SOUTHEAST MODEL AFRICAN UNION
RULES OF PROCEDURE

1. These Rules incorporate, and take precedence over the procedural portions of the Treaty. In the event of dispute the interpretation of the Chair is final, provided there is not a successful appeal.

2. The official language for all sessions is English. Business may be conducted in other languages only if the speaker provides translation.

3. All Member States belong to the Assembly of Heads of State and Government as well as the following committees:
   - The Executive Council
   - The Committee on African Union
   - The Technical Committee on Economic Matters
   - The Technical Committee on Social Matters
   - The Peace and Security Committee
   - The Technical Committee on Regional Economic Communities (REC)

4. The seating of delegations in organs of the Model A.U. and in the Assembly of Heads of State and Government shall be alphabetical.

5. Other subsidiary bodies may be established with the approval of the Assembly.

FACULTY ADVISORS AND CONSULTANTS

6. The Secretariat of the Model African Union shall designate Faculty Members to serve as Faculty Advisors and Consultants in the various organs of the Model A.U.

7. The Faculty Advisors and Consultants shall attend to the needs of all delegates and shall not be limited to their own delegates.

8. The Faculty Advisors and Consultants serve as provisional Chairs of their Committees and the Executive Council at the beginning of their first meeting. Thereafter, they shall assist the Chairs and other Officers in running the sessions as necessary. Faculty advisors and consultants shall not vote or participate in debate.

9. Faculty Advisors with the guidance of the Director shall take actions as necessary to ensure the smooth functioning and integrity of all organs of the Model A.U.

10. In accepting a country assignment, faculty advisors, their sponsoring institutions and delegations accept the responsibility to fully prepare the representation of their country and to observe the process of the Model as contained in materials provided by the Director.

OFFICERS

11. Committee, Executive Council, and Assembly of Heads of State and Government officers, namely the Chair, Vice Chair, Rapporteur, and Parliamentarian shall be appointed by the Director. Delegates shall, with the endorsement of their faculty advisor, apply for appointment as officers. Application must be made by October 1, in the year during which the model takes place. Successful applicants will be notified by October 15.

12. Officers appointed by the Director shall perform the work of their office as specified in the rules of procedure, the program, and as communicated to the officer by the Director. With respect to appointment to office and the
interpretation of work to be performed, the decision of the Director is final. Officers will work with Faculty Advisors and Consultants, and the Secretariat to ensure the smooth running of all aspects of the Model.

13. Officers of the Committees and the Executive Council may play a full part as representatives of their delegations in deliberating and voting on proposals. During that time they may be required to hand over their official duties to other officers until the item has been passed, been defeated, or otherwise been removed from consideration. Officers of the Assembly of Heads of State and Government are officers of the Model AU and may not represent their delegation in deliberating and voting on resolutions in the Assembly of Heads of State and Government.

14. All officers shall meet with the Secretariat as scheduled in the Program and/or as needed to discuss their duties and problems arising in the execution of their offices.

15. In addition to those powers specified elsewhere, the Chair of a Committee, the Executive Council and of the Assembly of Heads of State and Government shall: interpret these Rules; rule on Points of Order; assure parliamentary order; accord speaking rights; put the question; announce decisions; limit the number of times a delegate may speak on any question; open and close the speakers list; and close debate.

AGENDA

16. The agenda of the Opening Session will be the following (in order):
   a. Roll Call of Delegations;
   b. Convening of the Model A.U.;
   c. Welcome by host institution;
   d. Keynote Address;
   e. Adjournment to Committees and the Executive Council.

17. The agenda of the meeting of each Committee immediately following the Opening Session shall include the following (in order):
   a. Briefing by Faculty Advisor;
   b. Introduction of Officers and Delegates;
   c. Receipt of Resolutions;
   d. Assignment of Resolutions to agenda topics;
   e. Identification of duplicative and/or similar resolutions and the assignment of responsibility for their consolidation prior to their introduction at a substantive session;
   f. Caucusing of delegations to gain sponsorship for draft resolutions;
   g. Adjournment.

18. The agenda for the ordinary substantive sessions of the Committees shall include the following (in order):
   a. Ordering of Agenda topics;
   b. Consideration of and action on Resolutions.

19. The Committees shall only consider the agenda topics assigned to them.

20. Motions to change the order of topics on the agenda require for passage a two-thirds majority.

21. The agenda for the Assembly of Heads of State and Government shall be (in order):
   a. Receive report from the Executive Council;
   b. Consider and take action on the resolution of the Committee on African Union;
   c. Consider and take action on resolutions submitted by the Economic, Peace and Security, and Social Committees.

22. The Assembly of Heads of State and Government shall take cognizance of the report by the Executive Council but shall not debate or vote on the Council’s report.
23. The agenda of the meeting of the Executive Council shall include the following (in order):
   a. Briefing by Faculty Advisor;
   b. Introduction of Officers and Delegates;
   c. Introduction of a crisis by Home Government;
   d. Preliminary discussion of the crisis by the council;
   e. Adjournment.

24. The agenda for the substantive meetings of the Executive Council shall be the resolution of a crisis. The crisis will begin in the early stages of the model and, therefore, the preparation and submission of resolutions prior to that time is not allowed.

25. The Executive Council may require a Committee to undertake a specific task related to the Council’s business. The Council will communicate the specific task to the Committee(s) in writing and through a verbal briefing by an officer or member of the Council. The Council shall designate one of its members to liaise with a Committee that has been tasked. Executive Council directives to Committees shall interrupt and take precedence over all other Committee proceedings until the specified task is completed.

GENERAL PROCEDURES AND RULES OF DEBATE

26. An amendment is anything that adds to, deletes from, or changes a draft resolution. A motion totally replacing the original proposal or not directly related to it is not an amendment and shall be ruled out of order by the Chair. An amendment may not itself be amended. An amendment which is counter to an amendment already adopted shall be ruled dilatory by the Chair.

27. No one may speak without first being recognized by the Chair.

28. When speaking, delegates will see that their remarks are germane to the motion on the floor. If they fail to do so, the Chair shall call them to order without delay.

29. At any time, a delegate may complain of improper procedure under these Rules by raising a Point of Order. The Chair shall immediately rule upon the Point and his/her decision is final, unless a two-thirds majority votes to Appeal (and thereby reverse) his/her decision. A Point of Order is the only action that may interrupt a speaker.

30. In order to ask a question of the Chair on any matter, delegates will rise to a Point of Information. The Point of Information will not interrupt any speaker.

31. To end the session for a specified period of time, a motion to suspend the session will be required. Such a motion would be required to end the morning or afternoon session in expectation of resuming at a specified time. Such a motion will also be required for either moderated or un-moderated caucuses. Such a motion is not debatable, and is decided by a simple majority. The same applies to a motion to adjourn, which is necessary when the Assembly of Heads of State and Government, the Executive Council or a Committee has dispensed with all its business and wishes to end its deliberations for the year. These motions may be ruled dilatory by the Chair, whose decision is subject to Appeal.

32. The order of precedence of motions is as follows:
   a. Point of Order;
   b. Suspend the Session;
   c. Adjourn the Session;
   d. Suspend/Resume Debate;
   e. Close Debate;
   f. Other motions; (The Proposal under Discussion [main motion]).
GENERAL VOTING RULES

33. Each Member State shall have one vote and only one voting representative on the Executive Council, each Committee, and in the Assembly of Heads of State and Government.

34. “Resolutions” and amendments thereto of the Committees require a simple majority. Actions by the Executive Council require a two-thirds majority. “Resolutions” and amendments thereto of the Assembly of Heads of State and Government require a two-thirds majority.

35. In determining a majority, whether simple or two-thirds, only those votes of “yes” or “no” shall be counted. A vote of “abstain” shall not be used in determining whether there is a majority.

36. Unless otherwise specified, all voting will be by show of placards. Before voting commences, any delegation may request a roll-call vote. The Chair shall rule on the request, and his/her ruling is subject to Appeal. The roll call shall be in alphabetical order, starting at a random point determined by the Chair for each vote. The voting may not be interrupted except by a Point of Order concerning voting procedure.

37. When taking a vote by show of placards, the Chair will ask for “those in favor,” “those opposed,” and “abstentions.” When named in a roll call, a delegate shall answer “yes,” “no,” “abstain,” or “Pass.” If he/she responds with the latter, the delegate has indicated his/her desire to pass at this time. The Chair will run through the entire roll once, and will then call those who have “Passed.” Upon being called a second time, a delegate will respond “yes,” “no,” or “abstain” (only).

38. Once all votes have been tabulated, the chair, only on roll-call votes, will ask for “changes in vote.” After any changes have been noted, the result of the vote is announced. If a motion to reconsider (prohibited in the Assembly) is not forthcoming, the body moves on to consider the next proposal or, if no proposals remain under a topic, the Chair will entertain a motion to suspend debate on that topic and move on.

39. After debate on a proposal or amendment has been closed, but before voting commences, a delegate may move to divide the question. He/she would do so if he/she desires to vote on the proposal or amendment in several parts. Such a motion must specify the intended division, is not debatable, and is put to an immediate vote, a simple majority being required. Once all parts of a proposal or amendment are voted on, the entire proposal or amendment shall be put to a vote. If all of the operative parts of a proposal are rejected, then the proposal itself is rejected.

40. After the decision has been announced, the Chair will ask for any explanations of votes. Any delegate may explain his/her vote, with the Chair limiting time.

PROCEDURES FOR COMMITTEE AND EXECUTIVE COUNCIL RESOLUTIONS AND AMENDMENTS

41. A proposed resolution is a substantive document related to a specific topic on the agenda submitted for decision. Fifty printed copies of each proposed resolution must be submitted to the Secretariat by 12 noon on the day of the Opening Session and each delegation should also submit its resolutions on a compact disk or jump-drive. A proposed resolution may not be considered or debated until it has an original sponsor and four co-sponsors and until copies have been received by all delegations. Proposed resolutions can be altered by “amendments,” and other procedural decisions are made by “motions.” Motions to introduce proposals or amendments (or any other motion, for that matter) may be made either in a speech or after being recognized by the Chair.

42. No single delegation may be the original sponsor of more than one resolution in each Committee. Delegations may co-sponsor more than one resolution in each Committee.

43. A motion or proposal may be altered by a “friendly amendment” – a change agreed to by all sponsors of that motion or proposal. Such amendments must be announced to the Chair.
44. A motion, proposal or amendment may be withdrawn by all its sponsors at any time before it is put to a vote. Once withdrawn, the Chair will ask if any delegate wishes to pick its sponsorship. Any delegate may do so. If a delegate wishes to pick up sponsorship, that delegate will be given a five-minute recess in which to obtain the necessary additional four co-sponsors. If no one wishes to pick up sponsorship, the motion, proposal, or amendment is no longer under consideration.

45. Once the decision on a proposal or amendment has been announced, any delegate who voted with the majority may move for its reconsideration. A two-thirds majority is required for reconsideration. If such a majority is forthcoming, a re-vote will be taken. The Chair may rule such motions dilatory. This ruling is subject to appeal.

46. Once a Committee or the Executive Council decides to open discussion on a draft resolution under an agenda topic or sub-topic, the Chair will establish a speakers’ list of no more than ten. Those wishing to speak will raise their placards and will be assigned a position on the list. The Chair will call upon delegates to speak in the order they appear on the speakers’ list. Delegates may request to be added to the list any number of times until the Chair limits the number of times a delegate may speak, closes the speakers’ list, or debate is closed by a motion. Debate will continue until it is suspended or closed, the meeting is suspended or adjourned, or the speakers’ list is exhausted (once exhausted, the Chair will announce closure of debate and bring the proposal, if any, to an immediate vote).

47. In the case of a speakers’ list on a sponsored resolution, the main sponsor will be the first person listed. The main sponsor will respond to procedurally correct points of inquiry.

48. The main sponsor of each resolution, in Committees only, will be given two minutes to speak. All other speakers on the speaker’s list shall be given one and one-half minutes. The Chair will call speakers to order if they exceed their time. The Chair shall ensure that all delegates have equal opportunity to participate in debate.

49. Prior to beginning his/her speech, a delegate may request that all or part of his/her time be yielded to another. Once yielded, time may not be yielded a second time.

50. A delegate may speak to the topic, any proposals that have been moved under the topic, any moved amendments thereto, or all of the above while on a particular speakers’ list.

51. A Point of Inquiry may be used to question a speaker after he/she has finished his/her remarks: a questioner will address the Point to the Chair, who will then ask the speaker if he/she “wishes to yield.” In order to ask a second question, a second Point of Inquiry will have to be raised, and the speaker again asked to yield. The Chair will ensure that Points of Inquiry are only used to raise questions of clarification or for additional information.

52. A maximum of five Points of Inquiry addressed to the main sponsor of a proposed resolution or amendment will be allowed. The Chair will ask for such point of inquiry immediately after the proposer has spoken. The maximum time for making points of inquiry and responding to them will be one and one-half minutes each.

53. At any time a delegate may make a motion to suspend debate on a proposed resolution or a topic. The Chair will allow two speakers for the suspension and two against, and will limit time. Speeches must be germane to the suspension only. After the speeches, an immediate vote will be taken, a simple majority being necessary. Once suspended, debate on a proposal or a topic may not be resumed until a resumption of debate motion is made, and passes by a simple majority without debate.

54. At any time prior to the exhaustion of the speakers list, a delegate may move closure of debate on a proposal or topic. The Chair will allow two speakers against closure (only), and will limit time and ensure that the remarks are germane to the closure. A vote will immediately follow the speeches, with a two-thirds majority necessary. Once debate is closed on a proposal, any amendments moved to it will come to an immediate vote, followed by the proposal itself (as amended). When debate is closed on a topic, any moved proposals and amendments moved thereto will come to an immediate vote. This means that all proposed resolutions which have been submitted with the requisite number of co-sponsors will be voted on immediately.
55. After the debate is closed, either through exhaustion of the speaker list or a successful closure motion, the proposed resolution or amendment will come to an immediate vote. If debate is closed on a topic, proposed resolutions will be voted on in the order they were submitted to the Secretariat. If adopting one resolution necessarily implies excluding a subsequent proposed resolution, this latter resolution shall be ruled out of order.

56. The Economic, Peace and Security, and Social Committees shall establish an order of presentation of their resolutions to the Assembly. The Committee on African Union resolution shall be considered by the Assembly in all of its parts at the same time.

57. Committees shall deliberate and act upon individual resolutions until the time for the meeting has ended or the agenda is exhausted. The passing of a number of resolutions en bloc is prohibited.

58. Resolutions passed by Committees shall be considered by a Technical Meeting of Committee and Assembly of Heads of State and Government Officers chaired by the Secretariat. This Meeting shall coordinate the work of the Assembly of Heads of State and Government where resolutions are adopted in their final form. In this respect, the Meeting shall:
   a. Attempt to identify similar or overlapping resolutions and consolidate and tighten them;
   b. Ensure the accuracy of resolutions submitted to the Assembly;
   c. Ensure that the phraseology of resolutions comply with the style adopted in resolutions of the actual A.U.

In the event that the work of the Meeting affects the order of presentation of a Committee’s resolutions to the Assembly, it will be the responsibility of that Committee’s Officers to revise the order of presentation.

The Officers of the Executive Council shall prepare a report on the work of the Council to be presented at the meeting of the Assembly of Heads of State and Government.

PROCEDURES FOR RESOLUTIONS IN THE ASSEMBLY OF HEADS OF STATE AND GOVERNMENT

59. Resolutions passed by Committees are automatically moved and seconded at the Assembly of Heads of State and Government.

60. As each resolution is moved at the Assembly, the Chair will ask “Is there any unreadiness to act on this resolution?” A delegation is unready to act if it wishes to move an amendment and will indicate this by raising its placard.

61. If no delegation indicates unreadiness, the Chair will move to an immediate vote, a two-thirds majority being necessary for passage.

62. All motions to amend each resolution from Committee will be moved at the same time that the resolution is brought to the Assembly. Each proposed amendment must be moved and be seconded by two additional delegations. Moved and seconded draft amendments shall be debated and voted upon in the order they are moved and seconded.

63. Once an amendment has been moved and seconded the Chair will open a Speakers’ List consisting of one speaker for and one against the amendment. Each speaker is limited to one minute. Following this debate an immediate vote will be taken, a two-thirds majority being necessary for passage. Re-opening or extending the speakers’ list and extending the time to speak are prohibited.

64. Once all amendments have been moved, debated and voted upon, the main motion (as amended) will be considered. The Chair will open a speakers’ list composed of two speakers against the motion only, each of which may speak for one minute. Following this debate an immediate vote will be taken, a two-thirds majority being necessary for passage. Re-opening or extending the speakers’ list and extending the time to speak are prohibited.
65. Friendly amendments are not allowed in the Assembly of Heads of State and Government.

66. Once moved and seconded, an amendment may not be withdrawn by the sponsoring delegation or the seconding delegations in the Assembly.

67. Motions for reconsideration are not allowed in the Assembly of Heads of State and Government.

68. Following the Executive Council’s report and consideration of the resolution of the Committee on African Union, the Assembly of Heads of State and Government shall consider one resolution in turn from each Committee in the order Economic, Peace and Security, and Social until the time for meeting or number of resolutions is exhausted. Each Committee shall establish an order of presentation of its resolutions to the Assembly.

69. The Assembly of Heads of State and Government shall deliberate and act upon individual resolutions until the time for the meeting has ended or the agenda is exhausted. The passing of a number of resolutions en bloc is prohibited.

70. Delegates may not yield their time during debate in the Assembly.

71. Motions to suspend or close debate are not allowed in the Assembly.

HOME GOVERNMENT

72. There shall be a Home Government composed of Faculty Advisors appointed by the Director.

73. Any delegation may request information or guidance from its Home Government on forms provided by the Secretariat.

74. The Home Government may provide information and instructions to a delegation at any time. In all cases without exception delegations must follow Home Government Instructions.

75. The Home Government will communicate with the Executive Council on the circumstances and resolution of the crisis. In all cases, without exception, the Officers of the Executive Council are bound by Home Government Instructions.

76. The Officers of the Executive Council may request information or guidance from the Home Government.

ADMISSION OF NEW MEMBERS

77. Any decisions on the admission of new Members shall first be submitted to the Assembly for consideration. Passage requires a two-thirds majority.

AMENDING THE TREATY

78. Amendments to the Constitutive Act may not be considered by this Assembly but it may consider the creation of protocols mentioned in the Act.

CERTIFICATES

79. Certificates of participation shall be awarded to all delegates.

80. Faculty who incorporate the Model African Union simulation into a credit-bearing course are discouraged from employing measures such as number of resolutions passed and speaking time in committees for the purpose of course evaluation as such external pressures can distort the simulation. To maximize the experience for all
participants and make it as realistic as possible, it is recommended that faculty advisors emphasize pre-
conference and/or post-conference evaluation instruments in their course design.

PARLIAMENTARY AUTHORITY

84. Robert’s Rule or Order, Revised will be the parliamentary authority for all rules of procedure not covered above.

ADDENDUM

Definitions and Clarification

1. Simple majority: 50% + 1 of those voting on the issue, excluding all abstentions.

2. Two-thirds majority: 66.67% of those voting on the issue, excluding all abstentions.

3. Two-thirds absolute majority: 66.67% of the membership of the Committee, Executive Council or Assembly of Heads of State and Government.

4. There is one speaker’s list on any one issue, set of inquiries or amendment. It is not divided into “for” and “against” since some speakers are not specifically for or against the issue but rather may wish to propose amendments, etc.
SEMAU Awards

1. Outstanding Delegate Leadership in Committee Award (2 per committee/council)
   i. The top two individual delegates with most votes in each committee/council
   b. Honorable Mention Delegate Leadership in Committee Award (3 per committee/council)
      i. The next three individuals with the most votes in each committee/council

2. Best Delegation Award (3)
   i. The top three delegations with the most awards from all the committees/councils combined
   b. Honorable Mention Best Delegation Award (2)
      i. The next two delegations with the most awards in all committees/councils combined

3. Outstanding Chair Award (1)
   a. Honorable Mention Chair Award (2)

4. Faculty Service Award (1)

Outstanding Delegate Leadership and Honorable Mention Delegate Awards: To be determined by a vote of delegates in each committee, one vote per country delegation, not by school. Each delegation shall cast a vote for two individual delegates. The criteria: the individual delegate who has over the course of the conference, contributed the most substantively, and facilitated a collegial, collaborative, consensus-building and result-oriented process, while maintaining the diplomatic character of his/her country. The votes shall be tallied by the officers in each committee and reported to the Chair of the Awards Committee. The two top vote getters shall be selected for the “Outstanding Delegate” awards and the next three top vote getters shall be selected for the “Honorable Mention” awards.

Best Delegation and Honorable Mention Delegation Awards: The top three delegations with the most Leadership in Committee awards, shall be selected for the “Best Delegation” awards. The next two delegations with most awards shall be selected for the “Honorable Mention” delegation awards.

Outstanding Chair Award: To be determined by a vote of faculty advisors after conclusion of the final council and committee meetings. Although assigned to specific committees/councils, each faculty advisor should visit all the committees/councils. Faculty advisors are strongly encouraged to maintain a neutral stance and resist the temptation to advocate or campaign for their own students. An “outstanding chair” will be obvious to most and does not need his/her advisor’s special advocacy.
**Honorable Mention Chair:** To be determined by a vote of faculty advisors, following the same criteria above for Outstanding Chair Award.

**Faculty Service Award:** The award is to recognize the faculty advisor who has contributed the most to facilitate the smooth running of the model. This is also the SEMAU Director’s Award.