

# **Model NATO Serbia Handbook**

## **Introduction**

The Model NATO Serbia 2011 will simulate the proceedings of the North Atlantic Council (NAC) - NATO's most important decision-making body - meeting at Ministerial level, with each country represented by its Minister of Foreign Affairs. The NAC provides a unique forum for wide-ranging consultation between member governments on all issues affecting their security, particularly when addressing important issues. Meetings of the NAC are chaired by the Secretary General or, in his/her absence, by the Deputy. All NATO member states have an equal right to express their views, with decisions being the expression of the collective will of member governments arrived at by common consent. All members of national governments are party to the policies formulated in the Council or under its authority and share in the consensus on which decisions are based.

## **Responsibilities**

The overriding responsibility of each delegation to the NAC is to represent your assigned country in the most realistic and effective way possible; namely, each delegate must ensure that the interests of their respective countries are presented and considered in the drafting and passing of communiqués. Representing the genuine national interests of your assigned country requires detailed preparation on the country's character and positions. It also requires that you put aside your personal feelings and political preferences, and be prepared to represent views with which you may substantially disagree. Whilst you are expected to be faithful representatives of your assigned country's government, you are also encouraged to explore innovative ways of working within the guidelines of your national interests to achieve solutions. The best informed and most authentic representatives will be recognized for their efforts in making the experience as true to the actual proceedings of NATO as possible.

## **Communiqués**

The final result of the simulation is to draft Communiqués in accordance with the format and procedure of the NAC. All officially approved policy statements must be the product of unanimous consent of the countries involved; meaning that all decisions of the NAC must be approved unanimously. Sometimes it may be impossible to obtain unanimous consent on a measure before the Council, though complete rejection may not be warranted. In that case, a reservation may be used. The proposal becomes official NATO policy, with the reserving nation not committed to the particular area it had reservations about. A footnote may indicate such reservations. However, this practice is discouraged, whenever possible, in the interest of maintaining a unified position.

## ***Sample Communiqué***

The communiqué below was produced during the 2003 Model NATO Conference organized by Carleton University:

1. *We, the members of the Alliance, have resolved and reaffirmed that a proactive stance to terrorism be adopted, however, the term proactive does not necessarily imply military applications and could include alternative measures such as:*
  - a) *measures designed to stop the financing of international terrorist activities.*
  - b) *efforts to address the root causes of terrorism;*
  - c) *increased intelligence sharing;*
  - d) *sharing of anti-terrorism related technological developments on a voluntary basis;*
  - e) *sharing of research and development costs, directly related to anti-terrorism technological developments.*
  
2. *Recalling the proposal for the beginning of a comprehensive sharing of the NATO SFOR mission in Bosnia-Herzegovina with the EU, as indicated at Nice 2002, and recognising the continuing need and the importance of ISFOR within the region, the Alliance:*
  - a) *urges the gradual integration of EU forces into ISFOR. ISFOR would remain a NATO mission;*
  - b) *agrees that NATO will re-task the ISFOR headquarters from the US Headquarters to a European Headquarter to be determined at the Defence Planning Committee.*

## **Rules of Procedure**

Negotiations within the NAC are conducted according to the Rules of Procedure, which lay out instructions on how the session will be proceeded, plus the roles and responsibilities of each delegate/delegation.

### **a) General Considerations - Scope, Diplomatic Courtesy and Dress Code**

1. The Secretariat of the Model NATO Serbia (composed of the Secretary General and the organizers, TransConflict Serbia), henceforth the Secretariat, is responsible for determining the rules that will help facilitate debate and discussion. Where there is a conflict of

interpretation, the Secretary General (i.e. the Chairperson) is the final authority for determining the applicability of the Rules of Procedure.

2. During Council sessions, delegates are expected to exercise diplomatic courtesy when addressing other delegates and members of the Secretariat. The Secretariat has the authority to address diplomatic warnings to delegates who obviously violate the diplomatic courtesy. In cases where the delegate's conduct seriously hampers the process within the Council, the Chairperson reserves the right to request his or her expulsion from the conference room.
3. In accordance with the delegate's diplomatic status, a formal dress code is required. Informal clothing, such as denim jeans and trainers, as well as traditional or religious outfits are out of order. The Secretariat reserves the right to expel a delegate due to his or her dress code.

#### **b) The Secretariat of the Model NATO Serbia - Composition, Competence and Statements**

4. The Secretariat shall be headed by the Secretary General of the Model NATO Serbia.
5. The competence of the Secretariat may not be questioned by the delegates.
6. Any member of the Secretariat may issue verbal or written statements to the Council at any time during the Conference.

#### **c) Agenda**

7. The provisional agenda for regular sessions of the Council shall be drawn up by the Secretariat and communicated to the members prior to the opening of the sessions.
8. The final point of an agenda is adopting the Final Communiqué.
9. A delegate can amend the agenda – change the order of points, delete and add items. He/she must submit the newly proposed agenda to the Chairperson (i.e. the Secretary General). The Chairperson can choose to let the remaining delegates in speak, or to proceed directly to voting on the proposal. This motion (i.e. proposed changes to the agenda) requires a two-thirds majority to be accepted.

#### **d) The Secretary General of the Model NATO Serbia - Authorities and Responsibilities**

10. The Secretary-General (i.e. the Chairperson) shall have the responsibility of ensuring the smooth operation of the Council through interpretation and enforcement of these Rules.
11. The Secretary General shall exercise ultimate authority over Council proceedings in an equitable and objective manner.
12. The Secretary General, in particular, can either take the floor, as any other delegate, in order to promote his/her opinion or clarify the policy lines of the member states, or issue verbal and/or written statements addressed to the Council, at any time.
13. The Secretary General may preside over all meetings of the NAC or may designate a member of the Secretariat to do so (i.e. his/her Deputy).
14. The Secretary General will be the final arbiter for any disputes arising over the interpretation of the Rules of Procedure.
15. The Secretary General is responsible for all procedural matters pertaining to the Council, including, but not limited to, moderating debates, determining the applicability of the rules and, if necessary, clarifying on the meaning of the existing Rules. The Secretary General, in particular, has the duty to make remarks when a member state is out-of-line during any given discussion.

#### **e) Council Proceedings**

16. The Secretary General may declare the meeting open if one-third of the members (i.e. of the countries) are present.
17. All delegates must be referred to in the third person. It is forbidden to address other Council members in the second person (i.e. "you").
18. The desire to speak is indicated by holding up the country name card, after which the delegate is inscribed in the List of Speakers. The length of speeches will be limited either by

procedural motion or the prerogative of the Chairperson (i.e. the Secretary General). The number of speakers will only be limited in exceptional circumstances.

19. Should a delegate require clarification on a point being made by another delegate, he/she should address his query to the Chairperson, but only after the speaker has finished, as the speaker should not be interrupted.
20. During the discussion of any matter, the Chairperson may choose to suspend debate on the item under discussion if it appears that the Council has reached an impasse and the agenda cannot be concluded within a reasonable time period. The Chairperson will in this circumstance put the decision under discussion to a vote.
21. The Chairperson may move to close debate on the item under discussion for the purposes of taking a preliminary vote, whether or not any other representative has signified his/her desire to speak. The Chairperson will in this circumstance put the decision to a vote.
22. The Chairperson may accord the right to reply, to any representative, in the case of grave personal insult and injury. The Chairperson may limit the time for such a reply.

#### **f) Introduction of Proposals, Amendments and Draft Communiqués**

23. Proposals shall be submitted in writing to the Chairperson before they may be considered by the Council.
24. The main writer of the draft Communiqué is recognized as ‘the Sponsor’ (i.e. the lead country). The Sponsor must be present for a draft Communiqué to be introduced to the floor. The Sponsor must agree to support a Communiqué, unless major changes have been introduced through the amendment process.
25. Delegates may move to introduce a Draft Communiqué once it has been approved and assigned a number by the Chairperson and distributed to the Council. Such an introduction shall be procedural in nature. The content of the introduction shall be limited to the reading of the draft Communiqué as a whole, where upon the Sponsor of the Draft Communiqué shall be granted the floor for the allotted time limit.

26. A proposal may be withdrawn by the delegate who proposed it at any time prior to voting, providing that the proposal has not been amended.
27. An Amendment is that which adds to, deletes, or alters part of the main proposal. Every Amendment has to be submitted in written form to the Chairperson and receive approval of the Chairperson.
28. The Council may adopt an Amendment put forward in written form with the consent of the proposing delegate ('the Sponsor'), known as a friendly Amendment, without vote.
29. At the end of the session, the Chairperson proposes the draft Final Communiqué. Amendments of Final Communiqué are possible.

**g) Form of Debate**

30. Unless the Chairperson decides otherwise, moderated caucus will be the form of debate during all sessions of the Council. Any delegate wishing to speak should raise his/her country name card and be recognized by the Chairperson.
31. A Delegate may only address the Council if he/she has received permission from the Chairperson.
32. A Speaker may not be interrupted by another delegate, unless the delegate has risen a Point of Personal Privilege (see section 'i' below, entitled 'Points and Motions').
33. The Chairperson may limit or extend the time allotted to each delegate, or limit the number of times each delegate can speak on a proposal or a point of agenda.
34. During formal debate a motion can be made by any delegate for an Unmoderated Caucus, which constitutes informal debate. Informal debate can only occur on substantive issues and is out of order once a motion to close debate has passed. Motion to enter Informal Debate (Unmoderated Caucus) is in order, following the procedures outlined in section 'i' below, entitled 'Points and Motions'.

## **h) Voting Procedures**

35. Each member state shall be accorded one vote in the Council. This vote can be affirmative or negative. Abstaining members are considered not voting.
36. All decisions of the Council must be approved unanimously by all members present and voting.
37. Procedural motions shall be voted on in accordance with the Rules.
38. Voting shall begin upon the Chairperson's declaration "The Council is in voting procedure," and end when the results of the vote are announced. Once in voting procedure, no delegate shall interrupt the voting except on a Point of Order concerning the actual conduct of the vote.
39. Voting shall normally be carried out by a show of country name cards (a straw vote), unless a representative requests a Roll Call Vote. Roll Call Votes take place in English in alphabetical order by nation.
40. Members may explain their vote after the voting. This right may be accorded to either affirmative or negative votes, but may be limited by the Chairperson.
41. A country may record a formal Reservation if a particular part of a proposal is partially unacceptable to it. This reservation is raised at the time of voting and will be formally recorded on the proposal in question.
42. When a proposal has been adopted or rejected in accordance with the voting procedures, it may not be reconsidered at the same session unless approved by a two-thirds majority.

## **i) Points and Motions**

43. **Point of Personal Privilege** - a Delegate may rise to a Point of Personal Privilege if a matter impairs him/her from participating fully in Council activities. The Chairperson shall try to effectively address the source of impairment. This point may interrupt a Speaker only due to inability.

44. **Point of Order** - raised by a delegate if a rule of procedure is not properly observed by another Delegate. The Chairperson will rule on the validity of the point. A Delegate rising to a Point of Order may not comment on the topic of discussion. A Point of Order is the only circumstance under which a speaker may be interrupted. However, a Point of Order which is deemed to be intended to cause delay by the Chairperson may not be appealed. The Chairperson may refuse to recognize Points of Order.
45. **Point of Parliamentary Inquiry** - raised by a Delegate to request an explanation of, or clarification on, the Rules of Procedure by the Chairperson. This point may not interrupt a Speaker. A Point of Parliamentary Inquiry is indicated by raising a hand.
46. **Right of Reply** - a Delegate whose personal or national integrity has been challenged by another Delegate's comments may rise to a Right of Reply. Disagreement with the content of a Delegate's speech is not grounds for a Right of Reply. The Chairperson will recognize the Right of Reply at his or her discretion as well as decide on how to resolve the motion. This point may not interrupt a speaker but should be addressed the moment he/she will have finished his or her speech. Should the Chairperson rule the Right of Reply out of order, the decision cannot be appealed. No delegate may call for a Right of Reply on a Right of Reply.
47. **Motion for the Adjournment of the Meeting** - a Delegate may move for the Adjournment of the meeting to suspend all Council activities until the next scheduled meeting time. The Chairperson may rule the Motion out of order without possibility of appeal or put it to vote. A majority of the present members vote in favour.
48. **Motion for an Unmoderated Caucus** - a Delegate may move for an Unmoderated Caucus, thereby suggesting a change from formal to informal debate. The Delegate who makes this motion must suggest a length and justification for the Unmoderated Caucus. The Chairperson may suggest a more appropriate caucus length and put it to vote or may rule the Unmoderated Caucus out of order without possibility of appeal. Once the Motion has passed, the Delegates will carry an informal discussion on the topic specified in the Motion without leaving the conference room.
49. **Motion to Extend an Unmoderated Caucus** - a Delegate may move to extend the Unmoderated Caucus if he/she feels that additional time would benefit the work of the Council. The Delegate who moves for an extension of Unmoderated Caucus must suggest a

length for the extension, which shall not exceed the duration of the original Unmoderated Caucus. The Chairperson may suggest a more appropriate caucus length and put it to vote or may rule the Extension of the Unmoderated Caucus out of order without the possibility of appeal.

50. **Motion to Table Debate on a Topic** - a Delegate may move to Table Debate in order to end debate on a substantive issue without voting any Draft Communiqués that may be on the floor. If the Chairperson rules the Motion in order, one (1) Delegate shall speak in favour and one (1) Delegate shall speak against before proceeding with a vote. A 2/3 majority is needed in order to table the debate.

51. **Motion to Close Debate on a Draft Communiqué** - a Delegate may move to Close Debate on a draft Communiqué, whereby the Council will enter voting procedure on all amendments on the floor. If the Chairperson rules the Motion in order, only one delegate may speak against the Motion. A two-thirds majority of present members' votes is required to pass the Motion to close debate.