

RULES OF PROCEDURE

WORLD TRADE ORGANIZATION (WTO)

1. ROLL CALL

- 1.1. At the beginning of each session, 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 committee may proceed with formal debate and substantive decision-making.

3. SETTING THE AGENDA

- 3.1. The agenda shall be introduced at the beginning of committee proceedings.
- 3.2. A motion to open debate on the agenda may be entertained by the Chair.
- 3.3. Delegates may propose motions concerning the order in which agenda items are considered.
- 3.4. The Chair shall determine the speakers and voting procedure for motions relating to the agenda.

4. GENERAL SPEAKERS' LIST

4.1. Once the agenda has been set, the Chair shall open the General Speakers' List (GSL).

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 concerns and propose solutions.

4.5. A delegate may yield the remainder of their speaking time to:

- The Chair;
- Questions, if permitted by the Chair; or
- Another delegate, subject to the Chair's discretion.

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 Chair may accept, reject or modify the proposed caucus.

5.3. During a Moderated Caucus, delegates shall speak only when recognised by the Chair.

5.4. The Chair may terminate or extend a Moderated Caucus through an appropriate motion.

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 freely negotiate, form groups and work on proposals.

6.3. Delegates are expected to remain within the designated committee area unless otherwise permitted by the Secretariat.

6.4. The Chair may suspend or terminate the caucus if required.

7. POINTS

7.1. Point of Personal Privilege

A delegate may raise a Point of Personal Privilege when they experience a personal difficulty affecting their participation, such as being unable to hear the proceedings.

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 the Rules of Procedure or the proceedings of the committee.

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 draft documents; 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. WORKING PAPERS

9.1. Delegates may collaboratively prepare Working Papers during unmoderated caucuses.

9.2. Working Papers shall contain proposals, recommendations or frameworks addressing the agenda.

9.3. A Working Paper may be submitted to the Chair for review.

9.4. The Chair may approve, return or request modifications to a Working Paper.

9.5. Working Papers do not require formal voting unless otherwise specified by the Chair.

10. DRAFT RESOLUTIONS

10.1. A Working Paper approved by the Chair may be developed into a Draft Resolution.

10.2. Draft Resolutions shall follow the format prescribed by the Secretariat.

10.3. Sponsors are delegates who have substantially contributed to the Draft Resolution.

10.4. Signatories indicate support for bringing the Draft Resolution before the committee but are not necessarily bound to vote in its favour.

10.5. The Chair shall review Draft Resolutions before they are introduced for debate.

11. AMENDMENTS

11.1. Delegates may propose amendments to a Draft Resolution.

11.2. Amendments may:

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

11.3. The Chair shall determine the admissibility of an amendment.

11.4. Amendments shall be debated and voted upon according to the procedure determined by the Chair.

12. RIGHT OF REPLY

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

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

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

13. VOTING PROCEDURE

13.1. When debate is closed, the committee shall enter voting procedure.

13.2. During voting procedure:

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

13.3. Procedural motions shall generally be decided by a simple majority unless otherwise specified.

13.4. Substantive matters shall be decided according to the voting procedure applicable to the committee.

13.5. Delegates marked “Present and Voting” shall not be permitted to abstain on substantive matters.

14. SUSPENSION OF THE MEETING

14.1. A delegate may motion to suspend the meeting for a specified period.

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

14.3. Suspension shall temporarily halt committee proceedings without ending the session.

15. ADJOURNMENT

15.1. A motion to adjourn the meeting may be entertained when the committee has completed its scheduled proceedings.

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

15.3. Once the meeting is adjourned, committee proceedings shall formally conclude.

16. AUTHORITY OF THE CHAIR

16.1. The Chair shall preside over all committee proceedings and ensure that debate remains orderly and relevant.

16.2. The Chair shall have the authority to:

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

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

NOTE TO DELEGATES

Delegates are expected to familiarise themselves with these Rules of Procedure before the commencement of committee. The Chair may provide procedural clarifications during the session where necessary.