

中国模拟联合国大会议事规则

Rules of Procedure for China National Model UN Conference¹

第一章 总则 **General Rules**

第一条 为规范会议议事过程，保证会议高效流畅进行，根据《联合国大会议事规则》，结合模拟联合国活动的相关做法，中国联合国协会制定此规则。The rules of procedure, based on the official Rules of Procedure of United Nations General Assembly and the practices of Model UN simulations, are made by the United Nations Association of China, aiming to regulate the order of the China National Model UN (CNMUN) Conference, and ensure the efficient and smooth running of the Conference.

第二条 若会议期间出现本规则未规定情形的，由各委员会主席团参考规则进行解释。若主席团无法解释，或代表对主席团解释有异议的，应提请大会秘书处裁决。In case a situation occurs beyond the rules of procedure during the Conference, a Committee Bureau shall give its explanations based on the rules. If the Bureau fails to give its explanations or a delegate disagrees with the explanations, the Secretariat shall be referred to for a ruling.

第二章 秘书处与主席团 **Secretariat and Committee Bureaus**

第三条 秘书处负责为会议作一切必要的安排和大会所要求的所有工作，包括接收和散发文件、决议和报告，以及协助主席团确保会议的顺利进行。The Secretariat shall make all necessary arrangements for the Conference and perform all the work which the Conference may require, including receiving, printing and distributing documents, resolutions and reports, and assisting the Committee Bureaus in conducting the meetings properly.

第四条 各委员会主席团由会议秘书处任命，负责组织和引导会议的进行，由一个主席和若干个主席团成员组成。主席全权负责主席团所有事务，主席团成员包括学术指导、学术助理与技术助理。主席团执行职务时始终处于委员会的权力下。Committee Bureaus, consisting of one Chair and several bureau members, shall be appointed by the Secretariat and take charge of

¹此文件为《中国模拟联合国大会议事规则》之英文翻译版本。若中、英文版本间存在任何冲突，以中文版为准。This document is a translation of the original Chinese version. In case there is any conflict between the two versions, the Chinese version shall prevail.

organizing and facilitating the committee meetings. The Chair shall be solely responsible for all the matters in relation to the Bureau. Bureau members shall include Academic Director, Academic Assistant and Technical Assistant. The Bureaus, in the exercise of their functions, shall remain under the authority of the committees.

第五条

主席应宣布每次会议的开会和散会、主持会议讨论、确保对本规则的遵守、准许发言、把问题付诸表决并宣布决定、就程序问题作出裁决。在遵守本规则的情况下全面掌握每次会议的进行和维持会场秩序。在讨论期间，可向委员会提议限制发言者的发言时间、限制每一代表发言的次数、截止发言报名或结束辩论，并可提议停会或休会或暂停辩论所讨论的项目。The Chair shall declare the opening and closing of each session, direct its discussions, ensure observance of these rules, accord the right to speak, put questions to vote and announce decisions, and rule on points of order. The Chair shall, subject to these rules, have complete control of the proceedings at any meeting and over the maintenance of order thereat. The Chair may, in the course of discussion of an item, propose to the committee the limitation of time to be allowed to speakers, the limitation of the number of times each delegate may speak, the closure of the list of the speakers or the closure of the debate. The Chair may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion.

第六条

学术指导应协助代表进行会前准备，包括对大会规则与流程进行介绍，提供相关背景资料，解答代表提出的学术问题；指导主席团完成工作，包括主席团内部学术讨论，大会主持，主席团成员任务分工；监督指导代表们的学术文件的写作情况，包括订正文件的格式、表达方式，签署和印发这些文件。Academic Directors shall assist delegates with their academic preparations for the Conference, including giving introductions on the rules and the program, providing background materials, answering academic questions. They shall guide the Bureaus to complete their work including academic discussions within a Bureau, the chairing of the meetings, and the division of tasks among the Bureau members. And they shall also supervise the delegates in writing academic papers, including revising the format and expressions, and signing and issuing these papers.

第七条

学术助理负责记录会议期间代表的发言情况，包括代表发言的重点内容、提出的动议和问题以及主席裁决、会议决定等；协助学术指导场下监督指导代表们学术文件的写作情况；Academic Assistants shall be responsible for recording the speeches made by delegates during the meetings, including the key contents of the speeches, motions and points raised, the Chair's rulings and the Committee's decisions, etc. They shall also assist Academic Directors to supervise the writing of academic papers by the delegates.

第八条

技术助理负责协助主席引导会议的进行，操作会议软件，维护会场电脑、麦克风、投影仪、网络设施等会议设备，更新会议信息，对会议的进程进行记录等；统筹志愿者做好会场内摆放国家牌、传递意向条等会务服务工作。Technical Assistants shall assist the Chairs in facilitating the meetings, operating conference controller software, maintaining conference

equipments such as computers, microphones, projectors, network facilities, updating conference information, and recording the process of the meetings, etc. They shall also coordinate the conference services provided by volunteers in the venue, such as the placement of placards and the passing of pages, etc.

第三章 代表及其他人员 Delegates and other Participants

第九条 作为会员国代表参加会议人员称为代表。Representatives of the member states of the committees are delegates.

第十条 其他参会人员包括观察员和指导老师。Participants other than delegates are observers and faculty advisors.

第四章 会议运行 Running of the Meetings

语言 Language

第十一条 各委员会工作语言均为英文。All Committees use English as a working language.

法定人数 Quorum

第十二条 各委员会至少须有三分之一会员国出席。任何决定必须在有过半数的会员国出席时才能作出。A session may be declared open when at least one third of the members of the Committee are present. The presence of a majority of the members shall be required for any decision to be taken.

点名 Roll Call

第十三条 会议开始时应由技术助理执行点名流程以确定出席情况。技术助理依特定顺序高喊会员国的名称，其代表应高举国家牌并喊“出席”，否则视为缺席。未在点名阶段出现的代表可在到场后向主席团递交意向条，声明其出席情况。A roll-call shall be taken by the Technical Assistant at the opening of each session. The names of the members shall be called in a certain order and the delegate present shall answer “present”, or the member shall be taken as absent. A delegate who has missed the roll-call may pass a page to Committee Bureau claiming their presence.

一般性辩论 General Debate

第十四条 会议由一般性辩论、自由讨论、决议审议三个环节组成。The Conference consists of three consecutive segments, i.e. general debate, free discussion,

and consideration of draft resolution.

- 第十五条** 一般性辩论环节开始时，主席应邀请希就会议主题发言的代表形成发言名单，并按请求发言的先后次序请代表发言。每一代表团只能发言一次，时限为 3 至 5 分钟。具体发言时限由主席在一般性辩论开始时宣布。When a general debate begins, the Chair shall put those who signify their desire to speak onto the speakers' list and call upon them to speak in order. Each Delegation may speak only one time, and the speech shall be limited to 3-5 minutes. The specific time limit shall be announced by the Chair at the beginning of the general debate.
- 第十六条** 未经主席邀请，任何代表不得发言。No delegate may address the committee without having previously obtained the permission of the Chair.
- 第十七条** 如发言者的发言超过规定的时间，或其言论与所讨论的议题无关，主席应敦促他遵守规则。When a delegate exceeds the allotted time or his/her remarks are not relevant to the subject under discussion, the Chair shall call him/her to order without delay.
- 第十八条** 主席可在讨论过程中宣布发言名单，并可根据会议进度适时宣布发言报名截止。The Chair may announce the speakers' list during the course of a debate and declare the list closed at a proper phase of the meeting.
- 第十九条** 代表可在讨论过程中向主席团传递意向条，申请将其列入发言名单或从中移除。A delegate may pass pages to the Committee Bureau requesting to be added to or be removed from the speakers' list.
- 第二十条** 为保证一般性辩论的完整性和效率，除程序性动议外，一般性辩论期间不得提出其他动议。To ensure the completeness and efficiency of a general debate, no motion shall be raised unless it is a point of order.

自由讨论 Free Discussion

- 第二十一条** 代表可动议讨论任何与委员会议题相关的问题。该动议需要得到一名代表附议，方可付诸投票。表决须获得出席会议会员国的简单多数通过。A delegate may motion to discuss any issue related to the topic of the Committee. The motion shall require one second to be put to vote and shall be adopted by a simple majority of the present members.
- 第二十二条** 每名代表就每项议题发言时间一般不超过 2 分钟。每项议题发言名单上最后一名代表发言结束后，其他代表可动议讨论新议题。主席可根据实际情况适当调整发言代表数量、发言时间等。The speech on each issue shall be limited to 2 minutes. After the last speaker on the list has concluded, other delegates may motion for a new issue. The Chair may adjust the number of speakers or the time limit for a speech where appropriate.
- 第二十三条** 主席应视会议进度，适时宣布结束自由讨论，进入决议审议环节。The Chair shall declare the closure of free discussion at a proper time and proceed to the segment of the consultation of draft resolution.

决议审议 Consideration of Draft Resolution

- 第二十四条** 起草决议草案的会员国为提案国，附议该草案的会员国为共同提案国（简称“共提国”）。一个会员国只能提出一项决议草案。A member authoring a draft resolution is a sponsor. A member seconding the document is a co-sponsor. A member may sponsor only one draft resolution.
- 第二十五条** 每项决议草案的提案国和共提国的数量必须超过出席会议国家数的 20%，提案国应在截止时间前将决议草案、提案国和共提国名单一并提交主席团。Sponsors and co-sponsors of a draft resolution shall exceed 20% of present members. A draft resolution, along with a list of sponsors and co-sponsors, shall be submitted to the Bureau before the deadline.
- 第二十六条** 主席团应敦促会员国尽早提交决议草案，一般应于会期一半时截止。Committee Bureaus shall urge members to submit draft resolutions as early as possible, usually no later than the mid-time of the Conference.
- 第二十七条** 获得最多共提国的决议草案为基础决议草案。如两份或两份以上决议草案共提国相同，先提交最后文本的决议草案为基础决议草案。该基础决议草案为唯一付诸磋商和审议的决议草案。A draft resolution with most co-sponsors shall serve as a working draft resolution. When two or more draft resolutions are submitted with the same number of co-sponsors, the firstly-submitted final version shall be a working draft resolution. The working draft resolution shall be the only one draft resolution to be consulted and considered.
- 第二十八条** 主席主持基础决议草案的正式磋商。学术指导介绍基础决议草案提案国及共提国，逐段阅读基础决议草案。非提案国和非共提国代表可就基础决议草案案文提出信息性问题或修正案。提案国应予以回应。The Chair shall moderate a formal consultation on a working draft resolution. Academic Director shall introduce sponsors and co-sponsors, and read the working draft resolution paragraph by paragraph. Members other than sponsors and co-sponsors may raise a point of information or propose an amendment. The Sponsors shall respond to the point or amendment.
- 第二十九条** 对于决议草案做出的书面或口头修改、删减或增补意见为修正案。Modifications, deletions or additions in written or oral forms to a draft resolution are amendments.
- 第三十条** 如无代表反对修正案，基础决议草案应作相应修改。如有代表反对且双方未达成一致，该修正案应作为待定内容被放入括号内。在基础决议草案付诸审议前，如反对和赞成方就修正案达成一致，可随时报告主席团对决议草案作相应修改。否则，决议草案维持原案文。A working draft resolution shall be amended as proposed if there is no objection. If any member raises an objection to an amendment and no agreement can be reached, the amendment shall be put in brackets as pending. Any agreement, reached before the consideration of the draft resolution, shall be reported to the Bureau and the draft resolution shall be amended accordingly. Otherwise, the original text of the draft resolution shall remain.

- 第三十一条** 会议审议决议草案时，学术指导介绍基础决议草案提案国及共提国，并询问有否新的共提国。提案国介绍决议草案。学术指导阅读决议草案，如果有修正案也一并阅读。非提案国或非共提国代表可就决议草案提出修正案。提案国可就修正案提出信息性问题并明确表示是否接受修正案。任何国家代表均可对修正案提出修正案。When the committee considers a draft resolution, Academic Director shall introduce sponsors and co-sponsors and ask whether there are any new co-sponsors. The sponsor shall introduce the draft resolution, and the Director shall read the draft resolution and amendments if there are. Any member other than sponsors and co-sponsors may submit amendments. The sponsors may rise to a point of information to the proposer and decide whether to accept the amendment or not. Any member may submit an amendment to an amendment.
- 第三十二条** 修正案通常应以书面形式提交主席团并于审议前散发。但修正案的复印件即使当场散发或仅口头介绍，主席仍可准许进行审议或表决。An amendment shall normally be submitted to the Bureau in writing and be circulated to the delegations before the consideration. The Chair may, however, permit the consideration of or a vote on an amendment, even though the amendment has only been circulated or orally introduced on the spot.
- 第三十三条** 提案国如接受修正案，可据此对基础决议草案进行修改。如不接受，则任一代表可动议进行表决。If an amendment is accepted by the sponsors, the draft resolution shall be amended accordingly. Otherwise, any member may move a vote.
- 第三十四条** 决议草案未经修正的，可由原提案国在表决开始前随时加以撤回。已撤回的决议草案可由任何代表重新提出。A draft resolution without being amended may be withdrawn by its sponsor at any time before voting. A draft resolution thus withdrawn may be reintroduced by any other member.
- 第三十五条** 决议草案不经修正或经修正后，如获所有代表同意，应被认为协商一致通过或不经表决通过。如未获同意，则应付诸表决。任一代表可提出表决要求。If a draft resolution, amended or not, is accepted by all members of the committee, it shall be regarded as being adopted by consensus or without a vote. It shall otherwise be put to a vote at the request of any member.

动议 Motion

- 第三十六条** 代表可提出动议要求会议采取某种行动。提出动议的代表应高举国家牌并喊“动议”。A delegate may raise a motion to request the Committee to take an action, and he or she shall raise the placard and shout “Motion” .
- 第三十七条** 任何动议应获得附议，未获得附议之动议不进入投票流程。一般动议须有一名附议的代表发言。停会、休会、暂停辩论、结束辩论的动议，除原动议者外，得由两名赞成和两名反对动议的代表发言，然后立即将该动议付诸表决。动议者发言时间不超过 2 分钟，附议者及反对者发言不超过 1 分钟。A motion shall get seconds. Any motion without a second shall not be put to vote. A motion shall normally require one delegate to second.

For the motions to suspend the meeting, adjourn the meeting, suspend the debate and close the debate, in addition to the proposer of the motion, two delegates shall speak in favor of and two against the motion, after which the motion shall be immediately put to vote. The speech of the proposer shall be limited to 2 minutes and speeches of other delegates shall be limited to 1 minute.

第三十八条 动议经表决并获简单多数通过方可执行。A motion shall require a simple majority to be executed.

第三十九条 代表可动议非正式磋商。该动议通过后，代表可在规定的时间内离席讨论。该动议不得在一般性辩论时提出。A delegate may motion for an informal consultation. After the motion is adopted, delegates may leave their seats to enter into discussions in a certain period of time. This motion shall not be raised during the General Debate.

第四十条 代表可动议停会。该动议通过后，会议暂时停止，直至主席宣布的重新开会时间。A delegate may motion to suspend the meeting. After the motion is adopted, the meeting shall be suspended until the time the Chair declares to resume the meeting.

第四十一条 代表可动议休会。该动议通过后，当次会议结束，直至下次会议重新开始。A delegate may motion to adjourn the meeting. After the motion is adopted, the session shall close until the next session.

问题 Point

第四十二条 由代表提出的对于会议流程和内容的疑问为问题。代表可高举国家牌并喊“问题”以提出问题。提出问题一般不应打断其他代表发言。A point is a question about the procedures or contents of the meeting. A delegate may raise a point by raising their placard and shouting “Point”. A point shall normally not interrupt a speech.

第四十三条 代表认为会议运行出现流程和规则错误时，可提出程序性问题。主席应立即根据会议议事规则作出裁决。如代表对主席的裁决提出异议，主席应立即将此异议付诸表决。主席的裁决，除非被出席并参加表决的代表过半数推翻，仍应有效。提出程序问题的代表不得就所讨论事项做实质发言。A delegate may raise a point of order if he or she considers there are infractions of the procedure or the rule, and the point shall be immediately decided by the Chair in accordance with the Rules of Procedure. The delegate may appeal against the ruling of the Chair, and the appeal shall be immediately put to a vote. The Chair’s ruling shall stand unless overruled by a majority of the members present and voting. A delegate rising to a point of order shall not speak on the substance of the matter under discussion.

第四十四条 代表对于会议流程、规则、日程有疑问的，可以提出咨询性问题。主席团应立即解答。A delegate who feels confused with the program of work, rules of procedure, or schedule of the meeting may rise to a point of inquiry. The Committee Bureau shall respond to the point immediately.

第四十五条 代表认为动议、决议草案需要进一步解释的，可以提出信息性问题。询问对象应立即做出解释。A delegate who considers a further explanation of a motion or a draft resolution is required may rise to a point of information. The questionee shall respond to the point immediately.

答辩权 Right of Reply

第四十六条 任一代表如认为其国格或人格遭到其他代表的发言冒犯，可请求行使答辩权作出反驳。A delegate may request to exercise the right of reply by which to make refutations when the delegate feels that his/her national or personal integrity has been insulted by another delegate's speech.

第四十七条 申请答辩的代表应在对方发言期间或结束后，立即高举国家牌向主席团提出申请。如其他时间申请，主席团将不予受理。A delegate requesting the right of reply shall raise his or her placard during or immediately after the related speech, otherwise the request shall not be approved.

第四十八条 答辩应在该次会议结束时进行。被答辩的代表可申请反答辩权。答辩和反答辩的发言时间都不得超过 1 分钟。一名代表在一次会议中最多行使两次答辩权。A delegate shall exercise his/her right of reply at the end of a session. The right of reply may be exercised to the intervention under the right of reply. The interventions shall be limited to 1 minute. The number of interventions in the exercise of the right of reply for any delegate at a session shall be limited to two.

表决 Voting

第四十九条 委员会的每一会员国应有一票表决权。Each member of the committee shall have one vote.

第五十条 委员会就重大问题作出决定须获绝对多数通过。绝对多数为出席并参加表决票数的三分之二。重大问题包括关于维持国际和平与安全的建议、会员国权利和特权的停止、会员国的除名以及预算问题。Decisions of the committee on important questions shall be made by a two-thirds majority of the members present and voting. Important questions shall include recommendations with respect to the maintenance of international peace and security, the suspension of the rights and privileges of membership, the expulsion of members, and budgetary questions.

第五十一条 对于重要问题提案修正案的決定，以及对于此种提案分别付诸表决部分的決定，也须获得绝对多数通过。Decisions of the committee on amendments to proposals relating to important questions, and on parts of such proposals put to the vote separately, shall also be made by a two-thirds majority of the members present and voting.

第五十二条 委员会就一般性问题作出決定，包括何种事项应以三分之二多数通过的決定，须获简单多数赞成。简单多数为大于出席并参加表决票数的二分

之一。Decisions of the committee on general questions, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a simple majority of the members present and voting.

第五十三条 出席并参加表决票是指赞成票和反对票，弃权应被认为没有参加表决。Being present and voting means casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

第五十四条 对动议的投票为程序性投票，使用举牌表决方式。对决议草案和修正案的投票为实质性投票，使用唱名表决方式。A vote on a motion is a procedural vote and shall be conducted by the show of placard. A vote on a draft resolution or an amendment is a substantive vote and shall be conducted by a roll-call.

第五十五条 代表高举国家牌投票方式为举牌表决。赞成的代表应高举国家牌，反对的代表不做任何表示。主席团通过统计高举国家牌的数目确定投票结果。Delegates raise their placard to perform the show of placard. Delegates in favor of a proposal shall raise their placard high and delegates against a proposal shall sit tight. Committee Bureaus shall decide the result of the vote by counting the raised placards.

第五十六条 任何代表都可请求进行唱名表决。唱名表决应从主席抽签决定的会员国开始，按英文字母次序进行。每一会员国均应点到，由一位代表回答“赞成”、“反对”、“弃权”或“不参加”。表决结果应按会员国英文字母的次序列入记录。Any delegate may request a roll-call vote. The vote shall be taken in the English alphabetical order of the names of the members, beginning with the member whose name is drawn by lot by the Chair. The name of each member shall be called and the delegate shall reply “yes”, “no”, “abstention” or “pass”. The result of the voting shall be inserted in the record in the English alphabetical order of the names of the members.

第五十七条 主席宣布表决开始后，除与表决的实际进行有关的程序问题外，任何代表不得打断表决的进行。主席可准许代表在表决开始前或结束后作简短发言，解释其投票理由。决议草案或修正案的提案国，不得发言解释投票，除非该决议草案、修正案曾被修正。After the Chair has announced the beginning of voting, no delegate shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The Chair may permit members to explain their votes, either before or after the voting. The proposers of a draft resolution or an amendment shall not be permitted to explain their votes, unless the draft resolution or the amendment has been amended.

第五十八条 任何代表可动议将决议草案或修正案进行分段表决。如无人反对，即进入分段表决。如有人反对，主席应将该动议付诸表决，并只准许两名赞成和两名反对该动议的人发言。该动议如获通过，则进行分段表决。分段表决后，再将决议草案或修正案中获得通过的各段合成整体进行表决。如在分段表决中，决议草案或修正案的各执行段均遭否决，则整个决议草案或修正案被否决。A delegate may move that parts of a draft resolution or of an amendment should be voted on separately. If objection is made to the

request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favor and two speakers against. If the motion for division is carried, those parts of the draft resolution or of the amendment which are approved shall then be put to the vote as a whole. If all operative parts of the draft resolution or of the amendment have been rejected, the draft resolution or the amendment shall be considered to have been rejected as a whole.

第五十九条 如对某项决议草案有修正案，修正案应先付诸表决。一个或数个修正案如获通过，应将修正后的决议草案付诸表决。When an amendment is moved to a draft resolution, the amendment shall be voted first. If one or more amendments are adopted, the amended draft resolution shall then be voted upon.

第六十条 如对同一问题有两个或两个以上修正案，应按照提出的先后次序付诸表决。If two or more amendments relate to the same question, the committee shall vote on them in the order in which they have been submitted.

第六十一条 如赞成和反对的票数相等，修正案应视为被否决。If a vote is equally divided, the proposal shall be regarded as rejected.

第六十二条 如一个修正案的通过必然意味着另一修正案的否决，后一修正案不应再付诸表决。Where the adoption of one amendment necessarily implies the rejection of another, the latter shall not be put to vote.

第六十三条 任何要求决定委员会是否有权通过某项提案的动议，应在该提案表决前先付诸表决。Any motion calling for a decision on the competence of the committee to adopt a proposal shall be put to the vote before a vote is taken on the proposal in question.