition) or at the discretion of the Court or Chief Justice, temporarily or permanently dismiss members of the press from the hearing.

Section 17.07 The Court may, at any time, call upon the agents to produce any document or to supply any explanations. Formal note shall be taken of any refusal.

Section 17.08 During the hearing any relevant questions are to be put to the witnesses and experts under the conditions laid down in Section 17.03.

Section 17.09 When, subject to the control of the Court, the parties have completed their presentation of the case, the Chief Justice shall declare the hearing closed. The Court shall withdraw for sixty minutes to consider judgment and write opinions.

- (a) The Chief Justice and Justices and Clerks of the Court will participate in deliberations.
- (b) The deliberations of the Court shall take place in private and remain secret until they are read at a special session of the Court in conjunction with the Summit Session of the League of Arab States.
  - (i) No representative of the states party to the case being deliberated may observe any part of the deliberations for any reason.
  - (ii) No representative of the press may observe the deliberations.
  - (iii) Individuals wishing to gain access to the deliberations of the court must submit a written request. Only upon the acceptance of that request, will credentials for access to the court be granted. Credentials are revoked upon departure from the court. All individuals wishing further access must resubmit their request in order to gain access.

- (iv) The Bailiff of the Court is responsible for granting and denying access to deliberations subject to Section 17.09(b)(i) and Section 17.09(b)(ii). The Bailiff will keep records of all parties that have had access to the court by retaining signed and dated copies of requests for access. Requests for access will include the precise range of time parties had access to the court.
- (v) All parties executing or observing the deliberations of the Court must display official credentials issued by the Secretariat of the League of Arab States at all times. All parties receiving credentials have, in displaying credentials, accepted the rules of the court and are therefore bound to them. The Bailiff of the Court shall deny entry to any party not displaying proper credentials.
- (c) When the deliberations of the Court result in a draft judgment with apparent support of several Justices, the Chief Justice shall call a vote.
- (d) Justices will vote by indicating their favor or opposition in writing to the Chief Justice.
- (e) If the draft judgment receives a majority of the votes, the Chief Justice will assign a Justice to write the judgment without announcing the vote. The Chief Justice will also assign a Justice to write the dissenting opinion.
- (f) If the draft judgment fails to receive a majority of the votes, the Chief Justice will instruct the Justices to continue deliberations.
- (g) Each judgment and dissenting opinion shall state and explain the reasons on which it is based.
- (h) Each judgment or dissenting opinion shall contain an abstract of 200 words or less on the first page.
- (i) Judgments shall be submitted to the Chief Justice for review and processing.
- (j) Justices shall not reveal the nature of their judgment votes. Such information will be revealed at the reading of the Court's judgments and dissenting opinions at the special session of the Court in conjunction with the Summit Session of the League of Arab States.
- (k) Deliberations may be extended by one and only one full session, as defined in Section 17.09, at the discretion of the Chief Justice.
- (l) Decisions of the Court shall remain secret until officially announced at a session of the Court held for this purpose and occurring alongside a Summit Session of the League of Arab States.
  - (i) At the request of the Secretary General of the League of Arab States, the Chief Justice may lift this restriction for any individual case where failure to immediately disclose the decision would be detrimental to the work of any organ of the League of Arab States.

### **Article 18.**

The Chief Justice or the Court, at its discretion, may declare any person in breach of any of the Statue and Rules to be in contempt of court. If the person in contempt is a Justice or Clerk of Court, the Chief Justice may remove their speaking privileges for a period of time, not to exceed two full case sessions unless approved by the Secretariat and National Council; if the person is an observer, the Chief Justice may remove that person from the Court until further notice.

**Article 19.**

Whenever one of the parties does not appear before the Court, or fails to defend its case, the other party may call upon the Court to decide in favor of its claim. The Court must, before doing so, satisfy itself, not only that it has jurisdiction, but also that the claim is well founded in fact and law. The Chief Justice may determine whether those requirements are met, and either reschedule the proceedings or remove the case from the Court docket.

**Article 20.**

The decision of the Court has no binding force except between the parties and in respect of that particular case.

**Article 21.**

The judgment of the Court is final and without appeal. In the event of a dispute as to the meaning or scope of the judgment, the Court shall explain it upon the request of any party.

**Article 22.**

Section 22.01 Should a state consider that it has an interest of a legal nature which may be affected by the decision in the case, it may submit a request to the Court to be permitted to intervene. It shall be for the Court to decide upon this request.

Section 22.02 Whenever the construction of a convention to which states other than those concerned in the case are parties is in question, the Chief Justice shall notify all states forthwith. Every state so notified has the right to intervene in the proceedings; but if it uses this right, the construction given by the judgment will be equally binding upon it

**Article 23.**

Section 23.01 Should any body of the League of Arab States request an advisory opinion on a point of law, the Court may provide such an opinion. Requests must be presented to and approved by the Secretariat, after which the Court has the right to either hear the request or reject it.

Section 23.02 Questions upon which the advisory opinion of the Court is asked shall be laid before the Court by means of a written request containing an exact statement of the question upon which an opinion is required, and accompanied by all documents likely to throw light upon the question.

Section 23.03 The Court shall deliver its advisory opinions in open court, notice having been given to the Secretary General and to the representatives of the League of Arab States and of other international organizations immediately concerned.

Section 23.04 In the exercise of its advisory functions the Court shall further be guided by the provisions of the present Statute which apply in contentious cases to the extent to which it recognizes them to be applicable.

**Article 24.**

If at any time a party to a case feels that these rules have been violated, any member of the court or advocate to the court may submit a written or oral objection. The objection shall be ruled upon by the Chief Justice as specified by Section 8.03.

**Article 25.**

The parties to a case may jointly propose particular modifications or additions to the rules contained herein, which may be applied by the Court if the Court considers them appropriate in the circumstances of the case.

## **PART VI: PRESS CORPS**

The 2006 National University Model will feature the fourth incarnation of the Press Corps and its product, the daily *Jareeda al-Youm*. The Press Corps consists of a Chief Editor, Assistant Editor and a staff of reporters. It is open to any student who is interested and a strong writer. Students wishing to join the Press Corps should email Mark Morozink (mark@ncusar.org), the MAL Coordinator for the National Council, to apply for a position.

The Chief Editor will be appointed in the same way that we appoint Council Chairs. The Chief Editor will be eligible for the Outstanding Chair Award and is considered a member of the Secretariat. Reporters will be eligible for awards based on voting by the other reporters and the approval of the National Council representatives.

Responsibilities of the Chief Editor include but are not limited to:

- Holding a morning meeting where story ideas, based on the agenda, will be discussed;
- Assigning stories to reporters;
- Writing an editorial for publication the next day;
- Ensuring that all copy is received by the evening deadline;
- Editing and formatting submitted copy with the assistance of staff reporters;
- Overseeing production of newsletter; and
- Ensuring distribution of the newsletter each morning at the breakfast caucus session.

Responsibilities of the Assistant Editor include but are not limited to:

- Graphic layout and design of the newspaper;
- Assuming the role of Chief Editor in the appointed Chief Editor's absence; and
- Performing all the normal roles of a reporter.

Responsibilities of reporters include but are not limited to:

- Participation in morning meeting;
- Formulation of assigned story, including conducting research, obtaining interviews from appropriate delegates, attending appropriate council sessions;
- Meeting all deadlines set by the editor;
- Assisting the editor with formatting and producing the newsletter;
- Assisting the editor in distribution of the newsletter each morning; and
- Displaying Press Credentials at all times.

These responsibilities extend beyond the end of Model to ensure the production of a post-Model wrap-up newsletter. Final stories shall be written detailing the outcome at the Summit Session and closing ceremonies. The stories will be sent via e-mail to the editor who is responsible for editing the copy and formatting a newsletter to be posted on the National Council website.

The Editor must submit the final draft of all papers to the National Council Representative for approval before publication.

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## APPENDIX: PROCEDURAL REFERENCE SHEET

#	Rule	Description	Second	Speakers	Vote
18	<b>Point of Order</b>	Complain of improper usage of parliamentary procedure.	–	–	–
19	<b>Point of Personal Privilege</b>	Bring the Chair's attention to distractions	–	–	–
20	<b>Point of Parliamentary Inquiry</b>	Ask questions regarding the rules or proceedings	–	–	–
13c	<b>Point of Information</b>	Query a speaker who has yielded to questions	–	–	–
21	<b>Adjourn the Meeting</b>	Conclude the meeting until the next year	1	–	1/2
22	<b>Suspend the Meeting</b>	Recess a committee for a caucus, lunch, or break	1	–	1/2
27	<b>Suspension of the Rules</b>	Suspend formal debate and enters into a moderated caucus	1	–	2/3
25	<b>Close Debate</b>	End debate on an amendment, draft resolution, or topic, and move to voting procedure	1	2+/2-	2/3
17	<b>Close Speaker's List</b>	Limit debate by not allowing any additions to the speakers list	1	–	1/2
23	<b>Suspend Debate</b>	Table a draft resolution, amendment, or topic being discussed	1	2+/2-	1/2
24	<b>Resume Debate</b>	Resume debate on a tabled draft resolution, amendment, or topic	1	–	1/2
83	<b>Impeach an Officer</b>	Remove a negligent officer	1	2+/2-	2/3 abs.
28	<b>Appeal the Decision of the Chair</b>	Override a Chair's decision	1	2+/2-	2/3
60	<b>Reconsideration</b>	Ask the committee to reconsider a hasty action	1	2+/2-	1/2
14c	<b>Revoke/Reinstate Delegate Privileges</b>	Silence a disruptive delegate. The Chair must request this motion	1	2+/2-	2/3
5	<b>Set the Order of the Agenda</b>	Determine the order agenda topics will be discussed	1	–	1/2
6	<b>Change the Order of the Agenda</b>	Alter the order of consideration of agenda topics	1	2+/2-	2/3
30	<b>Introduce Resolution or Amendment</b>	Bring a resolution or amendment to the floor	1	–	–
68	<b>Read the Resolution</b>	<i>(Summit)</i> Prompt SG to read a resolution	2+	–	–
56	<b>Divide the Question</b>	Divide clauses out of a draft resolution before voting	1	2+/2-	1/2
57	<b>Roll-Call Vote</b>	Vote one by one on a draft resolution or amendment	2+	–	–
58	<b>Adopt by Consent</b>	Adopt a resolution or amendment if there is no opposition	–	–	–
15	<b>Limit Debate</b>	Limit discussion to an individual topic, resolution, or amendment	1	–	1/2
16	<b>Amend Speakers Time</b>	Change the amount of time allotted for a speaker of debate	1	–	1/2
1	<b>Add/Delete/Amend Topic</b>	<i>(Plenary)</i> Amend the Provisional Agenda of a committee	1	2+/2-	1/2
1	<b>Change a Topic's Assignment</b>	<i>(Plenary)</i> Move a topic on the Agenda to another committee	1	2+/2-	1/2
1	<b>Adopt the Agenda</b>	<i>(Plenary)</i> Adopt a committee's or the MAL Agenda	1	–	1/2
13	<b>Yields</b>	At the close of a substantive speech, a delegate may yield any time that remains in one of the following ways.			
	Yield to the Chair	Ends the speech and returns the floor to the chair.			
	Yield to a Delegate	Gives speaking time to another country in the committee, who may not then yield.			
	Yield to Points of Information	Allows for question-and-answer period until time elapses.			