

# RULES OF PROCEDURE

## ROLL CALL

Every committee session starts with the roll call, without which quorum cannot be established. No debate can ensue without Quorum being established. A delegate may change his/her roll call in the next session the roll call takes place.

For example, if the Delegate had answered in Present in the first session he can answer in a present and voting in the next session when the roll call takes place.

During the roll call, the country names are called out in alphabetic order and the delegate can answer by saying either Present or Present and Voting.

1. **Present** - A Delegate can vote in Yes, No or Abstain for a Draft Resolution when s/he answers the Roll Call with Present.

2. **Present and Voting** - A Delegate is bound to vote decisively, i.e., in a Yes or No only if s/he has answered the Roll Call with a Present and Voting. A Delegate cannot Abstain in this case.

3. **Abstention**: When a Delegate is in doubt, or if his/her country supports a few points in the resolution and is against the other points, a Delegate may Abstain. Abstention can also be used in case the Delegate believes that the passing of the resolution will not as such harm the world, even though it might not be highly specific or exemplary.

An Abstention counts as neither Yes, nor No, and his/her vote is not counted during the total tally of votes. This makes Abstention a commonly used policy in the real United Nations, so as to not obstruct the passing of resolutions and still not compromising on foreign policy; this is the middle way out and in no way counts against a Delegate while being marked for the awards.

## QUORUM

Quorum (also known as the minimum number of members of a committee required for the committee proceedings to commence) for the Conference, is set at one-third of the members of the committee present. A quorum will be assumed to be established, unless a Delegate's presence is specifically challenged and shown to be absent during the roll call. In case quorum fails, committee session will be suspended at the discretion of the Executive Board. In the Security Council, the quorum is 9 members present with the compulsory presence of the Five veto members, unless otherwise established by the Executive Board.

## DEBATE IN A MODEL UNITED NATIONS

Debate is of two types:

1. **Formal Debate**

1.a. General Speakers' List

## 2. Informal Debate

2.a. Moderated Caucus

2.b. Unmoderated Caucus

## POINTS AND MOTIONS

The Flow of debate is in the hands of the Delegates and moderated by the Executive Board with mechanisms called Points and Motions, which are central to the democratic nature of the Committee.

Points are individualistic, and are used in regards to a certain Delegate. Motions are liable to voting, and are used to shift from one form of debate to another, or to introduce changes in the scope of debate from time to time. If a motion passes, then the entire committee is bound to that specific form of debate for that period of time. Motions are also used to temporarily or permanently end debate.

### Points (In the order of Disruption)

**Point of Personal Privilege** - A Delegate may rise to a Point of Personal Privilege whenever s/he experiences any inconvenience, which could affect his/her involvement in the proceedings, so that the discomfort may be mitigated or prevented. This Point may interrupt a speaker and thus, should be used with the utmost discretion so as not to disturb others' debate.

**Point of Order** – A Point of Order is used to point out factual or a procedural error. The Final decision regarding a Point of Order rests with the Executive Board. A Point of Order can interrupt the speaker if permitted by the Executive Board. The specifics of this should be verified at the beginning of the committee by the Delegate. It can also be raised against the Executive Board in case they violate their own Rules of Procedure without prior intimation to the committee, in case this hampers debate or is unfair to one or more Delegates in the committee.

**Point of (Parliamentary) Inquiry** – When the Floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Chair a question regarding the rules of procedure. This however, should never interrupt a speaker.

**Point of information (A Question to another delegate about the Agenda)** – A delegate may ask a question to another delegate on the agenda topic of discussion through the executive board when the speaker has yielded the Floor to Points of Information. This also should never interrupt a speaker.

## GENERAL SPEAKER'S LIST (GSL)

"The Delegate of \_\_\_\_\_ wishes to raise a motion to open the General Speakers' List"

Default time per speaker in a GSL is 90 seconds. A motion can be raised to change the Speaker's Time (to increase or reduce the speaker's time):

"The Delegate of \_\_\_\_\_ wishes to raise a motion to change the default speaker's time for the General Speakers' List from 90 seconds to Proposed Time (in seconds)."

NOTE: Individual speaker time in a GSL can be anywhere within the range of 60-120 seconds, and a multiple of 30 seconds. This motion is only in order can be changed only before the First speaker in the GSL Speaks.

- After the agenda for the session has been established, a motion is raised to open the GSL. All forms of debate during the conference are carried out within the GSL, and this list is open throughout the duration of the discussion on that agenda. A new GSL is established for each agenda.
- To speak in the GSL a delegate must intimate the Executive Board, by raising his/her placard when the Executive asks for Delegates wishing to speak in the GSL. The countries' names will be noted in the order in which they will be making their speeches.
- After their GSL speech, a Delegate has the option to Yield his/her time to a specific Delegate, Points of Information (questions) or to the Executive Board.

## **YIELDS**

On conclusion of any speech in the GSL, a Delegate can choose to Yield in any one of the following ways:

- **Yield to another Delegate:** In case a Delegate has some time left to speak, and does not wish to utilise it, then s/he may choose to yield the remaining time to another Delegate. This must be done with the prior consent of the other delegate (taken either through chit or in person). The Delegate who has been yielded the other's time may use it to make a substantive speech, but cannot further yield the time.
- **Yield to Points of Information:** A Delegate may also choose to yield to Points of Information. The Executive Board will recognise a certain number of Delegates wishing to ask questions regarding the agenda or the speech made by the Delegate. It is upto the Delegate to answer the question. Ways of refusal include replying via chit at a later time or discussing the topic during an unmoderated caucus.
- **Yield to the Chair:** Should a Delegate yield to the Chair, any leftover time is considered null and the Executive Board will move on to the next speaker in the GSL. Some Executive Boards may also request the Delegate to answer substantive questions from them in case necessary for debate. This usually happens when a country's stance is crucial to resolution of the problems.

## **MODERATED CAUCUS**

"The Delegate of Country would like to suspend debate and raise a motion for a moderated caucus on the Topic, for the time period of Total Time and each speaker speaking for Time Period (in seconds)"

### **Characterisation of Debate through Moderated Caucus**

Moderated Caucuses are meant to have specific topics of discussion so that one can narrow down and try to address one sub-topic at a time. Sub-topics can be derived from the main agenda either by common themes/issues, region, legal regime and political debate.

It is generally advisable to keep documenting the suggestions being made so as to make a more comprehensive Resolution in the Committee.

The delegate proposing the motion must state its purpose and specify a time limit for the moderated caucus as well as the speaking time per delegate.

Example – “The Delegate of Iran wishes to suspend formal debate and enter into a Moderated Caucus on the topic ‘Sources of funding for Terrorist Organisations’, for a total time of 20 minutes, with each speaker speaking for 60 seconds.”

(If the Agenda is Terrorism, then Sub-topics can be Causes, Regional Terrorism, Solutions, etc.)

- This motion needs a simple majority vote (50%+1) in order for it to pass.
- However, the Executive may rule such a motion out of order if it is not worded properly or in case it is out of the scope of the agenda.
- As the agendas can be quite multilayered, Delegates are urged to use moderated caucuses to focus debate and discussion on parts of the main agenda so that it can be broken down and resolved.
- A moderated caucus is presided over by the Executive Board, and Delegates wishing to speak must raise their placards when asked, so that they may be recognised immediately after the previous speaker.
- A Delegate can be recognised multiple times in a moderated caucus, but not immediately after they have just spoken.
- The difference between a GSL and a Moderated Caucus Speech is that there is no provision for Yields, thus, all the questions, answers and arguments have to be Fit into the time slot you are given for the speech.
- Another motion is for the extension of a moderated caucus. It may be called for if any delegate wishes to further discuss the issue at hand. This motion is then put to vote and requires a simple majority to pass.

### **UN-MODERATED CAUCUS**

“The Delegate of Country would like to suspend debate and move into an Un-moderated Caucus for a Total Time of \_\_\_\_ minutes”.

- Only the total time needs to be speciFied when raising this motion. When it is put to vote, it requires a simple majority to pass.

- An un-moderated caucus would mean that Delegates can informally interact with their co-Delegates without moderation by the Executive Board. They can utilise this time to discuss pertinent issues within their blocs, or it can be used to frame draft resolutions, working papers or amendments, depending upon the stage the committee is at.

### **Reasons to propose an Unmoderated Caucus**

- If the committee feels that certain clarifications need to be made regarding the agenda which formal debate is not permitting, or the delegates wish to giving a certain direction to debate with consensus.
- To start working on the Draft Resolution and to prepare official committee documentation. Lobbying is required to persuade countries to join a bloc, and it forms an integral part of being a Negotiator.

### **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.

### **SPECIAL MOTIONS**

#### **Right Of Reply**

The Chair may recognise the Right of Reply only in instances of a grave personal insult. Rights of Reply must be submitted in writing to the Chair as a first step, and may only be granted after a speech is completed. The Chair shall inform the Secretariat of the circumstances surrounding the Right of Reply. No ruling on this matter is subject to appeal.

#### **Appeal to the Chair's Decision**

An appeal is made when a delegate feels that a member of the Executive Board has made an incorrect ruling. The Delegate formally challenges the said member in writing by sending a note to the dais, moving to appeal the Chair's decision. The appeal will be taken to the Secretariat, who will decide if the appeal shall be considered or not. Once the motion is acknowledged, the Advisors will hear from both the Delegate and the Chair before taking a decision.

### **WORKING PAPER**

A Working Paper may be introduced on the Floor at any point of time after viable solutions have emerged. This document is a rough draft of the solutions that the committee members wish to recommend for the agenda at hand. It has no format as such. More than one Working Paper can be made in a committee. A working paper has only signatories, not sponsors.

Discussion of the Working Papers is done through a Moderated Caucus. Working Papers should ideally be merged, so that all the ideas that the various members of the committee have can be consolidated

into a Draft Resolution. However, the same is not advised in case the reasons for differences arise out of foreign policy concerns. After discussion of the Working paper, an Un-moderated Caucus can ensue to Finalise the merger and/or edit the Draft Resolution.

#### TIP FOR WORKING PAPERS

A Working paper in Draft Resolution Format minus the Roman numbering, or the clauses, can help the delegates format the working paper into a draft resolution at a later point of time.

#### CHITS

##### **1)To Executive Board Chits:**

To Executive Board Chits, as the name suggests, are addressed to the Executive Board. In these chits, delegates convey their content directly to the members of the Executive Board for evaluation. These chits when sent should portray a proper analysis and should be related to the agenda to be called substantive. We request you to highlight the points to make it easy for us to see your main points in the chits. Points which you are not able to speak in your speeches, you can send them via chit.

FORMAT:

To- EXECUTIVE BOARD

From- 'your portfolio'

Write your content.

##### **2)To Delegate Chits via Executive Board:**

These are chits which are addressed to another delegate but are first received and read by the Executive Board and then forwarded to the mentioned delegate. They may consist of a question that the delegate has or an answer/reply to a question or if a delegate wants an explanation regarding a point spoken. These chits are sent to the Executive Board for them to be recognised and marked accordingly.

Use these chits when you have points of information from the other delegate. It is important, in these chits, to make a demarcation where exactly you need to involve the Executive Board Members. When you need clarification regarding a point that some other delegate spoke, instead of sending via EB chits, send a chit to that delegate directly. Try involving Executive Board only when you think that your discussion with the other delegate will guide the debate further or when you feel the point that you have raised to the other delegate needs to be acknowledged by the Executive Board Members.

FORMAT:

To- 'portfolio of other country'

From- 'your country'

Via eb

Your content/question

**3)To Delegate and From Delegate Chits:**

To delegate and from delegate chits only involve the delegates concerned, without the involvement of the Executive Board. They help you in lobbying, which is convincing others or building consensus. Exchange your ideas and points by writing chits to other delegates during the committee. Seek for clarifications, if you have any, from the delegates you think did not explain their point adequately. Try convincing others about your points. These are the chits which can bring committees to a consensus if used effectively.

Do not ignore these chits. We have seen that these are the chits that delegate hardly answer. These chits might not get marked but in the end seeing the committee we can actually make out how effectively you used these chits and there we can see your lobbying skills and diplomacy. So for the betterment of the committee use these chits properly.

FORMAT

To- 'Portfolio of other delegate'

From- 'your portfolio'

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