



SHISHUKUNJ MUN

INDORE

2021

RULES OF PROCEDURE

ECOSOC | GA

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Introduction

In its third intra-school iteration, Shishukunj MUN brings to you the guide to rules of procedure to be used in General Assembly Committees and Economic and Social Council Committees.

In most Model UN conferences, either the UNA-USA (Parliamentary Rules of Procedure) or the UN4MUN (WFUNA-Prescribed Procedures) procedures are followed. At Shishukunj MUN, we provide to all our delegates a taste of both these procedures, through the hybrid Shishukunj MUN Rules of Procedure.

These procedures are designed with the objective of Shishukunj MUN in mind: development and growth of all participants to the best of their capacity. It brings forward the true essence of both prevalent procedures to provide to all participants an insight into what MUN conferences are all about.

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 members of the secretariat or members of your respective committee bureaux.

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General Rules

- I. The Shishukunj Model United Nations Conference shall be presided over by the Shishukunj MUN Secretariat (henceforth, the 'Secretariat'), headed by the Secretary General.
- II. Committees shall be constituted by the Secretariat for the participation by the delegates.
- III. A committee will be presided over by a committee 'bureau', which shall be appointed by the Shishukunj MUN Secretariat. It typically consists of a Chairperson, a Vice-Chairperson, and a Rapporteur. The bureau reserves the right to change the procedures upon their discretion. Typically, the committee proceedings are divided into the following phases:
 - Debate and Discussion,
 - Decision-Making,
- IV. While committee is in session, a delegate may only speak when the presiding official gives implicit or express permission. This does not apply during unmoderated caucuses and informal informals.
- V. All communication among delegates must happen in English only. All committee proceedings shall take place in the official language only.
- VI. All chits are supposed to be sent on the whatsapp committee groups that will be created by the bureau members before the conference. 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

VII. Any argument, solution, reply, clarification, and other content related matters can only be presented by delegates through speeches or through notes.

VIII. **Motions** - These are indications to change the state of the committee.

These are introduced or 'raised' by delegates when asked for by the presiding official. A motion may be 'raised' by raising their hands on the meeting using the 'raise hand feature'. If a raised motion is in order, it is moved to vote, where the presiding official 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**. They may do so by raising their hand (using the feature) when asked to do so. 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 their discretion, notwithstanding the outcome of the vote on the motion.

IX. **Points** - These can be raised by delegates for better facilitation of committee.

Note that points are not used to put forth one's ideas but for committee conduction. Points are always and solely raised in address to the bureau or the presiding official; they are **not** raised in address to another delegate. Points have to be sent to the bureau using the chat feature on 'Zoom' unless they absolutely need to be raised in the committee. There are four points:

- i. **Point of Personal Privilege**: These are raised to solve issues regarding ability to listen to a speaker and for logistical issues. For issues regarding the ability to listen to a speech, delegates may use the chat feature in the meeting, without interrupting the speaker. For the other matters, indication of point of personal privilege are up to discretion of the presiding official, but **it must never interrupt a speaker**.
- ii. **Point of Order**: These are used to point out a procedural deviation by the presiding official. (These are indicated by a 'T' formed with the placard on top and a hand below. The delegates may be asked to make placards upon the bureau's discretion. In case placards are not asked for, the delegates may make the 'T' with their hands itself.)

iii. **Point of Parliamentary Inquiry:** These are used to ask doubts and questions related to procedure and flow of debate.

Parliamentary

Inquiry can be raised only through notes sent to the bureau on personal chat in the meetings or personally messaging them on whatsapp.

iv. **Point of Information:** These are used to clarify content/agenda related doubts from the presiding official. Points of Information can be raised only through notes sent to the bureau on personal chat in the meetings or personally messaging them on whatsapp.

X. **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.

XI. All committees will aim to prepare a draft resolution and having it agreed upon by the members of the committee in consensus. This may also be referred to as the outcome document.

Some moderations in terms of procedure and nomenclature have been made to accommodate structural differences in the AIPPM from the traditional UN committees. Such differences have also been mentioned in the course of this document.

2021

Debate and Discussion

- 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 $\frac{1}{4}$ th 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, a ‘Speakers List’ is automatically opened.

- IV. **General Speeches (Speakers List)**: When the agenda is set, the committee automatically moves to the general speeches. This is also known as formal debate. The presiding official may ask for delegates wishing to add their names to the Speakers List, at which point such delegates must raise their placards. Delegates may also get their names added to the SL by sending a note to the bureau. The delegates may make more than one General Speech. This speech sets the stance of a certain delegate on the agenda. The default time limit for general speeches is 90 seconds. If time of a speaker is left, the bureau will ask delegates to raise a question or two from the speaker. If less time remains, that time is automatically used for committee proceedings.
- V. **Informal Debate**: After considerable time has been spent on general speeches, 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, in which case, one of the following can be raised.
 - **Moderated Caucus**: These are forms of informal debate where lists of speakers are prepared, who give time-limited speeches. The entire procedure is ‘moderated’ by the presiding official. The

moderated caucus is raised for a limited total time, limited individual speaker's time, and a specific 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 (max. 60 sec.).”

The ‘total time’ must always be wholly divisible by the ‘individual speaker's time’.

- **Unmoderated Caucus:** These are informal sessions where the delegates are allowed to move around the committee room, lobby (persuade and ally) with other delegates, form groups or blocs, and work on drafting of working papers (Point VIII). It can be raised as ***“Motion for unmoderated caucus of total time _____ minutes (max. 15 min.).”***
- **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 a working paper.

VI. **Working Paper:** A working paper is a document formulated by delegates as a group (there may be more than one group) to describe the direction of flow of the committee or that group on a certain subtopic which has been discussed through various means and modes. **AIPPM will not have a working paper.**

- **Sponsors and Signatories** - On introduction of a document formulated by the committee, sponsors are those delegates who are in full support of the document and have taken active part in drafting of the document. Signatories are those delegates who merely support the introduction of the document; they may or may not agree with the content of the document to be introduced

- **Format:** A working paper has no prescribed format. It must, however, be prepared in '.docx' format and shall be submitted in the same format to the bureau. A structure of a working paper would contain the tentative solutions to be taken up, including the items yet to be decided upon in the subtopic.
- **Requirements:** A working paper would need a minimum of 1 sponsor and a minimum number of signatories, which is decided and told by the presiding official. It must also be named as 'Working Paper A.B', where 'A' is the group number and 'B' is the working paper number in serial order.
- **Introduction:** The working paper, after being drafted, must be sent to the presiding official via email. Only when it is approved by the presiding official, can it be introduced through a motion, which is *"Motion to introduce 'Working Paper A.B' to the committee."*
- **Discussion:** A working paper can be discussed in several ways.
 1. Moderated Caucus
 2. Unmoderated Caucus
 3. 2 for, 2 against:
Once a ***"Motion to have a '2 for, 2 against' on 'Working Paper A.B'."*** passes, the presiding official 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.
 4. Question-Answer Session: A delegate can raise a motion to enter a question answer session wherein the authors shall be entertaining questions by the delegates on their working paper. A maximum of 10 questions may be entertained.
- **Voting:** A working paper may be put to vote after or before discussion on it, by calling for a ***"Motion to put Working Paper A.B to vote."***

The presiding official asks if there are any objections to the paper. If there are none, the working paper stands passed by consensus. In case of any objections, a vote is taken by the presiding official calling for delegates wishing to vote for the paper, those wishing to vote against it, and those wishing to abstain from voting on it. A working paper passes if more delegates vote for it than against it.

- VII. **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 of two major aspects.
- Summarisation of the work done during the day.
 - Explanation of the format of a resolution and how it is written.
- VIII. **Resolution:** It is a concluding comprehensive document which encompasses all solutions and decisions which the committee has decided upon after all deliberations, discussions, and negotiations. The formulation of, discussion and deliberation over, and deciding on a resolution is a tedious process, which will commence on an individual level by delegates making individual draft resolutions.

A 'Draft Resolution' is a provisional resolution which is formulated and amended till it reaches its final form which is decided upon through consensus or voting. The final form which is decided upon is called a 'Resolution'. As such, till it is decided upon, the resolution shall be called a 'draft' in committee.

- **Format:** Unlike a working paper, a resolution is a proper formal format which must be strictly followed. It must compulsorily be drafted in '.docx' format. A draft resolution includes the name of the draft resolution, names of sponsors and signatories, the organ of the UN, and preliminary and operative clauses.
1. Preliminary clauses are references that provide context and note the background and context of the taking of such resolution. The first word of these clauses is a present continuous verb (V1+ing) or simple past verb (V2) which is written in italics, and these clauses end with a comma. **The Draft Resolution of AIPPM will not have preliminary clauses.**
 2. The operative clauses are actions to be taken by the committee that have been proposed by the delegates of the committee. These clauses begin with simple present verbs (V1+s) 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.
- **Requirements:** A resolution must have a minimum of 3 sponsors and a minimum number of signatories, to be decided and intimated by the presiding official of the committee. A draft resolution is named as "Draft Resolution A.B". 'A' and 'B' are numbers which

shall be assigned by the bureau at the time of introduction. Resolutions shall be given appropriate numbers on the time of deciding on the resolution.

- **Introduction:** The draft resolution, after being drafted in informal consultations, must be sent to the presiding official via a data transfer peripheral (only pen drive) or email. Once a draft resolution has been approved by the bureau, and has been copied and distributed, a delegate may raise a *“Motion to introduce the ‘Draft Resolution A.B’ to the committee.”*
- **Discussion and Voting:** A draft resolution is discussed in detail in the informal consultations during its formulation. It is further discussed and voted upon through the Action Phase and further procedures.



Decision Making

- I. **Bureau Briefing**: The bureau will brief the delegates on how the committee would proceed on the second day, which would include committee flow and procedure.
- II. **Unmoderated Caucus**: The committee, by the discretion of the presiding official, would move into a 30-minutes unmoderated caucus to form and finalize blocs. The delegates are supposed to form groups according to their stand on the agenda and its solution. These blocs once formed will be recorded by the bureau.
- III. **Informal Consultations**: The committee would move into informal consultations rather than into formal debate to work on the draft resolution. The informal consultations work according to the Vienna Formula, as shown below.

Informal-Informal (I): The formed blocs shall, among themselves, negotiate and merge the draft resolutions formulated by each delegate into one single draft resolution which would be presented to the committee. Each bloc shall send a maximum of two bloc representatives to the dais to submit their respective resolution to the bureau.

Informal-Informal (II): In this segment, all blocs work to merge their draft resolutions sub-topic wise to produce one single draft resolution. 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.

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 draft resolution 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 draft resolution. This cycle of (II) and (III)

continues till an acceptable draft resolution is received by the bureau for the action phase.

IV. **Action Phase**: The committee, after finalization of the draft resolution to be introduced, moves automatically into action phase. The draft resolution 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 draft resolution into a resolution; a draft resolution after going through the action phase is called a resolution.

- 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.

V. **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:

1. 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.
2. Remove: To remove a word, phrase, sub-sub-clause, or sub-clause.
3. 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.
4. Alternate: To change the wording of the clause without substantive change in its meaning. This includes breaking of the clause into different clauses.
5. Delete: To remove the entire clause from the resolution.

VI. **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.

VII. **Motion to Adjourn Debate:** If consensus cannot be reached on a certain clause, a sponsor 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.

VIII. **Change in Sponsorship:** Once the committee moves through the procedure of objections and if each clause is either ‘Agreed AD. Ref’ or committee is unable to find consensus on it, the presiding official asks the committee if there is any non-sponsor who wishes to become a sponsor of the resolution. If all delegates become a sponsor of the resolution, the resolution is automatically accepted.

IX. **Identification of Consensus:** The presiding official shall 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.

X. **Voting on Resolution:** The delegates can vote for or against the resolution or abstain from voting. This will be done by a 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.

- **Motion to Separate Votes**: If the delegates are not able to reach consensus on a particular clause, then that clause will be voted upon separately.

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



ANNEXURE 1

Sample Working Paper

Working Paper 'Sample'

Sponsors: Mali, Maldives, Malaysia

Signatories: Argentina, Armenia, Azerbaijan, Angola, Afghanistan

- a) Funding the Counternarcotic Conference hosted in Kabul on 5-6th Sep 2011 to discuss ways to enhance co-operation and agree on a number of joint measures to take this forward.
- b) Providing over euro 2.5 million directly to support the ministry's work and to 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 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'

Sponsors: Mali, Maldives, Malaysia

Signatories: Argentina, Armenia, Azerbaijan, Angola, Afghanistan

The Economic and Social Council,

Recalling its resolution 48/12 of 28th October 1993 and resolution 1904,

Appreciating the efforts made by 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 percent of crimes all around the world are because of illicit drugs and also that the war on drugs has caused 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 an international co-operation in drug control is provided by the existing drug control conventions,

Emphasizing on the fact that all nations should adhere to the zero-tolerance policy,

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:

- a. 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,
- b. 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	Deeply conscious	Further deploring
Alarmed by	Deeply convinced	Further recalling
Approving	Deeply disturbed	Guided by
Aware of	Deeply regretting	Having adopted
Believing	Deploring	Having considered
Bearing in mind	Desiring	Having considered further
Cognizant of	Emphasizing	Having devoted attention
Confident	Expecting	Having examined
Contemplating	Expressing its appreciation	Having heard
Convinced	Expressing its satisfaction	Having received
Declaring	Fulfilling	Having studied
Deeply concerned	Fully aware	
	Fully believing	

ANNEXURE 4

List of Words for Operative Clauses

Accepts	Draws attention	Proclaims
Affirms	Designates	Reaffirms
Approves	Emphasizes	Recommends
Authorizes	Encourages	Reminds
Calls for	Endorses	Regrets
Calls upon	Expresses its appreciation	Requests
Condemns*	Expresses its hope	Resolves
Congratulates	Further invites	Solemnly affirms
Confirms	Further proclaims	Strongly condemns*
Considers	Further remind	Supports
Decides	Further recommends	Takes note of
Declares accordingly	Further requests	Trusts
Demands*	Further resolves	Urges
Deplores	Has resolved	
	Notes	