

RULES OF PROCEDURE

Roll Call

Every committee session starts with the roll call, without which quorum cannot be established. No debate can ensue without quorum being established. A delegate may change his/her roll call in the next session the roll call takes place. During the roll call, the country names are called out in alphabetical order and the delegate can answer by saying either "Present" or "Present and Voting."

1. Present: A Delegate can vote in Yes, No, or Abstain for a Draft Resolution when s/he answers the Roll Call with "Present."
2. Present and Voting: A Delegate is bound to vote decisively, i.e., in a Yes or No only if s/he has answered the Roll Call with "Present and Voting." A Delegate cannot Abstain in this case.
3. Abstention: When a Delegate is in doubt, or if his/her country supports a few points in the resolution and is against the other points, a Delegate may Abstain. Abstention can also be used if the Delegate believes that the passing of the resolution will not harm the world, even though it might not be highly specific or exemplary. An Abstention counts as neither Yes nor No, and his/her vote is not counted during the total tally of votes.

Debate in a Model United Nations

Debate is of two types:

1. Formal Debate
 - General Speakers' List
 - Provisional Speakers' List
2. Informal Debate
 - Moderated Caucus
 - Unmoderated Caucus

Points and Motions

The flow of debate is in the hands of the Delegates and moderated by the Executive Board with mechanisms called Points and Motions, which are central to the democratic nature of the Committee. Points are individualistic and are used in regards to a certain Delegate. Motions are liable to voting and are used to shift from one form of debate to another, or to introduce changes in the scope of debate from time to time. If a motion passes, then the entire committee is bound to that specific form of debate for that period of time. Motions are also used to temporarily or permanently end debate.

Points (In the order of Disruption)

1. **Point of Personal Privilege:** A Delegate may rise to a Point of Personal Privilege whenever s/he experiences any inconvenience that could affect his/her involvement in the proceedings so that the discomfort may be mitigated or prevented. This Point may interrupt a speaker and thus, should be used with the utmost discretion so as not to disturb others' debate.
2. **Point of Order:** A Point of Order is used to point out factual or procedural errors. The final decision regarding a Point of Order rests with the Executive Board. A Point of Order can interrupt the speaker if permitted by the Executive Board. It can also be raised against the Executive Board in case they violate their own Rules of Procedure without prior intimation to the committee, if this hampers debate or is unfair to one or more Delegates in the committee.
3. **Point of (Parliamentary) Inquiry:** When the Floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. This, however, should never interrupt a speaker.
4. **Point of Information** (A Question to another delegate about the Agenda): A delegate may ask a question to another delegate on the agenda topic of discussion through the executive board when the speaker has yielded the Floor to Points of Information. This also should never interrupt a speaker.

General Speaker's List (GSL)

"The Delegate of _____ wishes to raise a motion to Open the General Speakers' List"

- After the agenda for the session has been established, a motion is raised to open the GSL. All forms of debate during the conference are carried out within the GSL, and this list is open throughout the duration of the discussion on that agenda. A new GSL is established for each agenda.
- To speak in the GSL a delegate must intimate the Executive Board, by raising his/her placard when the Executive asks for Delegates wishing to speak in the GSL. The countries' names will be noted in the order in which they will be making their speeches.
- After their GSL speech, a Delegate has the option to Yield his/her time to a specific Delegate, Points of Information (questions), or to the Executive Board.

Yields

On conclusion of any speech in the GSL, a Delegate can choose to Yield in any one of the following ways:

1. **Yield to another Delegate:** In case a Delegate has some time left to speak, and does not wish to utilize it, then s/he may choose to yield the remaining time to another Delegate. This must be done with the prior consent of the other delegate (taken either through chat or in person). The Delegate who has yielded the other's time may use it to make a substantive speech, but cannot further yield the time.

2. **Yield to Points of Information:** A Delegate may also choose to yield to Points of Information. The Executive Board will recognize a certain number of Delegates wishing to ask questions regarding the agenda or the speech made by the Delegate. It is up to the Delegate to answer the question. Ways of refusal include replying via chat at a later time or discussing the topic during an unmoderated caucus.
3. **Yield to the Chair:** Should a Delegate yield to the Chair, any leftover time is considered null and the Executive Board will move on to the next speaker in the GSL. Some Executive Boards may also request the Delegate to answer substantive questions from them in case necessary for debate. This usually happens when a country's stance is crucial to the resolution of the problems.

Provisional/Special Speaker's List (PSL or SSL)

"The Delegate of _____ wishes to raise a motion to Open a Provisional Speakers' List"

- A PSL is usually established only for Procedural Motions, such as Motion to Change the Order of the Agenda or Motion to Table Debate. Speakers are recognized by the Executive Board to speak for and against (alternately) on the motion at hand. The Executive Board decides the number of speakers for and against and specifies the individual speaker's time.
- During the Provisional Speakers' List speech, a Delegate attempts to convince fellow Delegates whether to support or not support a motion, citing reasons and arguments why. These reasons might be based on foreign policy, or even the scope of debate.

Moderated Caucus

"The Delegate of Country would like to suspend debate and raise a motion for a moderated caucus on the Topic, for the time period of Total Time and each speaker speaking for Time Period (in seconds)"

Characterisation of Debate through Moderated Caucus

- Moderated Caucuses are meant to have specific topics of discussion so that one can narrow down and try to address one sub-topic at a time. Sub-topics can be derived from the main agenda either by common themes/issues, region, legal regime, and political debate. It is generally advisable to keep documenting the suggestions being made so as to make a more comprehensive Resolution in the Committee.
- The delegate proposing the motion must state its purpose and specify a time limit for the moderated caucus as well as the speaking time per delegate.

Example: "The Delegate of Iran wishes to suspend formal debate and enter into a Moderated Caucus on the topic 'Sources of funding for Terrorist Organisations,' for a total time of 20 minutes, with each speaker speaking for 60 seconds." (If the Agenda is Terrorism, then Sub-topics can be Causes, Regional Terrorism, Solutions, etc.)

- This motion needs a simple majority vote (50%+1) in order for it to pass.

- However, the Executive may rule such a motion out of order if it is not worded properly or in case it is out of the scope of the agenda.
- As the agendas can be quite multilayered, Delegates are urged to use moderated caucuses to focus debate and discussion on parts of the main agenda so that it can be broken down and resolved.
- A moderated caucus is presided over by the Executive Board, and Delegates wishing to speak must raise their placards when asked, so that they may be recognized immediately after the previous speaker.
- A Delegate can be recognized multiple times in a moderated caucus, but not immediately after they have just spoken.
- The difference between a GSL and a Moderated Caucus Speech is that there is no provision for Yields, thus, all the questions, answers, and arguments have to be fit into the time slot you are given for the speech.
- Another motion is for the extension of a moderated caucus. It may be called for if any delegate wishes to further discuss the issue at hand. This motion is then put to vote and requires a simple majority to pass.

Unmoderated Caucus

Example: “The Delegate of [Country] would like to suspend debate and move into an Unmoderated Caucus for a Total Time of ____ minutes.”

- Only the total time needs to be specified when raising this motion. When it is put to vote, it requires a simple majority to pass.
- An unmoderated caucus would mean that Delegates can informally interact with their co-Delegates without moderation by the Executive Board. They can utilize this time to discuss pertinent issues within their blocs, or it can be used to frame draft resolutions, working papers, or amendments, depending upon the stage the committee is at.

Reasons to propose an Unmoderated Caucus:

- If the committee feels that certain clarifications need to be made regarding the agenda which formal debate is not permitting, or the delegates wish to give a certain direction to debate with consensus.
- To start working on the Draft Resolution and to prepare official committee documentation. Lobbying is required to persuade countries to join a bloc, and it forms an integral part of being a Negotiator.

Special Motions

Right of Reply

- The Chair may recognize the Right of Reply only in instances of a grave personal insult. Rights of Reply must be submitted in writing to the Chair as a first step, and may only be granted after a speech is completed.
- The Chair shall inform the Secretariat of the circumstances surrounding the Right of Reply. No ruling on this matter is subject to appeal.

Appeal to the Chair's Decision

- An appeal is made when a delegate feels that a member of the Executive Board has made an incorrect ruling.
- The Delegate formally challenges the said member in writing by sending a note to the dais, moving to appeal the Chair's decision.
- The appeal will be taken to the Secretariat, who will decide if the appeal shall be considered or not.
- Once the motion is acknowledged, the Advisors will hear from both the Delegate and the Chair before taking a decision.

RESOLUTION PROCESS

(Flow chart form)

Committee Debate

Multiple Moderated Caucuses and GSL Speeches

Formation of Working Papers and their discussion

Mergers and clarifications, formation of Draft Resolutions

Verification by EB, Amendment Procedure

Voting Process

WORKING PAPER

A Working Paper may be introduced on the Floor at any point in time after viable solutions have emerged. This document is a rough draft of the solutions that the committee members wish to recommend for the agenda at hand. It has no set format. More than one Working Paper can be made in a committee. A working paper has only signatories, not sponsors.

Tip for Working Papers

A Working paper in Draft Resolution Format minus the Roman numbering, or the clauses, can help the delegates format the working paper into a draft resolution at a later point in time.

Discussion of the Working Papers is done through a Moderated Caucus. Working Papers should ideally be merged, so that all the ideas that the various members of the committee have can be consolidated into a Draft Resolution. However, merging is not advised if the differences arise from foreign policy concerns. After discussion of the Working paper, an Un-moderated Caucus can ensue to finalize the merger and/or edit the Draft Resolution.

DRAFT RESOLUTION

A draft resolution may be introduced when it has the required number of signatories and the approval of the Executive Board. A Draft Resolution requires 20% of support from the committee to be introduced. The respective Executive Board shall intimate the maximum number of Sponsors to the Council.

Sponsors and Signatories

- **Sponsors:** Countries having read ALL the points of the draft resolution and agreeing to it completely. Sponsors must vote YES to the draft resolution when it goes to voting. They cannot vote 'no' or 'abstain' from voting.
- **Signatories:** All countries that wish to merely hear the draft resolution being discussed. They have no obligation regarding voting; they can vote yes, no, or abstain as they wish and according to their roll call.

RESOLUTION WRITING

Before it is passed by the committee, a Resolution is referred to as a Draft Resolution. Draft Resolutions should ideally deal with ideas and opinions presented in working papers and existing resolutions, as well as new ideas and innovations. It is important that a Final resolution presents a well-thought-out, feasible solution that will solve the crisis at hand either through short-term or long-term measures. Every Delegate's or Bloc's Draft Resolution should present the same logical flow that will be present in the Final resolution.

A Delegate, having formed alliances with other Delegates, is expected to adhere to such alliances or groups (called blocs) based on similar ideology. But it is important to note that flouting international laws and/or going against one's foreign policy while drafting the Resolution can easily result in a Delegate being marked down by the Executive Board and might also invite criticism from fellow Delegates. However, forming "strategic alliances" and making relevant policy changes, which in effect will benefit their respective countries in a manner that's also

conducive to the working of the council, will be considered crucial for the entire resolution-making process and be appreciated by the Executive Board.

Time and again it has been noticed that Delegates come up with the formation of new committees/sub commissions in the Draft Resolution as a means to facilitate the consensus-building process. It is not discouraged. However, it is important for the Delegates to clearly define the mandate, structure, functioning, and funding of the commission/committee suggested to be formed, also to take into account proper research regarding such committees, which in most cases, exist already. This clearly will be a lot time consuming and thus, Delegates have to make an informed choice.

Structure of the Draft Resolution

Preambulatory Clauses

The preamble states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (preambulatory phrase) and ends with a comma. Preambulatory clauses can include:

- References to the UN Charter;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- Recognition of efforts by regional or nongovernmental organizations in dealing with the issue;
- General statements on the topic, its significance, and its impact.

Operative Clauses

Operative clauses offer solutions to issues addressed in the preamble. These clauses are action-oriented and should include both an underlined verb at the beginning followed by the proposed solution. Each clause should:

- Be numbered (1, 2, 3, etc.);
- Support one another and build the solution cohesively;
- Be detailed as sub-points to provide a comprehensive, self-explanatory solution;
- End with a semicolon, except the last clause which ends with a full stop.

DRAFT RESOLUTION AND VOTING

Each country will have one vote. Delegates, depending on whether they have said Present/Present and Voting in their roll call, can vote either “Yes”, “No”, “Abstain”, or “Pass”.

- **A Draft Resolution needs three things before it can be introduced to the Floor:**
 - First, it needs the signatures (but not approval) of at least 1/5th of the total members. Being a signatory in no way necessitates implicit approval for the resolution. Being a signatory merely implies that the Representative feels that the resolution should be introduced to formal debate.
 - Secondly, a resolution needs to present a logical, simple, and above all feasible solution to the situation at hand. Working papers may contain the most imaginative and creative ideas, but in a resolution these ideas have to stand up against the real world. If the Executive Board feels that the solutions presented in the resolution are improbable, they will not approve the same to be introduced in the committee. The Draft Resolution has to be coherent and consistent. This means that when you set the intent in the preambulatory clauses, the operative clauses should address those problems and not deviate.
 - Thirdly, a resolution needs authors, who will actually be sponsors (although they are not officially recognized as such), and who are willing to amend and emend the resolution until it suits the majority, without compromising the meaning, or diluting the essence of the solutions or original premises of the resolution. The amendment has to be presented in resolution format, and along with it, a short note specifying which parts of the resolution need to be amended should be added.
- There is only one Final resolution. If a resolution passes, all other competing resolutions will have failed automatically. In case multiple resolutions address different parts of the issue, and none of their solutions clash in implementation, then multiple resolutions can be passed as well.

Voting proceeds in three rounds:

- In the first of which voting rights can be asked for. Rights are explanations generally permitted only to sponsors who wish to say no to their own drafts. If the Representative wishes to change their vote in the second round, their rights are null and void. The first two rounds proceed in alphabetical order by roll call and the last by a show of placards. However, the method of the Voting process is up to the Executive Board of each committee.

Closing debate and moving into the voting procedure: "The Delegate of [Country] wishes to Close debate and move into the voting procedure." To close debate on an agenda and move into the voting process. No further discussion takes place until a vote has been conducted for the draft resolutions.

DIVISION OF QUESTION

- There exists a motion for Division of Question, wherein the entire Draft Resolution is divided into parts and each part is voted upon one by one.

- In order for this motion to be passed, it requires a 2/3rd majority. After the motion is raised, the Executive Board might ask for Seconds. They may also open a Provisional Speakers' List for the motion.
- Once passed, the entire resolution is divided into as many parts as the committee requires.
- Once the parts are made, voting is done for each part one by one. All the parts passed by the committee form the Final Resolution, whereas the failed parts form the Annexure to the Final Resolution.

POSITION PAPER

Writing a position paper might appear to be a daunting task, especially for new delegates. But with enough research, you will find that writing a position paper will be easy and useful. Position papers are usually one to one-and-a-half pages in length. Your position paper should include a brief introduction followed by a comprehensive breakdown of your country's position on the topics that are being discussed by the committee. A good position paper will not only provide facts but also make proposals for resolutions.

Many conferences will ask for specific details in a position paper, so be sure to include all the required information. Most conferences will provide delegates a background guide to the issue. Usually, the background guide will contain questions to consider. Make sure that your position paper answers these questions.

A good position paper will include:

- A brief introduction to your country and its history concerning the topic and committee.
- How the issue affects your country.
- Your country's policies with respect to the issue and your country's justification for these policies.
- Quotes from your country's leaders or officials about the issue.
- Statistics to back up your country's position on the issue.
- Actions taken by your government with regard to the issue.
- Conventions and resolutions that your country has signed or ratified.
- UN actions that your country supported or opposed.
- What your country believes should be done to address the issue.
- What your country would like to accomplish in the committee's resolution.
- How the positions of other countries affect your country's position.

CHIT(PAD)S

Chit(pad)s can be used as messages to an official sitting inside the council, be it a Delegate or an Executive Board Member. Various uses of chits are:

- To inform the Executive Board of any points you might want to raise in the council or ask them a question (via Executive Board).

- To ask or answer questions from other Delegates.
- To persuade other members of the Committee to support your Resolution.

CRISIS

A Crisis Situation is introduced in all committees separately on one of the days. It is basically a hypothetical situation given to the Committee to test the delegates on their preparedness. It also tests their ability to behave like actual Diplomats and showcase their diplomatic skills, by utilizing general and specialized research, and the rationale and logic they possess. Their task is to then solve the crisis issue presented to them as quickly and efficiently as possible, so as to resume normal debate on the agendas.