



**SGSITS MUN 2025**

**PROCEDURE FOR DISEC &  
SOCHUM**

**GUIDE TO RULES OF PROCEDURE  
DISEC & SOCHUM**

## INTRODUCTION

As the iterations before, the tenth iteration of SGSITS MUN presents the Rules of Procedure to be followed in the DISEC & SOCHUM Committees, which is a hybrid of the UNA-USA(parliamentary) and UN4MUN procedures so that the delegates are ready for any MUN which may come their way.

The hybrid procedure is designed such that there is the development and overall growth of the participants, by bringing out the core essence of both procedures so that the Delegates have experience of both ends of the spectrum of MUN Procedures.

All delegates are requested to go through this guide with a lot of attention as it details how the committees will proceed, for any doubts regarding the same, feel free to contact the following members of the Secretariat or members of your respective committee Bureaus.

## GENERAL RULES

1. The SGSITS Model United Nations Conference shall be presided over by the SGSITS MUN **Secretariat**, (henceforth known as the Secretariat) headed by the **Secretary General**. The Secretariat shall form the committees for the participation of the delegates.
2. A committee will be presided over by the **Bureau**, which shall be appointed by the Secretariat. Each Bureau shall consist of a **Chairperson, Vice-Chairperson** and **Rapporteur**. The committee proceedings are divided into the following phases:
  - a. Debates and Discussions
  - b. Draft Resolution Discussion
3. A delegate may only speak when the Bureau gives them permission to do so while the committee is in session, however this does not apply during the informal sessions and breaks.
4. Delegates are to obey all instructions given by the Secretariat and executive board(a.k.a Bureau) members of SGSITS MUN at all times during the conference. Those who do not do so, shall be dismissed from the conference upon the discretion of the Secretariat.
5. English is the official language of UN committees (SOCHUM and DISEC) in the SGSITS MUN and thus all communication amongst the delegates would be in English during the formal committee sessions . All of the committee proceedings will take place in the Official Language as well.
6. **Chits** can be passed by delegates to communicate with either other delegates or the Bureau, any chit/note is subjected to inspection by the members of the logistics team, Bureau and/or the Secretariat. The Bureau and the Secretariat has the power to regulate or completely stop the passing of chits during the committee hours as per their discretion.

The format of a chit is as follows:

To: Delegate of India (via EB) From: Delegate of USA
(content of chit)

7. Any arguments, solutions, replies, clarification and other content-related matters can only be presented by delegates through speeches and chits.
8. **Motions** are essentially used to indicate the change of state of the committee. These are introduced or raised by the delegate when asked by the Bureau. If a raised motion is in order, it is moved to vote, where the Bureau calls for delegates in support or 'for' the motion to raise their placards, followed by delegates against the motion. **It is compulsory for delegates to vote either 'for' or 'against' a motion.** Only if the number of delegates who voted for the motion is greater than the number of those who voted against it, does the motion pass. The Bureau may pass or fail a certain motion at their discretion, irrespective of the outcome of the vote on the motion.
9. **Points** are raised by the delegates for better facilitation of the committee. Note that these are not used to put forth one's ideas but for committee conduction. **Points are always and solely raised in an address to the Bureau or the Bureau; they are not raised in an address to another delegate.** There are four points:
  - a. **Point of Personal Privilege:** These are raised to solve issues regarding the audibility of a speaker, permission to move out of committee and for logistical issues. For audibility issues, delegates may raise their placards during a speech, interrupting it. For the other matters, indication of point of personal privilege is up to the discretion of the Bureau, but it must never interrupt a speaker.
  - b. **Point of Order:** These are used to point out a procedural deviation by the Bureau. These are indicated by a 'T' formed with the placard on top and a hand below. The Point of Order raised by a delegate would be accepted by the Bureau only if it is procedurally valid.
  - c. **Point of Parliamentary Inquiry:** These are used to ask doubts and questions related to the procedure, flow of debate and the agenda. Parliamentary Inquiry can be raised only through notes or by approaching the Bureau.

- d. **Point of Information:** After a delegate gives a speech, if the delegate yields (yields are permitted in GSLs and maybe permitted in other speeches as per the discretion of the preceding official) their time to Points of Information, Point of Informations (question/s as per the time remaining) can be raised by other delegates. Points of Information are directed to the speaker and allow other delegates to ask questions related to the particular speech.
10. **Right To Reply** is used when a delegate feels that their country's sovereignty is infringed or their country's sentiments or **social and cultural beliefs** have been hurt by another delegate. A delegate may ask for an apology stating which statement from another delegate was offensive. **The Right to Reply depends solely on the Bureau's discretion** and its exercise in the committee will be decided by the Bureau.
11. All committees will aim to prepare a **draft resolution** and have it agreed upon by the members of the committee in consensus. This may also be referred to as the outcome document.

## 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 delegates present. The delegates can ask questions to the Bureau during this time, after the basic briefing.
2. **Roll Call:** The Bureau takes a roll call of all delegates, to identify the number and countries of delegates present, and to set the quorum at the lowest whole number greater than or equal to 1/4th of the committee. As their names are called out, delegates say present if they are present.
3. **Motion to Set the Agenda:** The presiding official calls for motions, where a motion to set the agenda must be raised. A delegate must raise a motion as “Motion to set the agenda to \_\_\_\_.” By setting the agenda, the General Speakers’ List is automatically opened.
4. **General Speakers’ List:** When the agenda is set, the committee automatically moves ahead with the General Speakers’ List (GSL). This is also known as formal debate. The Bureau may ask for delegates wishing to add their names to the GSL, at which point such delegates must raise their placards. The delegates may speak more than once in the GSL. Delegates may also get their names added to the GSL by sending a note to the Bureau. This speech sets the stance of a certain delegate on the agenda. The time limit on speeches in the GSL is **90 seconds**, by default. The Bureau has the discretion to increase/decrease it to 60 – 120 seconds. If the time of a speaker is left, they must **compulsorily** yield their time.
5. **Yields:** If, after a GSL, a speaker has time left, he/she must yield the time in one of three ways. **It is compulsory to yield unless the entire time is utilized by the delegate in giving a speech.**
  - a. **Yield to Points of Information:** If the time left is greater than 10 seconds, the delegate can yield to points of information. The Bureau will ask for points of information (questions) on the speech given by the delegate. The number of questions is up to the discretion of the Bureau.
  - b. **Yield to Another Delegate:** If the time left is greater than 10 seconds, the delegate can yield the remaining time to another delegate who can also use it to give a speech.

- c. **Yield to the Presiding Official:** The delegates can yield the remaining time to the Bureau who shall continue proceedings of the committee. If the time remaining is less than 10 seconds it is automatically yielded to the presiding official.
- 6. **Informal Debate:** After considerable time has been spent on the GSL, the Bureau may guide the committee in the way it can move forward. These would include forms of informal debate.  
The Bureau may ask for motions from the committee, when one of the following can be raised:
  - a. **Moderated Caucus:** These are informal debates where lists of speakers are prepared, who give time-limited speeches. The entire procedure is 'moderated' by the Bureau. The moderated caucus is raised for a limited total time, limited individual speaker's time, and a particular subtopic of the agenda. It can be raised as: **"Motion for moderated caucus on subtopic \_\_\_\_\_ for a total time of \_minutes (max. 20 min.), with individual speaker's time \_seconds ."**  
(the total time must be divisible by the individual speaker's time)
  - b. **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 working papers (Point 8). It can be raised as **"Motion for an unmoderated caucus of total time \_ minutes (max. 20 min.)."**
  - c. **Extension:** These are motions raised to extend an elapsed caucus (whose total time has gotten over). An extension may be granted for a maximum of half of the total time of the original moderated caucus or a maximum of 10 minutes for the unmoderated caucus.
- 7. After a caucus (if there is no extension), the committee generally moves back to formal debate. However, the Bureau may ask for new motions before any general speech. After several such sessions, the Bureau may ask the committee to move into an unmoderated caucus to draft a working paper.
- 8. **Working Paper:** A working paper 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 may vary from committee to committee.
  - a. **Format:** A working paper has no format. It must, however, be prepared in a soft copy in .docx format. A structure of a working paper would contain the tentative solutions to be taken up. An example working paper is available in Annexure 1

- b. **Requirements:** A working paper would need a minimum of 1 sponsor and a minimum number of signatories, which is decided and told by the Bureau. It must also be named as ‘Working Paper \_\_\_\_\_’.
  - c. **Introduction:** The working paper, after being drafted, must be sent to the Bureau via a data transfer (pen drive, hard disk, SD card, etc.) or email. Only when it is approved by the Bureau, can it be introduced through a motion to introduce working paper, which is as “**Motion to introduce ‘Working Paper ‘ to the committee.”**
  - d. Discussion: A working paper can be discussed in several ways.
    - i. Moderated Caucus
    - ii. Unmoderated Caucus
    - iii. 2 for, 2 against: Once a “**Motion to have a 2 for, 2 against on Working Paper \_\_\_\_**” passes, the Bureau calls for and selects from those wishing to speak for and those wishing to speak against the working paper. Each of the four delegates selected gets 60 seconds to give a speech for or against the document in question. The order of speeches is: for – against – against – for.
  - e. **Voting:** A working paper can be put to vote after or before discussion on it, by calling for a “**Motion to put Working Paper to vote.”** The Bureau 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 Bureau 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.
- a. Summarization of the work done on that day.
  - b. Set expectations for the next day.
  - c. Explanation of the format of a draft resolution and how it is written
10. **Draft Resolution:** 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 draft resolution is a tedious process which will commence on an individual level by delegates making individual draft resolutions and will continue till the second day.



- d. **Format:** Unlike a working paper, a draft resolution has a proper formal format which has to be strictly followed. A draft resolution includes the name of the DR, 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 resolution. For your reference, an example draft resolution is available in Annexure 2 of this document.
- e. **Requirements:** A draft resolution must have the names of all countries which in UN4MUN procedure are all countries. A DR is named as “Draft Resolution \_\_\_\_\_”.
- f. **Introduction:** The draft resolution, after being drafted, must be sent to the Bureau via a data transfer (only pen drive) or email for soft copies. Once a draft resolution has been approved by the Bureau, after all informal consultations, and has been copied and distributed, a delegate may raise a “**Motion to introduce the Draft Resolution \_to the committee.**”
- g. **Discussion and Voting:** A draft resolution 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.

## DRAFT RESOLUTION DISCUSSION

1. **Informal Consultations:** The committee would move into informal consultations rather than into formal debate to work on the draft resolution. This is also called the **Vienna Formula**.
  - a. **Informal-Informal (I):** The formed blocs would, among themselves, negotiate and merge the draft resolutions formulated by each delegate into one single draft resolution which would be presented to the committee as 'Draft Resolution'.
  - b. **Informal-Informal (II):** The formed blocs will send a maximum two bloc representatives to the dais to show the resolution 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 Bureau 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 finalize 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 resolution is received by the Bureau for the action phase.
2. **Action Phase:** The committee, after finalization of the resolution to be introduced, moves automatically into the action phase with a 'Draft Resolution Actioned' on the table. This resolution is then actioned, i.e., it is discussed and amended clause-by-clause. The Bureau may themselves, or call the sponsors for, read out the resolution clause-by-clause.
  - a. **Consensus and Objections:** On reading of a certain clause, the Bureau 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 Bureau 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 resolution.

- c. **Amendments to amendments:** The Bureau 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 Bureau 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 Bureau will ask if there are any objections to the entire resolution. If there are none, the entire resolution is tagged as ‘Agreed AD. Ref’. **If there are objections, the committee moves to voting on the resolution.**

4. **Voting on Resolution:** The delegates can vote for or against the resolution or abstain from voting. This will be done by a simple show of placards. If the number of delegates voting for the resolution is greater than the number of delegates voting against it, the resolution passes.

**While the resolution may pass by voting, in the United Nations, if countries cannot come to a consensus on a certain resolution, it is considered a *FAILURE*, even if it passes in a voting procedure.**

## ANNEXURE 1

### Sample Working Paper

#### Working Paper 'Sample'

- a) Funding the Counter Narcotic Conference hosted in Kabul on 5-6 Sep 2011 to discuss ways to enhance cooperation and agree on several 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 Draft Resolution

#### Draft Resolution 'Sample'

The Economic and Social Council,

*Recalling* its resolution 48/12 of 28th October 1993 and resolution 1904, Appreciating the efforts made by the 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 per cent of crimes all around the world are because of illicit drugs and also that the war on drugs has cost 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 international cooperation 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:  
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,  
  
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

Affirming	Emphasizing
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



## ANNEXURE 4

### List of Words for Operative Clauses

Accepts	Further invites
Affirms	Further proclaims
Approves	Further remind
Authorizes	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
Emphasizes	Strongly condemns*
Encourages	Supports
Endorses	Takes note of
Expresses its appreciation	Trusts
Expresses its hope	Urges