

RULES OF PROCEDURE – GENERAL ASSEMBLY

Greetings delegates ,

We welcome you to the United Nations General Assembly committee of GlenGaze MUN , we are very much familiar that most of you are first timers , so we are sharing this procedure with you , read it carefully. Everyone once is a first timer , never lose confidence and do proper research !! And for any doubts feel free to contact us (Hi it's Adi Sharma and Yana Bedi , Your executive Board)

RULES OF PROCEDURES

Rules of procedure are utilised by most Model UN conferences to maintain order and decorum by deciding who speaks, on what and when. This is essential as delegates put forth their points of view and interact with other States on lengthy agendas. The Rules of Procedure (RoP) represent a code of conduct and working regulations of the conference are not subject to change. They shall be considered as adopted at the beginning of the conference.

ROLL CALL

1. At the beginning of each Session and upon the Motion to verify the Quorum, Chairpersons shall call in an alphabetical order on all Member States in order to state their status of attendance. Member States may reply “present” or “present and voting”. Representatives stating just “present and voting” shall have no right to abstain from any vote on the substantial matter.
2. If any of the Representatives were not present during the Roll Call, upon their arrival they shall send a note to the Chairpersons clarifying their status of presence.

SETTING THE AGENDA

Setting the agenda is the first step to be considered by the committee.

1. The motion in order to put a topic area on the agenda should be made first. This motion requires a second.
2. Delegates can propose only topics as put forward by the Secretariat in the provisional agenda, i.e. the topics which were set by the Secretariat prior the conference.
3. In case there is no opposition to the motion, the motion is considered to be adopted.
4. In case of the opposition against the proposed order of the agenda, a Speaker's List of either two or four delegates “for” and “against” the order will be established- the number of speakers should be equal for both cases.

5. After the exhaustion of the Speaker's List, the Committee will immediately vote on the motion. For this vote, which is procedural, the simple majority is required for the motion to pass. In the case that the motion fails to pass, the Committee will automatically adopt the second topic, i.e. the inversed order of the topics will be introduced.

POINTS

Point of personal privilege- raise this point if you feel any personal discomfort like feeling hot/cold, delegate is not audible etc

Point of parliamentary inquiry- raise this point when you need to ask the EB about the procedure of the committee like how many speakers left, when will lunch happen etc

Point of order- raise this point whenever there is a factual inaccuracy. For eg- delegate of USA stated "capital of India is Mumbai. " you will raise a point of order in the following format- The delegate of USA stated quote the capital of India is Mumbai unquote whereas the capital of India is Delhi.

Please note that it cannot be used when someone believes something, if the delegate of USA had said "I believe that capital of India is Bombay" then the point of Order would not have been in order

Point of information- it means the questions. After the GSL or your Mod speech you are asked if you are open to points of information or do you want to yield to points of information.

Right to reply- it is raised when some delegate personally or individually attacks/allegate your country. Depends upon the EB to allow this right or not.

DEBATE

The three modes of Debate can be introduced during MuniMUN:

1. Formal Debate (General Speaker's List)
2. Moderated Caucus
3. Un-Moderated Caucus

Upon setting the agenda, the Speaker's List is open- either in the discretion of Chairs or by delegates proposing a Motion to Open Speaker's List.

SPEAKER'S LIST

The General Speaker's List shows the order of speakers for the topic being on agenda and is open for the whole duration of the discussion. Once the Speaker's List is open, any delegate can be added to the Speaker's List by being recognized the executive

board. **The delegate already added to the Speaker's List cannot be added for the second time.** The delegate can also withdraw himself from the Speaker's List by sending a note to the Chairs. Speaking time for the General Speaker's List is set to 90 seconds. The time limit can be altered by a Motion to Change the Speaker's Time. If there is a motion adopted altering the mode of the debate, the general Speaker's List shall be suspended for the duration of the motion and shall be resumed afterward. Once the Speaker's List is exhausted, the debate is considered closed and the Committee automatically moves into the voting procedure on the document which is currently being discussed within the set topic. The Speaker's List is open just for the topic currently being on the agenda.

MODERATED CAUCUS

The moderated caucus is aimed to facilitate and accelerate the discussion on the issues deemed as essential and critical for the topic on agenda. Instead of being added to the general Speaker's List, delegates wishing to speak shall raise their placards and be called upon at the discretion of the Chairs. The motion for the moderated caucus can be introduced by any of the delegates once the Floor is open for Points and Motions. The delegate shall specify the total time of the Motion (not exceeding 20 minutes), individual speaker's time for each of the delegates (not exceeding the speaker's time set for the general Speaker's List) and the purpose of the Motion. The purpose, i.e. the topic of the Motion shall be connected to the issue currently being discussed on the agenda and shall be more particular than the general topic of the discussion. A Simple Majority of the quorum is required for the motion to pass. In case that there are being more Moderated Caucuses proposed, the Committee will vote upon them in descending order according to the total time of the Caucus (i.e. from the longest to the shortest) as set by the Chairs. In case that the delegate will not take advantage of whole allotted time assigned to him/her, the remaining time and the floor is being yielded to the Chairpersons automatically. During Moderated Caucus delegate cannot yield his time to other delegations or inquiries. If no delegates are wishing to speak, the Moderated Caucus may be closed at the discretion of Chairpersons and the Committee will return back to the general Speaker's List.

A Moderated Caucus can be extended twice as long as the total time of the Caucus does not exceed the timeframe of the previous one.

UNMODERATED CAUCUS (INFORMAL DEBATE)

Unmoderated Caucus is the most informal out of all forms of debate, during which delegates are able to discuss freely all issues with other delegations, lobby for their interests, resolve difficult questions about the topic on the agenda and create working papers and resolutions.

The motion for Un-moderated caucus can be introduced by any of the delegates once

the Floor is open for Points and Motions. The delegate shall specify the purpose of the motion and shall state the total time of the motion (not exceeding 30 minutes).

A Simple Majority of the quorum is required for the motion to pass. In case that there are being more Unmoderated Caucuses proposed, the committee will vote upon them in descending order according to the total time of the Caucus (i.e. from the longest to the shortest) as set by the Chairs. An Unmoderated Caucus can be extended twice as long as the total time of the Caucus does not exceed the timeframe of the previous one.

CLOSURE OF DEBATE

Any delegate may at any time when the Floor is open move the Closure of the Debate regarding the current topic on the agenda which is being discussed. Such Motion for the Closure of the Debate can be introduced without the exhaustion of general Speaker's List and no matter whether any other delegation is wishing to speak. Motion for Closure of the Debate means the immediate termination of all discussion regarding the Topic Area and bringing all Draft Resolutions and Amendments to vote. After the introduction of the motion, two delegates shall have the right to speak "for" and "against" the Motion proposed. Upon their speeches, the committee proceeds with the voting procedure regarding the motion. A Qualified Majority of the established quorum is required for the motion to pass. If more than a two-thirds majority is in favor of the closure of the debate, the committee automatically moves into the voting procedure on all draft resolutions and amendments as proposed during the debate. The Closure of Debate and Move to the Voting Procedure can be introduced together in one motion or can be separated, i.e. first the Motion for the Closure of the Debate to be proposed and after its approval, the delegate can introduce the second one. Latter can be applied in the case that the delegation is wishing to alter the type of voting, Divide the Question etc. as this cannot be done in the former.

YIELDS

A delegate who was granted the permission to speak by the Chairpersons shall have the right to yield his time- if remaining- to:

1. Yield to another delegate- the remaining time will be offered to another delegate as allotted by the former speaker. The delegate, if accepting the yield, cannot yield the floor to any other person with the exception of Chairpersons.
2. Yield to inquiries- If the delegate is open to questions, it is at the discretion of the Chairpersons to grant this right to any delegate willing to pose an inquiry to the delegate within the remaining time allocated to the delegate. Inquiries are not counted into the remaining speaker's time, unlike the answers provided by the delegate. The delegate who yielded his time to questions can refuse to answer any of them at his discretion. Also, Chairpersons shall call to order any delegate whose inquiry by its

character does not comply with the standards.

3. Yield back to the Chairs- if there is remaining time left, but the delegate is not wishing to answer any questions or give his allocated time to another delegate, he /she can yield his time back to the Chairpersons, who will proceed with another delegate on the Speaker's List/ wishing to speak afterwards.

CHITS

In large committees, it is often felt by the delegates that the amount of recognition is quite less to cover all the points that they want to bring up in the committee. It has been observed that many delegates, generally, have certain issues with the chit system and its working and therefore, they tend to lose marks in this aspect. This document shall aim to clear your doubts and give you a better understanding of the chit system. There are three types of chits –

1. To Executive Board Chits
2. To Delegate and From Delegate Chits
3. To Delegate Chits via Executive Board

It is important for you to know about the chits that contribute to the committee and the chits that are usually concerned with a delegate's personal wishes. Therefore, for your understanding these chits are divided into Procedural Chits and Substantive Chits.

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. It is difficult to speak all the points in the stipulated time of the moderated caucus, or GSL, or PSL. In such a situation, if you have more points to add but could not mention them in your speech, then you can send them in a chit to the Executive Board. Irrespective of whether you have sent the chit to us or not, we expect you to convey your points to the committee as well, whenever you get time. In the end you are here to debate with the delegates and not with the Executive Board.

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.

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. At times, delegates engage into a discussion in these chits on an issue which is not relevant to the agenda. We appreciate your knowledge but we want you to discuss only those themes that are considered to be a part of the agenda.

DRAFT RESOLUTIONS

1. Draft Resolution means a document drafted in the official format of the resolution.
2. No Draft Resolution shall be circulated without the previous approval of its required format and number of Sponsors and Signatories by the Chairpersons.
3. The ones recognized as the writers of the Draft Resolution are called “Sponsors”. Chairpersons will set the required minimum number of Sponsors according to each Committee.
4. “Signatories” are the ones supporting the discussion regarding the Draft Resolution on the Floor and bear no further obligation. Chairpersons will set the required minimum number of Signatories according to each Committee.
5. One Member State cannot be “Sponsor” and “Signatory” at the same time.
6. Once the Draft Resolution has been introduced delegates cannot add themselves to the list of Sponsors anymore. However, they can be removed from the list by passing a request in written form to the Chairs. If the Draft Resolution does not have the number of Sponsors required, the document will be removed from the Floor immediately.
7. Delegates wishing to be added or removed from the list of Signatories can do so at any time. The request to do so should be passed to the Chairs in written form.
8. More than one Draft Resolution can be on the Floor at once.

INTRODUCING A DRAFT RESOLUTION

After the approval of the Draft Resolution by Chairpersons and the Secretary-General, the Draft Resolution will be assigned a number and distributed between the delegates. A Sponsor of the Draft Resolution shall introduce it upon passing of the Motion for a Moderated Caucus with the purpose of the Introduction of the Draft Resolution.

Afterwards, the Sponsor has the Floor to introduce the Draft Resolution, while the Introduction should be limited to the reading of the Operative Clauses. Subsequently, the Sponsor shall respond to inquiries regarding the clarification of the Draft Resolution. The Session for the inquiries shall not exceed five minutes. Any substantive statements regarding the Draft are not in order during the Inquiries Session. It is at the discretion of the Secretary-General to provide any comments, objections or suggestions for improvement to the Draft Resolution.

ROLL CALL VOTE

1. During Roll Call Vote, each Representative shall vote in the alphabetical order, beginning with the Member State drawn randomly by the Chairpersons.
2. During such Vote, Chairpersons shall call upon each Representative separately who verbally announces his/her vote to the Committee. The Delegate shall state “In Favor”, “Against”, “Abstain” or “Pass”.
3. During the Roll Call Vote, a Representative may decide to “Pass” once, i.e. for one round of voting he/she does not have to state his opinion. However, subsequently the Delegate must vote either “In Favor” or “Against” when being called upon the second time.

THE RESEARCH

You need to have an ample amount of research to actually be able to speak and convince everyone. If you don't have sufficient research, you yourself undermine yourself and lose your confidence. Research is the backbone of your whole debate. Your research needs to be thorough and deep. You get more points if you state points that were not stated by anyone else. **MAKE SURE YOU GO THROUGH YOUR COUNTRY POLICIES VERY CAREFULLY AND TRY TO GET GOOD INTERJECTIONS. TRY TO KNOW JUST EVERYTHING ABOUT YOUR COUNTRY !**

Please for any further queries , don't hesitate in contacting us :-

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