



Rules Of Procedure

Lok Sabha



INTRODUCTION

In this first MUN of Shishukunj North Campus, we bring you a guide to the rules of procedure to be used in the committee **Lok Sabha**.

Usually in most conferences, the original Lok Sabha proceedings are followed. At Shishukunj North Campus MUN 2023, we plan a mix of actual and some other provisions to make the conference easy for our parliamentarians and have the MUN run smoothly.

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

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

For any doubts regarding the rules of procedure, feel free to contact the members of the secretariat and the members of the Lok Sabha bureau.



GENERAL RULES

1. The Shishukunj North Campus 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 ministers.
2. The committee will be presided over by the Bureau, which shall be appointed by the Secretariat. It consists of Speaker and Deputy Speakers. Typically, the committee proceedings are divided into the following phases:
 - a. Debates and Discussions
 - b. Press Release and Conferences
3. While the committee is in session, a minister may only speak when the presiding official gives implicit or express permission. This does not apply during unmoderated sessions and zero hour.
4. The official language of Lok Sabha would be bilingual. All communication among ministers can happen both in Hindi and English.
5. Chits can be passed by the members of parliament to communicate with other members and the Bureau. All notes can be subject to inspection by the members of the logistics team, Bureau, and/or Secretariat. The presiding official can regulate and/or completely stop the passing of chits in the committee at their discretion.
6. Any arguments, solutions, replies, clarification, and other content-related matters can only be presented by ministers through speeches and chits.
7. Motions and discussions in Lok Sabha are known as Short term and Long term discussions. These are introduced or raised by the ministers when asked by the presiding official. If a raised motion is in order, it is moved to vote, where the presiding official calls for ministers in support or against the motion by raising their placards, or the voting can happen by voice vote. It is compulsory for ministers to vote either 'for' or 'against' a



motion. Only if the number of ministers 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 ministers 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 minister. 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, ministers may raise their placards during a speech, interrupting it. For the other matters, an indication of a point of personal privilege is up to the discretion of the presiding official, but it must never interrupt a speaker.

b. **Point of Order:** These are used to point out a procedural deviation and factual error by the presiding official. These are indicated by a 'T' formed with the placard on top and a hand below.

c. **Point of Parliamentary Inquiry:** These are used to ask doubts and questions related to the procedure and flow of debate. Parliamentary Inquiry can be raised only through notes or by approaching the bureau.

d. **Point of Information:** These are used to clarify content/agenda-related doubts from the ministers via the presiding official. Points of Information can be raised only through chits or by approaching the bureau after the bureau asks for points on the floor.

e. **Right to Reply:** If a particular member present feels that a grave (or false) statement has made by others towards that member, he/she may privilege the right of reply with the permission of the chair.



9. The committee would aim to have a press release in which the ministers would answer the questions asked by the press members and would state the conclusion and decisions taken by the house in a verbal form. This release should have the agreement of all the members of the house. This may also be referred to as the outcome statement by the house.

DEBATES AND DISCUSSIONS: FLOW OF COMMITTEE

1. Bureau Briefing: The committee begins with an agenda briefing by the Bureau, wherein the agenda is explained in detail to all ministers present. The ministers 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 ministers, to identify the number of ministers 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, ministers 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 minister must raise a motion as:

“I __name__, from the constituency: __constituency name__ would like to raise a motion to set the agenda to ____.”

By setting the agenda, the opening statements are automatically opened.

4. Opening Statements:

The first speech given by a parliamentarian in the house is known as the Opening Speech/ Statement or Welcome speech. Every member must give their opening statement before the house during the 1st session.

An opening statement of the member shall state the personal and party's opinion and statement to the agenda. The statements given by the members should be the basis of further discussions in the house. The time limit for these statements can be anywhere between 60-90 seconds. There shall not be any interjections entertained in the opening statements.



5. Short-Period Discussions: During the committee sessions, for more and more discussions on the topics and subtopics, short-term discussions are kept. These are formal debates where lists of speakers are prepared, who give time-limited speeches. The entire procedure is 'moderated' by the presiding official. The Short term discussion is raised for a limited total time, limited individual speaker's time, and a particular subtopic of the agenda.

A minister raises a motion and if the majority votes for it, with the discretion of the bureau, the motion is passed, and then the house discusses the topic. A minister may raise the motion as:

"I (name), the Member of Parliament from the constituency, (constituencys' name), would like the house to move into a short-term discussion session on the topic ____, for individual speakers time being ____ (max. 90 sec), the total time being ____.(max. 30 mins)"

6. Yields: Yields may be used when a speaker is left with extra time in their speaker's list speech. There are three yields in Shishukunj MUN. The yields are:

i. **Yield to the Executive Board-** The MPs can yield the remaining time to the presiding official who shall continue proceedings of the committee.

ii. **Yield to Another MP-** The remaining time will be given to another MP, who will have to add their comments in the given time.

iii. **Yield to Points of Information-** If the time left is greater than 10 seconds, then the presiding official shall ask for points of information on the speech given by the MP. The number of points of information is up to the discretion of the presiding official.

7. Zero Hour: Zero Hour is a 1 hour time dedicated to discussions on topics related to **national importance**. The committee plans to have this session of 1 hour on the second day of the house. The topic shall be decided by the ministers and they must prepare to speak on the same.



There shall not be any time limit on the speaking time of a minister. During this time the house moves into an unmoderated session. The moderation by the MP's are kept at higher recommendation during the conduction of the zero hour .

8. Press Release: At the end of the conference, the committee shall plan to have a press release. During this press release the house shall be asked questions by the press members and through this press release the house would state the final outcome of the conference.

9.No-Confidence Motion: (*special case*): A no-confidence motion can be moved by a Lok Sabha MP, if he or she feels that the government in power is not functioning properly. The motion shall pass by simple majority of 50%+1 vote.

If the motion is passed, the PM is requested to resign.

10. Motion of the Adjournment: At last, a minister would raise a motion to adjourn. By this the committee proceedings end officially.