



SHISHUKUNJ MUN

INDORE

2021

RULES OF PROCEDURE

Specialized Agencies
USG Specialized Agencies - Suhani Salgia

Introduction

In its third intra-school iteration, Shishukunj MUN brings to you the guide to the Rules of Procedure to be used in the Specialized Crisis

Committees. Crisis committees are completely insubordinate to and different from the normal GA and ECOSOC committees.

They have usually relaxed, but challenging, procedures that need to be mastered by the delegates for the crisis committees to be a success. These crisis committees work in a completely different atmosphere of committee time, and thus, follow specially crafted procedures.

In a crisis committee, there isn't a fixed agenda, in the sense that the agendas continuously change as new crises are introduced to the committee. Hence, such a committee needs more focus on actions than parliamentary procedures.

All delegates are requested to read through this guide thoroughly to clearly understand how committees will flow and proceed.

For any doubts regarding rules of procedure, feel free to contact the following.

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General Rules

- I. A committee will be presided over by the bureau, which shall be appointed by the Shishukunj MUN Secretariat. It will typically constitute a Chairperson, a Vice-Chairperson, and a Rapporteur.
- II. A delegate may only speak when the presiding official gives implicit or express permission. This does not apply during unmoderated caucuses (point 5[b]).
- III. The official language of the Shishukunj MUN is English. All communication among delegates must happen in English only. All committee proceedings will take place in the official language only.
- IV. Any argument, solution, reply, clarification, and other content related matters can only be presented by delegates through speeches or through notes.
- V. All chits are supposed to be sent on the whatsapp committee groups that will be created by the bureau members before the conference. The presiding official can regulate and/or completely stop passing of notes in the committee at their discretion. They are supposed to be written in the format given below.

**** Chits will be explained at length by each bureau and are thus subject to change.***

Note/Chit

To- (name of the delegate who the chit is for) tag the delegate in chat

From- (name of the delegate who is sending the chit)

Content

- VI. Motions are indications to change state of the committee. These are raised by delegates when asked for by the presiding official by raising their using the feature in the zoom meeting. If a raised motion is in order, it is moved to vote, where the presiding official calls for delegates for the motion to raise their hand, 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 presiding official may pass or fail a certain motion at his/her discretion, notwithstanding the outcome of the vote on the motion.

- VII. Points can be raised by delegates for better facilitation of committee. Note that these are not used to put forth one's ideas but for committee conduction. **All points must be addressed directly to the bureau using the chat feature unless it is absolutely necessary to raise them in the committee.** There are four points.
1. **Point of Personal Privilege**: These are raised to solve issues regarding audibility of a speaker, permission to leave the committee (meeting, for a brief while), and for other personal concerns.
 - 1.1 For audibility, delegates may raise their hands during a speech, interrupting it. For the other matters, indication of point of personal privilege are up to the discretion of the presiding official, but it must never interrupt a speaker.
 2. **Point of Order**: These are used to point out a procedural deviation by the presiding official.
 3. **Point of Parliamentary Inquiry**: These are used to ask doubts and questions related to procedure and flow of debate
 4. **Point of Information**: These are used to clarify content/agenda related doubts from the presiding official.
- VIII. **Right to Reply** – These are used to raise objection to any derogatory or disrespectful remark made by any delegate against any other delegate. The latter may indicate their wish to invoke the 'right to reply' through a note to the bureau, and in case of the 'right to reply' being in order, the presiding official shall recognize the latter to make such reply. A right to reply shall be raised using the raise hand feature only after the speaker has finished.
- IX. **Crisis**: On the introduction of a crisis in the committee, all the previous work and procedures are suspended and the committee enters a state of emergency debate. The emergency debate starts with a fresh Provisional Speakers List. However, to hasten up the debate procedures, the floor may be open to motions for other forms of debate.
- X. **Emergency Debate**: Emergency debate constitutes the introduction of the crisis, by the crisis being read out before the committee and all the points of information to the crisis update being addressed. After this, motions for a Round Robin (a quick round where all delegates have to **mandatorily** give a speech

explaining their stance on the crisis) are ideally recognized for a quick decision on the crisis at hand. After this, a motion for an unmoderated caucus for documentation and enactment procedures are exercised.

- XI. The crisis is considered to be solved when the committee passes its directive. Often, a situation arises when a crisis is being dealt with and another crisis piles up. Following the emergency debate procedure, all work is stopped and the fresh crisis has to be solved first. If in case the fresh crisis is solved, the committee will automatically start dealing with the previous crisis, until all the crises are solved.
- XII. Committees will aim to solve crises and prepare outcome documents and having them agreed upon by the members of the committee in consensus. These may be one of four types:
 - 1. Committee Directives
 - 2. Personal\Joint Directives
 - 3. Press Releases



Committee Procedure

- I. **Bureau Briefing**: The committee begins with an agenda briefing by the bureau, where 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.
- II. **Roll Call**: The presiding official 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 one-fourth of the committee. As their names are called out, delegates say present if they are present.
- III. **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.
- IV. **Provisional Speeches**: When the agenda is set, the committee automatically moves ahead with the Provisional Speakers' List (PSL). This is also known as formal debate. The presiding official 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 presiding official has the discretion to increase/decrease it to 60-120 seconds. If time of a speaker is left, they may not yield the time they have left.
- V. **Informal Debate**: After considerable time has been spent on the PSL, the presiding official may guide the committee in the way it can move forward. These would include forms of informal debate. The presiding official may ask for motions from the committee, when one of the following can be raised.
 1. **Round Robin**: In a round robin, the delegates will be automatically recognized one by one and make a statement in a time-span of 60 seconds. The delegate either utilizes the time or expends it. In order to raise a motion for a round robin, the delegate has to form the motion statement as

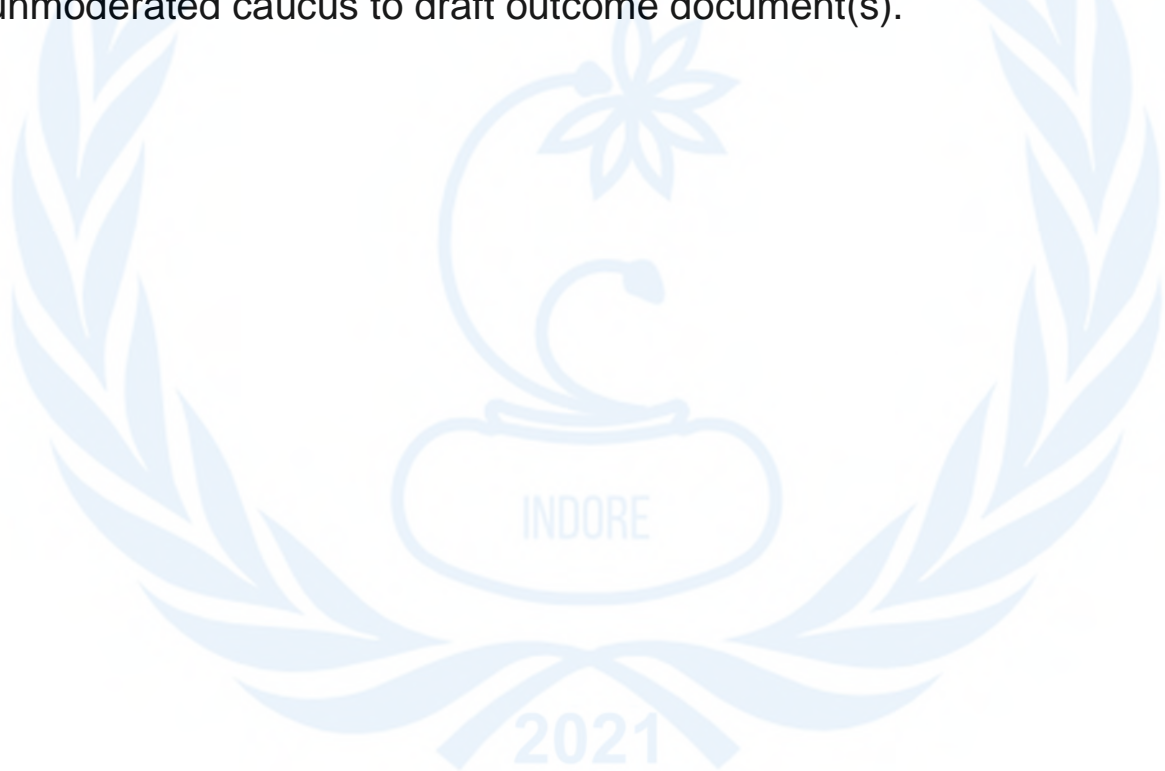
"Motion for a round robin in clockwise/counter-clockwise order of recognition."

2. **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 outcome documents. It can be raised as

“Motion for unmoderated caucus of total time ____ minutes (max. 15 min.).”

3. **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.

After elapsing of 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 outcome document(s).



Outcome Document

- I. **Committee Directive:** A committee directive is an action that the committee wants to take in response to a crisis. One of the major differences between a resolution and a directive is that a directive contains actionable measures and not mere recommendations; they have an immediate application and action and are not just proposed solutions. The directives don't have a specific format—they simply need a heading, which can be anything, and all the actions the committee wishes to take, laid down in points.

- II. **Personal/Joint Directive:** Personal Directives are actions that an individual delegate wishes to take in response to a particular crisis, within the mandate of his/her portfolio. These are actions that you can carry out in your portfolio powers, on an individual or group level than as the entire committee. If two or three delegates collaborate and make one single directive, then it is called joint directive. It does not require committee approval. A Joint Directive is when two or more delegates, but not the whole committee, wish to take a special, joint action in response to a particular crisis, besides the committee directive which is passed by the whole committee.

There is no limit on number of joint and personal directives to a crisis, however, only one committee directive can be passed on one crisis, and hence enacted. All the rest are void.

- III. **Committee Communique:** A communiqué sent from the committee can be written to anyone on behalf of the whole committee. It usually addresses another nation or an international organization. It is needed to be approved by the committee and subsequently by the crisis staff. For example, assume that the committee wishes to have a special question answer session with the President of China for interrogating as to why the Chinese border with India has been militarized. In such a case, if approved by the crisis staff, a guest delegate acts as the President of China and comes to the committee to answer the questions it would like to ask.
- IV. **Press Release:** A press release is any release of information from the committee into the international media. It requires committee approval by consensus and can be presented through any news

agency of the sponsor's choice. For example, if the committee is the cabinet of a particular country and it decides to declare and release the information that it is now a socialist economy and not a capitalist economy, this has to be done via a press release. These can be introduced and passed during any point of the committee, given that it has consensus.

The final document that shall be made by Generalitat of Catalonia is a **bill**. The format of a bill is as follows:

- 1) Name of the Bill
- 2) Names of sponsors and signatories
- 3) Operative Clauses

After the drafting of the bill, the committee may proceed into the following mode of discussion:

Informal Consultations: The committee would move into informal consultations rather than into formal debate to work on the bill. The informal consultations work according to the Vienna Formula, as shown below.

- 1) **Informal-Informal (II)**: In this segment, all blocs work to merge their bills sub-topic wise to produce one single bill. In case of disputes between blocs, the members of all the blocs shall discuss together on those subtopic(s) of the agenda and try to negotiate and come to a consensus on a single solution. The one single document will be edited by the bureau as the discussions on each subtopic take place. Once discussions on a subtopic is finished, new bloc representatives from each bloc are called to negotiate on the next subtopic.
- 2) **Formal-Informal (III)**: If by some time, consensus is not able to be reached in Informal-Informal (II) on a certain subtopic, the presiding official may choose to moderate the negotiations among representatives. In this section, the representatives may be changed by the bloc or retained from the previous section. The bill is not being edited, but negotiations continue. Once consensus starts to be reached among various blocs, they may move back to Informal- Informal (II) to finalize the decision in the bill. This cycle of (II) and (III) continues till an acceptable bill is received by the bureau for the action phase.

Action Phase: The committee, after finalization of the bill to be introduced, moves automatically into action phase. The bill is actioned, i.e. it is discussed and amended clause-by clause. The presiding official may themselves or call the sponsors to read out the resolution clause-by-clause. It is the stage of converting a bill into a final copy.

1. **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 form of an amendment.

2. **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. The amendments shall be submitted on Google forms which will be released by the bureau.

There are five amendments:

- i. **Add:** To add a word, phrase, sub-sub-clause, or 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 sub-clause.
 - iii. **Replace:** To replace a word, phrase, sub-sub-clause, sub-clause, or clause with another. This is used when the meaning of the clause changes substantively due to the replacement.
 - iv. **Alternate:** To change the wording of the clause without substantive change in its meaning. This includes breaking of the clause into different clauses.
 - v. **Delete:** To remove the entire clause from the resolution.
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3. **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. Such amendments are:

Retain: To retain the clause in its original form, before the amendment was introduced. This is essentially a cancellation of the proposed amendment.

- Add

- Remove
- Replace
- Alternate

If a committee cannot reach on 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.

4. **Identification of Consensus:** The presiding official shall ask if there are any objections to the entire draft of the 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.

5. **Voting on the Final Bill:** The delegates can vote for or against the bill or abstain from voting. This will be done using the raise hand feature (or a 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.

