

The Rules of Procedure

No discussion can ever happen if everybody is talking at once, especially in an organisation the size of the UN. Nothing can get done unless there is some order. The Rules of Procedure (RoP) provide this much-needed order and govern the debate. The RoP make sure that everyone can get their say, and that the discussion is maintained honourably.

Rules of Procedure might change from Model UN to Model UN, but there are always two main rules that are at the core of any UN discussion:

Only one person may speak at a time.

Roll Call:

Every great discussion concerning the future of our world must start somewhere. At the MUN, the starting point is the Roll Call. One by one, each country's name/portfolio is read and the delegates must state their intention to join the debate. In Model UN, the Roll Call is used primarily to check attendance and calculate the required majority for procedural and substantial votes.

A delegate can reply with "Present" or "Present and Voting". A delegate who declares himself as "Present and Voting" cannot abstain during substantive votes.

Once this stage is completed, the session can move on to the next step.

Agenda:

The Agenda is the baseline and the topic of the discussion. It is always set before the committee. However, In case of a Singular agenda, the agenda shall be set by default.

The Debate

It is of two Types:

Formal Debate – This includes General Speakers List (GSL), and a Provisional Speakers List (PSL). **The General Speaker's List – Baseline to the Discussion:**

The General Speakers List (GSL) is the default section of the discussion and the part in which the majority of discussion occurs. Initially, the Chair establishes a time limit for each speaker. Countries then ask to be added to the list by raising hands virtually in replacement of the placard when asked by the chair and then take turns speaking according to the order by which they have been added to the list.

A delegate can amend the speaker's time using a motion, which requires a procedural vote with a simple majority.

Each country must conclude its statement within its allotted time. No other delegate may speak while another is talking, but chits are allowed during the whole GSL at any time.

If a delegate has finished his speech before the allotted time has elapsed, they can yield their time either to the Chair, another delegate or to questions. To join the GSL, delegates can pass a note to the Chair or wait until the Chair asks "who would like to be added to the speaker's list at this time?". The GSL list is inexhaustible and may continue in between till the end of the committee. Should the speaker's list remain empty with no speakers willing to be listed, the debate will be automatically closed and the session will move to the voting procedure (if applicable).

Provisionals Speakers List:

It is similar to a Moderated Caucus (Mentioned Below). However, It has Points of Information as well.

Informal Debate

This includes Moderated and Unmoderated Caucuses. It is called informal since most points and yields are not allowed during these times

Moderated Caucus

A moderated caucus is a form of debate where the speakers list is set aside, and speakers will be called upon by the chair. This less formal style of debate allows for a freer flow of ideas and exchange between Delegates. A moderated caucus allows delegates to narrow the scope of debate for a short period of time. A motion for a moderated caucus may be made by any delegate, and a motion must include a time limit for the caucus, a speaking time for the caucus and the purpose for the caucus. A moderated caucus is entered by a simple majority vote. There are no yields in a moderated caucus. The delegate proposing the caucus may speak first or defer to last (Note: the length of moderated caucuses and speaking time for the caucus are at the chair's discretion, but in general a moderated caucus should not exceed 15 minutes with a 1-minute speaking time).

Unmoderated Caucus

An unmoderated caucus is a suspension of the rules allowing Delegates to converse freely. Just as in a moderated caucus, a motion must include a time limit. The caucus requires a simple majority to pass.

All caucuses are at the discretion of the chair and maybe ruled out of order.

Motion to Extend the Afore-Mentioned Caucuses

- Note, that the individual speaker's time remains the same and that the total time must be less than or equal to half of the total time of the original caucus.

Yields:

This is when a speaker decides to give up the remaining time in his or her speech. The speaker may yield their time as follows-

- 1) **Yield to the Chair** meaning that you give up the rest of your time to the Executive Board. It is then up to the Chair, how to use the yielded time.
- 2) **Yield to another delegate** meaning you give up the rest of your time to another delegate, but it is recommended to inform the other delegate before yielding the time to them.
- 3) **Yield to Questions/POI** this means that the delegate is open to questions from other delegates-based on their speeches. The chair will then select an appropriate number of delegates for questions. If a delegate would like to as a follow-on question to their original one, they must make a request to follow up or a Plea to follow up. It is the chair's discretion on whether or not to allow the follow-up. The delegate can only yield their time to Points of Information if formal debate such as GSL or PSL is going on.

Right of Reply:

If a country is mentioned by name or is singled out during another delegate's speech, and the mention can be perceived negatively by that country, they may ask the Chair for a Right of Reply by raising their hand virtually. If granted, a Right of Reply allows a country to speak immediately after the "accusing" country has finished, regardless of the replying country's place in the line. The Chair can use his/her discretion to regulate the use of this motion for the sake of good decorum.

Point:

Every MUN delegate has to start somewhere. In many cases, delegates need to ask clarification questions concerning both procedure and content, as well as comment on the behaviour of other delegates. Points are a useful and appropriate tool that delegates can apply to increase their understanding of the debate and get their bearings. They can be availed by raising hands virtually on MS Teams. There are three major points in Model UN:

1. Point of Order

Used in case of a factual inaccuracy in the Executive's Board's Actions.

2. Point of Parliamentary Inquiry and Point of Personal Privilege

Delegates may ask the Chair for clarification of the Rules of Procedure between speakers by making a Point of Parliamentary Inquiry. This could be used to understand the procedures applied at any given point in time and must be phrased as a

question. Likewise, any delegate who wishes to make a Point of Personal Privileges, such as permission to go to the bathroom or to be excused from the committee for some time, may do so between speakers, in a quick manner, disturbing the discussion as little as possible.

3. Point of Information

It is the right to ask a question to another delegate. It is used only when the rules permit it, namely only during a formal debate when a delegate yields remaining time to questions (these questions are named points of information).

The delegates will be marked accordingly as per their questions and answers by the executive board.

Chit System

1. **Private Chits:** If one delegation wishes to write a chit to another fellow delegation privately, they should send it through 'WhatsApp', or through The Zoom chat personally to the other delegate.
2. **Chits via Executive Board:** If the delegate wishes to write a chit, which they want to send *via* EB for consideration, they should send the chit to the respective delegate on WhatsApp, mentioning that the chit is *via* EB. *The chits that will be sent via EB will be marked according to the content of the chit.* The same procedure goes with the replies that are to be answered *via* chit. The reply may be to a verbal question or a chit question.

NOTE: The EB may be notified, in case the fellow delegation avoids answering a question that has been asked.

Resolutions:

The following describes the process by which working papers become resolutions, how resolutions are debated, and how they are voted upon.

Working Paper: A working paper is the draft form of a resolution. A working paper is a resolution that is still being written and developed by the delegates. Once a working paper has been developed to the point that it is fully written and formatted correctly it may be submitted to the Chairs for consideration as a draft resolution. Working papers will only be considered by the Chairs if they meet the following criteria:

- They are well written, and address the ideas being debated by the committee at the time
- They are formatted properly (see sample resolution)

- They have a minimum of 2 sponsors
- The total number of sponsors and signatories must equal at least 1/3 of the committee members

Once the working paper meets those requirements it may be submitted to the chair. If approved, the chair will assign the working paper a resolution number. However, the resolution must be formally introduced to the committee by a delegate motioning to introduce it. Once the motion to introduce is made, it is adopted automatically, and the resolution may now be debated and referred to in formal debate by its assigned resolution number.

Sponsors: A sponsor is a delegate that has contributed substantively to the language or ideas contained in the working paper or resolution. Sponsors shall be listed alphabetically in the resolution's header.

Signatory: A signatory is a delegate that did not contribute substantively to the working paper or resolution, but agrees with the document in principal, and or wished to see the document move forward and be debated.

Authors Rights: Once a resolution is introduced, a panel of authors may be convened to answer specific questions regarding the ideas expressed in the resolution.

Amendments:

Delegates may offer amendments to resolutions that have been formally introduced.

Amendments require at least 1 signatory and 1 sponsor to be considered. Once a properly formatted amendment is submitted to the chair, it will be given an amendment number (example: 2.1.2) and a delegate may make a motion to introduce the amendment. There are 2 types of amendments:

Friendly Amendments: A friendly amendment is any addition or change to the body of a resolution that is approved by all sponsors to a resolution. Once an amendment is introduced, chairs will ask all of the sponsors if they approve of the amendment. If no sponsors object to the amendment, it is added automatically.

Unfriendly Amendment: An unfriendly amendment is any addition or change to the body of a resolution that is opposed by at least 1 sponsor to the resolution. When an unfriendly amendment is introduced, there will be 2 speakers for and 2 speakers against the amendment and requires a simple majority vote to be adopted. Should an amendment require additional debate, a motion to limit debate can be made to the amendment. Voting on the amendment will take place upon closure of debate, prior to the return to the general topic speakers list.

Tabling: A motion can be made to table debate if the committee has reached an impasse. A motion to table will suspend debate on the current topic and the committee will move on to the next topic on the agenda. A motion to table requires a two-thirds majority to pass. Tabling will require 2 speakers for and 2 speakers against, speaking time 1 minute.

ROLL CALL VOTE

In the event of a Roll Call vote, delegates are given six possible first responses:

1. **Yes:** a substantive vote in the affirmative.
2. **No:** a substantive vote against.
3. **Yes, with Rights:** a substantive vote in the affirmative that allows the delegate to explain their vote. You may only declare "rights," if you are voting against your national policy or if you decide to switch your vote from your declared position during committee.

4. **No, with Rights:** a substantive vote against that allows the delegate to explain their vote. You may only declare “rights,” if you are voting against your national policy or if you decide to switch your vote from your declared position during committee.
5. **Abstain:** Neither a vote in favour nor against. An abstention lowers the total vote count. For example, a draft resolution with a vote of 10 in favour, 5 against, and 99 abstentions passes. Abstention votes are not votes against.

Adjournment of the Meeting

During the discussion of any matter, a delegate may move for the adjournment of the meeting. Such a motion shall not be debated but shall be immediately put to a vote. After adjournment, the committee shall reconvene at its next regularly scheduled meeting time; adjournment of the final meeting shall adjourn the session.

Closing the debate

If two-thirds agree and are in favour, the debate will end. If there is more than one draft resolution on the table, the committee will vote on the one which had been handed in first, based on their serial number.

DOCUMENTATION (For Crisis)

The Types of Documentation in this committee are :

Directives: As the representative of a state, you can send in a directive to the EB, highlighting what you want your nation to do next in the light of the crisis and recent updates. This can be sent via chits. Two or more countries or representatives can also send in a Joint Directive. This is generally used to show support for a delegate’s plan of action. The EB will have complete discretion over passing the directive. There are various types of Directives:

Covert Directive: It is of the same nature as a directive, except that the content of the directive is not communicated to the committee. The outcome of the directive is, however, communicated to the committee. This is generally used for intelligence purposes.

Military Directive: This type of directive can be covert or overt. This is used for indicating troop movements, operations, or sorties.

Civilian Directive: This type of directive can be covert or overt. This is used for Diplomatic actions, establishing civilian bodies, financial decisions etc.

Communiques: Communiques are messages from the entire committee/delegate to another country, organisation, person, or group of people.

These facilitate dialogue with relevant actors in a crisis. Communiques often include negotiations, threats, and requests for aid or support but are not limited to the above stated. They are usually utilised for a country whose consent, opinion, or stance on a particular issue is required, but whose representation does not exist in the committee.

Private Communiques: It is of the same nature as a communiqué except that all communication is kept private between the delegate(s) and the recipient(s) involved.

SAMPLE DIRECTIVES

Type: Covert/ Military Directive/ Communiqué/ Private Communiqué From: The Authors (maximum of four)

To: The Executive Board

Objective: Plan of Action:

Additional Information: (Maps, Brief on technology/Personnel)

PRESS RELEASES

This can be used by a delegate, or a group of delegates, to inform the world about certain facts, or to make some announcements about any policy related changes.

Three types of press releases shall be accepted by the Dias,

1. Individual Press Release : Composed and Sent by a Single Nation

2. Joint Press Release : Composed and Jointly Sent by Two or More Nations

3. Committee Wide Press Release : Jointly Sent and Composed by the All the Member Nations

Presidential Statement

A presidential statement refers to official communication issued by the leader of the country. In the context of this committee, delegates may utilise a presidential statement to indicate a change in foreign policy in lieu of a crisis update. Delegates are requested to note that these statements shall only be accepted if and only if they have a considerable impact on the debate going in committee.

They can be of two types

1. Individual

2. Joint

Presidential statement

Country : Ukraine

In response to the Recent escalations by Russia in Eastern Ukraine, The Nation Hereby announces the mobilisation of all reservists as stipulated by the The Recruitment Office.

DOCUMENTATION (For Conventional)

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