



NANSHAN
MODEL UNITED NATIONS CONFERENCE 2025

學術標準手冊

Academic Handbook

歡迎信

致 親愛的代表

歡迎來到 2025 年南山模擬聯合國會議，我是本屆的學術部長——楊宜修。

南山模擬聯合國會議自 2011 年開辦以來，一直不斷追尋更高的學術品質，並期許給與會代表一個更專業的學術會議。學術部於 2013 年編纂了《南山模擬聯合國會議學術標準手冊》，規範了會議的流程與詳細規則，加以實施。汲取近年的採用經驗，並經由今年學術部全體成員討論與翻修，我們制訂出新的《2025 年南山模擬聯合國會議學術標準手冊》。

《2025 年南山模擬聯合國會議學術標準手冊》包含了會議過程中需注意的規範，以及會議流程圖。期許代表們在會議前熟讀學術標準手冊並瞭解會議的整體流程。為求精益求精，必須知曉議事規則，進而對整體會議更加熟稔，各位代表才能投入會議其中，不枉此行。

今年我們將在會前請代表繳交立場文件，藉由撰寫立場文件，希望代表能在會議開始前，對議題有更深入的理解，也期許代表們能以自身國家立場，對此次議題中的種種問題，提供有效且合理的解決之道。此外，也請代表特別留意指定作業的繳交期限和方式，以免喪失獲獎資格。

謹代表學術部全體，誠摯歡迎您參加 2025 年南山模擬聯合國會議。我們期待代表們帶著參加模聯的初衷，並在此次會議中延續對模聯的熱情，信念不滅。

楊宜修

2025 年南山模擬聯合國會議 學術部部长

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第一章 總則

第一條（適用範圍）

本議事規則由二〇一三年南山模擬聯合國會議組織委員會（以下簡稱南山模聯組委會）學術部制定，並由二〇二五年南山模聯組委會學術部修訂。

本議規適用於南山模擬聯合國會議所有委員會，若南山模聯組委會秘書處於會前對議事規則進行修正，則以修正後之議事規則為準；其他議規皆不適用於本會。於本議事規則未規範者，該委員會主席有權決定之。

本議事規則最終解釋權與修改權歸屬於南山模聯組委會。

南山模聯組委會保有此份文件之所有權，任何翻印、引用或其他用途皆須經過南山模聯組委會之批准同意。

第二條（語言）

中文為所有中文委員會之唯一官方及工作語言，任何正式的口頭及書面表達皆須以中文進行，但名詞縮寫不在此限。若代表欲以其他語言書寫文件則須提供中文版本，以便所有代表閱讀。

第三條（代表）

代表完成會議註冊後擁有代表權。南山模聯委員會中，各成員國席次由一至二位代表組成，並擁有一票投票權。若為雙代表，則發言時間內兩位代表可合作發表演說無須正式讓渡，但同一時間僅有一位代表能表述。

第四條（代表權限）

凡完成註冊手續之代表，享有參與會議之權利。有關權利或權限的任何更動，皆須得到秘書長書面同意。任何代表權具爭議之代表，於秘書長正式裁決前，皆享有與其他成員國相同之權利。

第五條（非成員國之參與）

非成員國係指經認可之觀察國及非政府組織，其基本權利與代表相同，但不得參與實質表決或起草決議草案／委員會報告草案及修正案。

其得經主席裁量後，享有以下特殊程序性權利：

- 1、 介紹性發言：非成員國得向主席提交紙本介紹，詳述其立場及權力。必要時主席有權延遲此發言。
- 2、 紙本或口頭聲明：經主席允許，非成員國可紙本或口頭發表其對議題之立場及可能之貢獻。

第六條（秘書處聲明）

秘書長、副秘書長及學術部部長隨時有權對委員會作出書面或口頭聲明。

第七條（主席團權力）

主席擁有下列權限：

- 1、 宣布議程的開始與結束。
- 2、 在沒有強烈反對意見下，接受程序性動議。
- 3、 掌控會議進程、指引會議討論方向、給予代表發言權利、提出問題、宣

- 布主席團裁決結果、判斷程序性問題成立與否，及確保議場遵守規則。
- 4、 必要且無異議時，得暫緩規則之執行，並釐清實質或程序問題。
 - 5、 中斷辯論以呈現簡報、邀請講者或專家證人。
 - 6、 批准及發布會議文件。
 - 7、 暫將職務轉交予主席團中另一位成員。
 - 8、 給予代表們辯論方向上之建議。
 - 9、 保有其他議規未盡事宜之最終裁定權。
- 委員會主席團在行使上述權力時同時受其規定限制，並須對秘書長負責。

第八條（志願者）

志願者於會議間負責協助委員會進行意向條傳遞、會議文件印發等工作。代表可隨時向志願者尋求與會議相關的協助，但志願者有權拒絕不合理之要求。

第九條（法定人數）

法定人數係指會議流程展開之最低席次門檻。人數達到法定人數，即該會議總席次的四分之一（以第一議程主席宣布之席次為準），則主席便宣布委員會開始。除異議或呈現缺席，否則法定人數皆假設為出席狀態。點名結果將不作為法定人數之依據。為進行任何實質表決，委員會須達簡單多數代表出席；雙代表會場則至少須有一位代表在場。

第十條（禮節）

代表於會議期間須尊重組委會成員和其他與會者；主席有權立即責令違反此規則之代表。若代表認為未受尊重可積極向主席團提出。

第十一條（電子設備）

會議期間，在不影響會議進行及主席許可的情況下，均可使用電子設備，但本會嚴禁代表進行與會議無關之行為，亦禁止使用任何即時通訊軟體或社群網站，違規者將失去得獎資格。

第十二條（代表行為）

南山模聯絕不容許任何毀謗、詆毀或侵犯其他代表之表現，一切發言與行為皆須遵守外交禮節。

第十三條（缺席）

點名時未出席之代表即為缺席，若該代表已到場，須傳遞意向條通知主席團。主席將在當前發言結束後，宣布該代表出席並修改簡單多數及三分之二多數。若代表於發言時未在會場內，主席將自動收回其時間，並繼續下個流程。代表須出席五個（含）以上之議程，方有取得參會證明之資格。

第二章 正式辯論

第十四條（辯論）

宣布議程開始後，主席須開啟新的常設發言名單（或延續上個議程之名單），始得進入正式辯論階段。於結束正式辯論前，代表皆須以該委員會訂定之議題作為討論主題。常設發言名單將決定代表對議題進行正式辯論的發言順序，但

常設發言名單得在程序性動議、修正案及介紹決議草案／委員會報告草案時暫時中斷。主席得點選代表發言。代表於此階段可對議題進行廣泛陳述或討論已正式介紹之決議草案／委員會報告草案，直至該決議草案／委員會報告草案被否決或延遲。

第十五條（自由磋商）

進行自由磋商時，代表可自由離開座位或會場，與其他代表交換意見、討論議題，或共同撰寫會議文件。

常設發言名單開啟時，代表可動議自由磋商，且將優先於結束正式辯論之提案。代表提出動議時，須提出總時長及討論主題，時間不得超過二十分鐘。動議提出後逕付表決，採簡單多數通過。若同時有數個自由磋商動議被提出，投票順序將以干擾性為依據，依序投票。主席有權駁回該動議，且不接受上訴。每一自由磋商僅能動議延長兩次，每次以十分鐘為限。

第十六條（正式磋商）

正式磋商係指於主席主持下，代表針對議題相關之特定問題進行深入且具體之討論。

常設發言名單開啟時，代表可動議正式磋商，且將優先於結束正式辯論之提案。代表提出動議時，須提出總時長、每位代表發言時間及討論主題，總時長不得超過二十分鐘。動議提出後逕付表決，採簡單多數通過。若同時有數個正式磋商動議被提出，投票順序將以干擾性為依據，依序投票。主席有權駁回該動議，且不接受上訴。

正式磋商進行中不接受任何形式之動議，且代表不得發表與討論主題無關之言論。若無代表欲發言，主席得裁定終止正式磋商。

每一正式磋商僅能動議延長兩次，每次以十分鐘為限。

正式磋商中並無讓渡。

第十七條（全體磋商）

全體磋商提供單一代表較完整的時間對委員會全體成員進行立場闡述。

代表提出動議時，須提出總時長及討論主題，總時長不得超過二十分鐘。

全體磋商進行中不接受任何形式之動議，且代表不得發表與討論主題無關之言論。

全體磋商通過後，由提出者開始發言，其發言時間原則上不受限制，除非已達該全體磋商之總時長。當發言者結束後，應暫停計時，若尚餘時間，則可由原發言者指定下一位發言者，或由其他代表自願進行發言。

若無代表欲發言，主席得裁定終止全體磋商。

每一全體磋商僅能動議延長兩次，每次以十分鐘為限。

第十八條（結束正式辯論）

常設發言名單開啟時，代表可動議結束正式辯論，但主席有權駁回該動議，且不接受上訴。此動議通過後，主席准許至多兩位反對結束正式辯論之代表（以下簡稱反方）發言（此程序不需要正方）便逕付表決，表決採三分之二多數決，通過後始得進入表決程序。

若無反方發言，主席可採用共識決（參見第三十七條），自動結束正式辯論，

進入實質表決程序。

第十九條（暫停會議及終止會議）

暫停會議係指暫停目前所有會議流程直到下一議程開始；終止會議係指結束本次會議。

常設發言名單開啟時，代表可動議暫停會議或終止會議。主席有權否決此二動議，且不接受上訴。

此二動議被提出後，皆不得經過辯論，且優先於任何動議逕付表決，採簡單多數通過。

終止會議僅可於最後一個議程超過四分之三時提出。

緊急事件或特殊狀況發生時，秘書長、秘書處成員或主席團成員得無條件自動暫停會議。

第二十條（複決）

代表僅能在決議草案／委員會報告草案或修正案已被採納或否決時動議複決，且提出此動議之代表須為最初投票時的得利方。此動議通過後，主席准許兩位反方發言便逕付表決，採三分之二多數決通過。

複決動議通過後，委員會將針對該決議草案／委員會報告草案或修正案再次表決。

第三章 發言

第二十一條（發言名單）

會期中將有一份討論議題的常設發言名單。正式辯論中，每位代表的初始發言時間為九十秒，代表亦可提出動議，重設發言時間。

特設發言名單將於正式磋商和修正案辯論等程序性動議時產生。

主席得於任何時間詢問有無代表欲被加入發言名單，而代表亦可透過意向條向主席團申請加入或退出發言名單。

為使會議順暢進行，發言名單將會呈現於投影幕上。

常設發言名單為委員會預設流程，若無任何動議被提出，則辯論將自動回到常設發言名單。代表不得提出結束發言名單之動議。

第二十二條（發言）

會議期間，未經主席同意之代表不得自行發言，且主席有權於代表離題或失言時終止其發言。代表須以第三人稱進行發言，但經主席同意可使用第一人稱發言者不在此限。

第二十三條（時間限制）

主席得限制每位代表發言時間，會期中任何發言時間皆須在三十秒至一百五十秒之內。

當代表超過時間限制時，主席有權立即終止其發言。

第二十四條（讓渡）

在實質議題之討論中，代表有權以下列四種方式讓渡剩餘時間：

- 1、 讓渡給他國代表：即被讓渡之代表將利用剩餘時間發言。將發言時間轉讓給同國家之另一代表則不被視為讓渡。
- 2、 讓渡給問題：即由主席隨機選擇欲提問之代表對發言代表提出問題，每位代表以一個問題為限，後續問題是否被允許則由主席裁定。提問者不占用回答者的剩餘時間，被提問的代表將只被允許在剩餘時間內回答問題。
- 3、 讓渡給評論：即主席將挑選至多兩位他國代表，針對該代表之發言進行三十秒內的評論。
- 4、 讓渡給主席：即主席將收回剩餘時間，並繼續進行發言名單。讓渡之剩餘時間不得再次讓渡，且關於程序之辯論不得讓渡。

第二十五條（抗辯權）

當代表個人或國家名譽遭受侵犯時，得以書面方式向主席團請求抗辯，主席得決議是否給予抗辯權，且不接受上訴。經主席同意後，欲行使抗辯權之代表得上台進行三十秒之發言。針對抗辯權提出之抗辯將不被接受。

第四章 問題

第二十六條（個人權益問題）

當代表個人權益在會議中遭受侵害或產生不適時，如投影字體過小、會場空調溫度過低等，可以向主席團提出個人權益問題並要求改善。代表不得在提出個人權益問題時發表關於議題討論之言論，且此問題須待當前代表發言結束後提出，僅有在當前代表發言音量過小或過大時，得中斷當前代表發言。

第二十七條（會議程序問題）

當代表認為會議進行不符合既定的規則程序時，可提出會議程序問題。主席將在該問題提出後，依議事規則決定是否接受。代表不得在提出會議程序問題時發表關於議題討論之言論，且此問題不得中斷當前發言者，須待其發言結束後方能提出。

第二十八條（議事規則問題）

當代表對於議事規則之內容有所疑問時，可以提出議事規則問題以詢問主席。代表不得在提出議事規則問題時發表關於議題討論之言論，且此問題不得中斷當前發言者。代表若有實質問題不應提出此問題，須於磋商時向主席團反映或傳遞意向條給主席團。

第五章 會議文件相關

第二十九條（工作文件）

代表有權提出工作文件。工作文件係指當代表認為有必要闡明本國或本國家集團的立場、對特定問題產生初步的解決方案或有助於會議討論時可起草之文件。工作文件並非正式文件，可採任何經主席團認可之格式撰寫，並經主席團同意

簽署、發放後始得被引述。工作文件無須附議或表決。

第三十條（決議草案／委員會報告草案）

決議係指一個議題的討論結果，是南山模聯官方的正式文件，各國應當遵守。在決議尚未被通過，但依照決議格式書寫的正式文件即為決議草案／委員會報告草案，且會議中可同時存在多份決議草案／委員會報告草案。

決議草案／委員會報告草案之起草國與附議國總數須達所有出席國家的五分之一，起草國須完全同意文件中的條款，故起草國不可成為另一決議草案／委員會報告草案之起草國；附議決議草案／委員會報告草案不代表同意該決議草案／委員會報告草案，僅表示認為該決議草案／委員會報告草案有於會議中被討論之必要，故起草國可以附議其他決議草案／委員會報告草案。起草國與附議國皆須按照英文字母順序排列。

決議草案／委員會報告草案經表決通過，始能成為正式決議，且一個議題僅能通過一份決議草案／委員會報告草案。

第三十一條（介紹決議草案／委員會報告草案）

介紹決議草案／委員會報告草案將使可能的決議草案／委員會報告草案成為正式的會議文件，才可被稱為決議草案／委員會報告草案，並被引述及討論；未經正式介紹之前皆不得引述其名。

可能的決議草案／委員會報告草案一經主席團同意、簽署並發放後，代表始得動議介紹決議草案／委員會報告草案。動議後，主席得邀請該可能的決議草案／委員會報告草案之起草國上台簡介其文件，或自行宣讀該文件之行動性條款，方能進入釐清階段。釐清階段中，他國代表僅能針對該文件之字辭、文法或語意問題進行提問，並由起草國回覆，而主席得以任何理由結束釐清階段。釐清階段結束後，將針對該份文件是否被正式介紹至場上以簡單多數進程序表決。

第三十二條（修正案）

修正案得對當前會議的任一份決議草案／委員會報告草案進行增列、修改或刪減。同時僅有一份修正案得被介紹。修正案無法修正另一份修正案，但可對已修正之決議草案／委員會報告草案再提出修正。

修正案分為實質修正案及非實質修正案，實質修正案僅能針對行動性條款進行修正；非實質修正案可修正序言性條款及行動性條款中所有不影響實質內容的部分，包括：錯字、文法、格式等內容。

修正案是否為實質修正案將由主席裁定，非實質修正案將由主席宣讀後直接通過，無須動議。實質修正案須經辯論程序並由委員會投票決定是否採納。

實質修正案起草國與附議國總數須達所有出席國家的五分之一，繳交取得主席同意、簽署並發放後，代表得動議介紹修正案：

- 1、 若時間許可，主席得宣讀修正案，宣讀完畢後將表決是否介紹該修正案，採簡單多數通過。
- 2、 實質修正案之介紹經表決通過後將暫停正式辯論，開啟發言名單進入修正案之辯論。主席將開放正、反雙方代表交互發言；至少兩正方、兩反方之代表發言或無代表願意發言後，始得進入終止辯論之程序。
- 3、 結束修正案辯論之動議，須兩位反方代表發言後始得表決，並以三分之

二多數通過。若無國家明示反對，主席得採用共識決（第三十七條）進行表決。

- 4、 辯論一旦結束，修正案將逕付實質表決。非成員國無投票權。
- 5、 表決結束後，議程將回到常設發言名單。

第三十三條（延遲及恢復決議草案／委員會報告草案）

常設發言名單開啟時，代表得針對會議中任何一份決議草案／委員會報告草案的辯論提出延遲之動議。此動議通過後，該決議草案／委員會報告草案將不得再於會議中被討論或進行表決。恢復決議草案／委員會報告草案則為取消延遲之效果。

延遲決議草案／委員會報告草案之動議提出後，在一正方、一反方發言後始得表決，並以三分之二多數通過。恢復決議草案／委員會報告草案之動議提出後，亦須在一正方、一反方發言後始得表決，並以簡單多數通過。

第三十四條（指令草案）

指令草案係為委員會遭遇危機時，簡要提出解決策略之聲明文件。一項危機可產生超過一份指令草案，並可加以修正。

指令草案之起草國與附議國總數須達所有出席國家的五分之一，起草國須完全同意文件中的條款，故起草國不可成為另一指令草案之起草國；附議指令草案不代表同意該指令草案，僅表示認為該指令草案有於會議中被討論之必要，故起草國可以附議其他指令草案。

指令草案格式與決議草案／委員會報告草案相似，唯此文件不需序言性條款及議題名稱，而應直接撰寫行動性條款，詳細寫出欲採取之策略，以迅速解決危機的狀況。

第六章 表決

第三十五條（程序表決）

程序表決原則上適用會議中除決議草案／委員會報告草案、修正案及指令草案之外的表決動作。

所有與會出席的成員國及非成員國皆被賦有程序表決之表決權，但僅能投「贊成」或「反對」，不得棄權。

簡單多數為贊成票數大於總出席國家數的二分之一；三分之二多數為贊成票數大於總出席國家數的三分之二。若未達所需票數，該表決自動失效。

第三十六條（實質表決）

實質表決係指針對決議草案／委員會報告草案、修正案及指令草案之表決。

委員會一旦結束正式辯論，會議將自動進入實質表決程序。實質表決進行時，議場將關閉，任何干擾皆不被允許，但以下動議、問題不在此限：

- 1、 個人權益問題、會議程序問題與議事規則問題
- 2、 重新排序決議草案／委員會報告草案
- 3、 唱名決
- 4、 共識決
- 5、 分列表決

實質表決中，每位成員國擁有一票表決權，可投「贊成」、「反對」或「棄權」，棄權票則不被列入總投票數計算。此表決以簡單多數通過（除非為重要議題案），並以舉國家牌或唱名決為之，前者原則上優先適用，欲更動為唱名決，須提出動議並通過。

在聯合國安全理事會中，任何實質表決皆須以九票贊成票通過，不受棄權票之影響，且常任理事國擁有否決權。任何來自常任理事國的反對票將會被視為否決，遭否決之文件將不會被通過。若常任理事國欲在實質表決中否決任一文件，則應於進入實質表決程序前以書面形式提交否決威脅。

第三十七條（共識決）

會議進行中，主席有權詢問代表有無異議以共識決表決議案。若無異議者明示反對，則動議視為通過，無須經過表決程序；若有代表明示反對，則取消共識決，改採取正常表決程序。

第三十八條（重新排序決議草案／委員會報告草案）

重新排序決議草案／委員會報告草案將更動決議草案／委員會報告草案之表決順序。提出此動議之時間點為進入表決程序後與表決任一決議草案／委員會報告草案前。

此動議一經簡單多數表決通過，主席將接受各種不同排序方式之提議，先提出者先表決，以簡單多數為之，任一排序方式通過後則不再對其他排序方式進行表決。若全數提議皆未通過，則以原順序為表決順序。每一輪表決程序僅接受一次重新排序決議草案／委員會報告草案之動議。

第三十九條（分列表決）

分列表決允許分列決議草案／委員會報告草案之行動性條款，將其分項表決。序言性條款及行動性條款之子條款不得被更動。提出此動議之時間點為結束辯論後、表決決議草案／委員會報告草案之前。

動議提出後須有兩正方、兩反方交互辯論，方能進入程序表決，以簡單多數通過。表決通過後，主席將接受各種不同分列方式之提議，影響程度愈大者先表決。

委員會便將依主席排列之順序表決，若全數提議皆未通過，則原決議草案／委員會報告草案不受更動；任一分列方式以簡單多數通過後，決議草案／委員會報告草案也將依照該提議分列。

針對分列後之各部分是否列入該決議草案／委員會報告草案之最終版本將分項進行實質表決。若各部分皆被否決，則該決議草案／委員會報告草案失效，將不會交付最終實質表決；所有通過部分將重組為該決議草案／委員會報告草案之最終版本，該版本將再交付實質表決。

第四十條（唱名決）

結束正式辯論後，代表得針對實質性表決提出唱名決之動議。

採唱名決時，主席將隨機抽選一英文字母，依英文國家名字首依序唱中文國家名表決。每個國家僅有一票，採兩輪投票。

第一輪表決，代表可投「贊成」、「贊成並解釋」、「反對」、「反對並解

釋」、「棄權」或「過」；該國表決時若投「贊成並解釋」或「反對並解釋」，得享有解釋發言權（參見第四十一條之規定）以解釋其投票選項。

第一輪表決中投「過」之代表於第二輪表決中必須投票（不得「棄權」或「過」），並不得要求解釋發言權。

當欲行使解釋發言權之代表行使完畢後，主席將公布表決結果。

第四十一條（解釋發言權）

於第一輪表決中投下「贊成並解釋」或「反對並解釋」之代表得享有解釋發言權，代表僅得解釋贊成票或反對票。兩輪投票皆結束後，於第一輪表決中要求解釋發言權之代表得於主席規定之時間內行使之。若代表未於第一輪表決時要求解釋，則無法再行要求。

動議優先順序

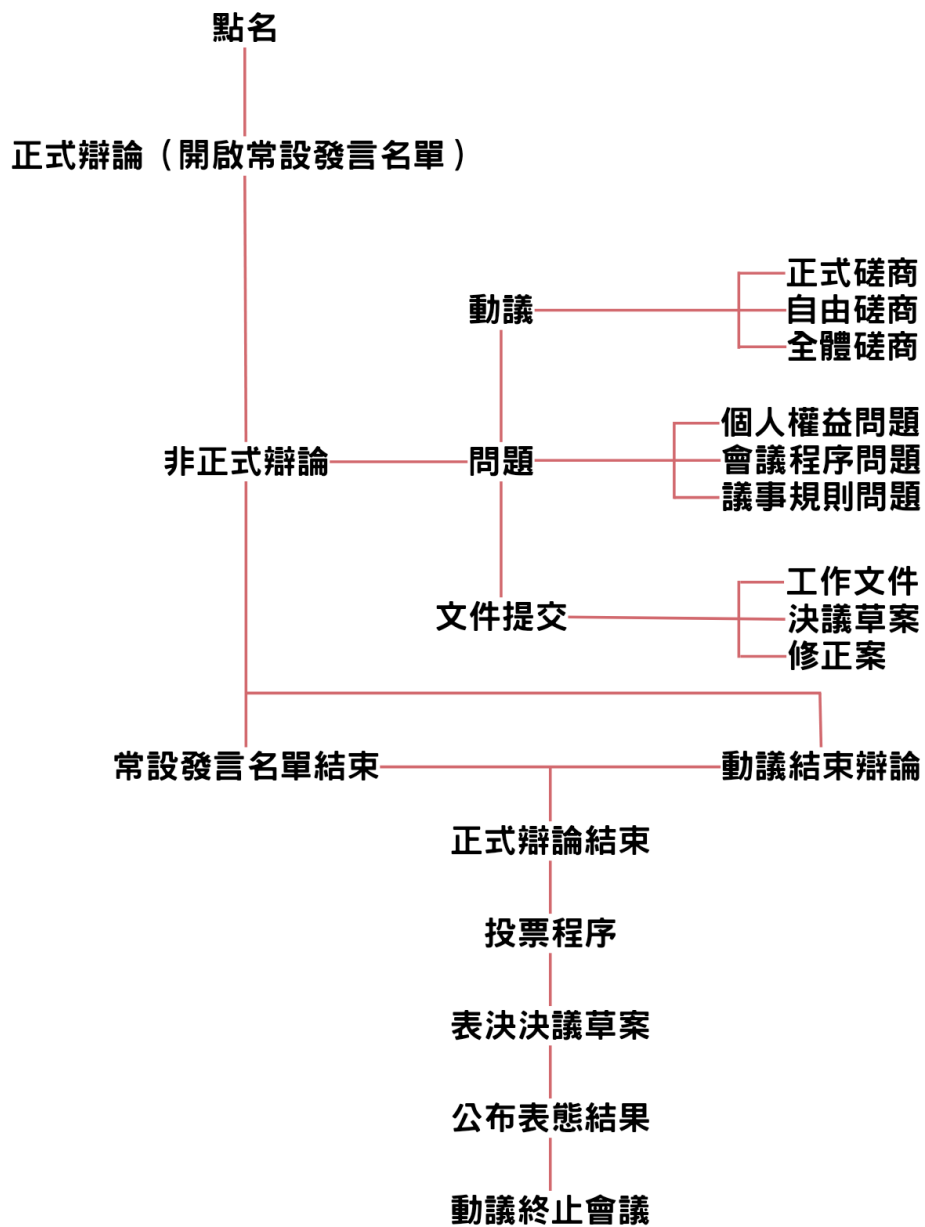
動議以下列優先順序為準：

- 1、 個人權益問題（第二十六條）
- 2、 會議程序問題（第二十七條）
- 3、 議事規則問題（第二十八條）
- 4、 終止會議（第十九條）
- 5、 暫停會議（第十九條）
- 6、 自由磋商（第十五條）
- 7、 全體磋商（第十七條）
- 8、 正式磋商（第十六條）
- 9、 介紹決議草案／委員會報告草案（第三十一條）
- 10、 介紹修正案（第三十二條）
- 11、 延遲決議草案／委員會報告草案（第三十三條）
- 12、 恢復決議草案／委員會報告草案（第三十三條）
- 13、 結束正式辯論（第十八條）

進入實質表決程序後，僅得提出下列動議及問題，並以下列優先順序為準：

- 1、 個人權益問題（第二十六條）
- 2、 會議程序問題（第二十七條）
- 3、 議事規則問題（第二十八條）
- 4、 重新排序決議草案／委員會報告草案（第三十八條）
- 5、 分列表決（第三十九條）
- 6、 唱名決（第四十條）

南山模擬聯合國會議中文議事規則示意圖



南山模擬聯合國會議中文文件——立場文件

文件格式：

- 1、請使用 Google 文件撰寫，字型為新細明體，字體大小 12，行距 1。
- 2、須包含文件標題、委員會名稱、議題及起草國。
- 3、內容除文字，亦可接受圖片、表格等，其餘並無特別格式限制。
- 4、檔名請依照「國家—姓名—就讀學校」來存檔，並以 docx 檔繳交，不接受 google docx 連結繳交。

注意事項：

- 1、可合理、適度引用網路或書籍等資料，但嚴禁抄襲。
- 2、請於 2025/1/5 23:59 前寄至委員會電子信箱（註一）。
- 3、未按照上述規定繳交者，其作業將不會被主席團批改，並取消得獎資格。

註一：各委員會信箱如下：

The Committee on the Peaceful Uses of Outer Space：

nsmun2025copuos@gmail.com

United Nations Security Council (1994)：

nsmun2025sc@gmail.com

世界貿易組織：

nsmun2025wto@gmail.com

南山模擬聯合國會議中文文件——工作文件

文件格式：

- 1、若使用電腦撰寫，字型為新細明體，字體大小 12，行距 1。
- 2、須包含文件標題（編號依繳交順序決定，並由主席團撰寫）、委員會名稱、議題及起草國。
- 3、內容除文字，亦可接受圖片、表格等，其餘並無特別格式限制。

注意事項：

- 1、以電腦打字方式繳交。
- 2、電子檔的繳交方式為將文件寄至委員會電子信箱（註一）。
- 3、主席團保有修改或暫留工作文件之權利。

註一：各委員會信箱如下：

The Committee on the Peaceful Uses of Outer Space：
nsmun2025copuos@gmail.com

United Nations Security Council (1994)：
nsmun2025sc@gmail.com

世界貿易組織：
nsmun2025wto@gmail.com

南山模擬聯合國會議中文文件——委員會報告草案

文件格式：

- 1、請使用 Google 文件撰寫，字型為新細明體，字體大小 12，行距 1。
- 2、須包含文件標題（編號依繳交順序決定，並由主席團撰寫）、委員會名稱、會議日程、起草國、附議國與議題名。
- 3、文件標題，委員會名稱及會議日程的字體須粗體；起草國與附議國的字體須粗體、斜體，並預留簽名空間；會議議題名應斜體並以「關於某議題的委員報告」置中寫在附議國下方。
- 4、主文區段由「條文標題」及「細部內容」組成。條文標題應由阿拉伯數字 1（不需加點）開始編號，加粗體標示；細部內容由其所屬條文進行子編號，例如 1.1.(需額外加點)。每一段細部內容只容許一個段落的文字，如果要換段，請另開新的一段「細部內容」。相鄰且所屬條文編號相同的細部內容段落間彼此語意應連貫。此外，於文章末端應加入「全文完」。
- 5、若有行動性條款，應整段加粗體並畫底線，不可與前後文字並陳。
- 6、文件中應全數利用「本文件的共同起草國」自稱，否則即需使用第三人稱，不得使用「我」，「我們」，「你」等詞彙。當欲提出行動性條款時，應「向委員會建議『共同起草國一致同意的見解』」。 (詳見範例)

注意事項：

- 1、以電腦打字方式繳交。
- 2、電子檔的繳交方式為將文件寄至委員會電子信箱（註一）。
- 3、主席團保有修改或暫留決議草案／委員會報告草案之權利。

註一：各委員會信箱如下：

The Committee on the Peaceful Uses of Outer Space：

nsmun2025copuos@gmail.com

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nsmun2025sc@gmail.com

世界貿易組織：

nsmun2025wto@gmail.com

世界貿易組織總理事會文件編號 WTO/GC/1.1

委員會:總理事會

會議日程:2025年1月22日至24日

起草國:亞塞拜然、巴西、智利、丹麥、埃及、菲律賓、瓜地馬拉、海地

附議國:日本、美國

關於「全球性貿易問題與爭端解決機制」議題的委員會報告

1 背景介紹與回顧

1.1. 自從世界貿易組織成立以來,多邊貿易會造成爭端這個不爭的事實便逐漸浮上檯面。多邊貿易的定義是指... (略)...

1.2. 但也因為多邊貿易本質上是種希望取得所有參與國共識,又將未必能互補的國家牽涉在一起的制度,因此,多邊貿易談判回合常常曠日廢時,例如從2001年談判至今的杜哈回合(WT/MIN(01)/DEC/1)即是一例。費時許久的談判常常造成很多麻煩,例如... (略)...

1.3. 有鑑於上述的麻煩,本文件的共同起草國認為今日的討論主軸包含下列幾點:第一、雙邊貿易作為多邊貿易談判替代方案的可能性... (略)...;最後、關於不配合裁定的國家,該如何進行處置。

2 雙邊貿易與多邊貿易的交互作用

2.1. 某些國家認為,雙邊貿易可以有效且針對性的在兩個國家間完成貿易,例如西班牙的代表就在會議中表示,「試圖要求每個國家之間都有相同的貿易關係,那等同於沒有關係,一個給予所有國家的優惠關稅政策,還算是優惠嘛?」丹麥的代表也認為,... (略)...

2.2. 而美國代表則覺得兩類的貿易手段是可以調合的。本文件的共同起草國一致同意,應在兩類手段並存的狀況下予以討論。在部分情況可能適用的是區域貿易,例如天然資源的交易,此時考慮到地緣因素,自然無須屈就於跨洲貿易的難度而對多邊貿易停滯不前;然而,由於互補性及國家發展的不同,僅依賴兩個國家間相對利益原則來貿易可能不能使參與貿易的各方收益最大化。

2.3. 有鑑於此,本文件的共同起草國建議委員會提倡一種制度,即容許差別制度存在的多邊貿易。

2.4. 本制度的目的並不是在鼓舞國家集團間呈現相互對抗的態勢,而希望可以避免齊頭式平等。當然,在如何確保此類型的制度能增進全體人類福祉上有不少工作要進行,在接下來的條款中會逐一討論。

3 針對配合意願差的國家之處置方式

3.1. 各國可能礙於國內民情，戰略考量或籌碼交換等因素，而出現不願意配合委員會制裁的行為。這類的反抗可能分為以下幾種。

3.2. 第一種是屬於單一國家的行為。亞塞拜然的代表提及自己國家過去在反恐工作的經驗，明確的說明了在地緣強權之間折衝時，為何不可能同時配合兩大陣營的要求，以及該國如何取得一個平衡。

3.3. 針對第 3.2.條所述的情形，本文件的共同起草國建議委員會... (略)... 。

3.4. 本文件的共同起草國亦建議針對此議題在下個年度的工作報告中，應確實追蹤相關組織的資金及建設進度。

3.5. 第二種狀況牽涉到利益結盟的問題... (略)... 。

3.6. 針對第 3.5.條所述的情形，本文件的共同起草國建議委員會應該提議設立中立的監察組織，此組織的監督核心不應來自數據，而是基於推廣互惠讓利的精神... (略)... 。

全文完。

南山模擬聯合國會議中文文件——修正案

文件格式：

- 1、請使用 Google 文件撰寫，字型為新細明體，字體大小 12，行距 1。
- 2、須包含文件標題（編號依繳交順序決定，並由主席團撰寫）、委員會名稱、會議日程、起草國、附議國與議題名。
- 3、文件標題，委員會名稱及會議日程的字體須粗體；起草國與附議國的字體須粗體、斜體，並預留簽名空間；會議議題名應斜體並以「關於某議題的委員報告之修正案」置中寫在附議國下方。
- 4、文件中的主文區段才可以進行修正。修正案可以加入，刪減或修改文句，在修正案的文件中，應全部使用非粗體字，並以加底線的動詞開頭。於文章末端應加入「全文完」。

注意事項：

- 1、以電腦打字方式繳交。
- 2、電子檔的繳交方式為將文件寄至委員會電子信箱（註一）。
- 3、主席團保有修改或暫留修正案之權利。

註一：各委員會信箱如下：

The Committee on the Peaceful Uses of Outer Space：
nsmun2025copuos@gmail.com

United Nations Security Council (1994)：
nsmun2025sc@gmail.com

世界貿易組織：
nsmun2025wto@gmail.com

世界貿易組織總理事會文件編號 WTO/GC/1.1

委員會:總理事會

會議日程:2025年1月22日至24日

起草國:亞塞拜然、巴西、智利、丹麥、埃及、菲律賓、瓜地馬拉、海地

附議國:日本、美國

關於「多邊貿易與爭端機制解決」議題的委員會報告之修正案

1. 修改第2條 2.3.款的用字,由「容許差別制度存在」改為「鼓勵適度差別制度存在」。
2. 刪除第3條 3.4.款。

南山模擬聯合國會議中文文件——指令草案

文件格式：

- 1、請使用 Google 文件撰寫，字型為新細明體，字體大小 12，行距 1。
- 2、須包含文件標題（編號依繳交順序決定，並由主席團撰寫）、委員會名稱、會議日程、起草國、附議國與議題名。
- 3、標題、委員會名稱以及會議日程的字體須粗體；起草國與附議國的字體須粗體及斜體，並預留簽名空間。
- 4、行動條款以底線動詞開頭，每條項目以分號結尾，最終以句號結尾。

注意事項：

- 1、以電腦打字方式繳交。
- 2、電子檔的繳交方式為將文件寄至委員會電子信箱（註一）。
- 3、主席團保有修改或暫留指令草案之權利。

註一：各委員會信箱如下：

The Committee on the Peaceful Uses of Outer Space :

nsmun2025copuos@gmail.com

United Nations Security Council (1994) :

nsmun2025sc@gmail.com

世界貿易組織：

nsmun2025wto@gmail.com

世界貿易組織總理事會文件編號 WTO/GC/1.1

委員會:總理事會

會議日程:2025年1月22日至24日

起草國:亞塞拜然、巴西、智利、丹麥、埃及、菲律賓、瓜地馬拉、海地

附議國:日本、美國

關於「全球性貿易問題與爭端解決機制」議題的指令草案

1. 本文件的共同起草國認為本委員會應允許有限度的雙邊貿易存在;
2. 本文件的共同起草國認為應該對此次違反行為的相關各國處以罰鍰,金額由公正仲裁人決定。
(以下略)

南山模擬聯合國會議中文快速議事規則流程參考表

個人權益問題	無需表決	須待當前代表發言結束後提出 (僅有在當前代表發言音量過小或過大時，得中斷當前代表發言)
程序性問題	無需表決	不得在其他代表發言時提出此問題中斷其發言
議事規則問題	無需表決	不得在其他代表發言時提出此問題中斷其發言
動議正式／全體／自由磋商	簡單多數	需要說明主題和時間限制
讓渡發言時間	無需表決	不可二次讓渡； 讓渡選項：主席、代表、問題、評論
動議結束正式辯論	三分之二多數	須兩位反方發言後始能表決
動議延遲決議草案／委員會報告草案	三分之二多數	須一正方一反方發言後始能表決
動議恢復決議草案／委員會報告草案	簡單多數	須一正方一反方發言後始能表決
動議更改投票順序	簡單多數	在正式辯論結束後可提出； 此動議僅能通過一次
抗辯權	無需表決	向主席團傳遞意向條申請此項權利
動議暫停會議	簡單多數	按照日程會議時間鄰近結束時提出
動議終止會議	簡單多數	最後一個議程超過四分之三時可提出

GENERAL RULES

RULE # 1: SCOPE

This Rules of Procedure is written by the Department of Academics of NanShan Model United Nations Conference (NSMUN) 2013, and revised by the Department of Academics of NSMUN 2025.

The rules included in this guide are applicable to all Committees in NSMUN. Each rule is self-reliant unless modified by the Secretariat, in which case, the modification will be deemed adopted from before the session begins. No other Rules of Procedure apply. If a situation arises which has not been addressed by the Rules of Procedure, the Committee Chair will reserve the final authority on which rule to apply.

All rights reserved. Any usage or copy of this Rules of Procedure should be permitted by the NSMUN Organizing Committee.

RULE # 2: LANGUAGE

English is the only official and working language of the English Committees. If a delegate wishes to present a document written in a language other than English, the delegate will have to provide a translation to the Committee Chair who will then distribute the translated version to the rest of the Committee.

RULE # 3: REPRESENTATION

A member of the Committee is a representative who is officially registered with the Conference. Each member will be represented by one or two delegates and will have one vote in each Committee. If two delegates represent a Member State of a Committee, the delegates can present speeches together without formally yielding as long as only one delegate speaks at any given time.

RULE # 4: CREDENTIALS

The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary-General. Any representative whose admission raises an objection by another member will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

RULE # 5: PARTICIPATION OF NON-MEMBERS

Representatives of Accredited Observers and Non-Governmental Organizations are regarded as Non-Members. Non-Members reserve the same rights as a full member of the Committee, with the exception of the right to vote on substantive matters, or the right to sponsor draft resolutions or amendments. At the discretion of the Committee Chair, the delegates of Non-Members hold certain unique procedural rights stated below:

1. **Introductory Statements to Committee:** If desired, a Non-Member holds the right to submit a written introduction to the Committee Chair that elaborates on the position and powers of the Non-Member. The Chair reserves the right to postpone the introduction of the Non-Member if necessary.
2. **Written or oral announcements:** A Non-Member is allowed to address the

Committee in oral or written form, stating its stance on the topic being discussed and the possible contributions it can make. This announcement will also be made at the discretion of the Committee Chair.

RULE # 6: STATEMENTS BY THE SECRETARIAT

The Secretary-General, the Deputy Secretary-General and the Director of Academics may at any time have the authority to make either written or oral statements to the Committee.

RULE # 7: GENERAL POWERS OF THE COMMITTEE DAIS STAFF

The Chair has the following authorities:

1. Announcing opening and closure of each session.
2. Adopting any procedural motion to which there is no significant objection.
3. Having complete control of the proceedings at any meeting, directing the flow of debate, granting the right to speak, asking questions, announcing decisions and rule on points of order, and ensuring the adherence to these rules.
4. Suspending the rules in order to clarify a certain substantive or procedural issue if necessary and given no objections.
5. Interrupting the flow of debate in order to show a presentation, or to bring in a guest speaker or an expert witness.
6. Approving and distributing Committee documents.
7. Transferring his or her duties to another member of the Committee Dais temporarily.
8. Advising delegations on the possible course of debate.
9. Having final decision on affairs excluded from the Rules of Procedure.

In the exercise of these functions, the Committee Dais will be at all times subject to these rules and responsible to the Secretary-General.

RULE # 8: VOLUNTEERS

Volunteers are responsible for assisting the following affairs of the Committee, including but not limited to page transfer, document printing and delivery.

Delegates could ask volunteers for conference-related help at any time. Volunteers, however, hold the right to reject inadequate requests.

RULE # 9: QUORUM

Quorum denotes the minimum number of delegates who need to be present in order to open debate. Quorum is met, and the Chair declares a Committee open to proceed debate when at least one-quarter of the members of the Committee (as declared at the beginning of the first session) are present.

A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum.

In order to vote on any substantive voting, the Committee must establish the presence of a simple majority of members.

For double delegation Committees, at least one delegate from each pair must be present during substantive voting.

RULE # 10: COURTESY

Every delegate will be courteous and respectful to the Committee Staff and to other delegates. The Chair will immediately call to order any delegate who does not abide by this rule. Any delegate who feels that he or she is not being treated respectfully is encouraged to report the incident to the Committee Chair.

RULE # 11: ELECTRONIC AIDS

Electronic aids are allowed in the Committee room during all sessions under the chair's permission without disturbing the conference. However, delegates are not permitted to conduct functions that are not related to the topic on electronic devices and are also not allowed to communicate via messenger software or social networks. Delegates violating this rule will not be qualified to get awards.

RULE # 12: DELEGATE CONDUCT

Delegates are warned that NSMUN has a zero-tolerance policy concerning slandering, disparaging, or any other actions that are inflammatory to other delegates. Speeches and behavior made by delegates should follow diplomatic manners.

RULE # 13: ABSENCES

If a delegate is not present during roll call, he or she is considered absent until a note is sent to the Dais Members. The Chair will then declare the presence of the delegate, simple majority and 2/3 majority after the speech of the current speaker. A delegate who is recognized but is not present when called upon yields his or her time to the Chair, and debate shall continue unabated. In order to receive the certificate of participation, delegates are required to attend a minimum of 5 sessions.

RULES GOVERNING GENERAL DEBATE

RULE # 14: DEBATE

To begin general debate, a new or continuous General Speakers' List is needed to be opened by the announcement of the Chair. Before the closure of general debate, the discussion should be related to the topic of the Committee. The General Speakers' List will decide the order of speakers for general debate on the Topic Area, except when superseded by procedural motions, amendments, or an introduction of a draft resolution. The Chair may recognize delegates. Speakers may speak generally on the Topic Area being considered and may address any draft resolution currently on the floor. Once a draft resolution has been introduced, it remains on the floor and may be debated until it fails or is postponed.

RULE # 15: UNMODERATED CAUCUS

During unmoderated caucus, delegates may leave their seats or conference room, exchange ideas with others, discuss the Topic Area and compose conference documents. A delegate may motion for an unmoderated caucus at any time when the floor is open, prior to closure of general debate. The delegate making the motion must specify a time limit and topic of discussion for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote and will pass given a simple majority. In the case of multiple unmoderated caucuses, the Chair will rank the motions by disruptiveness and the Committee Members will vote accordingly. The Chair may rule the motion out of order and his/her decision is not subject to appeal.

An unmoderated caucus may be extended only twice, with each extension limited to ten minutes.

RULE # 16: MODERATED CAUCUS

The purpose of a moderated caucus is to facilitate a substantive debate at critical junctures in the discussion, delegates may speak at his/her discretion.

A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of general debate.

The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on immediately, with a simple majority of members required for passage. In the case of multiple moderated caucuses, the Chair will rank the motions by disruptiveness and the Committee Members will vote accordingly. The Chair may rule a motion out of order and his/her decision is not subject to appeal.

No motions are in order between speeches during a moderated caucus. A delegate can and will be ruled out of order if the delegate's speech does not address the topic of the moderated caucus.

If no delegate wishes to speak during a moderated caucus, it shall immediately end. A moderated caucus may be extended only twice, with each extension limited to ten minutes. There is no yielding in a moderated caucus.

RULE # 17: CONSULTATION OF THE WHOLE

Consultation of the Whole allocates a longer portion of time at once to allow a member to address his or her full stance or plan to the entire committee.

When the General Speakers' List is open, a delegate may motion for a Consultation of the Whole.

A delegate must propose a total time under 20 minutes and topic upon raising this motion. Once raised, the motion will be voted on immediately, with a simple majority of members required to pass. In the case of multiple Consultations of the Whole, the Chair will rank the motion by disruptiveness, and the committee members will vote accordingly. The Chair may rule the motion out of order and his/her decision is not subject to appeal.

No motions are in order between speeches during a Consultation of the Whole. A delegate can be ruled out of order if the delegate's speech does not address the topic of the Consultation of the Whole.

After the motion passes, the proposer can begin his or her speech. Individual time is not limited nor recorded. If there is sufficient time remaining, then the original speaker may designate the next speaker, or other delegates may volunteer to speak.

If no delegate wishes to deliver a speech, the Chair may end the consultation. A Consultation of the Whole can be extended by twice, with each extension limited to ten minutes.

RULE # 18: CLOSURE OF GENERAL DEBATE

When the floor is open, a delegate may move to close general debate. The Chair may, subject to appeal, rule such a motion dilatory. When closure of general debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of general debate requires the support of 2/3 of the members present and voting.

If there are no speakers against the closing of general debate, the Committee Chair will decide to vote by Unanimous Consent (See Rule 37). If there are no objections, the motion to close general debate will automatically be adopted and the Committee will move immediately to substantive voting procedure.

RULE # 19: SUSPENSION OR ADJOURNMENT OF THE MEETING

The suspension of the meeting means the postponement of all Committee functions until the next session. The adjournment of the meeting means the postponement of all Committee functions for the duration of the Conference. Whenever the floor is open, a delegate may move for the suspension of the meeting or adjournment of the meeting. The Chair may rule such motions out of order; these decisions shall not be subject to appeal. When in order, such motions will not be debatable but will be immediately voted upon, barring any motions taking precedence, and will require a simple majority to pass. A motion to adjourn will be out of order prior to the lapse of 3/4 of the time allotted for the last session. In the case of a real emergency and special circumstance as declared by the Secretary-General, members of the Secretariat or the Dais members, the debate will automatically be suspended without any exceptions.

RULE # 20: RECONSIDERATION

A motion to reconsider is in order only when a draft resolution or an amendment has been adopted or rejected, and must be made by a member who voted with the superior side on the substantive proposal. The Chair will recognize two speakers' opposition after the motion passes. A 2/3 majority of the members pass is required for reconsideration.

If the reconsideration passes, the Committee will vote again on the draft resolution or amendment being reconsidered.

RULES GOVERNING SPEECHES

RULE # 21: Speakers' List

The Committee shall at all times have an open General Speakers' List for the Topic Area being discussed. The speaking time will be automatically set to 90 seconds, and delegates may raise a motion to set a speaking time.

Secondary Speakers' Lists will be established as needed for procedural motions such as moderated caucuses and debate on amendments.

At any time the Chair may call for members that wish to be added to the Speakers' List. A member may also add its name to a Speakers' List by submitting a request in writing to the Chair, provided that member is not already on a Speakers' List, and may remove its name from the Speakers' List by submitting a request in writing to the Chair.

The names of the next several members to speak will always be posted for the convenience of the Committee.

The General Speakers' List is the default activity of the Committee. If no motions are on the floor, debate automatically returns to the General Speakers' List. A motion to close any Speakers' List is never in order.

RULE # 22: SPEECHES

No delegate may address a speech without having previously obtained the permission of the Chair. The Chair may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or are offensive to Committee Members or Staff. Delegates are required to make all speeches from the 3rd person perspective. There can be no speeches made from the 1st person perspective unless the approval of the Chair is received.

RULE # 23: TIME LIMIT ON SPEECHES

The Chair may limit the time allotted to each speaker. The minimum time limit for the conference will be 30 seconds and should not exceed 150 seconds. When a delegate exceeds his/her allotted time, the Chair may call the speaker to order without delay.

RULE # 24: YIELDS

A delegate granted the right to speak on a substantive issue may yield in one of the four ways at the conclusion of his/her speech: to another delegate, to questions, to comments, or to the Chair.

1. Yield to another delegate: His or her remaining time will be offered to that delegate, who should be recognized for the remaining time. To turn the floor over to a co-delegate of the same member state is not considered a yield.
2. Yield to questions: Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. The time used by questioners will not be counted in the remaining time for delegates to answer, and answering delegates should respond in the time he or she is yielded.
3. Yield to comments: The Chair may recognize up to two delegates, other than the original speaker, to comment for thirty seconds on the specific content of the speech just completed.
4. Yield to the Chair: The Chair will take the remaining time and continue with the Speakers' List.

Only one yield is allowed per speech. There are no yields allowed if the delegate is speaking on a procedural matter.

RULE # 25: RIGHT OF REPLY

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply only in writing to the Committee Chair. The Chair will grant the Right of Reply at his/her discretion; this decision is not appealable. A delegate granted the Right of Reply will not address the Committee except at the request of the

Chair. These speeches are limited to thirty seconds in length. A Right of Reply to a Right of Reply is out of order.

RULES GOVERNING POINTS

RULE # 26: POINTS OF PERSONAL PRIVILEGE

Whenever a delegate considers his/her rights being violated or experiences personal discomfort, he/she may raise a Point of Personal Privilege to request that the demand be fulfilled, such as words on projector being too small or feeling too cold in the conference room. A representative rising to a Point of Personal Privilege may not speak on the substance of the matter under discussion. A Point of Personal Privilege may only interrupt a speaker if the delegate's speaking is too loud or inaudible. Otherwise, the delegate rising to a Point of Personal Privilege must always wait till the end of the speech.

RULE # 27: POINTS OF ORDER

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Chair in accordance with these Rules of Procedure. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may not interrupt a speaker during the speech. The delegate who rises to a Point of Order must wait till the end of the speech.

RULE # 28: POINTS OF PARLIAMENTARY INQUIRY

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair questions regarding the Rules of Procedure. A representative rising to a Point of Parliamentary Inquiry may not speak on the substance of the matter under discussion. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the Committee Staff during caucuses or send a note to the Dais.

RULES GOVERNING CONFERENCE DOCUMENTS

RULE # 29: WORKING PAPERS

Delegates may propose working papers for Committee consideration. Working papers are intended to express a country's or country blocs' position, initial solutions to specific problems and also to aid the Committee in its discussion. Working papers are not official documents and may be presented in any format approved by the Chair, but do require the signature of the Chair to be distributed. Once distributed, delegates may consider that working paper introduced and begin to refer to that working paper by its designated number. Working papers do not require signatories or votes of approval.

RULE # 30: DRAFT RESOLUTIONS

A draft resolution is the official document of NSMUN, which contains discussion results on the topic and needs to be followed by every nation. More than one draft resolution may be on the floor at any time.

A draft resolution must get the minimum number of sponsors and signatories of 1/5 of the countries present. The sponsors of a draft resolution should be those who totally agree with the clauses written in the document. A sponsor may not sponsor multiple

draft resolutions, but may be a signatory of another draft resolution, since a signatory implies only the worthiness of discussion on the specific document. Sponsors and signatories should be listed in alphabetical order on every draft resolution. A draft resolution requires a vote to pass. Only one draft resolution may be passed per Topic Area.

RULE # 31: INTRODUCTION TO DRAFT RESOLUTIONS

The introduction to draft resolutions may turn a potential draft resolution into an official document, which may then be quoted, discussed and referred to by its designated number. No document may be referred to as a “draft resolution” until it has been formally introduced.

Once the potential draft resolution has been approved by the Chair, and distributed, a delegate may motion to introduce the draft resolution. The Chair may invite the sponsors of the potential draft resolution to briefly introduce the document or read the operative clauses by himself/herself, then move on to the clarifying section. During the clarifying section, delegates may only ask questions regarding typos, grammatical errors or understandings of the content, and will then be answered by the sponsors. The Chair may close the clarifying section at his/her discretion. A procedural vote is then taken to determine whether the resolution shall be introduced.

RULE # 32: AMENDMENTS

Delegates may amend any draft resolution that has been introduced by adding to, deleting from, or revising parts of it. Only one amendment may be introduced at any given time. Amendments to amendments are out of order; however, an amended part of a draft resolution may be further amended. Both the preambulatory and operative parts of a draft resolution may be amended.

Amendments are divided into substantive and non-substantive amendment, which is decided by the Chair. The non-substantive amendment can only amend matters which have no influence on substantive contents, such as typos, grammatical errors, format mistakes, etc. The preambulatory clauses can only be amended in a non-substantive amendment.

Non-substantive amendments shall be passed after an announcement made by the Chair.

A substantive amendment must get the minimum number of sponsors and signatories of 1/5 of the countries present. After the number of signatories is reached, the Chair must approve the amendment. Then, a motion to introduce an approved amendment may be raised when the floor is open and entering the following procedure:

- a. The Chair may read the amendment aloud, time permitting. The motion of introduction to the amendment will be passed by a simple majority.
- b. After the introduction has been passed, the general debate will be suspended and a Speakers' List will be established for debate on the amendment. A motion to close debate on the amendment will be in order after the Committee has heard from at least two speakers for and two against debate on the amendment or there is no delegate who wishes to speak either for or against.
- c. The Chair will then recognize two speakers against the motion to close the debate on the amendment; a vote of two-thirds is required for closure. If there are no speakers against the motion to close the debate, the Committee Chair may ask to move to vote by Unanimous Consent (See Rule 37).

- d. When the debate is closed on the amendment, the Committee will move to an immediate vote on amendments. The final vote on the amendment is substantive, requiring a simple majority to pass. Non-members will not be allowed to vote on amendments.
- e. After the vote, the debate will resume and move back to the General Speakers' List.

RULE # 33: POSTPONEMENT AND RESUMPTION OF DRAFT RESOLUTIONS

Whenever the floor is open, a delegate may move for the postponement of debate on a draft resolution, currently on the floor. No debate or action will be allowed on any draft resolution which debate has been postponed. Resumption of draft resolution will cancel the effects of postponement of draft resolution.

A motion to postpone debate on draft resolution will be debatable to the extent of one speaker in favor and one opposed, and will require a two-thirds vote to pass. A motion to resume debate on draft resolution will be debatable to the extent of one speaker in favor and one opposed, and will require a simple majority to pass.

RULE # 34: DRAFT DIRECTIVES

When a crisis appears, delegates may propose draft directives. After getting the Chair's permission, the document may be debated and voted on. A directive is a short statement proposing actions that the Crisis Committee will take. More than one directive may be passed for each crisis situation and directives could be amended. A draft directive must get the minimum number of sponsors and signatories of 1/5 of the countries present. The sponsors of a draft directive should be those who totally agree with the clauses written in the document. A sponsor may not sponsor multiple draft directives, but may be a signatory of another draft directive, since a signatory implies only the worthiness of discussion on the specific document. The format of directives is similar with a draft resolution. However, in order to immediately solve a crisis, directives do not need preambulatory clauses and the topic. Delegates should directly draft operative clauses, which should address detailed methods to be immediately taken.

RULES GOVERNING VOTING

RULE # 35: PROCEDURAL VOTING

Voting on any matter other than draft resolutions, amendments and draft directives is considered procedural. Each and every member of the Committee, including representatives of Non-Members must vote only "for" or "against", and no abstentions will be allowed. A simple majority shall be considered achieved when there is over half of the number of delegates voting "for". A two-thirds vote will require more than two-thirds of the number of delegates voting "for". If the required number of speakers is not reached, the motion will automatically fail.

RULE # 36: SUBSTANTIVE VOTING

Substantive voting includes voting on draft resolutions, amendments and draft directives. Once the Committee closes debate on the general Topic Area, it will move into substantive voting procedures. At this point of time, the chambers are sealed and no interruptions will be allowed. The only points and motions that will be in order are:

1. Point of Personal Privilege, Point of Order and Point of Parliamentary Inquiry
2. Reordering Draft Resolutions
3. Roll Call Voting
4. Voting by Unanimous Consent
5. Division of the Question

For substantive voting, each member will have one vote. Each vote may be a “yes”, a “no”, or an “abstain”. Abstentions are not counted in the total number of votes cast. All matters excluding important questions will be passed by a simple majority and voted upon by a show of placards unless a motion for a roll call vote is accepted.

In the United Nations Security Council, any substantive vote should be passed by 9 positive votes including the concurring votes of the permanent members. The five permanent members have veto power. Any negative vote by any of the permanent members is considered a veto of the bill. A vetoed document shall not be adopted. If a permanent member wishes to veto any document in a substantive vote, it should send a written threat of veto to the Chair before the committee proceeds to a substantive vote.

RULE # 37: VOTING BY UNANIMOUS CONSENT

During the conference, the Committee Chair has the right to ask delegates if there are any objections to vote by Unanimous Consent. Once the Committee Members have no objections, then the motion will automatically be adopted without the Committee going into voting procedure. A single objection to voting by Unanimous Consent will mean that the Committee will go into normal voting procedures.

RULE # 38: REORDERING DRAFT RESOLUTIONS

Reordering draft resolutions will change the voting sequence of draft resolutions. A motion to reorder draft resolutions will only be in order immediately after entering voting procedure, and before voting has started on any draft resolutions. If the motion receives the simple majority required to pass, the Chair will take all motions to reorder draft resolutions and then vote on them in the order in which they were introduced. Voting will continue until either a motion passes, receiving a simple majority, or all of the motions fail, in which case the Committee will move into voting procedure, voting on the draft resolutions in their original order. Only one motion to reorder draft resolutions is in order in each round of voting procedure.

RULE # 39: DIVISION OF THE QUESTION

Division of the question allows delegates to vote operative parts of a draft resolution separately. Preambulatory clauses and sub-operative clauses may not be altered by division of the question. Motion for division of the question may only be raised after debate and before the voting of draft resolutions.

The motion can be debated to the extent of two speakers for and two against, to be followed by an immediate procedural vote on that motion. If the motion receives the simple majority required to pass, the Chair will take motions on how to divide the question and prioritize them from most severe to least severe.

The Committee will then vote on the motions in the order set by the Chair. If no division passes, the resolution remains intact. Once a division has been passed, requiring a simple majority, the draft resolution will be divided accordingly, and a separate substantive vote will be taken on each divided part to determine whether or not it is to be included in the final draft resolution. Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will

be put to a substantive vote. If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole and will not be put to a substantive vote.

RULE # 40: ROLL CALL VOTING

A delegate has the right to request a roll call vote for substantive votes after the general debate is closed.

In a roll call vote, the Chair will call members in alphabetical order starting with a randomly selected member. Each country has one vote. In the voting procedure, there are two sequences.

During the first sequence, delegates may vote “Yes”, “Yes with Rights”, “No”, “No with Rights”, “Abstain”, or “Pass”. Delegates who vote either “Yes with Rights” or “No with Rights” reserve the right of explanation (See Rule 41) to explain his/her vote. A delegate who voted “Pass” during the first sequence of the roll call vote must vote (may not abstain or pass) during the second sequence, and may not request the right to explain his/her vote.

After delegates have exercised their right of explanation, the Chair will then announce the outcome of the vote.

RULE # 41: RIGHT OF EXPLANATION

Delegate who votes “Yes with Rights” or “No with Rights” in the first sequence of voting has the right to explain his/her vote. The delegate will only be allowed to explain an affirmative or negative vote. All delegates who had requested the right of explanation will be granted time to explain their votes after all sequences of voting have been finished. The speaking time will be set at the discretion of the Chair, not to exceed thirty seconds. No delegate may request a right of explanation if he or she did not request in the first sequence of voting.

PRECEDENCE OF MOTIONS

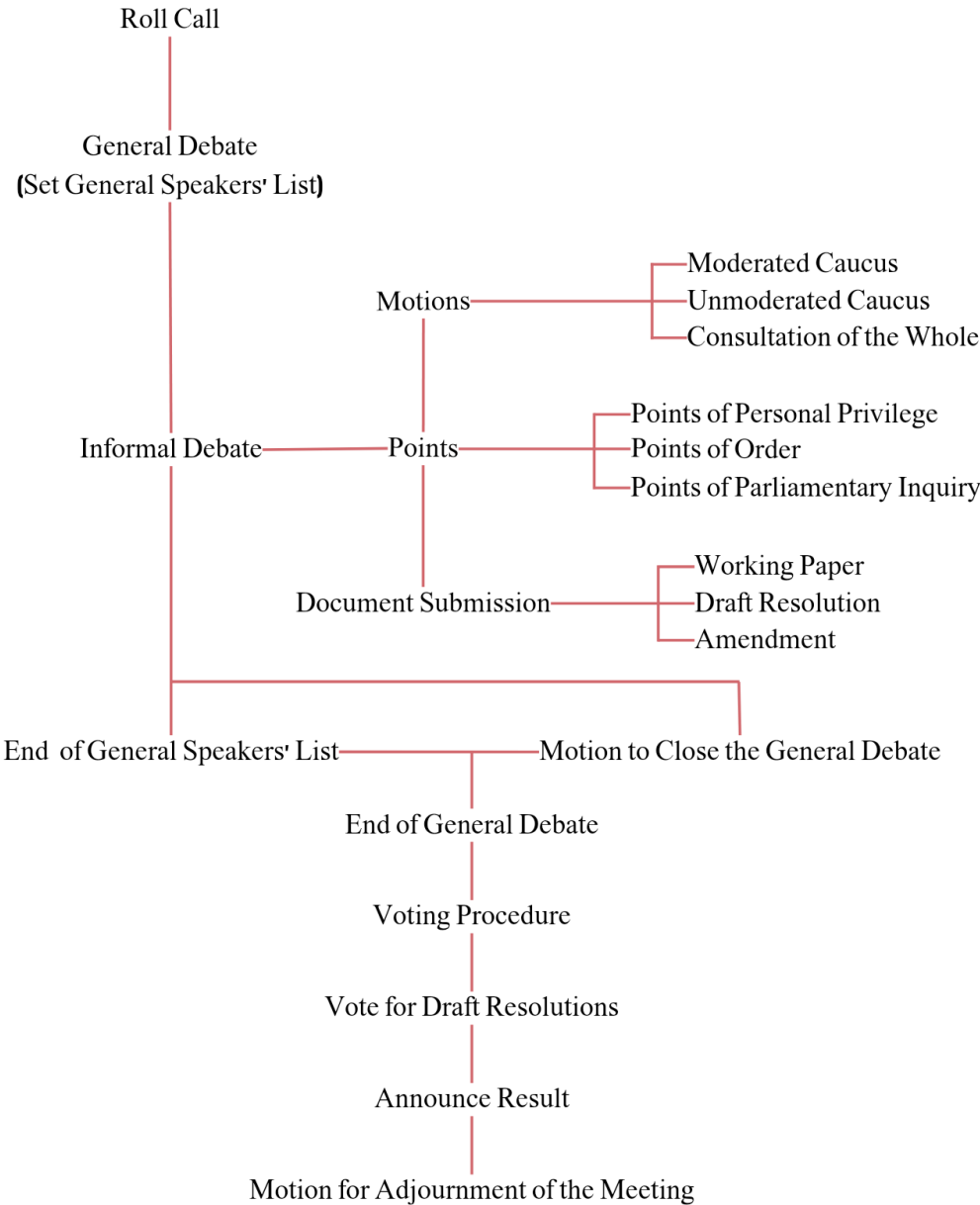
Motions will be considered in the following order of preference :

1. Point of Personal Privilege (Rule 26)
2. Point of Order (Rule 27)
3. Point of Parliamentary Inquiry (Rule 28)
4. Adjournment of the Meeting (Rule 19)
5. Suspension of the Meeting (Rule 19)
6. Unmoderated Caucus (Rule 15)
7. Consultation of the Whole (Rule 17)
8. Moderated Caucus (Rule 16)
9. Introduction to Draft Resolutions (Rule 31)
10. Introduction to Amendments (Rule 32)
11. Postponement of Draft Resolutions (Rule 33)
12. Resumption of Draft Resolutions (Rule 33)
13. Closure of General Debate (Rule 18)

At the start of a substantive voting procedure, the following points and motions are in order, in the following order of precedence :

1. Point of Personal Privilege (Rule 26)
2. Point of Order (Rule 27)
3. Point of Parliamentary Inquiry (Rule 28)
4. Reordering Draft Resolutions (Rule 38)
5. Division of the Question (Rule 39)
6. Roll Call Voting (Rule 40)

NanShan Model United Nations Conference English Rules of Procedure Flow Chart



NanShan Model United Nations Conference

English Documents—Position Paper

Document Format :

1. All assignments should be handed in as Google Documents (12pt with single space, Times New Roman font).
2. The title (designated number will be decided by the Chair according to the sequence of submission), committee name, topic and country should be included in the document.
3. Words, pictures and charts are all acceptable.
4. The document should be saved as “Country-Name-School” (i.e., Afghanistan-王大明-南山中學).
5. A member can only hand in one assignment (one only even if you are from a double delegation).

Notices :

1. Citations are allowed to an adequate degree. Be noticed that plagiarizing, either from the Internet or from other delegates, is strictly prohibited.
2. Please send your assignment to respective committee e-mails (see note) before 23:59 2025/1/5.
3. Those violating the foregoing instructions or late on submission will not be checked and will not be able to receive related awards.

Note: Committee e-mails :

The Committee on the Peaceful Uses of Outer Space :
nsmun2025copuos@gmail.com

United Nations Security Council (1994) :
nsmun2025sc@gmail.com

世界貿易組織 :
nsmun2025wto@gmail.com

NanShan Model United Nations Conference

English Documents—Working Paper

Document Format :

1. Working papers should be handed in as Google Documents (12pt with single space, Times New Roman font).
2. The title (designated number will be decided by the Chair according to the sequence of submission), committee name, topic and country should be included in the document.
3. Working paper does not have any regular format. Charts, pictures or drawings are all acceptable.

Notices:

1. Please submit your working paper by sending to respective committee e-mails (see note).
2. The Dais members own the right to amend or detain any working paper.

Note: Committee e-mails :

The Committee on the Peaceful Uses of Outer Space :

nsmun2025copuos@gmail.com

United Nations Security Council (1994) :

nsmun2025sc@gmail.com

世界貿易組織 :

nsmun2025wto@gmail.com

NanShan Model United Nations Conference

English Documents—Draft Resolution

Document Format :

1. Draft resolutions should be handed in as Google Documents (12pt with single space, Times New Roman font).
2. The title (designated number will be decided by the Chair according to the sequence of submission), committee name, topic, sponsors and signatories should be included in the document.
3. Document title, committee name and topic should be in bold font. Sponsors and Signatories should be in bold and italic font.
4. Preambulatory clauses should start with an italic participle or adjective and end with a comma in every clause. Operative clauses should start with an underlined verb in third person singular and end with a semicolon in every clause.
5. The content should start with its committee name as the first sentence (ending with a comma), and end with a period at the final clause of the whole document.

Notices :

1. Please submit your draft resolution by sending to respective committee e-mails (see note).
2. The Dais members own the right to amend or detain any draft resolution.

Note: Committee e-mails :

The Committee on the Peaceful Uses of Outer Space :

nsmun2025copuos@gmail.com

United Nations Security Council (1994) :

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世界貿易組織 :

nsmun2025wto@gmail.com

DRAFT RESOLUTION 1.1
General Assembly Second Committee
Mitigation, Adaptation, and Capacity Building for Climate Change
Sponsors: Russian Federation,

United Kingdom of Great Britain and Northern Ireland,

United States of America

Signatories: Australia, France, Hungary, Italy, Japan, Singapore, Spain, Sweden,

Türkiye

The General Assembly,

Guided by the purposes and principles of the Charter of the United Nations,

Emphasizing the determination to address decisively the threat posed by climate change and environmental degradation,

Affirming the importance of education, training, public awareness, public participation, public access to information and cooperation at all levels on the matters,

1. Encourages countries to adopt transparency in governmental framework and administration in ways but not limited to:
 - a. Strengthening communication between gov and non-party stakeholders(NPS),
 - b. Incorporating climate change policies into national plans, such as developing renewable energy targets and incentives,
 - c. Creating clear individual targets for goals,
 - d. Increasing communication between federal and local governments by increasing the amount of public access to documentation,
 - e. Increasing civil representation from citizens by increasing the amount of referendums held;
2. Recommends Member States adopt countermeasures against natural disasters in ways but not limited to:
 - a. Setting effective evacuation, rescue systems, disaster detectors, and warning systems,
 - b. Implementing structures to reduce immediate risks and impacts,
 - c. Applying technology that helps prevent certain natural disasters.

NanShan Model United Nations Conference

English Documents—Amendment

Document Format:

1. Amendments should be handed in as Google Documents (12pt with single space, Times New Roman font).
2. The title (designated number will be decided by the Chair according to the sequence of submission), committee name, topic, sponsors and signatories should be included in the document.
3. Document title, committee and topic should be in bold font. Sponsors and Signatories should be in bold and italic font.
4. Operative clauses should start with an underlined verb in third person singular and end with a semicolon in every clause.
5. The content should end with a period.

Notices:

1. Please submit your amendment by sending to respective committee e-mails (see note).
2. The Dais members own the right to amend or detain any amendment.

Note : Committee e-mails :

The Committee on the Peaceful Uses of Outer Space :
nsmun2025copuos@gmail.com

United Nations Security Council (1994) :
nsmun2025sc@gmail.com

世界貿易組織 :
nsmun2025wto@gmail.com

AMENDMENT 1.1.1

General Assembly Second Committee

Mitigation, Adaptation, and Capacity Building for Climate Change

Sponsors: Israel, United Kingdom of Great Britain and Northern Ireland,

United States of America

Signatories: Austria, Canada, Germany, India, Japan, Norway, Switzerland

1. Strikes clause 1, sub-clause a;
2. Modifies clause 2, sub-clause c from “Applying technology that helps prevent certain natural disasters” to “Applying technology includes but not limited to the pre-alarmed system and coastline monitoring system to help prevent certain natural disasters”;
3. Adds “Enhancing disaster prevention and response exercises with non-governmental organizations.” to clause 2, sub-clause d.

NanShan Model United Nations Conference

English Documents—Draft Directive

Document Format :

1. Draft directives should be handed in as Google Documents (12pt with single space, Times New Roman font).
2. The title (designated number will be decided by the Chair according to the sequence of submission), committee name, sponsors and signatories should be included in the document.
3. Document title and committee should be in bold font. Sponsors and Signatories should be in bold and italic font.
4. Operative clauses should start with an underlined verb in third person singular and end with a semicolon in every clause.
5. The content should start with its committee name as the first sentence (ending with a comma), and end with a period at the final clause of the whole document.

Notices :

1. Please submit your draft directive by sending to respective committee e-mails (see note).
2. The Dais members own the right to amend or detain any draft directive.

Note : Committee e-mails :

The Committee on the Peaceful Uses of Outer Space :
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世界貿易組織 :
nsmun2025wto@gmail.com

DRAFT DIRECTIVE 1.1

General Assembly 1st Emergency Special Session (1956)

Sponsors: Brazil, Canada, China, Iran, Jordan, Lebanon, Saudi Arabia, Turkey,

Union of Soviet Socialist Republic, United States of America

The General Assembly,

1. Calls on the importance of implementing a peacekeeping force to be in charge of ceasefire:
 - a. Recommending the United Nations Security Council to establish UN peacekeeping troops in the Suez Canal under the name of the UNTSO, including the following functions and obligations:
 - i. making sure that the canal is open to each country,
 - ii. patrolling surrounding areas and maintaining peace,
 - iii. launching military actions to get rid of invasion disrupting the canal's flow if necessary,
 - iv. discussing locations for patrol and implementation with Egypt beforehand, and conducting regular joint military exercises with its government,
 - v. gaining approval from the Egyptian government before launching military actions, and remaining in close contact with it;
2. Condemns the aggression made by the Franco-British parties in consequence of their acts of invasion;
3. Calls for Member States to make economic sanctions towards the UK and France under the name of individual countries including limiting exports such as but not limited to fossil fuels and petroleum to the UK and France.

NanShan Model United Nations Conference English Rules of Procedure: Quick Reference Guide

Point of Personal Privilege	No vote	Must always wait till the end of the speech to raise the Point, unless the delegate's speaking is inaudible.
Point of Order	No vote	Must always wait till the end of the speech to raise the Point.
Point of Parliamentary Inquiry	No vote	Must always wait till the end of the speech to raise the Point.
Motion for Moderated/ Unmoderated Caucus/ Consultation of the Whole	1/2	Motion requires purpose and time limits for caucus.
Yield	No vote	No multiple yields. May yield to another delegate, questions, comments and the Chair.
Motion to Close the Debate	2/3	The Chair may recognize up to two speakers against the motion.
Motion to Postpone a Draft Resolution	2/3	The motion will be debatable to the extent of one speaker in favor and one against.
Motion to Resume a Draft Resolution	1/2	The motion will be debatable to the extent of one speaker in favor and one against.
Motion to Reorder Draft Resolutions	1/2	The motion will be in order after the closure of debate. Only one such motion can pass in the voting procedure.
Right of Reply	No vote	May use the right by sending a page to the Dais.
Motion to Suspend the Meeting	1/2	In order when the scheduled time of a committee session has elapsed.
Motion to Adjourn the Meeting	1/2	The motion will be out of order prior to the lapse of 3/4 of the time allotted for the last session.

南山模擬聯合國會議重要辭彙中英文對照表
NanShan Model United Nations Conference
Vocabulary Comparison Table (English/Chinese)

主席		Chair	
主席助理		Rapporteur	
會議指導		Director	
代表／代表團		Delegate/Delegation	
意向條		Page	
國家牌		Placard	
點名		Roll call	
常設發言名單		General Speakers' List	
特設發言名單		Secondary Speakers' List	
問題	個人權益問題	Point	Point of Personal Privilege
	議事規則問題		Point of Order
	會議程序問題		Point of Parliamentary Inquiry
讓渡	讓渡給他國代表	Yield	Yield to another delegate
	讓渡給問題		Yield to questions
	讓渡給評論		Yield to comments
	讓渡給主席		Yield to the Chair
動議	正式磋商	Motion	Moderated Caucus
	自由磋商		Unmoderated Caucus
	全體磋商		Consultation of the Whole
	結束辯論		Closure of general debate
	暫停會議		Suspension of the Meeting
	終止會議		Adjournment of the Meeting
文件	工作文件	Document	Working Paper
	決議草案／委員會報告草案		Draft Resolution
	修正案		Amendment
	指令草案		Draft Directive
起草國		Sponsor	
附議國		Signatory	
投票表決		Vote	