



Jaipuria Model United Nation, 2021-Rules of Procedure.

Greetings, Delegates! To maintain a uniform foundation of procedures to be followed across the conference, we present to you the procedural guide. The conference will primarily follow the UNA-USA rules of procedure, but they may be altered in any way that the executive board seems fit, or which conforms to the better functioning of the particular committee.

Rest assured, these procedures will be reiterated in person in the Training Session on the 18th of July, 2021, while the committee-specific alterations will be conveyed to the delegates on the first day of the conference.

I. The committee begins with one minute of silence.

II. Roll Call

The first order of business will be roll call. You can answer a roll call in two different ways, depending on the nature of the motion.

- a. **Present:** If you answer 'Present', you **have to vote** on all Procedural Matters, but you **may abstain** on the Draft Resolution.
- b. **Present and Voting:** If you answer 'Present and Voting', you are **obliged to vote** on both Procedural Matters and the Draft Resolution.

Note: Motion: A motion is a formal way to initiate movement in a committee.

It may be raised to open debate, suspend debate, regulate debate, or close debate.

Format: "The Delegate of _____ would like to raise a motion to _____."

III. Setting the Agenda:

The next order of business is setting up the agenda of the committee. This is the topic that the committee will be discussing on all three days of the conference. The committees at JMUN 2021 have pre-assigned agendas; however, procedure dictates that the agenda is formally set by the members of the house.

The format for such a motion is: "The delegate of _____ would like to raise a motion to set the agenda of the committee (exact wording of the agenda)"

IV. **Debate:** There are essentially two types of debates in UN committees – Formal debate, comprising the General Speaker’s List and Informal debate, comprising the Moderated Caucus and the Un- Moderated Caucus.

- **Formal Debate**

a. **General Speaker’s List:**

- The committee will have an open General Speakers’ list for the topic area being discussed, speakers for which will be asked by a show of placards at periodic intervals.
- Speaking time for the General Speaker’s list will be 90 seconds.
- Delegates may add their names to this list by submitting a written request to the dais. They may similarly remove their names.
- This motion requires a simple majority to pass.
- Things to talk about: anything relevant to the topic (general stance, claims, etc.)

- **Informal Debate**

a. **Moderated Caucus:**

- A motion for the moderated caucus is raised to discuss the various sub-topics under the topic area.
- The maximum time limit is usually 20 minutes.
- If the motion for moderated caucus passes, the Chairperson will call on delegates and create a list of speakers wishing to speak, by a show of placards.
- The delegate who has proposed the motion may speak first or last, depending on their choice.

Format: “The Delegate of _____ would like to raise a motion to set aside Formal debate and move into a moderated caucus on the topic _____, total time period being _____ minutes and individual speaking time being _____ seconds”.

b. **Un-moderated caucus**

- An Un-moderated caucus temporarily **sets aside the Formal debate** and allows members an informal discussion of ideas, lobbying, or doing paper-work.
- It is purely informal.
- The maximum time period for an Un-moderated Caucus is **twenty minutes**.
- The motion requires a **simple majority** to pass.

V. **Yields:** A Delegate can exercise yields of their remaining time in three ways.

- a. **Yield to Points of Information (Questions):** Delegates wishing to ask questions on the speech will be selected by the Chairperson. Follow-up questions will be allowed only at the discretion of the Chairperson. Yield to Questions shall only be answered in the formal debate.
- b. **Yield to the Chair:** Such a yield should be made when the delegate does not wish to answer questions or yield to another delegate. The time will be turned over to the Dias, who may use the time as they wish for the better functioning of the committee.
- c. **Yield to another delegate:** Any remaining time will be transferred to another delegate. However, this cannot be done without the consent of the particular delegate. The yielded time will not be added to the speaker's time.

*** Yields are in order only in the General Speaker's List and not during the moderated caucus. ***

VI. **Points**

1. **Point of Personal Privilege:** Whenever a delegate experiences physical discomfort, he or she may rise to a point of personal privilege and request for correction of that discomfort. A point of Personal Privilege may interrupt a speaker.
2. **Point of Order.** A delegate may rise to a point of order to only indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Chairperson in accordance with these Rules of Procedure. A point of order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.
3. **Point of Parliamentary Enquiry:** A delegate may rise to a point of parliamentary inquiry only if he or she wishes to ask the Dias a question about the rules of procedure. A point of parliamentary enquiry may not interrupt a speaker.
4. **Point of Information:** The questions asked when a delegate yields his time to questions during Formal Debate are known as Points of Information.

VII. **Working paper:** Working papers are precursors to Draft Resolutions. They involve writing the ideas presented by different countries during debate.

- They are named by the EB in the order they are received.
- They have authors; however, the requirement of signatories is at the discretion of the EB.
- They don't have a particular format.
- They are discussed through various ways which may include a question answer session, moderated caucus, special speakers list or a two-two, one-one.

VIII. Resolution- A resolution, as described by the UN, is a formal expression of the opinion or will of UN organs. It is a formal text adopted by a UN body. Confirming one topic area, it usually proposes solutions and/or actions towards the particular agenda.

- There are two primary parts to a resolution- the Preamble and the Operative Part.
 - a. The Preamble, consisting of pre-ambulatory clauses presents the background of the motive for the resolution. It highlights past international actions on the issue.
 - b. The Operative Part, consisting of operative clauses, states the opinion of the organ or the actions to be taken.

Note: A list of acceptable Pre-ambulatory and Operative clauses has been provided at the end of this guide.

- **Draft Resolutions** - Draft resolutions are all resolutions that have not yet been voted on. Each resolution is a long sentence with sections separated by commas and semicolons. The subject of the sentence is the body making the statement. Only one full stop/period is allowed, i.e., at the end of the sentence.
- Being a **sponsor/author** of a draft resolution means that you have **contributed to it significantly**, but you **may or may not support it**.
- Being a **signatory** means that you're ready for the Resolution to be **discussed** in the committee, but you **may or may not support it**. There is no specific number of signatories required in this conference; however the EB can exercise its discretion in these situations.

IX. Discussion of a Draft Resolution:

Before being put to vote, a Draft Resolution is discussed in the committee. There are four ways to do this.

- a. Moderated Caucus - Two speakers for and two against the DR are selected. This is followed by a simple majority vote.
- b. Special Speaker's List - A GSL-like list is established. Yields are entertained in each speech, especially POIs.
- c. Clause by Clause Discussion - The DR is broken down by means of its clauses. Each clause is discussed separately.
- d. Question-Answer Session - The same as the name- a number of people are allowed to ask questions on the DR.

X. Amendments

Amendments to a Draft Resolution refer to the changes that a committee wishes to make to a Draft Resolution after the Resolution has been discussed. You will be provided a short period of time to turn in any amendments that you deem fit. In regards to the Authors' view on them, there are two types of Amendments:

- a. **Friendly Amendment:** Any amendment that the authors agree with. No voting required.
 - b. **Unfriendly Amendment:** An amendment that the authors do not agree with. A simple majority vote is required. If the vote results in a majority of the committee assenting with it, the amendment is incorporated and the necessary changes are made.
- **Note:** The validity of an amendment is discussed through two speakers against two, or three speakers against three, before vote.
 - If Amendments are entertained on the whole body of operatives (every clause), that resolution stands scrapped.

In regards to their **Nature**, there are three types of amendments:

- **Addition Amendment:** An addition amendment is when you propose the addition of a clause to the DR.

Format:

Addition Amendment

From: Your portfolio.

Add Clause X: "Proposed clause in its entirety."

Deletion Amendment: A deletion amendment is when you propose the deletion of a clause present in the DR.

Format:

Deletion Amendment

From: Your portfolio.

Delete clause X.

(X = Number of clauses that you wish to be deleted.)

- **Modification Amendment:** A modification amendment is when you propose changes to an existing clause in the DR.

Format:

Modification Amendment

From: Your portfolio.

Old Clause:

New Clause:

XI. Voting Procedure: Follows a roll call vote in three rounds:

- 1. First Round:** Yes, no, Abstain.
 - 2. Second Round:** Abstentions are cleared.
 - 3. Third Round:** Rights are exercised to justify procedural, substantive policy violation. Rights are given before final results but after third round voting.
- The delegate exercising a right is granted 30 seconds of speaking time to justify his stance.

NOTE: Majority Required:

- Simple majority on normal Resolutions.
- 2/3rd Majority with the vote of all five Permanent Members of the UNSC if the Resolution is focused on amending any part of the UN Charter. (Article 108) XII.

XII. Special Motions:

- 1. Motion to Suspend Meeting** - (To move into a break between committee sessions)

Format: "The Delegate of _____ motions to suspend meeting to move into _____".

- 2. Motion to Adjourn Meeting** - (To suspend debate for the day, knowing when the committee meets next)

Format: "The Delegate of _____ would like to raise a motion/motions to adjourn the meeting."

- 3. Closure of Debate** - This motion closes the debate for the committee. This is usually done after sufficient debate on the DR, to move into a voting session.

Format: "The Delegate of _____ would like to raise a motion to close the floor for Formal Debate".

- 4. Motion to Set Aside Debate** - It is raised to set aside formal debate and move into a moderated or un-moderated caucus.

Format: "The Delegate of _____ would like to set aside formal debate and move into a moderated caucus on topic being '_____' for total time period being '_____' minutes and individual speakers' time being '_____' seconds.

- 5. Motion to Table Debate {Adjournment of Debate}**

Pre-ambulatory Clauses

Acknowledging	Desiring	Having heard
Acting	Determined	Having received
Affirming	Emphasizing	Having reviewed
Alarmed by	Encouraged	Having studied
Alarmed	Expecting	Having adopted
Anxious	Expressing appreciation	Having approved
Appreciating	Noting with approval	Having considered
Approving	Expressing concern also	Having decided
Aware of	Expressing concern	Keeping in mind
Bearing in mind	Expressing its appreciation	Mindful
Believing	Expressing its satisfaction	Noting
Cognizant	Expressing satisfaction	Noting further
Concerned	Firmly convinced	Noting with deep concern
Confident	Fulfilling	Noting with regret
Conscious	Fully alarmed	Noting with satisfaction
Considering	Fully aware	Observing
Contemplating	Fully believing	Reaffirming
Convinced	Further deploring	Reaffirming also
Declaring	Further recalling	Realizing
Deeply concerned	Guided by	Recalling
Deeply conscious	Having adopted	Recalling also
Deeply convinced	Having considered	Recognizing
Deeply disturbed	Having considered further	Recognizing also
Deeply regretting	Having devoted attention	Recognizing with satisfaction
Deploring	Having examined	Taking note further
Referring	Seized	Underlining

Regretting

Stressing

Viewing with appreciation

Reiterating

Taking into account

Viewing with apprehension

Reiterating its call for

Taking into consideration

Welcoming

Reminding

Taking note

Welcoming also

Seeking

Taking note also



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Operative Clauses



Accepts	Demands	Recalls
Acknowledges	Deplores	Recognizes
Adopts	Designates	Recommends
Advises	Directs	Regrets
Affirms	Draws the attention	Reiterates
Also calls for	Emphasizes	Reminds
Also recommends	Encourages	Renews its appeal
Also strongly condemns	Endorses	Repeats
Also urges	Expresses its appreciation	Requests
Appeals	Expresses its hope	Requires
Appreciates	Expresses its regret	Solemnly affirms
Approves	Further invites	Stresses
Authorizes	Further proclaims	Strongly advises
Calls	Further recommends	Strongly condemns
Calls for	Further reminds	Strongly encourages
Calls upon	Further requests	Suggests
Commends	Further resolves	Supports
Concurs	Has resolved	Takes note of
Condemns (UNSC)	Instructs	Transmits
Confirms	Introduces	Trusts
Congratulates	Invites	Underlines
Considers	Notes	Underscores
Decides	Notes with satisfaction	Urges
Declares	Proclaims	Welcomes
Declares accordingly	Reaffirms	

SAMPLE RESOLUTION

Draft Resolution

Authors: USA, India

Co-Authors: Australia, Sweden

Signatories: Pakistan, Afghanistan, Denmark, Finland, Netherlands, Oman, Syria, Russia

The General Assembly,

***Reaffirming** the purposes and principles of the Charter of the United Nations,*

***Reaffirming also** the Universal Declaration of Human Rights,*

***Reaffirming** the fundamental importance of respecting all human rights and fundamental freedoms and the rule of law,*

***Reaffirming also** that States are under the obligation to respect, protect and fulfill all human rights and fundamental freedoms of all persons,*

1. **Reaffirms** that States must ensure that any measure taken to combat terrorism complies with their obligations under international law, in particular international human rights law, international refugee law and international humanitarian law;
2. **Deeply deplores** the suffering caused by terrorism to the victims and their families, its solidarity with them, and stresses the importance of providing them with assistance and other appropriate measures to protect, respect and promote their human rights;
3. **Expresses serious concern** at the occurrence of violations of human rights and fundamental freedoms, as well as violations of international refugee law and international humanitarian law, committed in the context of countering terrorism;
4. **Urges** States, while countering terrorism:
 - (a) To fully comply with their obligations under international law, in particular international human rights law, international refugee law and international humanitarian law, with regard to the absolute prohibition of torture and other cruel, inhuman or degrading treatment or punishment;
 - (b) To respect, protect and fulfill the human rights of all, including persons belonging to national or ethnic, religious and linguistic minorities, and to ensure that measures taken to counter terrorism are not discriminatory on any ground;

5. **Calls upon** the United Nations entities involved in supporting counterterrorism efforts to respect and continue to facilitate the promotion and protection of human rights and fundamental freedoms, as well as due process and the rule of law, while countering terrorism;
6. **Takes note with appreciation** of the report of the Secretary-General on protecting human rights and fundamental freedoms while countering terrorism;
7. **Calls upon** States and other relevant actors, as appropriate, to continue to implement the United Nations Global Counter-Terrorism Strategy, which, inter alia, reaffirms respect for human rights for all and the rule of law as the fundamental basis of the fight against terrorism.

