



SGSITS MUN 2025

PROCEDURE FOR LOK SABHA

**GUIDE TO RULES OF PROCEDURE
LOK SABHA**

General Rules

1. The Lok Sabha committee will be presided over by the Bureau, which shall be appointed by the Secretariat. It typically consists of a **Speaker, Deputy Speaker and Rapporteur**. Typically, the committee proceedings are divided into the following phases
 - a. Debates and Discussions
 - i. Zero Hour
 - ii. Question Hour
 - iii. Debates
 - b. Bill Discussion
2. While the committee is in session, a MP may only speak when the presiding official gives implicit or express permission. This does not apply during unmoderated caucuses and zero hour.
3. **Chits** can be passed by MPs to communicate with other MPs and the Bureau. All notes can be subject to inspection by the members of the logistics team, Bureau, and/or Secretariat. The presiding official can regulate and/or completely stop the passing of chits in the committee at their discretion.
4. Any arguments, solutions, replies, clarification and other content-related matters can only be presented by MPs through speeches and chits.
5. **Motions** are essentially used to indicate the change of state of the committee. These are introduced or raised by the MP when asked by the presiding official.
6. If a raised motion is in order, it is moved to vote, where the presiding official calls for MPs in support or 'for' the motion to raise their placards, followed by MPs against the motion. It is compulsory for MPs to vote either '**for**' or '**against**' a motion.

It does the motion pass. The presiding official may pass or fail a certain motion at their discretion, notwithstanding the outcome of the vote on the motion.

A motion in Lok Sabha is raised as following -

“Shri/Shrimati ____ would like to raise a motion...”

7. **Points** are tools for the delegate to ask questions in the committee.

There are four general points in SGSITS MUN. They are as follows:

a. **Point of Personal Privilege:** It is used to express personal discomfort in the committee, such as inaudibility of a speaker, logistical issues or even for asking for permission to leave the committee. If a speaker is not audible, an MP can interrupt the speaker. No speaker shall be interrupted other than this reason.

b. **Point of Information:** It is used to ask a question to a MP. A verbal point of information(POI) can be raised when the MP is speaking in a speaker's list. A POI can also be sent via a chit.

c. **Point of Order:** It is raised when the bureau makes a mistake in the committee proceedings or a procedural deviation occurs. It is raised by making a "T" with your placard and your left hand.

d. **Point of Parliamentary Inquiry:** It is used to ask the bureau any question regarding the procedure, committee, Lok Sabha or the SGSITS MUN.

Debates and Discussions

1. **Bureau Briefing:** The committee begins with an agenda briefing by the Bureau, wherein the agenda is explained in detail to all Members of Parliament(MPs) present. The MPs can ask questions to the bureau during this time, after the basic briefing.
2. **Roll Call:** The presiding official takes a roll call of all MPs, to identify the number of MPs present, and to set the quorum at the lowest whole number greater than or equal to 2/3rd of the committee. As their names are called out, MPs say present if they are present.
3. **Opening Statement (Speaker's List):** An Opening statement is the backbone of committee sessions. Speakers on the list, when granted permission by the speaker, can express their views on the topic in discussion. The list will run throughout the committee sessions until it is exhausted or a motion to The debate is over. A MP can be added by raising their placard when the bureau asks. The speaking time will be set by the committee itself through a motion.
4. **Yields** may be used when a speaker is left with extra time in their speaker's list speech. There are three yields in SGSITS MUN. The yields are-
 - i. **Yield to the Executive Board-** The MPs can yield the remaining time to the presiding official who shall continue proceedings of the committee.
 - ii. **Yield to Another MP-** The remaining time will be given to another MP, who will have to add their comments in the given time.
 - iii. **Yield to Points of Information-** If the time left is greater than 10 seconds, then the presiding official shall ask for points of information on the speech given by the MP. The number of points of information is up to the discretion of the presiding official
5. **Moderated Caucus:** When the Opening Statement is open, a delegate may introduce a motion for a moderated caucus, which is a less formal debate format to debate on a specific subset/subtopic of the agenda. A delegate cannot yield her or his time; if the delegate finishes early. Must have a set topic, duration, and speaking time (which will be voted on). No Point of Information is allowed during the Moderated Caucus except via chits. It is raised as-

“Shri/Shrimati ____ would like to raise a motion for a moderated caucus on the subtopic ____ for a total time of ____ min (max 20 min), with individual speaker’s time ____ sec (max 60 sec).”

6. **Unmoderated Caucus:** These are informal sessions where the delegates are allowed to move around the committee room, lobby (persuade) with other delegates, form groups or blocs, and work on drafting of press releases. It is raised as-

“Shri/Shrimati ____ would like to raise a motion for an unmoderated caucus of total time ____ minutes (max. 15 min).”

7. After a caucus (if there is no extension), the committee generally moves back to formal debate. However, the presiding official may ask for new motions before any general speech. After several such sessions, the presiding official may ask the committee to move into an unmoderated caucus to draft a working paper.
8. **Press Release:** A press release is a document formulated by delegates as groups (there may be more than one group) to describe the direction of flow of committee on a certain subtopic which has been discussed through various means and modes. This is done in continuation to the press conference. This may vary from committee to committee.

Format: A press release has no format. It must, however, be prepared in a soft copy in .docx format. A structure of a press release would contain the tentative solutions to be taken up. For your reference, an example press release is available in Annexure 1 of this document.

Requirements: A press release would need a minimum of 1 sponsor and a minimum number of signatories, which is decided and told by the presiding official. It must also be named as ‘Press Release ____’.

Introduction: The press release, after being drafted, must be sent to the presiding official via a data transfer peripheral (pen drive, hard disk, SD card, etc.) or email. Only when it is approved by the presiding official, can it be introduced through a motion to introduce the press release, which is as

“Motion to introduce ‘Press Release ‘____’ to the committee.”

Discussion: A press release can be discussed in two ways.

- i. Moderated Caucus

ii. Unmoderated Caucus

Voting: A press release can be put to vote after or before discussion on it, by calling for a “**Motion to put Press Release ____ to vote.**” The presiding official asks if there are any objections to the paper. If there are none, the working paper stands passed by consensus. In case there is even one objection, a vote is taken by the presiding official calling for delegates wishing to vote for the paper, those wishing to vote against it. A working paper passes if more delegates vote for it than against it.

9. **Closing Briefing:** After sufficient discussion has taken place in the committee for the day, the Bureau will call for the closing briefing. This briefing shall constitute three major aspects.

- Summarization of the work done on that day.
- Set expectations for the next day.
- Explanation of the format of a Bill and how it is written.

10. **Bill:** It is a concluding comprehensive document which encompasses all solutions which the committee has decided upon after all deliberations, discussions, and negotiations. The process of formulation and discussion of Bill is a tedious process which will commence on an individual level by delegates making individual Bills and will continue till end of day 2.

Format: Unlike a working paper, a Bill has a proper formal format which has to be strictly followed. A Bill includes the name of the Bill, the organ of the UN, name of the sponsors (which in UN4MUN procedure are all countries) and preliminary and operative clauses.

i. **Pre-ambulatory clauses** are references that provide context and note the developments/actions that have already been taken under the purview of the agenda. The first word of these clauses is a present continuous verb (V1+ing) or simple past verb (V2) [refer to Annexure 3], which are written in italics, and these clauses end with a comma.

ii. **The operative clauses** are solutions that have been conferred on and proposed by the delegates. These clauses begin with simple present verbs (V1+s) [refer to Annexure 4], which are bold and underlined, and these clauses end with a semi- colon. The last operative clause ends with a full stop; no full stop is put at any other place in the entire Bill. For your reference, an example Bill is available in Annexure 2 of this document.

Requirements: A Bill must have the names of all countries which in UN4MUN procedure are all countries. A Bill is named "Bill _____".

Introduction: The Bill, after being drafted, must be sent to the presiding official via a data transfer peripheral (only pen drive) or email for soft copies. Once a Bill has been approved by the presiding official, after all informal consultations, and has been copied and distributed, a delegate may raise a **"Motion to introduce the Bill ____ to the committee."**

Discussion and Voting: A Bill has already been discussed in detail in the informal consultations during its formulation. It is further discussed and voted upon through the Action Phase and further procedures.

Committee Proceedings

Zero hour

Zero Hour will be the time in the committee when the MPs will be able to raise issues of urgent public importance in adherence to the agenda. For raising matters during the zero hour, MPs must give a notice to the Speaker by September 19, 2025. The committee will begin with the Zero Hour after the Bureau Briefing, the notice must state the subject they wish to raise in the House.

The discussions in the house during the Zero Hour will take place according to the Rules of the Parliament, which are:

- MPs who wish to speak during Zero Hour have to give written notice to the Speaker.
- The Speaker then decides which MPs will be allowed to speak based on the significance of the issues they raise.
- Each MP will be given a fixed amount of time to speak during Zero Hour, usually ranging from 90 to 120 seconds.
- After all the MPs have put across all the questions, the concerned Minister or Ministers may respond to the issues raised during Zero Hour.

Question Hour

The Question Hour will be the first moderated sitting of the House, during this period, the MPs can ask questions to Ministers on matters related to their ministries, which are all related to the agenda. The Question Hour is held to obtain information from the government on various issues and to provide an opportunity for MPs to focus and showcase the various actions of the Government. The Indian Constitution has provisions which make the Question Hour a fundamental part of the parliamentary proceedings. During the question hour, the questions themselves can be asked either verbally or in writing through chits, and until every question is answered, the committee will not be allowed to proceed.

Types of Questions during Question Hour

The Constitution provides for three types of questions which can be asked during the Question Hour. These are:

1. **Starred Question:** These questions are marked with asterisk(*). All the starred questions will be sent to the Speaker before the MUN begins.
 - A. The minister to which starred Questions are asked has to answer it VERBALLY and in presence of the MP that asked the question. On the basis of answer, MP can ask follow up question to which the minister will have to answer.
 - B. Only a limited number of starred questions will be taken during the Question Hour.
 - C. The Total time limit for a starred question and its supplementary questions is 5 minutes.

2. **Unstarred Question:** These are questions for which a written answer is required.

- a. No follow up questions can be asked for unstarred question.
 - b. These questions will not have an oral discussion.

3. **Short Notice Question:** These are questions that are asked on a short notice, and are not required to be sent to the speaker in advance.

- a. These questions are also marked with an asterisk and require oral answers.
 - b. With the permission of the speaker, the MPs will be allowed to ask short-notice questions
 - c. The Time limit for answering short-notice questions is 30 minutes.

With the questions which are allowed for the MPs, they can seek information on a wide range of issues pertaining to the functioning of the government. With them, the government is also held accountable for its actions, and transparency is still maintained.

- The Rules also provide for a time limit for asking and answering questions.
- An MP can ask a maximum of three questions during the Question Hour.
- The bureau can decide a time period under which an answer is required for any particular question which the bureau feels is suitable.

No Confidence Motion

A No Confidence Motion, or NCM for short, will be entertained when the MPs do not have any confidence in the ruling capabilities of the Ruling Party because of any inadequacy shown by the party in power. This inadequacy can be failing to carry out obligations, decision making which might be biased.

An NCM can be entertained at any point during the committee if there is a valid reason behind the NCM, after the motion is approved by the speaker, it will be put to vote where if the quorum is met, it will pass and the powers of the ruling party will be dissolved, wherein the MP who has proposed the NCM, alongside their party can form coalitions to form the administration to replace the party which was in party.

The committee will proceed as usual after an NCM with the exception of the party in power being a new one and the cabinet members changing as well.

Anti-Defection Law

The Anti-Defection Law is present to prevent MPs from leaving their party for another party, and it sets the provisions for disqualification of elected members on the grounds of defection to another political party. If an MP is to defect to another party, the MP will be disqualified from any discussions which may happen in the committee and they will be allowed to only stand for elections if an NCM passes.

It doesn't however prevent MPs to merge/join another political party, if two-thirds of the members of a party are in favour of a merger then it has legal validity in the eyes of the law.

One important point to note is that even the disqualified MPs have the right to stand for elections from any political party for a seat in the House.

Bill Discussion

1. **Informal Consultations:** The committee would move into informal consultations rather than into formal debate to work on the Bill. This is also called the Vienna Formula.

a. **Informal-Informal (I):** The formed blocs would, among themselves, negotiate and merge the Bills formulated by each delegate into one single Bill which would be presented to the committee as 'Bill'.

b. **Informal-Informal (II):** The formed blocs will send a maximum two bloc representatives to the dais to show the Bill to the Bureau. After this, the representatives of the blocs would discuss together on certain subtopic(s) of the agenda and try to negotiate and come to a consensus on a single solution.

c. **Formal-Informal (III):** If by some time, consensus is not able to be reached, the presiding official may call for moderating the negotiations. In this section, the representatives may be changed by the bloc or retained from the previous section. Once consensus starts to be reached among various blocs, they may move back to (II) to finalise the decision.

d. Once discussion on the subtopic(s) is done, new bloc representatives from each bloc are called to negotiate on the next subtopic(s). The cycle of (II) and (III) continues till a single Bill is received by the Bureau for the action phase.

2. **Action Phase:** The committee, after the finalisation of the Bill to be introduced, moves automatically into the action phase with a 'Bill Actioned' on the table. This Bill is then actioned, i.e., it is discussed and amended clause-by-clause. The presiding official may themselves, or call the sponsors for, reading out the Bill clause-by-clause.

a. **Consensus and Objections:** On reading of a certain clause, the presiding official calls for objections to a certain clause. If there are none, the clause is said to be 'Agreed AD. Ref'. If there are objections, these must be presented in the form of an amendment.

b. **Amendment:** An amendment aims to amend a part or the entire clause. Once an amendment is raised, the presiding official calls for objections to the amendment. If there are none, it is incorporated and more objections/amendments are entertained. If delegates object to an amendment, they must object by making an amendment to the amendment.

There are five kinds of amendments:

i. **Add:** To add a word, phrase, sub-clause, or sub-sub-clause in the clause being discussed. It can also be used to add a clause before the clause being

discussed.

ii. **Remove:** To remove a word, phrase, sub-sub-clause, or subclause. iii.

Replace: To replace a word, phrase, sub-clause, sub-sub clause, or clause with another. This is used when the meaning of the clause changes substantially due to the replacement.

iii. **Alternate:** To change the wording of the clause without substantive change in its meaning. This includes breaking the clause into different clauses.

iv. **Delete:** To remove the entire clause from the bill.

c. **Amendments to amendments:** The presiding official can recognize and record objections and amendments to an amendment. The process of identification of consensus takes place on these amendments to amendment. There can be 5 such amendments.

i. **Retain:** To retain or keep a clause as it is.

ii. **Add**

iii. **Remove**

iv. **Replace**

v. **Alternate**

d. If a committee cannot reach a consensus on a certain amendment to amendment, the presiding official has the option to preside over negotiations through a formal-informal or to let a committee move into an informal-informal for building consensus. If consensus can still not be reached, the committee may move to other clauses and come back to the undecided clause later.

e. **Motion to Adjourn Debate:** If consensus cannot be reached on a certain clause, a delegate may raise a “**Motion to adjourn debate on clause_____.**” If the motion passes, all unaccepted amendments to the clause are removed. The committee moves to the next clause.

3. **Identification of Consensus:** Now, the presiding official will ask if there are any objections to the entire Bill. If there are none, the entire Bill is tagged as ‘Agreed AD. Ref’. **If there are objections, the committee moves to voting on the Bill.**

4. **Voting on Bill:** The delegates can vote for or against the Bill. This will be done by a simple show of placards. If the number of delegates voting for the Bill is greater than the number of delegates voting against it, the Bill passes. (The simple majority is set at 50%+1)

ANNEXURE 1
Sample Press Release

Press Release 'Sample'

- a) Funding the Counter Narcotic Conference hosted in Kabul on 5-6th Sep 2011 to discuss ways to enhance cooperation and agree on a number of joint measures to take this forward.
- b) Providing over Euro 2.5 million directly to support the ministry's work and implement its National Drug Control Strategy.
- c) Over 2,000 Pounds of heroin and 2 bomb makers were intercepted in Afghanistan with the help of the UK and its coalition troops.
- d) The UK supports the Counter Narcotics Police of Afghanistan through training and equipping the force and the CNPA now operates in 34 provinces all over the country.

ANNEXURE 2

SAMPLE BILL

Bill 'Sample'

The Indian Parliament,

Recalling its resolution 48/12 of 28th October 1993 and resolution 1904,
Appreciating the efforts made by UK to counter narcotics in Afghanistan by several means,

Profoundly alarmed by the magnitude of the rising trend in drug abuse, illicit production and trafficking in narcotics which threatens the health and well-being of millions of persons, in particular the youth, in all countries of the world,

Gravely concerned that, despite increased efforts by States and relevant International Organizations like the UNODC and the WHO, the illicit demand for, production of and trafficking in narcotic drugs has expanded globally,

Restating that 85 percent of crimes all around the world are because of illicit drugs and also that the war on drugs has caused the international committee 18 billion in the past few years,

Convinced of the desirability of closer coordination and cooperation among States in combating drug-related crimes, such as terrorism, illicit arms trade, and money laundering, and bearing in mind the role that could be played by both the United Nations and regional organizations in this respect,

Reaffirming that a comprehensive framework for an international co-operation in drug control is provided by the existing drug control conventions,

1. **Calls upon** all States to adopt adequate national laws and regulations, to strengthen national judicial systems and to carry out effective drug control activities in cooperation with other States;

2. **Emphasizes** the need for effective government action to prevent the diversion to illicit markets of precursors and essential chemicals, materials and equipment used in the illicit manufacture of narcotic drugs;

3. **Acknowledges** that there are links between the illicit production of narcotic drugs and the social conditions in the affected countries and that there are differences and diversity in the problems of each country:

a. the nations thus affected be provided with financial means through the World bank and the IMF to grow out of such negative impacts as discussed,

b. the nations thus affected be provided with non-financial means through Various UN bodies to grow out of such negative impacts as discussed;

4. **Strongly suggests** that border security in all nations is made stronger and is kept in touch with the UNODC;

5. **Encourages** protection of human rights, reconciliation, and nonviolent approaches;

6. **Instructs** Mexico and Afghanistan to provide better facilities for the people of their county to reduce the number of addicts;

7. **Appeals** to the UN to send UNPKF's to patrol the US-Mexican borders;

8. **Considers** increased action by law enforcement agencies such as the FBI to suppress of crime rarely is a sufficient response;

9. **Decides** to remain actively seized of the matter.

ANNEXURE 3

List of Words for Preliminary Clauses

Accepts	Further invites
Affirms	Further proclaims
Approves	Further remind
Authorises	Further recommends
Calls for	Further requests
Calls upon	Further resolves
Condemns*	Has resolved
Congratulates	Notes
Confirms	Proclaims
Considers	Reaffirms
Decides	Recommends
Declares accordingly	Reminds
Demands*	Regrets
Deplores	Requests
Draws attention	Resolves
Designates	Solemnly affirms
Emphasises	Strongly condemns*
Encourages	Supports
Endorses	Takes note of
Expresses its appreciation	Trusts
Expresses its hope	Urges

ANNEXURE 4
List of Words for Operative Clauses

Affirming	Emphasising
Alarmed by	Expecting
Approving	Expressing its appreciation
Aware of	Expressing its satisfaction
Believing	Fulfilling
Bearing in mind	Fully aware
Cognizant Of	Fully believing
Confident	Further deploring
Contemplating	Further recalling
Convinced	Guided by
Declaring	Having adopted
Deeply concerned	Having considered
Deeply conscious	Having considered further
Deeply convinced	Having devoted attention
Deeply disturbed	Having examined
Deeply regretting	Having heard
Deploring	Having received
Desiring	Having studied