



CHURKIN MOSCOW INTERNATIONAL MODEL UNITED NATIONS

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I. GENERAL PROVISIONS

Rule 1. Rules of Procedure

1. These Rules of Procedure (hereinafter referred to as "the Rules", "the RoP") of the International Civil Aviation Organization (hereinafter referred to as "ICAO") of Churkin Moscow International Model United Nations (hereinafter referred to as "Model UN", "MUN") are adopted prior to the beginning of the MUN. The Rules of Procedure can be modified only by the Model UN authorities.

2. ICAO President shall have the prerogative to interpret the Rules.

3. Violation of the Rules is not allowed.

4. Shall any Representative violate the Rules, the President is to call them to order immediately. In case of repeated or significant violations the President shall put to vote a motion to temporarily deprive the Representative of their right to speak until the next suspension of the meeting.

Rule 2. Agenda

The agenda is set by the Model UN authorities prior to the beginning of the MUN and cannot be changed.

Rule 3. Language

1. The official language of ICAO shall be English.

2. Other languages shall not be used during the session of ICAO.

II. MODEL UN PARTICIPANTS

Rule 4. Powers of Model UN Participants

1. Powers of Delegates and Observers (hereinafter jointly referred to as "Representatives"), Delegate Advisors and Guests shall be confirmed by the Secretariat in the course of their registration for the MUN and the distribution of badges and other working materials by the Secretariat.

2. Every country or organization shall be represented by one Representative. The only exception is the chairing country, which can be represented by the Presidium members, one of which executes the role of the President and another of the Vice-President.

3. During ICAO meetings Representatives shall speak only on behalf of the country or organization they represent and avoid expressing their personal opinion.

4. Representatives shall:

- a.act in conformity with these Rules of Procedure;
- b.treat other Participants with respect;
- c.abide by the rulings of the President;
- d.participate in the Committee work during the entire session;

e. seek to contribute to the successful and effective work of ICAO.

5. Representatives shall not abuse the Rules. In case of repeated violations of the Rules of Procedure the President can raise a Motion to temporarily deprive a Representative of the Right to Speak. If the violations still remain, the MUN authorities can be called and the Representative will be barred from participating in the session of ICAO.

Rule 5. Delegates

Delegates shall have a right to:

- 1. speak and vote on all discussed matters;
- 2. raise Points and Motions;
- 3. be authors of Working Papers;
- 4. present Amendments to a Draft Report.

Rule 6. Observers

- 1. Observers can represent:
 - a. United Nations Specialized Agencies;
 - b. international intergovernmental organizations;
 - c. non-governmental organizations accredited to the ECOSOC with general or special status;
 - d. states.

2. Observers may be given a right to speak by the President, however they shall have no right to vote or raise Procedural Motions.

Rule 7. Delegate Advisors and Guests

1. Delegate Advisors and Guests shall have a right to attend meetings of ICAO and occupy the places specifically designated by the President.

2. Delegate Advisors and Guests shall not communicate with Representatives during the meetings. Delegate Advisors and Guests shall have no right to speak or vote during ICAO session.

III. PRESIDENCY

Rule 8. Presidency

1. The President and the Vice-President of the Model UN International Civil Aviation Organization organize the work of ICAO according to the Rules of Procedure.

2. The President and the Vice-President are appointed by the Model UN authorities.

3. The President can yield their powers to the Vice-President when they deem it necessary.

Rule 9. Powers of the President

1. The President shall moderate the session in accordance with these Rules and ensure that ICAO operates effectively and the rights of all Representatives are respected.

- 1.2. The President shall:
 - a.ensure compliance with these Rules;
 - b.conduct a Roll Call to establish a quorum at the beginning of each meeting and after a break or at any other time if required;
 - c.announce Roll Call results;
 - d. declare the session open and closed;
 - e.moderate the session;
 - f.conduct debates;
 - g.introduce Procedural Motions;
 - h.determine and announce the deadline for submitting Working Papers and Amendments;
 - i.define the minimum number of authors required to submit a Working Paper and Amendments;
 - j.maintain the order during the meetings;
 - k.put questions on voting;
 - l.announce voting results.

3. The President shall have the right to rule Points and Motions out of order if those are not stipulated in these Rules.

4. The President shall give their rulings on any matter related to the session, including matters not stipulated in these Rules.

5. Rulings of the President can be appealed by the Delegates in accordance with the procedure provided in point "c" of Rule 43 and paragraph 1 of Rule 47.

6. The President shall be impartial. They should refrain

from speaking on the substance of the discussed matters except when it is necessary to ensure effective functioning of ICAO.

IV. SECRETARIAT

Rule 10. Composition of the Secretariat

The Secretariat shall be represented by the Expert and Secretaries in ICAO. Other Members of the Secretariat may also be present at the meetings and speak on the matters that are within their competence provided the President gives the floor to them. The President shall manage the work of the Secretariat Members in ICAO.

Rule 11. Expert

1. The Expert prepares the Report on ICAO agenda and participates in the entire session of ICAO.

2. The President may ask the Expert to clarify a substantial point regarding the matters that fall within the scope of ICAO agenda at any time except when a speaker has the floor or at the time of voting procedure.

3. During the session, any Representative may introduce a Question to the Expert in order to clarify a point regarding a discussed matter, after which the President may decide to give the floor to the Expert.

4. The Expert checks if all Working Papers and

Amendments to the Draft Report comply with international law and the UN Reports on the matter already adopted as well as with technical requirements for the above-mentioned documents.

5. The Expert's rulings are not subject to appeal.

Rule 12. Secretaries

The Secretaries shall perform their duties under direct supervision of the President. They shall receive, type, copy and circulate necessary documents, count votes during voting procedures, and facilitate diplomatic correspondence. At the request of the President, they shall perform other duties that may be required to ensure effective functioning of ICAO.

V. RULES GOVERNING DEBATE

Rule 13. Roll-Call

1. The roll-call shall be taken in alphabetical order of the English language prior to the opening of the meeting and before resuming the meeting in order to establish the quorum.

2. When called by the President, the Representative shall raise the placard with the name of their country or organization and say "Present".

Rule 14. Quorum

The President can declare the session open or resume it after a break provided that at least half of the registered Delegates of ICAO are present. The registration of the Delegates shall mean their check-in on the 13th of April, 2025.

Rule 15. Formal Debate and Caucus

1. Meetings of ICAO can be conducted in one of the following forms:

- a. Formal Debate;
- b. Moderated Caucus;
- c. Unmoderated Caucus.
- d. Consultation of the Whole

2. During meetings in any form, Representatives shall not leave the room without a permission given by the President (excluding cases of extreme urgency). Representatives can request such a permission from the President in written form (if it is an Unmoderated Caucus, the request could be made orally).

Rule 16. Formal Debate

1. Formal Debate shall be used when Representatives deliver the positions of their country or organization, discuss Working Papers, adopt a Draft Report, debate over Amendments, adopt ICAO Report, and in any other case unless ICAO decides otherwise.

2. With the beginning of the Formal Debate the President shall announce the debate open and the beginning of the presentation of countries' positions. The Speakers List is formed in the alphabetical order of the language of the committee. In other cases, the President composes the Speakers List themselves. A Representative has the right to announce that they wish to speak at the end of the Speakers List once per Formal Debate.

3. In case a Representative is not present in the committee room when their turn to speak comes, the President may move them to the end of the Speakers List once per Formal Debate. In case of the Representative's repeated absence, they are removed from the Speakers List entirely.

4. The Debate requires a motion to establish the time limit for a speech and for questions to the Speaker.

5. The conduct of debate may be subsequently altered in accordance with the procedure set forth by the Rules.

6. During the Formal Debate:

- a. the President shall make up the Speakers List except for when the countries' positions are being presented;
- b. the President shall give the floor to Representatives in the order of the Speakers List;
- c. Delegates shall have a right to introduce

Procedural Motions stipulated in these Rules;

- d. Representatives shall have a right to raise Points stipulated in these Rules;
- e. time limits of speeches and debates are followed in accordance with effective regulation of debate;
- f. Representatives shall not move around the room and speak without being given the floor.

Rule 17. Moderated Caucus

1. Moderated Caucus shall be used for informal discussions on the agenda.

2. During the Moderated Caucus:

- a.no speakers list shall be created;
- b.Representatives wishing to speak shall ask the President to have the floor by raising their placards;
- c.the President shall give the floor in conformity with the principle of equality and effective functioning of the International Civil Aviation Organization;
- d.the Moderated Caucus shall not be used to discuss matters unrelated to the topic set for the specific Caucus;
- e.the right to speak shall be granted for the time set by the procedure of the Moderated Caucus;
- f.Representatives shall not have the right to move freely about the room and speak without being given the floor;

g. Questions to the Speaker are not allowed.

3. At any time of a meeting, but not during speeches or voting, a Delegate or the President may introduce a Motion for a Moderated Caucus, explaining the purpose and stating the topic for the suggested Moderated Caucus and proposing the overall time limit and the time limit per speaker.

Rule 18. Unmoderated Caucus

1. Unmoderated Caucus is used for consultations and informal negotiations.

2. At any time of the meeting, but not during speeches or voting, a Delegate or the President may introduce a Motion for an Unmoderated Caucus, explaining the purpose of the proposed Unmoderated Caucus and proposing the time limit for the Caucus.

3. The proposed time for an Unmoderated Caucus shall not exceed 20 minutes.

4. Representatives shall have the right to move freely about the room, speak without being given the floor and communicate with Advisors and Guests.

5. Representatives shall not leave the room without the President's permission.

Rule 19. Consultation of the Whole

1. The Consultation of the Whole is used to discuss the agenda and to conduct negotiations among Representatives.

2. At any time of the meeting, but not during speeches or voting, a Delegate or the President may introduce a Motion for a Consultation of the Whole, explaining the purpose of the proposed motion and proposing the time limit for the Consultation.

3. During the Consultation of the Whole:

a.no Speakers List shall be created;

- b.The rules of a Formal debate shall not apply during the Representatives' speeches and the discussion on various issues;
- c.The President shall give the floor to the first Representative wishing to speak
- d. The Representative, after finishing the speech, shall give the floor to the next Representative.
- e.If this Representative doesn't take the floor, the floor goes to the previous speaker.
- f. That speaker can yield the remaining time to the President before the time limit for the Consultation of the Whole expires.
- g.Representatives are not allowed to give speeches without being given the floor and nor are they allowed to leave the room.
- h.Questions to the Speaker are not allowed.

Rule 20. Speeches

1. A Representative wishing to speak, by raising their placard, shall ask the President to give them the floor.

2. When speaking on various procedural or substantial matters, a Representative shall observe the time limit established for the meeting according to the Rules.

3. If there is any time left:

- a. a Representative has the right to declare themselves open for other Representatives' questions about their Speech. A Representative may refuse to answer a question;
- b. a Representative may yield the right to answer the question to another Representative provided the latter gives their consent, except for the Presentation of the Position Paper.

4. During the Presentation of a Working Paper or an Amendment the floor could be yielded to the Delegate designated by the Speaker. The designated Delegate is free to accept the yielded floor or no. If the Delegate does not accept it, the floor is automatically yielded back to the President.

Rule 21. Conduct of Debate

1. Formal Debate consists of speeches of Representatives "in favour" or "against" Working Papers or Amendments.

2. The President shall form a Speakers List for each

debate by adding the Representatives who constitute their wish to speak

3. The debate shall be conducted even if there is an unequal number of Representatives wishing to speak "in favour" and "against".

VI. CONDUCT OF SESSIONS

Rule 22. Presentation of Positions

During the Formal Debate and before the announcement of a deadline for submission of Working Papers Representatives may present their positions on the discussed matter. Time for speeches and questions to the Speaker is limited by the adopted Procedural Motion regulating the conduct of presentations.

Rule 23. Working Paper

1. A Working Paper is a document which meets the requirements set by the Expert and the President.

2. ICAO President shall set the minimum number of authors for a Working Paper to be registered.

3. A Delegate can be listed as an author of only one Working Paper.

4. An Observer shall have the right to participate in the creation of a Working Paper but shall not be listed as its author.
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Rule 24. Submission of Working Papers

1. After Representatives present their positions, the President shall announce the deadline for submitting Working Papers.

2. Formal Debate can only be held on the documents approved by the Expert. The Expert shall verify the documents' compliance with international law and the United Nations Reports on the matter already adopted as well as documents' conformity with technical requirements.

3. A Working Paper is considered submitted after it has been registered by ICAO President and assigned a number.

4. A number is assigned according to the order in which Working Papers are registered by the President.

Rule 25. Discussion of Working Papers

Working papers shall be considered according to the following procedure:

1. One of the authors introduces a Working Paper and answers the questions related to it;

2. After a Working Paper is introduced, debate on the Working Paper shall be opened, in the course of which Representatives have the right to speak "in favour" and

"against" the discussed Working Paper;

3. The same procedure shall be used for all Working Papers that have been introduced for discussion.

Rule 26. Voting on Working Papers

1. Upon finishing the discussion of all registered Working Papers, they shall be put to vote in the order of their submission.

2. At any moment before a Working Paper has been put to vote its authors may withdraw the document.

3. The withdrawal of a Working Paper requires consent of all its authors.

4. Once a Working Paper has been adopted by a simple majority of ICAO Delegates it is adopted as a Draft Report. The rest of the registered Working Papers shall not be put to vote.

5. A Draft Report shall have no authors.

6. In case ICAO fails to adopt the Draft Report, the President shall form a Conciliation Commission.

Rule 27. Conciliation Commission

1. The Conciliation Commission shall be created in order to prepare and introduce a new Working Paper.

2. The Conciliation Commission shall be created under the supervision of the President.

3. The Conciliation Commission shall include 2-3 Representatives from each coalition.

4. The President shall set a new deadline for submitting a Working Paper. A Working Paper prepared by the Conciliation Commission shall be registered by the President.

5. A Working Paper introduced by the Conciliation Commission shall be discussed in conformity with the procedure set in Rule 25 and shall be voted on in conformity with the norms set out in Rule 26.

6. Unless a Working Paper prepared by the Conciliation Commission gets a majority of votes, a new Conciliation Commission shall be created.

Rule 28. Amendments

1. An Amendment is a request to add, delete or modify any part of a Draft Report.

2. Amendments shall be submitted separately to each clause.

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3. An Amendment may have several authors.

4. A Delegate may be listed as the author of several

Amendments.

5. An Observer may participate in drafting an Amendment but may not be listed as its author.

6. An Amendment shall comply with the following requirements in order to be considered at the meeting:

a. the Expert shall verify that an Amendment does not contradict the object and purposes of the Draft Report;

b. each Amendment shall be submitted in digital form, printed or written in a legible handwriting on a separate sheet of paper;

c. the type purpose of each Amendment (to add, delete, or modify) shall be clearly stated;

d. there shall be a clear reference to the clause that an Amendment seeks to change or, when applicable, to the clause after which a new point should be added;

e. there shall be the necessary number of authors;

f. the Expert shall confirm that an Amendment complies with the requirements stated in the present paragraph.

Rule 29. Order of Consideration

1. Amendments to an operative clause of a Draft Report shall be considered first followed by the Amendments to the preamble.

2. Amendments shall be considered in the order of the clauses they refer to. Amendments proposing to add a new clause shall be considered last, unless the President decides otherwise.

3. If two or more Amendments to a clause are proposed, the Amendments are considered starting from the most disruptive one. If adoption of an Amendment inevitably results in rejection of another Amendment, the latter is not considered.

4. Grammatical, spelling, syntax and stylistic errors in a Draft Report which do not influence the meaning of the text shall be corrected by the Expert without a vote.

Rule 30. Debate on Amendment

Amendments shall be considered in the following way:

1. An author of an Amendment introduces its substance and meaning;

2. After an Amendment is introduced, debate shall be opened. In the course of debate Representatives shall speak "in favour" or "against" of the adoption of the Amendment in accordance with the established conduct of debate.

Rule 31. Amendment to the Initial Amendment

1. An Amendment to the initial Amendment adds, deletes or revises any part of an initial Amendment.

2. An Amendment to the initial Amendment shall not contradict the meaning and the purpose of the revised Amendment.

3. An Amendment to the initial Amendment shall be introduced orally in the course of the discussion of the initial Amendment. A Delegate who introduces an Amendment to the initial Amendment should clearly explain their proposal. The proposal is then voted upon if approved by the Experts unless the authors of the initial Amendment accept the former as friendly.

4. Introducing an Amendment to the initial Amendment after voting on the initial Amendment is out of order.

5. If several Amendments to the same Amendment have been introduced, they shall be considered in the order of their submission.

6. If ICAO votes in favour of an Amendment to the initial Amendment, this Amendment shall be incorporated into the text of the initial Amendment and shall become an integral part of the initial Amendment.

7. Adoption of an Amendment to the initial Amendment does not mean an adoption of the initial Amendment. Thus, after voting on an Amendment to the initial Amendment, ICAO returns to the discussion of the initial Amendment.

8. Amendments to the third degree are not allowed.

Rule 32. Approval of a Friendly Amendment to the Initial Amendment

1. In case the author of the initial Amendment approves the proposed Amendment to the initial Amendment, they may consider this Amendment to an initial Amendment friendly.

2. In case the initial Amendment has more than one author, this Amendment to the initial Amendment needs approval of all authors.

3. If an Amendment to the initial Amendment is considered friendly, it immediately modifies the initial Amendment without voting, after which ICAO returns to consider the Amendment taking into account changes made to this Amendment.

4. If an Amendment to the initial Amendment is not accepted as friendly, the general procedure stipulated in Rule 31 applies.

Rule 33. Withdrawal of an Amendment and an Amendment to the Initial Amendment

1. An Amendment (or an Amendment to the initial Amendment) may be withdrawn by its author before voting on it takes place.

2. If an Amendment (or an Amendment to the initial Amendment) has more than one author, the withdrawal requires consent of all its authors.

Rule 34. Report of the Committee

1. When the list of Amendments is exhausted, ICAO shall go on to vote on the modified Draft Report.

2. Before the vote, the Secretariat shall supply the Representatives with the modified text of the Draft Report.

3. If the Draft Report receives a simple majority of the votes of ICAO Delegates, it becomes the Report of the International Civil Aviation Organization.

4. ICAO Report shall have no authors and shall be considered the result of the work of the entire Committee.

VII. TYPES OF POINTS AND ORDER OF PRIORITY

Rule 35. Precedence of Points

- 1.1. The Points of Representatives shall be considered in the following order:
 - a. Question on Voting;
 - b. Point of Personal Privilege;
 - c. Question to the Speaker;
 - d. Point of Order;
 - e.Point of Parliamentary Inquiry (Question to the President);
 - f. Question to the Expert;

g. Right of Reply.

2. Voting may be interrupted only by a Question on Voting that shall be considered immediately. Other Points cannot interrupt the voting procedure.

Rule 36. Point of Personal Privilege

1. At any time (except at the time of voting) a Representative may introduce a Point of Personal Privilege if they feel physical discomfort, which impairs their ability to fully participate in the proceedings. The Representative shall stand up and express their complaint when called by the President.

2. When raising a Point of Personal Privilege, the Representative is not allowed to talk on the substance of the matter discussed.

Rule 37. Question to the Speaker

1. After a speech in the Formal Debate, if the Speaker declares themselves open for questions, a Representative shall have the right to ask the former a question on the substance of their statement, if so, provided by the established time limit.

2. The President may rule the question out of order if they deem it irrelevant to the agenda.

Rule 38. Point of Order

1. At any time (except at the time of voting or Speaker's time) a Representative may raise a Point of Order if they believe that another Representative of ICAO has violated the present Rules of Procedure.

2. When raising a Point of Order, the Representative is not allowed to talk on the substance of the matter discussed.

Rule 39. Point of Parliamentary Inquiry

1. During ICAO meetings, at any time (except at the time of voting or Speaker's time), a Representative may ask the President a question in writing or orally in order to clarify a point regarding the present Rules of Procedure or organizational matters.

2. When asking the President a question, the Representative is not allowed to talk on the substance of the matter discussed.

Rule 40. Question to the Expert

1. During ICAO meetings, at any time (except at the time of voting or Speaker's time), a Representative may ask the Expert a question in writing or orally in order to clarify a point regarding a factual aspect of the agenda, the official position of the United Nations on a matter or any other point related to the agenda.

2. If the question is entertained by the President, the

Expert shall give their answer orally or in writing.

Rule 41. Right of Reply

1. A Representative may use their Right of Reply in case they feel that the reputation or national integrity of their country or organization has been impugned by another Representative.

2. A Right of Reply shall be requested in writing right with a detailed explanation of the reasons for such a request.

3. The permission to use a Right of Reply is granted by the President at their discretion. The decision is not subject to appeal.

4. A Right of Reply is granted before the ordinary suspension of the meeting, with the Representative speaking up to one minute. No questions can be asked in exercise of the Right of Reply.

5. A Right of Reply to a Right of Reply is out of order.

Rule 42. Question on Voting

1. ICAO voting procedure can be interrupted by a Question on Voting. The Question can only be raised provided that the Representative believes there has been a miscalculation of the votes or any other breach of the Rules of Procedure. 2. If the question is entertained by the President, the Expert shall give their answer orally or in writing.

3. Unless the Question on voting has been ruled out of order, the International Civil Aviation Organization shall revote.

VIII. TYPES OF PROCEDURAL MOTIONS AND ORDER OF PRIORITY

Rule 43. Precedence of Procedural Motions

Delegates have the right to introduce Procedural Motions that shall be considered in the following order:

a. Motion to Adjourn the Meeting (after the International Civil Aviation Organization has finished its work);

b.Motion to Suspend the Meeting (the Delegate shall explain the purpose of the Motion and propose a time limit);

c. Motion to appeal the ruling of the President (to override the ruling of the President that contravenes the Rules of Procedure);

d. Motion to temporarily deprive a Representative of the Right to Speak (the Motion can be raised only by the President and, if adopted, remains effective only up to next ordinary suspension of the Meeting);

e. Motion for Closure of the Debate (used to avoid speeches in favour and against the adoption of a

Working Paper or an Amendment);

f. Motion to Move directly to Unmoderated Caucus from Moderated Caucus;

g. Motion to Reconsider a Question (to reconsider a matter that has already been voted upon);

h. Motion to establish a time limit (used to establish time limits for speeches and questions; could be established with or without right of prolongation);

i. Motion to extend the Speaker's time;

j. Motion for a Moderated Caucus;

k. Motion for a Consultation of the Whole;

I. Motion for an Unmoderated Caucus;

m. Motion for a Roll Call Vote (only for the adoption of the Report of the Committee).

Rule 44. Consideration of Procedural Motions

1. A Procedural Motion can be raised by a Delegate at any time during the Formal Debate except during speeches and voting (except for the Motions stipulated in Points "f" and "g" of Rule 42, that could be raised during Moderated and Unmoderated Caucuses).

2. A Procedural Motion requires the support of at least one more ICAO Delegate besides the delegate that raises it.

3. If the motion has both the support and at least one objection, it is put to vote.

4. Motions stipulated in Points "c", "d", "f", "g" and "m" of

Rule 43 shall be immediately put to vote.

5. If several similar Motions are raised, the one that has the largest time limit is considered first, and the others are considered in the descending order.

IX. VOTING

Rule 45. Types of voting

ICAO decisions on matters that require voting can be adopted:

a. By consensus (if no objections are raised);

b. Unanimously (in case no Delegate has voted against);

c. By a simple majority of ICAO Delegates (the number of votes "in favour" exceeds the number of votes "against");

d. By a qualified majority (2/3 of ICAO Delegates votes are "in favour").

Rule 46. Voting

1. During the voting procedure Representatives, Advisors and Guests shall remain seated, they shall not communicate with each other, leave or enter the room.

2. The Delegates shall vote by raising their placards.

3. If a Delegate casts their vote twice during the voting, their vote is not counted.

4. A Delegate can raise a Motion for a Roll Call vote only for the voting on the adoption of the Final Report:

- a. During the Roll Call vote the President calls the names of the countries in accordance with the current list of the Delegates. The Delegates shall reply "Yes", "No" or "Abstain" or "Pass". English alphabetical order shall be used;
- b.During the Roll Call vote a Delegate may pass once, but in this case, they will be obliged to vote in favour or against when their turn comes the second time;
- c.Upon the completion of voting a Delegate may request the right for the explanation of vote. If the request is granted by the President, the speaking time shall not exceed 30 seconds.

Rule 47. Required Majority

1. Motions stipulated in Points "c", "d", "f", "g" and "m" of Rule 43 require a qualified majority of 2/3 votes of ICAO Delegates in order to be adopted.

2. Motions stipulated in Points "a", "b", "e", "h", "i", "j", "k" and "l" of Rule 43 require a simple majority of ICAO Delegates in order to be adopted.

3. A Draft Report, Amendments, Amendments of the first and the second degree and a Report require a simple majority of ICAO Delegates to be adopted.