



IRMUN

INTERNATIONAL
REPUBLIC
MODEL
UNITED NATIONS

OFFICIAL
RULES OF PROCEDURE

Rules of procedure are utilized to maintain order decorum and to ensure a smooth flow of the proceedings of the committee.

The following rules are applicable to all committees that are a part of I.R.M.U.N. in the upcoming conferences.

Any deviation from these rules requires permission from the Secretary-General of the organization.

STANDARD RULES

1. LANGUAGE

English will be the official and working language of the conference.

If a delegate wishes to present any document or part therein written in a language other than English, the Chairperson may at their discretion permit the introduction of the document alongside a full English translation of the document to be distributed to the entirety of the committee. Delegates may not carry out any activities relevant to their committees in any language other than English, which includes discussing committee topics in unmoderated caucus or outside of committee. This is to prevent the creation of language-based blocs that may exclude non-speakers of a language.

2. REPRESENTATION

A member of the Committee is a representative who is officially registered with the Conference. Each member will be represented by one delegate and will have one vote in each Committee.

3. QUORUM

Quorum denotes the minimum number of delegates who need to be present to commence a debate. Where at least one-fourth of the members of the Committee (as declared at the beginning of the first session) are present, a quorum will be met, and the Chairperson declares a Committee open to proceed with debate. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is required to determine the presence of a quorum. To vote on any substantive motion, the Committee must establish the presence of a simple majority i.e more than 50% of members.

4. COURTESY

Every delegate will be courteous and respectful to the Executive Board and other delegates. The Executive Board will immediately call to order any delegate who does not abide by this rule. Any delegate who feels that he or she is not being treated respectfully is encouraged to speak to the Executive Board, who will then take the appropriate action.

5. ATTIRE/ DRESS CODE

Each delegate should be attired in western formals for the inaugural ceremony. For a three-day conference, the first and second days are assigned for Western Formals and the third for the Indian traditional dress code.

6. DELEGATE CONDUCT

Delegates are warned that I.R.M.U.N has a zero-tolerance policy for slandering, disparaging, or acting in any other way that is inflammatory to other delegates. Neither speeches nor debates with other delegates may contain remarks of this nature. Those delegates who believe that their assigned country's policies merit such conduct are advised to consult the Executive Board before taking any action. This rule shall not be misused as an opportunity to debate over disagreements between delegates' national policies.

7. ABSENCES

If a delegate is not present during roll call, he or she is considered absent until a note is sent to the Executive Board. A delegate who is recognized but is not present when called upon yields his or her time to the Chairperson and debate shall continue unabated. To receive acknowledgment delegates are required to attend all sessions.

8. GENERAL POWERS OF THE EXECUTIVE BOARD

The Executive Board consists of the Chairpersons of the designated committee. Each Committee session will be announced open and closed by the Chairperson, who may also propose the adoption of any procedural motion to which there is no significant objection. The Chairperson, subject to these rules, will have complete control of the proceedings at any meeting. The Chairperson will direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these.

9. POWERS OF THE SECRETARY-GENERAL OF THE CONFERENCE

During the conference, the Secretary-General trains all of the committee staff oversees the committee functions and coordinates all conference services.

In case of dispute about any matter, the decision of the Secretary-General is final.

RULES GOVERNING THE DEBATE

1. SETTING THE AGENDA

Once the quorum is met, the Chairperson will move towards setting the agenda for the sessions to follow. The Agenda will be provided along with the study material before the conference. Elaboration of the agenda will be provided by the Chairperson before the commencement of the General Speaker's List.

2. GENERAL SPEAKER'S LIST (GSL)

A General Speakers' List is automatically opened and remains open throughout the discussion of the set agenda. A General Speakers' List is a place where a delegate expresses his/her country's stand on the topic area. The time limit is for one and a half minutes per delegate i.e 90seconds. The GSL can never be motioned to closure.

3. YIELDS

A delegate granted the right to speak on a substantive issue may yield in one of three ways after his/her speech: to another delegate, to questions, or comments. A delegate must yield after his or her speech in the General Speakers' List.

Yield to another delegate.

If the delegate has more than 25 seconds remaining, his/ her time can be yielded to a fellow delegate, if he/she has consented to it prior, in written consent of the yielded delegate. If the delegate accepts the yield, the Chairperson shall recognize the delegate for the remaining time.

Yield to questions.

Questions will be selected by the Chairperson and limited to one question each. One follow-up question will be allowed per question. Time allotted to the question will be by the Chair's discretion

Yield to comments:

The Chairperson recognizes two comments which are about the speech made by the Speaker. Comments should consist of feedback and opinions which may prove beneficial to the delegate.

Only one yield is allowed per speech (i.e. no yields on yielded time). A delegate must declare any yield by the conclusion of his/her speech. Even if a delegate's time has elapsed, he/she must still yield.

4. POINTS

Four types of points can be used in a formal debate. They are prioritized in the following order:

- 1) *Points of Personal Privilege*
- 2) *Point of Information*
- 3) *Point of Parliamentary Enquiry*
- 4) *Point of Order*

POINTS OF PERSONAL PRIVILEGE

Whenever a delegate experiences personal discomfort, which impairs his or her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege is the only point that is permitted to interrupt a speaker, if the delegate is facing any sort of discomfort, for example, if the delegate speaking is inaudible.

POINT OF INFORMATION

This is a point that helps to clarify any factual inaccuracy in a delegate's address. If one finds that another delegate has misstated a particular fact after the completion of the delegate's address, one may raise his/her placard and on being recognized may ask for valid documentation supporting the delegate's facts. The accepted source of documentation includes but is not limited to Reuters, Amnesty International, Government Websites, and any other such credible source approved by the Chairperson.

POINTS OF PARLIAMENTARY INQUIRY

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chairperson a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the Committee staff during caucus or send a note to the dais.

POINTS OF ORDER

At any point when a committee is in session, a delegate may rise to a Point of Order to indicate their belief that the rules of procedure are not being properly followed. The Point of Order will be immediately decided by the Chairperson by following these Rules of Procedure.

A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may never interrupt a speaker.

***Point of Personal Privilege is the only point that can interrupt the delegate while he addresses the committee during the General Speakers List. No other point is valid for the same.**

5. MODERATED CAUCUS

The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Chairperson will temporarily depart from the Speakers List and call on delegates to speak at his or her discretion.

A motion for a moderated caucus is in order at any time when the floor is open, before closure of debate. The delegate making the motion must explain its purpose, allot a time limit as well as per speaker time. Once raised, the motion will be voted on immediately, with a simple majority of members required for passage.

In the case of multiple moderated caucuses, the Chairperson will choose one upon his discretion. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end. A moderated caucus may be extended only once, but only after the caucus has ended, and the combined length of a moderated caucus and its extension may not exceed 20 minutes. Delegates cannot yield their remaining speaking time during moderated caucuses.

6. UN-MODERATED CAUCUS

A delegate may motion for an unmoderated caucus at any time when the floor is open to motions. The delegate making the motion must specify a time limit for the caucus, not to exceed fifteen minutes with additional five minutes for paperwork/ lobbying. The motion will immediately be put to a vote and will pass given a simple majority. In the case of multiple unmoderated caucuses, the Chairperson will rank the motions by discretion, and the Committee members will vote accordingly. An unmoderated caucus may be extended only once, and the combined length of an unmoderated caucus and its extension may not exceed twenty minutes.

7. WORKING PAPERS

Delegates may propose working papers for Committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working papers are not official documents and may be presented in any format approved by the Chairperson. Working papers do not require signatories or votes of approval.

8. RESOLUTION

A Resolution contains a solution to the entire agenda that has been discussed upon by the committee. A Resolution before being introduced requires the prior recognition of the Chairperson. The voting on the introduction of the resolution for discussion can be done informally, however, the voting regarding the passing of the resolution must be done through the Formal Voting procedure. In case of multiple resolutions being brought to the Chairperson at the same time, upon his/her discretion the resolutions would be introduced

- A. **Authors:** An Author is a person who writes, structures, and ideates over the Resolution. He/She has to abide by the resolution. A minimum of 1 author and 2 co-authors are required for the resolution. An author cannot vote against the resolution. In conditions where the committee strength is low the minimum number of authors and co-authors shall be decided by the chair upon his/her discretion.
- B. **Signatories:** Signatories are those who give consent only to discuss the resolution in the council and can exercise his/her voting rights the way he/she pleases. A minimum of 3 signatories is required for the resolution.

RESOLUTION FORMAT:

For a successful Resolution, one is to write the committee name, agenda, authors, and co-authors. After that, the delegate has to start writing the Resolution with preambulatory clauses at the beginning of each clause. The clauses shall enclose every successful point discussed during the committee's proceedings, including the points passed in a working paper. Operative clauses must be used to enhance the format and explain the clause vividly. Additionally, one may add sub-clauses to their main clauses to enhance their applicability.

Preambulatory Clauses

- Preambulatory clauses set up the context of a resolution
- They serve to justify the actions taken later on in the resolution
- They are not numbered and ends in a comma rather than a semicolon
- The Preambulatory phrase is italicized and calls for no specific action from countries

Preambulatory Clauses:

- | | | |
|--------------------|---------------------|----------------------|
| • Acknowledging | • Emphasizing | • Keeping in mind |
| • Affirming | • Encouraged | • Mindful |
| • Alarmed | • Endorsing | • Noting |
| • Anxious | • Expressing | • Further |
| • Approving | • Appreciation | • With approval |
| • Aware | • Deep appreciation | • With concern |
| • Bearing in mind | • Expecting | • With deep concern |
| • Being Convinced | • Fulfilling | • With grave concern |
| • Believing | • Fully | • With regret |
| • Cognizant | • Aware | • With satisfaction |
| • Concerned | • Believing | • Observing |
| • Confident | • Bearing in mind | • Reaffirming |
| • Conscious | • Grieved | • Realizing |
| • Considering | • Guided by | • Recalling |
| • Contemplating | • Having | • Recognizing |
| • Convinced | • Adopted | • Referring |
| • Declaring | • Approved | • Regretting |
| • Deeply disturbed | • Considered | • Reiterating |
| • Desiring | • Examined further | • Seeking |
| • Determined | • Received | • Stressing |
| | • Reviewed | • Welcoming |

Operative Clauses

- Operative clauses are the main substance of a resolution
- A clause is numbered, the operative phrase is underlined, and ends with a semicolon
- Only the last clause in a resolution should end with a period
- Sub-clauses are indicated with a lowercase letter, and sub-sub clauses are indicated with lowercase roman numerals
- There are no underlined words in the sub or sub-sub clauses
- Words like “requires,” “forces,” and “obligates” may not be used inoperative clauses except for in committees that may pass binding resolutions, such as the UN Security Council that too upon the discretion of the chair

Operative Clauses:

- | | | |
|-----------------|---------------------|-----------------|
| • Accepts | • Accordingly | • Reaffirms |
| • Adopts | • Declares | • Its belief |
| • Affirms | • Deplores | • Recognizes |
| • Appeals | • Designates | • Recommends |
| • Appreciates | • Directs | • Regrets |
| • Approves | • Emphasizes | • Reiterates |
| • Authorizes | • Encourages | • Repeats |
| • Calls upon | • Endorses | • Suggests |
| • Commends | • Expressing | • Strongly |
| • Concurs | • Instructs | • Supports |
| • Condemns | • Invites | • Takes note of |
| • Confirms | • Notes | • Transmits |
| • Congratulates | • With appreciation | • Urges |
| • Considers | • With approval | • Welcomes |
| • Decides | • With satisfaction | |

AMENDMENTS

Amendments must relate directly to the draft resolution. Amendments must not have the effect of changing the scope or nature or nature of the draft resolution. Amendments are used as a tool to alter draft resolution, for betterment before the final vote. All amendments need to be written and are submitted to the Chairperson(s). The format for amendments should include: Authors, Type (Add, Delete or Replace), There are two forms of Amendments, which can be raised by raising a Motion for Amendment and followed by the approval of the Chairperson:

- A. **Friendly Amendments**: An amendment, which is agreed upon by all the author/'s does not require any kind of voting.
- B. **Normal Amendments**: Amendments that are introduced by any other need to be voted upon by the council to be incorporated in the resolution. A Simple Majority is required to introduce a Normal Amendment, followed by Discussion and Informal Voting.
- C. **E-amendments**: Any correction of grammatical errors or deviation from the prescribed format of writing is called an E-mendment and does not require any voting but a simple approval of the Chairperson.

9. VOTING

Formal Voting: This is required only for passing a Resolution and takes place in three rounds. No observer is allowed other than those who have been bestowed the Right to Vote. A resolution passes if it has the Aggregate Majority i.e 51%. The three rounds of voting are:

- A. Round 1: All delegates have an option between choosing:
 - i) Yes
 - ii) No
 - iii) Yes with rights
 - iv) No with rights
 - v) Abstain
 - vi) Pass.
- B. Round 2: All delegates that have opted for rights get to justify their positions. This round is entered only if there is either a Yes with Rights or a No with Rights and a Pass.
- C. Round 3: Delegates have to cast their Final vote and the three choices they have are: a Yes, a No, and an Abstain.

Clause-by-Clause Voting: This applies only to the Resolutions. A delegate may motion for this and informal voting shall take place for every clause. A Simple Majority is required for each clause to pass. However, the entire resolution shall be put to vote through the Formal Voting procedure.

Informal Voting: Informal voting is required for the passing of various motions during the debate. It is conducted simply by asking for the ones in favor and counting the number of placards raised, followed by counting the ones against.

10. I.R.M.U.N. KNOCKOUT

The I.R.M.U.N. KNOCKOUT provides an opportunity for the delegates to enter into a formal debate with one another on a topic of their choice as long as it is related to the agenda of the committee's proceedings. The delegate has to raise a motion for entering into a knockout against a co delegate i.e (1v/s1), which can be extended to (2v/s2). This can be done only when the floor is open for motions. The motion shall be passed upon a majority in an informal vote.

Maximum time limit for a knockout is 10 mins which will be divided equally by the Chair amongst the delegates.

11. BRAIN BLAST

A brain blast session is a unique opportunity in the form of an interactive session wherein delegates get to choose or create their own style of debate to widen and explore their horizons.

A platform where they congregate and build upon ideas to enhance impromptu thinking. Delegates are to be aware of global topics and that is exactly what brain blast aims for. The extempore skills of each delegate shall be put to test.

In a Brain Blast session, the Chairperson upon his/her discretion will finalise a topic and format for debating and will have the right to assign portfolios to each delegate if he/she chooses to do so. This session shall not exceed 20 mins and can be conducted only twice during the entire length of the conference.

12. CRISIS IN MUNs

A Crisis committee is a fast-paced committee that often emulates small organizations and is brought together to deal with an issue of immediate importance. While General Assemblies or Specialized Committees work to find long-term solutions to long-term problems, such as literacy, infant mortality, or economic coordination, Crisis Committees often handle short-term issues with swift and decisive measures. Crisis Committees often deal with issues like wars, revolutions, disaster control, or economic collapse. Rather than representing a country, delegates take on the role of a character that can range from an ambassador to a fictional character, depending on the committee.

Another key feature of a Crisis Committee is its dynamic nature. When the body passes a directive (a resolution for Crisis Committees), its effects and results are brought to the body in news articles and speakers. In other words, the topics will continue to change and evolve based on the actions the body does (or does not) take.

Crisis Committee vs Crisis Scenario

It should be clarified that the word crisis, in Model UN, has two meanings. A **crisis committee** and a **crisis scenario** are not the same thing. A crisis scenario can be a surprise news update that can give a conventional committee some new factors to consider. This can be a nuclear attack, a riot, an earthquake or something else. The committee will discuss the new scenario using the Rules of Procedure and add some clauses about it into the resolution. A Crisis committee has constant news updates and each decision impacts the story moving forward.

The philosophy of a MUN crisis is as follows.

A regular Model UN topic ends when a resolution is passed. You do not see the outcome of the resolution. You clap and move on to the next topic. In a crisis, much smaller decisions are made which work like mini resolutions except that you immediately see the outcome and have to deal with it. It is dealing with the consequences of your actions which makes crisis so unique and compelling.

A Crisis Committee is a great place to launch schemes, test creative policies, and have a good time. Your enthusiasm will help push the committee forward!