

國際會議規則

Rules of Procedures of International Conferences

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Preface:

1) The *Rules of Procedures/Order* of international conferences guarantees the legal basis and effective governance of the issue-centered international conferences.

2) Derived mainly from *Robert's Rules of Order* (written by General Henry M. Robert, published first in 1876), the relevant laws, bylaws, regulations, and guidelines of international conferences have been revised and adjusted in forms and contents to the different natures of the targeted issues being discussed ever since.

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3) The primary foundation of the rules of procedures/order lies in “freedom of speech,” “justice and equality,” and “to portend a minority and restrain the tyranny of a majority” (保障少數並限制多數暴力).

4) As participants in international conferences, we need to familiarize ourselves with all of the rules of procedures/order to reach our goals in terms of positions and interests.

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I. Chair/Moderator:

1. Presiding over the meeting
2. Declaring the meeting open (the meeting is now called to order) or closed (the meeting is now adjourned) with Welcome/Farewell Remarks
3. Reading the previous minutes (or by the Secretariat)
4. Defining the subject (s) of the meeting
5. Ensuring the items on the agenda
6. Giving the floor to the participants
7. Accepting the motions defined by the Rules of Procedures/Order
8. Directing the order and leading discussions
9. Moving to a vote (For, Against, Abstention)
10. Having the casting vote
11. Concluding the meeting

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II. Participants (Delegations):

1. Abiding by all of the Rules of Procedures/Order
2. Addressing proposals, motions, remarks, etc. to the Chair/Moderator
3. Requesting the floor from the Chair/Moderator
4. Proposing and seconding the motions
5. Voting for or against the motions
6. Interacting (including discussing and debating on certain issues/sub-issues) with other participants
7. Interrupting, clarifying, questioning, persuading, and compromising under the Rules of Procedure/Order
8. Giving the Opening Statement and the Closing Remarks

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III. Quorum:

The quorum is the number of participants/delegates at an international meeting who need to be present to for the Chair/Moderator to declare a meeting open and for the appropriate General Assembly (GA) to take decisions. For example, the quorum for opening a GA meeting is one-third of the delegations in the Plenary meeting.

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IV. Point of Privilege/Question of Privilege:

Point of privilege can be raised when it concerns the security of participants/delegates at an international meeting in their privilege as such.

V. Point of Order/Question of Order:

Point of Order can be raised by participants/delegates at an international meeting at any point when they believe that the Chair/Moderator is not following the Rules of Procedure/Order or not being sufficiently active in ensuring others to do so.

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VI. Suspension of a meeting:

A meeting can be suspended for a limited amount of time (recess) upon the request of a participant/delegate at an international meeting. A suspended meeting is usually resumed on the same day.

VII. Adjournment of a meeting:

A meeting can be adjournment upon the request of a participant/delegate at an international meeting. An adjournment calls a meeting to a close. Any continued consideration of an item will take place at another meeting usually on another day.

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VIII. The General Debate Session:

Whenever abiding by the the Rules of Procedures/Order and approved by the Chair/Moderator in this regard, a delegation at an international meeting may rise to debate for its positions and interests upon certain propositions in terms of Affirmative Side or Negative Side with a view to clarifying even more the goal to be realized at the ongoing international meeting. Cross-examination in such a debate is practiced more often than not upon an issue being globally-concerned and full of conflicts. In principle, the end of a general debate is the beginning of an immediate vote.

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IX. Conclusion and Suggestions:

X. Q & A Session:

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