



INMUN 2023

RULES OF PROCEDURE

Roll Call



Please note that the proceedings highlighted in this document are not applicable to all committees. Crisis committees and regional bodies might have additional rules of procedure which will be mentioned in their respective background guides or during committee sessions.

At the beginning of each day, the executive board of each committee will conduct a roll call. This is done to establish a quorum for the day and to obtain the voting stance of each delegate in the committee.

A delegate can reply to their roll call by either stating that they are “present” or “present and voting”. If a delegate chooses their voting stance as “present” then they may vote towards a resolution in 3 ways: Yes, No or Abstain. If one abstains from voting toward a resolution, it indicates that they are a neutral party. On the other hand, if a delegate chooses their voting stance as “present and voting” they do not have a choice to abstain from voting toward a resolution. They must either accept the resolution with a yes or deny it with a no during voting.

An important point to note is that once a delegate chooses their stance as “present and voting on a given day” they can not change it to “present” on another day. However, if a delegate chooses their voting stance as “present” they do have the liberty to change this stance to “present and voting” if they wish to.

Quorum

Quorum in a committee is the number of member states that must be present in order to open committee sessions and take decisions. This number is left to the discretion of the executive board of each committee and will be established after the roll call.



After the roll call, the committee moves into a session of formal debate which is brought about by a motion by a delegate. Once the committee is in formal session, the delegates must raise their placards in order to speak. The delegates can introduce a motion or a point by the raise of their placard. During voting, the raising of a placard can indicate your agreement with the topic at hand. Once a form of debate is chosen, delegates must raise their placards in order to be recognised in the list of speakers.

The forms of debate include:

1. General Speakers List(GSL)/Provisional Speakers List(PSL)
2. Special Speakers List(SSL)
3. Round Robin
4. Moderated Caucus
5. Unmoderated Caucus

General Speakers List(GSL)/Provisional Speakers List(PSL)

The GSL is a non-exhaustive list of speakers that kicks off the first committee session. The maximum allotted time for the GSL is 90 seconds and can not exceed that number at any point in time. If a delegate crosses the 90-second mark they will be asked to finish their sentence and stop speaking. The first GSL is generally used by delegates to present their country's stance on the agenda and lobby other nations with similar ideologies.

A GSL begins debate on every day of the conference and always has speakers remaining. If all other motions in a committee session fail, the committee defaults back to the GSL. The GSL is only exhausted once voting on resolutions begins at the end of the committee. If there is a motion altering the form of debate in the middle of a GSL, the GSL will be paused and the committee will vote on the motion. Once the delegate is on the speakers list they can not be added again until they have completed their speech. After their speech has elapsed they may request the executive board to add their name again when the floor is open for more speakers.

It is important to note that the GSL does not have a specific topic. The delegate can choose to speak on any matter at hand during the GSL.

Crisis committees do not have GSLs, instead, they have PSLs. The format of a PSL is the same as the GSL



No points of information will be tolerated during PSLs or GSLs. Points of Order and Right to Replies are acceptable.

If there is a motion altering the form of debate in the middle of a GSL, the GSL will be paused and the committee will vote on the motion.

Special Speakers List(SSL)

The SSL is a type of GSL. Contrary to the format of the GSL, the SSL has a specific topic of discussion. Its time limit can be set by the delegate who motions for it but it may not exceed 90 seconds. Unlike the general speaker's list, the SSL is optional.

Round Robin

A round robin is mainly used in smaller committees like crisis committees and is impractical for larger General Assemblies. In a round-robin, every person in the committee must speak for a duration of time on the topic at hand. These are useful for gauging every delegate's stance on the matter at hand.

Moderated Caucus

A moderated caucus is the preferred form of debate during committee sessions. To move into a moderated caucus, a delegate must make a motion when the executive board asks for them. A moderated caucus has a specific amount of speakers and a specific time limit. Both of these can be set by the delegate who raises the motion. It is important to note that the time period of a speech can not exceed 90 seconds. Unless stated otherwise, every moderated caucus will entertain 2 points. These may be points of information or points of order.

The topic of the moderated caucus must be directly related to the agenda. If the executive board deems the topic to be redundant or irrelevant they may dismiss the motion at their discretion. Once a moderated caucus fails the vote, it may not be reintroduced under the same name. The same topic can be differently worded and reintroduced.

Note: Delegates are not allowed to speak about any matter other than the topic of the moderated caucus. If they do they will be halted and not marked.

If delegates do not get a chance to speak in the caucus and still wish to, they may then raise a motion to extend the moderated caucus. The maximum extension granted will be for half its original time period and speakers.

Debate



Unmoderated Caucus

An unmoderated caucus has a plethora of uses in committee: the most important of which are lobbying and writing paperwork. Much like a moderated caucus, it is raised via a motion and needs a majority vote to pass. A time period must be specified in the motion and no topic is required. Using time effectively in an unmod is a skill that the best delegates have mastered. Your position in the committee and your authority will be determined by your use of these periods.

The executive board is not involved in any discussions during unmods. They will only take rounds and gauge what is going on in the committee.

In case the delegates are not able to complete their discussions in the allotted time, they may extend the unmoderated caucus by half its original duration.

Points

Points are statements or questions a delegate raises to the executive board or another delegate. If a delegate wishes to raise a point, they must lift their placard and wait for the executive board to call on them. The format to raise a point is as follows: “The delegate of ____ would like to raise a point of ____”

The types of points are listed below in order of their precedence

Point of Personal Privilege

This is the only point which can interrupt a delegate or a member of the executive board mid-speech and thus must be used with extreme caution. A point of personal privilege is used when a delegate feels discomfort which must be rectified immediately. This may include situations like another delegate being inaudible during their speech or having to visit the washroom urgently.



Point of Parliamentary Inquiry

This point is used to clarify a doubt in procedure or anything in the committee. It can not interrupt a speaker and can only be used when the floor is open for points and motions. An example would be when you are preparing your speech in a moderated caucus but have forgotten the time limit. You may raise a point of parliamentary inquiry and ask the executive board to clarify this doubt.

Point of Information(POI)

A point of information is mainly used in moderated caucuses and is not permitted in GSLs. After a delegate has completed their speech the executive board will open the floor for POIs and POOs(covered later). A POI is a question that is asked to the delegate based on the content of their speech. It can not be used to make a statement or a comment. Only a short question will be allowed. The delegate must then answer the question. It is generally used to point out hypocrisies or mishaps in foreign policy

Point of Order(POO)

A point of order can be imposed on the executive board or on a delegate. When the executive board does not follow correct procedure in committee, a delegate may raise a point of order against them to inform them of their mistake.

When used against delegates there are 2 types of POOs.

Factual inaccuracy:

When a delegate makes an incorrect statement in committee and you as a delegate have proof that it is incorrect, you may raise this point after the delegate's speech. An example of a factual inaccuracy is a statement claiming that “RCB has won an IPL trophy”.

Logical Fallacy:

A logical fallacy occurs when a delegate's speech makes no logical sense. For example, if a delegate says “the soviets invaded Afghanistan because they liked mangoes”, it is clearly an illogical statement.

Right to Reply



A right to reply is essentially a 1v1 debate, resulting in the loser being sent out of committee for 10 minutes or more. The secretary-general is called and will adjudicate the debate.

A right to reply can only be raised when the national or personal integrity of a nation or delegate has been contested by another delegate during formal debate.

A right to reply is a very serious matter in this conference and must be used with care. If found guilty, a delegate may be barred from the committee depending on the comments made.

Yields

Yields are used when a delegate has completed their speech and still has time remaining on the clock. The delegate can yield their time in 3 ways:

Yield to another delegate

The other delegate will receive the amount of time you have left in your speaking time and can extend their speech.

Yield to questions

Based on the amount of time remaining, the delegate can choose to answer questions on their speech.

Yield to the executive board

If a delegate does not wish to do anything with the remaining time, they may move the committee along by giving this time to the EB.



All motions require a majority vote to pass or can be passed at the discretion of the executive board. If the executive board does not feel that a particular motion is apt, they have the authority to dismiss it.

When the executive board is accepting motions, they will proclaim it by saying “the floor is now open for motions”. Delegates can clarify if the floor is open by using a point of parliamentary inquiry. When a set of motions is put forth, they are voted upon by their order of disruption - most disruptive first. The order of disruption is as follows:

1. Motion to open/close/adjourn formal debate
2. Point of Personal Privilege
3. Point of Parliamentary Inquiry
4. Right to Reply
5. Point of Order
6. Motion to introduce a Resolution/Working paper/Directive
7. Motion to begin the voting procedure
8. Motion to enter into a Round Robin
9. Motion to enter a SSL
10. Motion to extend an unmoderated caucus
11. Motion to extend a moderated caucus
12. Motion to move into a 2v2/3v3/question and answer session
13. Point of information

Chits



Chits are pieces of paper that you write on and send to other delegates during formal debate. They are used because no cross-talk is allowed during debate and delegates may need to communicate in order to lobby or discuss important aspects of the committee. To send a chit you must first write one, then raise your hand with it. A logistics member will collect it and pass the message on.

Some basic rules of chits at INMUN are as follows:

- No substantive chits are allowed.
- All chits will be proofread by the logistics team before being passed on. If any profanity is found in them the chits will be given to the executive board and the delegate will be given a warning. If this repeats then the delegate will be gagged.
- Chits will not be marked.
- You may not send chits directly to the executive board. Instead, you may raise points.

Paperwork

This section is pertinent to only General Assembly and Regional Body delegates. Paperwork in crisis committees will be outlined in their respective background guides.

Working papers

Working papers are the first piece of documentation all blocs submit to the committee. These papers act as a starting point for resolution writing. They do not have a specific format and do not require signatories (people who side with your paper) to be presented to the committee. The aim of working papers is for the executive board and the rest of the committee to understand all bloc positions and get a clear picture of what the final resolution is going to look like. The number of presenters will be decided by each individual committee separately.



Resolutions

INMUN does not have a single-resolution policy. This means that all resolutions will be deliberated and voted upon.

A draft resolution will be written by all blocs in the committee. Please do note that a draft resolution can only be presented to the committee if the number of signatories is $\frac{1}{3}$ of the quorum. Each resolution will have authors and co-authors; the numbers of each will be determined by committee directors and told to you on the day of the conference.

Format of a resolution:

The resolution begins with the name of your draft and is then followed by the names of the authors and co-authors. Below this, a list of all signatories must be present. The name of the committee is then mentioned and the content of the resolution follows. The preambulatory clauses are first, followed by the operative clauses.

All preambulatory clauses must be separated by a comma. All operative clauses must be numbered and separated by a semicolon. Subclauses must be separated by commas. A resolution can not have a full stop anywhere in it but the end. All words after the full stop are meaningless.

Each preambulatory clause must begin with a preambulatory phrase and each operative clause must begin with an operative phrase. A list of these phrases is attached on the next page.



Preambulatory Phrases:

Affirming
Alarmed by
Approving
Aware of
Believing
Bearing in mind
Cognizant
Conscious
Concerned
Confident
Contemplating
Convinced
Declaring
Desiring
Deploping
Expecting
Expressing its satisfaction
Emphasizing
Expressing its appreciation
Fulfilling
Fully alarmed
Fully aware
Guided by
Having adopted

Having assessed
Having considered
Having considered further
Having devoted attention
Having examined
Having heard
Having received
Having studied
Keeping in mind
Mindful
Noting
Noting with regret
Noting with satisfaction
Noting with deep concern
Noting with approval
Observing
Realizing
Reaffirming
Recognizing
Referring
Regretting
Seeking
Stressing
Taking into account
Taking note
Viewing with appreciation
Welcoming

Operative Phrases:

Accepts
Affirms
Approves
Authorizes
Calls for
Calls upon
Commends
Condemns
Confirms
Considers
Declares
Declares accordingly
Demands
Deplores
Draws attention
Designates
Emphasizes
Encourages
Endorses
Expresses its appreciation
Expresses its hope
Invites
Notes

Proclaims
Reaffirms
Recommends
Reminds
Regrets
Reiterates
Requests
Resolves
Solemnly affirms
Stresses
Supports
Takes note of
Trusts
Underlines
Urges
Welcomes



Amendments

Amendments are edits to the content of the resolution. Once a resolution is presented the executive board will open the floor for amendments. These can be sent in via chat or via mail - depending on what the executive board wishes to use. There are 2 types of amendments:

- Friendly: The authors of the resolution accept this amendment and the content of the resolution is amended
- Unfriendly: The authors of the resolution do not accept this amendment and it goes to vote.

If more than $\frac{1}{3}$ of the clauses are amended in any way then the resolution is scrapped.

Please note that all amendments must be sent in resolution format

Emendments

Emendments are edits to the grammar and syntax of the resolution and must be sent in before the resolution is voted upon

Plagiarism

No form of plagiarism is tolerated at INMUN 2023. Delegates are responsible for any documentation that they submit and any form of plagiarism found will result in the delegate being barred from the conference. All decisions taken on plagiarism will be final and the call is in the hands of the executive board.

Please check for all forms of plagiarism before making any statements or submitting any piece of paperwork. The forms of plagiarism include:

- Verbal plagiarism
- Replication of clauses or statements
- Imprecise authorship
- Accidental similarities
- Fabrication of data
- Using artificial intelligence to draft speeches or resolution points
- Paraphrasing outsourced ideas

All the above criteria apply mainly to the general assemblies and not historical committees. In historical committees, the boundaries of plagiarism extend only up till the freeze date.