

# General Information & Rules of Procedure

The Expert Committee  
Haarlem Model United Nations



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## Introduction letter

**The Expert Committee (ExCom)** has been the most prestigious committee of HMUN for several years. It has the intention to challenge those who are motivated as well as experienced. This letter aims to inform all Representatives of this year's ExCom regarding the Rules of Procedure (RoP).

Each ExCom consist of a small group of expert delegates or so-called Representatives. As mentioned before the ExCom gives the opportunity to represent a nation through embodying the role of a Minister, President or Chancellor. Here's a list of all members present at the ExCom session this March:

Representatives	Nation
President Slobodan Milošević	Federal Republic of Yugoslavia
President Alija Izetbegović	Republic of Bosnia and Herzegovina
President Franjo Tuđman	Republic of Croatia
President Bill Clinton	The United States of America (U.S.A.)
President Jacques Chirac	France
Prime Minister John Major	The United Kingdom (U.K)
Chancellor Helmut Kohl	Germany
Prime Minister Viktor Chernomyrdin	The Russian Federation
Prime Minister Felipe González	The European Union (EU)

These Representatives will be challenged with the complicated task of addressing the ongoing issue of the Bosnian War. The ExCom, therefore, aims to establish an agreement: *the Dayton Agreement*. However, the ExCom never guarantees that Representatives will walk away with an agreement at the end of the conference.

The Expert Committee has a high, engaging level of debate and therefore does not always result in drafting a binding agreement. Representatives always have the choice to not sign the agreement at end of the conference. Thus, leaving a difficult test for the Representatives to act as true diplomats and listen to those opposing their views. The words cooperation, consensus and diplomacy often accurately describe an ExCom session. So, we urge you to prepare yourself properly and write your Position Paper, personal research and speeches in advance. The Research Report written will serve as the backbone for your preparations.

We hope to welcome you in March and wish you the best of luck with your preparations,

### **The Presidency of the Expert Committee**

Haarlem Model United Nations (HMUN)

For more information, get in contact via [excom.hmun@gmail.com](mailto:excom.hmun@gmail.com)

## **CHAPTER I – DEFINITIONS AND GENERAL RULES**

### **Article 1 – Presidency and Secretary-General**

- a. The Secretary-General is appointed by the Haarlem Model United Nations (HMUN) Foundation for the duration of the conference.
- b. The Chairing Staff, Presidency, Presidency or any other term for the function described in this article, consists of two Chairpersons. This document will use the term Presidency for this function.
- c. In the exercise of the Presidency's functions stated hereafter, they are subject to these rules and are responsible to the Secretary-General.
- d. One Chairperson holds the title "President" and the other Chairperson holds the title "Deputy President". These titles are rewarded by the Secretary-General. In case the President is not present during a session, the Deputy President is, until return of the President, awarded the title President. The President has the executive decision, under the Secretary-General, of the Presidency.
- e. The Presidency will have complete control of the proceedings at any formal meeting and ensure and enforce the adherence to these rules. In particular, the Presidency will declare the opening and closing of each meeting, direct discussion, accord the right to speak, put questions, announce decisions, and rule on points of order. The Presidency may also propose the adoption of any procedural motion to which there is no significant objection. In case of disruptive or dilatory behaviour of any participants, the Presidency reserves the right to take appropriate measures.
- f. In case of a procedural issue not covered by these rules, the Presidency will make a decision that is compliant with the spirit of these rules. In this event, the Presidency will announce to the Committee the use of this rule.
- g. Through a Point of Procedural Order (8.a.iii) a Member can ask the Presidency to reconsider a procedural decision. The Presidency has to obey this if his proposed procedure is against the rules stated in this document.
- h. The Secretary-General and/or the Members of the Committee are allowed to appeal a decision of the Presidency. When necessary debate will be suspended to deal with the appeal.

### **Article 2 – Members of the Committee**

- a. Each Member will be afforded one vote.
- b. Members are obliged to attend all sessions. If Members are not able to attend a session, it is required to give notification to the Presidency prior to the absence.
- c. Members are required to have carefully read these Rules of Procedure, and to have thoroughly prepared for every session.
- d. Members are obliged to comply with formal dress code during every official session. In case of non-compliance, the Presidency has the right to take appropriate action.
- e. Members are expected to use formal and respectful language towards the Presidency and their fellow Members.
- f. Members are obliged to comply with all articles in this document. In case of non-compliance, the Presidency has the right to take appropriate action.

### **Article 3 – Quorum, Attendance and Roll Call**

- a. At the beginning of each session, the Presidency will conduct a roll call in alphabetical order. Members shall establish their presence in the Committee in either of the two following manners:
  - i. Present and Voting: A Member that declares themselves "Present and voting" shall vote in favour or against any substantive matter without the possibility of abstention.
  - ii. Present: A Member that declares themselves "Present" shall vote in favour, against or abstain on any substantive matter.
- b. If Members arrive during or after the roll call, they are required to send a note to the Presidency. As long as participants have not informed the Presidency of their arrival, they will not be allowed to vote or deliver a speech. All Members who have not informed the Presidency of their arrival until voting procedure begins are not eligible to vote.
- c. Simple and two-thirds majority are defined by the number of Members present or present and voting. A simple majority is fifty per cent plus one (50% + 1) Members, rounded down. A two-thirds majority is defined as sixty six comma sixty seven per cent (66,67%) Members, rounded up.
- d. In case a Member that has declared "Present and Voting" during the roll call is not in the room during voting procedure on a substantive matter, its status immediately changes to "Not Present" by the Presidency in order to avoid a stalemate in the proceedings. This is not counted as abstention in voting.
- e. The Presidency may at any time revisit the quorum at its own discretion. f. In order start debate at least twenty per cent (20%) of the Members need to be present.

## **CHAPTER II – START OF DEBATE**

### **Article 4 – Substantive and Procedural Matters**

- a. Procedural matters are those matters relating to the structure of the Committee session. All Members must vote on procedural matters and no Member may abstain. Roll Call Vote is not in order for procedural matters.
- b. Substantive matters are those matters relating to the specific topic at hand. Members must act in accordance with their presence as defined during roll call when voting upon substantive matters.
- c. At least one Chairperson needs to be present to start the debate.

### **Article 5 – Setting the Agenda**

- a. After the roll call, the Agenda will be set by the Members.
- b. The Presidency has a guiding function in setting the agenda.
- c. There is no procedural vote on the Agenda. An Agenda will only be adopted by consensus.
- d. The Presidency has the right to amend the agenda to its own discretion.

## CHAPTER III - DEBATE

### Article 6 – Speakers’ List

- a. A motion from the floor will establish a continuously open Speakers’ List for the purpose of general debate on the topic area as defined by the agenda. This Speakers’ List will be followed for all formal debate on the topic area, except when superseded by a new Speakers’ List on an amendment. In such a case, the General Speakers’ List is automatically tabled and resumed after the amendment Speakers’ List is closed. The default speaking time when in the Speakers’ List is set by the Presidency, but can be changed by a motion from the Members.
- b. Countries wishing to be added in the Speakers’ List can raise their placards when the Presidency calls for delegations to be added in the Speakers’ List or send a written request to the Presidency during the debate, provided that they are not already on the List.
- c. The Presidency may call a Member to order if his/her speech is not relevant to the issue being discussed.
- d. The Presidency will call to order any Member exceeding the allotted time for a speech.
- e. When the Speakers’ List is exhausted and no more countries wish to be added to it, the topic fails and the Committee will move to the next topic on its agenda. However, if debate is closed and one or more Draft Treaties have been introduced, the Committee must move into voting procedures on those.
- f. There are two kinds of Speakers’ Lists:
  - i. General Speakers’ List: This is the Speakers’ List that is automatically opened once the Committee enters debate on a topic. The General Speakers’ List remains open until a Motion to Close Debate is approved or when the General Speakers’ List has been exhausted
  - ii. Speakers’ List on an amendment: For every motion to amend one of the Draft Treaties on the floor, the Presidency will establish a new Speaker’s List to facilitate debate. The Presidency set the amount of time and the number of speakers that will be entertained both for and against the amendment. Once this Speaker’s List is exhausted the amendment will be voted upon.

### Article 7 – Speaking Time in Speakers’ List and Yields

- a. A Member may move to change the default speaking time while in the Speakers’ List; the minimum speaking time is set at thirty seconds and maximum at five minutes. Any motion that sets a speaking time that deviates from this specific frame will be ruled out of order.
- b. Members that do not use all of their time can yield their remaining time in one of the three following ways:
  - i. Yield the remaining time to another Member: The remaining time will be yielded to the Member designated by the speaker; it is at the discretion of the Member to accept the yield. If the Member does not wish to accept it, the time is automatically yielded back to the Presidency.
  - ii. Yield the remaining time back to the Presidency: If the speaker does not wish to yield the remaining time to another Member or to questions, he/she can

yield the time back to the Presidency. In this case the debate continues with the next speaker on the list permitted to speak.

- iii. Open him or herself to one or multiple Point(s) of information. A Member may only answer the point of information in the remaining time. When the remaining time has expired that Member may continue for 10 seconds.

## Article 8 – Points

- a. When the floor is open, that is when the Committee is on the General Speaker's List but there is no Speaker recognised to have the floor, the following points, unless specified otherwise, are in order:
  - i. *Point of Personal Privilege*: A Member may raise a Point of Personal Privilege if a matter impairs him/her from participating fully in the activities of the Committee, such as inaudibility of the Speaker. This point may interrupt a Speaker. However, this point should be used with the utmost discretion.
  - ii. *Point of Factual Order*: A Member may raise a Point of Factual Order after another Member's speech if the Member who raises the point thinks a factual inaccuracy has been stated. The point cannot contain any arguments in favour or against an issue nor can it be because of disagreement with the content of a Member's speech. The point can only be on the factual inaccuracy in the speech. The point can be denied to a Member to the Presidency's discretion. The point cannot be phrased in the form of a question, when done so the Member loses the right to make this point until the next speech. The point may not interrupt a speaker.
  - iii. *Point of Procedural Order*: A Member may raise a Point of Procedural Order if a rule or procedure is not properly observed by a Member and disregarded unintentionally by the Presidency. The Presidency will rule on the validity of the point. A Member raising a Point of Procedural Order may not comment on the topic under discussion. This point may interrupt a speaker only in the event that the violation of the rule interferes with the proper process of the activities of the Committee. In any other case, the Member must wait for the floor to be opened to raise the Point of Procedural Order.
  - iv. *Point of Parliamentary Inquiry*: A Member may raise a Point of Parliamentary Inquiry to request an explanation from the Presidency on the Rules of Procedure. This point may not interrupt a Speaker.
  - v. *Point of Information*: A Member may raise a Point of Information to request information or clarification of remarks relating to material or arrangements of the meeting, documents, translations, etc. This point may not interrupt a Speaker.
  - vi. *Right of Reply*: A Member who feels that another Member has insulted the integrity of his/her character may request a Right of Reply. Disagreement with the content of a Member's speech is not grounds for a Right of Reply. It is at the discretion of the Presidency to grant a Right of Reply. A request for a Right of Reply should be made verbally, though it may not interrupt another speaker. If the Presidency grants the Right of Reply, they will set a specific time limit for it and will give the floor to the Member who requested it and will give the floor to the Member when appropriate. When the Member is granted the floor, he/she has to explain why he/she feels that his/her character has been offended. A Right of Reply to a Right of Reply is out of

order.

## Article 9 – Motions

- a. The following motions are in order when the floor is open, unless specified otherwise (other motions are mentioned in the Draft Treaties and Voting sections of the rules):
- i. *Motion for a Moderated Caucus*: A Member may move for a Motion for a Moderated Caucus, thereby suggesting a change from formal debate to moderated informal debate. A Member who moves for a Moderated Caucus must suggest a total time length of the caucus, speaking time and the specific topic that is to be debated. The total time length has to be given in whole minutes. The speaking time has to be given in seconds or minutes. The Presidency may rule the motion out of order if one or multiple criteria are missing. This motion is a procedural matter requiring a simple majority to pass. If the motion passes, the Committee will enter formal debate where the Presidency will recognize Members who raise their placards to speak about the issue at hand. Yielding of remaining time and proposing motions is permitted during a Moderated Caucus. A Moderated Caucus will elapse automatically if there are no further Members wishing to speak.
  - ii. *Motion for an Unmoderated Caucus*: A Member may move for a Motion for an Unmoderated Caucus thereby suggesting a change from formal to informal debate. The Member who proposes this motion must suggest a length and justification for the Unmoderated Caucus. The length must be given in minutes. The Presidency may rule the motion out of order if one or multiple criteria are missing. This is a procedural matter requiring a simple majority to pass. Once the motion has passed, the Committee will depart from the Speaker's List and Members will conduct an informal discussion on the topic as specified in the motion, without moderation.
  - iii. *Motion to Extend the Moderated Caucus*: A Member may move for a Motion to Extend the Moderated Caucus if he/she feels that additional time would benefit the work of the Committee. The Member moving for an Extension of the Moderated Caucus must suggest a length for the extension. The length has to be given in minutes. The speaker time will be equal to the original Moderated Caucus. This is a procedural matter requiring a simple majority to pass. The Presidency may rule the motion out of order if one or multiple criteria are missing.
  - iv. *Motion to Extend the Unmoderated Caucus*: A Member may move for a Motion to Extend the Unmoderated Caucus if he/she feels that additional time would benefit the work of the Committee. The Member who moves for an Extension of Unmoderated Caucus must suggest a length for the extension. The length has to be given in minutes. This is a procedural matter requiring a simple majority to pass. The Presidency may rule the motion out of order if one or multiple criteria are missing.
  - v. *Motion to Suspend the Meeting*: A Member may move for a Motion to Suspend the Meeting to halt all Committee activities until the next scheduled meeting time. Motions to suspend the meeting have to specify a purpose and a time for reconvening. This should also be used for breaks such as coffee breaks, lunch etc. This is a procedural matter requiring a simple majority to pass. The Presidency may rule the motion out of order if one or multiple criteria are missing.

- vi. *Motion to Adjourn the Meeting*: A Member may move for a Motion to Adjourn the Meeting in order to suspend all Committee activities for the duration of the conference. This motion will be in order only immediately before the official ending of the Conference and will be ruled out of order if made at any other given time without the possibility of appeal. If accepted by the Presidency, it must be voted upon immediately.
- vii. *Motion to Close Debate*: A Member may move for a Motion to Close Debate in order to end debate on a topic whereby the Committee will enter voting procedure on the draft treaties on the floor. If the Presidency rules the motion in order, there will be only two (2) Members speaking against the motion and none in favour. A two-thirds majority vote is required to pass the motion to close debate. If the motion passes, the Speaker's List is closed and voting procedures commence.

### **Article 10 – Working Papers**

- a. A working paper is an informal document used by the Members to work on building a Draft Treaty. It contains general ideas and proposals on the topic discussed and its purpose is to facilitate the proceedings by outlining a more concrete framework for discussion.
- b. A working paper does not need to be written in Treaty format and will be distributed in print at the Presidency's discretion when requested by a Member.
- c. A working paper does not need to be formally introduced. However, if its author wishes, he/she can request speaking time from the Presidency to read it to the Committee.
- d. There is no maximum number of working papers that can be on the floor at the same time. The Presidency will give different numbers to the submitted working papers to avoid any possible confusion when referring to them.
- e. Submission of working papers is not allowed after closure of the General Speakers' List.

### **Article 11 – Draft Treaties**

- a. When in general debate on a topic, the Presidency will ask the members of the Committee to prepare draft treaties, following the proper format. The drafts will be submitted to the Presidency, checked for format, approved, signed and coded. One of the Sponsors of the Draft Treaty will have to propose a Motion to Introduce a Draft Treaty, which needs to be seconded and if objected it must be voted upon and accepted by a simple majority.
- b. There can be several Draft Treaties on the floor at the same time. When debate on a topic is closed and the Committee moves into voting procedures, the order in which the Draft Treaties were submitted will be the order in which they will be voted upon. This is unless there is a Motion to Reorder the Draft Treaties. The Member proposing this must propose the desired new order. This Motion needs a simple majority to pass, and only one Motion to Reorder the Draft Treaties can be accepted per voting procedures. The Presidency may rule the motion out of order if one or multiple criteria are missing.
  - i. Sponsors: Each Draft Treaty has to be sponsored by at least ten per cent of the characters present or present and voting. Sponsors are those characters

that have prepared the Draft Treaty. A character that is sponsoring a Draft Treaty cannot sponsor another one on the same topic; however sponsors claim no ownership of the draft and bear no obligation to vote in favour of the draft when it is put into voting.

- ii. Signatories: Each Draft Treaty has to be signed by at least twenty per cent of the characters present or present and voting in order to be eligible for introduction. Signatories are those characters who wish to see the respective draft being introduced. Signatories are at the same time neither considered as supporters of the draft nor bear any obligation towards the sponsors. A character can be a signatory to more than one Draft Treaty on the same topic.
- c. If two or more Draft Treaties are complementary or fairly identical, the Presidency may request the sponsors of these drafts to merge them and re-submit them as one Draft Treaty.
- d. The sponsors of a draft can request at any time to withdraw it from debate. If not all sponsors agree with the withdrawal of the draft, the sponsors who still wish for it to be introduced and voted upon will be given a reasonable amount of time by the Presidency to find new sponsors. If they do not manage to do so, the Presidency will discuss with the remaining sponsors whether the draft will be introduced.

## **Article 12 – Amendments on a Draft Treaty**

- a. After a Draft Treaty has been introduced and as long as the Committee is on the General Speaker's List, amendments can be introduced. All amendments must be submitted to the Presidency, and require approval. It must be clearly stated whether the amendment proposes to add, replace or strike something from the Draft Treaty, and what must be changed. Upon gaining the Presidency's approval, one of the sponsors may make a Motion to Introduce an Amendment. After this Motion the Presidency read the amendment aloud, time permitting. This motion requires a second and if there are any objections it will be put into vote and needs a simple majority to pass. General debate will be suspended and a Speaker's List will be established for and against the amendment.
- b. A motion to close debate will be in order after the committee has heard from two speakers for the amendment and two speakers against, or from all speakers on one side and at least two on the other side.
- c. When debate is closed on the amendment, the committee will move to an immediate vote. Voting on an amendment is a substantive matter and a simple majority is required for passage. As it is substantive issue, Observers are not allowed to vote on amendments.
- d. Amendments must have an amount of sponsors in order to be considered. It must be sponsored by at least one-tenth of all the characters present or present and voting.
- e. If all sponsors of the original Draft Treaty have signed and/or approved an amendment, then this action is considered a friendly amendment. A friendly amendment is automatically incorporated into the Draft Treaty, and are not discussed or voted upon by the Committee as a whole. Amendments that do not have the support of all sponsors of the draft treaty are deemed unfriendly, and require the standard procedure. A friendly amendment can be further amended via the unfriendly amendment process.

- f. Grammatical, spelling or formatting errors on a Draft Treaty will be corrected at the discretion of the Presidency.
- g. Amending the pre-ambulatory clauses is at the discretion of the Presidency.
- h. The sponsors of an amendment can request at any time during debate on the amendment to withdraw it from the floor.
- i. Amendments to unfriendly amendments are out of order but an amended part can be further amended.

### **Article 13 - Voting**

- a. Proper Procedure for voting on Draft Treaties; the following stipulations apply during voting procedure:
  - i. Motion to Divide the Question: Prior to the start of the voting process on a Draft Treaty, a Member may request a Motion to Divide the Question to vote on an individual or group of operative clauses. A Member must specify how he/she wishes to divide the operative clauses during his/her motion. Should there be more than one motion to divide the question on the floor, the Committee shall vote first on the one that suggests the most radical division and continue in this descending pattern. The Presidency shall recognize two Speakers in favour and two Speakers against the first Motion to Divide the Question. A simple majority is required to pass the motion. If the motion passes, subsequent Motions to Divide the Question will be ruled dilatory and the Committee will proceed to vote on the Draft Treaty in the manner suggested in the motion. If the motion fails, the remaining motions made will be considered in accordance with the above procedure. If the motion is accepted different sections will be voted upon individually as specified. The divided section that fails during voting will be taken out of the final Draft Treaty; only those sections that have been passed shall remain. The Committee will then proceed to vote upon the new final Draft Treaty as a whole after all the divisions have been voted on. If all operative clauses fail, the Draft Treaty, as a whole, fails.
  - ii. Motion for a Roll Call Vote: Roll Call Voting is only in order for voting a Draft Treaty as a whole and not for voting on clauses if division of the question exists. If this motion is made it is not put into voting and it only requires to be seconded in order for it to pass. It is at the discretion of the Presidency to accept the motion with no possibility of appeal. If the motion is accepted the Presidency will ask the Members of the Committee to cast their vote in alphabetical order starting from a random country. In a Roll Call Vote, a Member may vote in favour, against, abstain (unless declared "present and voting") and pass. The Presidency will place the Delegation that passed at the bottom of the voting list. A Delegation that has passed once during a voting sequence may at the end of this sequence not pass again but must vote definitively.
  - iii. Voting with Rights: A Member may request a right of explanation after voting. Upon completion of voting, the Member will be permitted to explain the reasons as to why he/she has chosen to vote a certain way; an abstention is not a vote, and thus cannot be made with rights. The Presidency may limit the speaking time at his/her discretion. Voting with Rights is only in order when voting is held with a Roll Call Vote.

- b. Each Delegation of the Committee has one vote and must demonstrate its voting intentions by raising its placard at the Presidency' request unless there is a Roll Call Vote.
- c. No Member may vote on behalf of another Member.
- d. The Committee can pass only one Treaty for every topic on the agenda.
- e. Once a Draft Treaty passes, the Draft Treaties that have not yet been voted on fail immediately.
- f. The Committee adopts the first Draft Treaty that manages to attain a simple majority of votes in favour.
- g. During voting procedure on substantive matters, the doors of the Committee close and no one is allowed in or out of the room apart from members of the Secretariat.
- i. Note passing is not allowed during voting procedures.
  - ii. Once the Committee adopts a Treaty, the body moves immediately to the next topic on the agenda.
- h. A motion that has no objection, is adopted without a vote.

## **CHAPTER IV – COMPLEMENTARY INFORMATION**

### **Article 14 – Provisional Precedence of Points and Motions in a Decreasing Order:**

1. Point of Personal Privilege
  2. Point of Factual Order
  3. Point of Procedural Order
  4. Point of Parliamentary Inquiry
  5. Point of Information
  6. Motion to Limit/Extend Speaker's Time in the Speakers' List
  7. Motion to Introduce a Draft Treaty
  8. Motion to extend a Moderated Caucus
  9. Motion for Unmoderated Caucus
  10. Motion for Moderated Caucus
  11. Motion to Suspend the Meeting
  12. Motion to Close Debate
  13. Motion to Adjourn the Meeting
- a. In the event that there is more than one Motion for Unmoderated Caucus, the Unmoderated Caucus with the longest duration will be voted upon first. If the Motion for Unmoderated Caucus is accepted the other Motion will not be voted upon.
  - b. In the event that there is more than one Motion for Moderated Caucus, the Moderated Caucus with the longest duration will be voted upon first. If the duration of the Moderated Caucus is the same, the Moderated Caucus with the longest speaker time will be voted upon first. If the Motion for Moderated Caucus is accepted the other Motion will not be voted upon.

### **Article 15 – Additional Information**

- a. This document is based upon the rules of procedure of UCUMUN 2013, but contains specific changes to the original document to regard it as an independent document.
- b. Everything in this document is governed by the Secretary-General's will.
- c. This document may be amended at will by motioning to amend the Rules of Procedure. A

Member motioning to amend the Rules of Procedure must clearly state which article and sub-article that Member wishes to change or strike, or the text of the article that Member wishes to add. A two-thirds majority is needed to accept amending the Rules of Procedure.

- d. The Presidency may invite Representatives of states that are not a Member of the Committee to the Expert Committee to attend sessions. As any observers they will not be allowed to sign or sponsor Draft Treaties, or vote on Draft Treaties and proposed amendments to Draft Treaties. The Committee, through a two-third majority, may show its will to the presidency to invite a Representative.
- e. In absolute necessity, Members may request the presence of the Secretary-General or any other member of the Secretariat designated by the Secretary-General during debate on a substantive matter in order to express their opinion on the issue at hand. The debate may not be interrupted for this, a note should be sent to the Presidency. The Presidency has to abide by this request. This request needs not to be abided by the Secretary-General and the Secretariat. Any statements made by a member of the Secretariat represent the opinion of all members of the Secretariat and of the UN/EU/AU (etc.) organization, which they represent at all times during the conference.
- f. All members must always refer to themselves as the member they have been assigned, and in first person.
- g. The terms Treaty or Draft Treaty may be substituted by terms such as Resolution or Draft Resolution, Declaration or Draft Declaration, Decision or Draft Decision et cetera.