



# Rules Of Procedure

## General Assembly and Economic and Social Council

### Guide to Rules of Procedure

General Assembly and Economic and Social  
Council

### Under-Secretary-General

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### Committees

UNICEF, UNEP 2, UNCSocD



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## INTRODUCTION

In this first iteration of the Shishukunj Model United Nations North Campus, presented below are the rules of procedure to be followed by the Junior Committees, consisting of classes fourth and fifth of the General Assembly and the Economic and Social Council.

The procedure enlisted below is a hybrid procedure designed to make the delegates comfortable and efficient in both UNA-USA(parliamentary) procedure as well as UN4MUN procedure, so that the delegates can excel in muns following any of the two widely used procedures in the future.

It is requested of all delegates to go through this guide thoroughly and with attention to detail so as to imbibe the procedure as well as possible to help you in this conference, as well as, further conferences. Please feel free to contact any of the bureau members or the secretariat members with any doubts regarding the same.

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## GENERAL RULES

1. The Shishukunj Model United Nations Conference shall be presided over by the Shishukunj MUN Secretariat, (henceforth known as the Secretariat) headed by the Secretary-General. Committees shall be constituted by the Secretariat for the participation of the delegates.
2. A committee will be presided over by the Bureau, which shall be appointed by the Secretariat. It typically consists of a Chairperson, Vice-Chairperson and Rapporteur. Typically, the committee proceedings are divided into the following phases:
  - a. Debates and Discussions
  - b. Draft Resolution Discussion
3. A delegate may only speak when the presiding official gives them permission to do so while the committee is in session, however this does not apply during the unmoderated caucuses.
4. English is the official language of the Shishukunj MUN and thus all communication amongst the delegates must be in English. All the committee proceedings will take place in the Official Language as well.
5. Chits can be passed by delegates to communicate with either other delegates or the bureau, any chit/note is subjected to inspection by the members of the logistics team, bureau and/or the Secretariat. The presiding official has the power to regulate or completely stop the passing of chits during the committee hours as per their discretion.

To: Delegate of India (via EB)  
From: Delegate of USA

(content of chit)

(basic format of a chit)



6. Any arguments, solutions, replies, clarification and other content-related matters can only be presented by delegates through speeches and chits.
7. Motions are essentially used to indicate the change in flow of the committee. These are introduced or raised by the delegate when asked by the presiding official. 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. 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.
8. Points are raised by the delegates for better facilitation of the committee. Note that these are not used to put forth one's ideas but for committee conduction. Points are always and solely raised in an address to the Bureau or the presiding official; they are not raised in an address to another delegate. There are four points:
  - a. **Point of Personal Privilege:** These are raised to solve issues regarding the audibility of a speaker, permission to move out of committee and for logistical issues. For audibility, delegates may raise their placards during a speech, interrupting it. For the other matters, indication of point of personal privilege is up to the discretion of the presiding official, but it must never interrupt a speaker.
  - b. **Point of Information:** These are used to point out a procedural deviation by the presiding official or can be used to ask doubts or questions related to the procedure and flow of debate or to clarify content/agenda related doubts.



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



## DEBATES AND DISCUSSIONS

1. **Bureau Briefing:** The committee begins with an agenda briefing by the Bureau, wherein 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.
2. **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 1/4th of the committee. As their names are called out, delegates say present if they are present.
3. **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.
4. **Lobbying:** Lobbying refers to the delegates interacting and speaking with as many delegates as possible to persuade them to join their sides. It can be done in unmoderated caucuses, in breaks, via chits, etc.
5. **General Speakers’ List:** When the agenda is set, the committee automatically moves ahead with the General Speakers’ List (GSL). 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.



6. Informal Debate: After considerable time has been spent on the GSL, 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:
  - a. Moderated Caucus: These are small discussions where speakers who 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 particular subtopic of the agenda. It can be raised as: “Motion for moderated caucus on subtopic \_\_\_\_\_ for a total time of \_\_\_\_ minutes (max. 20 min.).
  - b. Unmoderated Caucus: These are informal discussions where the delegates are allowed to move around the committee room, lobby (persuade) with other delegates, form groups or blocs. It can be raised as “Motion for unmoderated caucus of total time \_\_\_\_ minutes (max. 20 min.).”
7. After a caucus, the committee generally moves back to formal debate. However, the presiding official may ask for new motions before any general speech.
8. 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 three major aspects.
  - a. Summarization of the work done on that day.
  - b. Set expectations for the next day.
  - c. Explanation of the format of a draft resolution and how it is written.
9. Draft Resolution: It is a concluding comprehensive document which encompasses all solutions which the committee has decided upon after all deliberations, discussions, and negotiations.
  - a. Format: The Draft Resolution should be a well drafted solution sheet having about 10-15 solutions.





- b. Requirements: A draft resolution must have the names of all countries which in UN4MUN procedure are all countries. A DR is named as “Draft Resolution \_\_\_\_”.
- c. Introduction: Once a draft resolution has been introduced and approved by the presiding official, after all informal consultations, and has been copied and distributed, a delegate may raise a “Motion to introduce the Draft Resolution \_\_\_\_ to the committee.”
- d. Discussion and Voting: A draft resolution has already been discussed in detail in the informal consultations during its formulation.



## DRAFT RESOLUTION DISCUSSION

1. **Informal Consultations:** The committee would move into informal consultations rather than into formal debate to work on the draft resolution. This is also called the Vienna Formula.
  - a. Intra-bloc consultations (inside the bloc): The members of a bloc would combine their clauses from their personal draft resolutions into one draft resolution. A member of the dias would be present to help with the drafting of the draft resolution and for the resolution of disputes within bloc members.
  - b. Inter-bloc consultations (between two or more blocks): The draft resolutions formed by the blocs are merged in this process. All objections regarding the draft resolution should be raised during this process. It is mediated over by the bureau with 2 bloc leaders being appointed to represent their blocs in the discussion. The bloc leaders can be changed during the consultations to give an opportunity to all delegates. The draft resolution formed at the end of the inter-bloc consultations is final and subject to no further change.
2. **Concluding Reading:** This is a ceremonial reading of the draft resolution performed by the bureau before voting on the resolution. No objections shall be raised regarding the draft resolution during the concluding reading.
3. **Voting on Resolution:** The delegates can vote for or against the resolution. This will be done by a simple 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.