



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

UNDP ,DISEC, UNHCR, WHO, UNEP, UNCSocD



INTRODUCTION

As the iterations before, the eight iteration of Shishukunj MUN presents the Rules of Procedure to be followed in the General Assembly and Economic and Social Council Committees, which is a hybrid of the UNA-USA (parliamentary) and UN4MUN procedures so that the delegates are ready for any MUN which may come their way.

The hybrid procedure is designed such that there is development and overall growth of the participants, by bringing out the core essence of both procedures so that the Delegates have experience of both ends of the spectrum of MUN Procedures.

All delegates are requested to go through this guide with a lot of attention as it details on how the committees will proceed, for any doubts regarding the same, feel free to contact the following members of the secretariat or members of your respective committee bureaus.

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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 of 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.

(Basic format of a chit)



TO: Delegate of India (Via EB)

FROM: Delegate of USA

(content of the 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 of state 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 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.
 - c. **Point of Parliamentary Inquiry:** These are used to clarify content/agenda-related doubts from the presiding official or to ask questions to other delegates. Points of Information can be raised only through chits or by approaching the bureau. (These may be used during Moderated Caucuses by bureau discretion.)
 - d. **Point of Information:** These are used to clarify content/agenda-related doubts from the presiding official. Points of Information can be raised only through chits or by approaching the bureau. [Cannot be used during Moderated Caucuses]
9. All committees will aim to prepare a draft resolution (called a Bill for the Lok Sabha committee) 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, where in 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. **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. If the time of a speaker is left, they must compulsorily yield their time.
5. **Yields:** If, after a GSL, a speaker has time left, he/she must yield the time in one of three ways. **It is compulsory to yield unless the entire time is utilized by the delegate in giving a speech.**
 - a. **Yield to Points of Information:** If the time left is greater than 10 seconds, the delegate can yield to points of information. The presiding official will ask for points of information (questions) on the speech given by the delegate. The number of questions is up to the discretion of the presiding official.



- b. **Yield to Another Delegate:** If the time left is greater than 10 seconds, the delegate can yield the remaining time to another delegate who can also use it to give a speech.
 - c. **Yield to the Presiding Official:** The delegates can yield the remaining time to the presiding official who shall continue proceedings of the committee.
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 informal debates 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 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.), with individual speaker’s time _____ seconds (max. 60 sec.).**”
 - b. **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 working papers (Point 8). It can be raised as “**Motion for unmoderated caucus of total time ____ minutes (max. 20 min.).**” Points of Information will be entertained on a moderated Caucus speech upon the discretion of the Bureau
 - c. **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.
7. After 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.

8. **Working Paper:** A working paper is a document formulated by delegates as groups (there may be more than one group) to describe the direction of flow of committee on a certain subtopic which has been discussed through various means and modes. This may vary from committee to committee.
 - a. **Format:** A working paper has no format. It must, however, be prepared in a soft copy in .docx format. The structure of a working paper would contain the tentative solutions to be taken up. For your reference, an example working paper is available in Annexure 1 of this document.
 - b. **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 ____’.
 - c. **Introduction:** The working paper, after being drafted, must be sent to the presiding official via a data transfer peripheral (pen drive, hard disk, SD card, etc.) or email. Only when it is approved by the presiding official, can it be introduced through a motion to introduce working paper, which is as “**Motion to introduce ‘Working Paper ‘____’ to the committee.**”
 - d. **Voting:** A working paper can be put to vote after or before discussion on it, by calling for a “Motion to put Working Paper ____ 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 there is even one objection, a vote is taken by the presiding official calling for delegates wishing to vote for the paper, those wishing to vote against it. A working paper passes if more delegates vote for it than against it.
9. **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.

10. Draft Resolution: It is a concluding comprehensive document which encompasses all solutions which the committee has decided upon after all deliberations, discussions, and negotiations. The process of formulation and discussion of draft resolution is a tedious process which will commence on an individual level by delegates making individual draft resolutions and will continue till end of day 3.

- a. **Format:** Unlike a working paper, a draft resolution has a proper formal format which has to be strictly followed. A draft resolution includes the name of the DR, the organ of the UN, name of the sponsors (which in UN4MUN procedure are all countries) and preliminary and operative clauses.
 - i. The operative clauses are solutions that have been conferred on and proposed by the delegates. These clauses begin with simple present verbs (V1+s) [refer to Annexure 4], 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. For your reference, an example draft resolution is available in Annexure 2 of this document.
- 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:** The draft resolution, after being drafted, must be sent to the presiding official via a data transfer peripheral (only pen drive) or email for soft copies. Once a draft resolution has been 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. It is further discussed and voted upon through the Action Phase and further procedures.

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. **Formal-Informal (III):** If by some time, consensus is not able to be reached, the presiding official may call for moderating the negotiations. In this section, the representatives may be changed by the bloc or retained from the previous section.
 - b. Once discussion on the subtopic(s) is done, new bloc representatives from each bloc are called to negotiate on the next subtopic(s). The cycle continues till a single resolution is received by the Bureau for the action phase.
2. **Action Phase:** The committee, after finalization of the resolution to be introduced, moves automatically into the action phase with a 'Draft Resolution Actioned' on the table. This resolution is then actioned, i.e., it is discussed and amended clause-by-clause. The presiding official may themselves, or call the sponsors for, reading out the resolution clause-by-clause.
 - a. **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 the form of an amendment.
 - b. **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. There are five kinds of amendments:
 - i. **Add:** To add a word, phrase, sub-clause, or sub-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 subclause.
 - iii. **Replace:** To replace a word, phrase, sub-clause, sub-sub clause, or clause with another. This is used when the meaning of the clause changes substantially due to the replacement.



- iv. **Alternate:** To change the wording of the clause without substantive change in its meaning. This includes breaking the clause into different clauses.
 - v. **Delete:** To remove the entire clause from the resolution.
- c. If a committee cannot reach a 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.
- d. **Motion to Adjourn Debate:** If consensus cannot be reached on a certain clause, a delegate 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.
3. **Identification of Consensus:** Now, the presiding official will 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.
4. **Voting on Resolution:** The delegates can vote for or against the resolution or abstain from voting. 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. While the resolution may pass by voting, in the United Nations, if countries cannot come to a consensus on a certain resolution, it is considered a FAILURE, even if it passes in a voting procedure.



ANNEXURE 1

Sample Working Paper

Working Paper ‘Sample’

- a) Funding the Counter Narcotic Conference hosted in Kabul on 5-6th Sep 2011 to discuss ways to enhance cooperation 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 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 the 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

Draft Resolution ‘Sample’

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,

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 Preliminary Clauses

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

ANNEXURE 4

List of Words for Operative Clauses

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