

# RULES OF PROCEDURE

## FIFTH WORLD CONFERENCE FOR WOMEN

### 1. ROLL CALL

- 1.1. At the beginning of the Conference, the Chair shall conduct roll call.
- 1.2. Delegates shall respond with **“Present”** or **“Present and Voting.”**
- 1.3. Delegates responding “Present and Voting” shall not be permitted to abstain during substantive voting.
- 1.4. A delegate may change their status from “Present” to “Present and Voting” only before substantive voting begins.

### 2. QUORUM

- 2.1. The Chair shall determine whether quorum has been established before substantive proceedings commence.
- 2.2. Once quorum is established, the Conference may proceed with formal debate and treaty negotiations.

### 3. OPENING OF THE CONFERENCE

- 3.1. The Chair shall formally open the Conference following the establishment of quorum.
- 3.2. The Conference shall deliberate upon measures for advancing women's rights, gender equality and the empowerment of women and girls.
- 3.3. Delegates shall work towards the negotiation and adoption of a **Conference Treaty** addressing the agenda.

3.4. The Treaty shall seek to establish concrete commitments, mechanisms for implementation and measures for accountability.

#### **4. GENERAL SPEAKERS' LIST**

4.1. The Chair shall open the General Speakers' List at the beginning of substantive proceedings.

4.2. Delegates wishing to speak shall be added to the GSL through the procedure established by the Chair.

4.3. Each speaker shall be given a fixed speaking time determined by the Chair.

4.4. Delegates may use their allotted time to:

- Present their country's position;
- Identify gaps in existing international commitments;
- Establish priorities for the Treaty;
- Propose areas for negotiation; and
- Address barriers to gender equality.

4.5. Delegates may yield their remaining speaking time to the Chair, questions, or another delegate where permitted.

#### **5. MODERATED CAUCUS**

5.1. A delegate may motion for a Moderated Caucus by specifying:

- The topic;
- The total duration; and
- The speaking time per delegate.

5.2. The proposed topic must be directly relevant to the Conference agenda or Treaty negotiations.

5.3. The Chair may accept, reject or modify the proposed caucus.

5.4. Delegates shall speak only when recognised by the Chair.

5.5. The Chair may terminate or extend a Moderated Caucus as required.

## **6. UNMODERATED CAUCUS**

6.1. A delegate may motion for an Unmoderated Caucus by specifying its proposed duration.

6.2. During an Unmoderated Caucus, delegates may negotiate, form blocs and develop Treaty provisions.

6.3. Delegates may negotiate directly on individual articles, obligations, implementation mechanisms and accountability measures.

6.4. Delegates may form negotiating groups based on shared interests.

6.5. Delegates shall remain within the designated Conference area unless otherwise permitted by the Chair.

## **7. POINTS**

### **7.1. Point of Personal Privilege**

A delegate may raise a Point of Personal Privilege when a personal difficulty is affecting their participation in the Conference.

### **7.2. Point of Order**

A delegate may raise a Point of Order if they believe that the Rules of Procedure are not being followed.

### **7.3. Point of Parliamentary Inquiry**

A delegate may raise a Point of Parliamentary Inquiry to seek clarification regarding procedure or the proceedings of the Conference.

## **8. MOTIONS**

8.1. Delegates may introduce motions when the floor is open and motions are permitted by the Chair.

8.2. Motions may include:

- Opening or closing the GSL;
- Introducing a Moderated Caucus;

- Introducing an Unmoderated Caucus;
- Extending a caucus;
- Introducing a Treaty Article for consideration;
- Moving into Article-by-Article Consideration; and
- Moving into voting procedure.

8.3. The Chair shall determine the order in which motions are considered.

8.4. Motions shall be subject to voting where required.

## **9. TREATY WORKING GROUPS**

9.1. Delegates may form Treaty Working Groups during unmoderated caucuses.

9.2. Working Groups may negotiate and draft provisions relating to specific areas of the agenda.

9.3. Working Groups may address areas including:

- Economic equality and women's poverty;
- Education and healthcare;
- Prevention and elimination of violence against women;
- Women in armed conflict and peace processes;
- Political participation and decision-making;
- Human rights and legal equality;
- Women and the media;
- Women and technology;
- Women and the environment; and
- Rights and protection of the girl child.

9.4. Working Groups shall submit proposed Treaty Articles to the Chair for procedural review.

9.5. The Chair may return provisions requiring clarification or structural modification.

## **10. DRAFTING THE TREATY**

10.1. The Conference shall work towards a single **Final Conference Treaty**.

10.2. The Treaty shall consist of Articles containing specific obligations, commitments and mechanisms for implementation.

10.3. Each Article should clearly establish, where applicable:

- The obligation or commitment;
- The parties responsible;
- The mechanism of implementation;
- Monitoring or accountability mechanisms; and
- Relevant timelines.

10.4. Delegates may propose new Articles during the drafting stage.

10.5. The Chair shall determine whether proposed Articles are procedurally admissible.

## **11. ARTICLE-BY-ARTICLE CONSIDERATION**

11.1. Once the draft Treaty has been compiled, the Chair shall place individual Articles before the Conference for consideration.

11.2. Delegates may debate the substance of each Article.

11.3. Delegates may propose amendments to an Article before it is adopted.

11.4. Each Article shall be considered separately unless the Chair determines that multiple related Articles may be considered together.

11.5. Once an Article has been adopted, it shall form part of the draft Treaty.

## **12. AMENDMENTS TO TREATY ARTICLES**

12.1. Delegates may propose amendments to Articles under consideration.

12.2. Amendments may:

- Add provisions;
- Remove provisions; or
- Modify existing provisions.

12.3. Amendments must remain directly relevant to the Article being considered.

12.4. The Chair shall determine the admissibility of each amendment.

12.5. Amendments shall be debated and voted upon before the Article itself is put to a vote.

## **13. RESERVATIONS**

13.1. A delegate may propose a reservation to a specific Treaty provision where their assigned country's position prevents full acceptance of that provision.

13.2. Reservations shall clearly identify the provision to which they apply.

13.3. The Chair shall determine whether a proposed reservation is admissible.

13.4. Reservations shall be considered separately from the adoption of the Treaty unless otherwise determined by the Chair.

13.5. A reservation shall not be used to fundamentally defeat the purpose of the Treaty.

## **14. FINAL TREATY**

14.1. Once all Articles have been considered, the Chair shall present the consolidated **Final Conference Treaty** to the Conference.

14.2. No substantive changes may be made to the Treaty after the Chair has formally moved it to final adoption, except where the Chair identifies a procedural or formatting error.

14.3. The Final Conference Treaty shall contain:

- Preamble;
- Definitions, where necessary;
- Substantive Articles;
- Implementation mechanisms;
- Monitoring and accountability provisions; and
- Final provisions.

## **15. FINAL ADOPTION**

15.1. The Conference shall enter final voting procedure upon completion of Treaty negotiations.

15.2. The Final Conference Treaty shall require the majority determined by the Secretariat for adoption.

15.3. Delegates marked “Present and Voting” shall not be permitted to abstain.

15.4. Once adopted, the Treaty shall constitute the official substantive outcome of the Conference.

15.5. The Chair shall formally announce the adoption or rejection of the Treaty.

## **16. RIGHT OF REPLY**

16.1. A delegate may request a Right of Reply if another delegate has made a direct and significant personal or national attack.

16.2. The Chair shall have sole discretion to grant or deny a Right of Reply.

16.3. A Right of Reply shall address only the statement that prompted it and shall not be used to introduce unrelated arguments.

## **17. VOTING PROCEDURE**

17.1. When the Conference enters voting procedure:

- No delegate may enter or leave the Conference;
- No points or motions shall be entertained except where required by procedure; and
- Silence shall be maintained.

17.2. Procedural motions shall generally require a simple majority unless otherwise specified.

17.3. Substantive amendments and Treaty Articles shall be decided according to the voting procedure established by the Secretariat.

17.4. The Final Conference Treaty shall be subject to a final substantive vote.

## **18. SUSPENSION OF THE CONFERENCE**

18.1. A delegate may motion to suspend the Conference for a specified period.

18.2. The Chair may accept, reject or modify the proposed duration.

18.3. Suspension temporarily halts Conference proceedings without formally concluding the Conference.

## **19. ADJOURNMENT**

19.1. A motion to adjourn may be entertained when the Conference has completed its scheduled proceedings.

19.2. The Chair shall determine whether the motion is in order.

19.3. Once adjourned, the Conference shall formally conclude.

## **20. AUTHORITY OF THE CHAIR**

20.1. The Chair shall preside over all Conference proceedings and ensure that negotiations remain orderly, relevant and substantive.

20.2. The Chair shall have the authority to:

- Interpret and enforce these Rules of Procedure;
- Determine the order of motions;
- Recognise speakers;
- Regulate speaking time;
- Determine the admissibility of Treaty provisions and amendments;
- Rule motions and points in or out of order; and
- Take necessary measures to maintain the smooth functioning of the Conference.

20.3. The Chair's procedural rulings shall be considered final unless otherwise provided by the Secretariat.

## **NOTE TO DELEGATES**

Delegates are expected to approach the Conference as **negotiators of a common international framework**, rather than simply as speakers in conventional committee debate.

The objective is to negotiate a Treaty that balances national priorities with meaningful and implementable commitments towards women's rights and gender equality.