**ECONOMIC AND SOCIAL COUNCIL**

**MUN – Rules GUIDE**

Respected Delegates:

As I have been the part of the executive board earlier and I have noticed that most of members in a conference are first timers. having a discussion on the rules of procedure takes a lot of committee time no doubt that’s not wastage of time still sometimes what u have paid for in an MUN is not achieved. Here I present for all of u a guide consisting of tips and tricks and rules of procedure.

I wish u all best of luck do great, perform great, be great

Don’t feel embarrassed if any problem occurs, I am there to help you out:

**SMRITI SHUKLA (CHAIRPERSON OF ECOSOC)**

 **The Rules of Procedure**

No discussion can ever happen if everybody is talking at once, especially in an organization the size of the UN. Even in the committees, with 20 people in one room, 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.

The Chair’s decisions are law – whatever they say, that’s how things will work.

If you keep those two rules in mind throughout the discussion, you already have the basics of UN debate.

Opening the Debate

**Roll Call:**

Every great discussion concerning the future of our world must start somewhere. At the UN, the starting point is the Roll Call. One by one, each country’s name 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 required majority for procedural and substantial votes (what are those? Wait and see).

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.

**Setting the Agenda:**

Sometimes you will be given the subject of the debate before going to the session. In other times you will have the opportunity to choose between two or three topics before the discussion actually starts. Which topic will in fact be discussed depends on you and your fellow delegates. Whenever there is more than one topic on the table, your country should have a preference of what you would like to discuss first. You need to make sure that your choice of discussion topic is the first on the agenda.

Setting the agenda requires making a motion. Making the motion simply requires you raising your hand/placard (since this is an online mun your chairperson will tell u how to get a recognition) and saying “[COUNTRY’S NAME] moves to place [TOPIC A] first on the agenda”.

Once the motion is made, it would require another delegate to second it (by saying “[COUNTRY NAME] seconds”). Other countries might try to put their topics on the agenda first, and the first topic is decided by a vote. Before each vote, the Chair might decide to have a brief discussion on the motion, with two people speaking for and two against

the topic proposed. A simple majority is required for a topic to be chosen for discussion. As this is a procedural vote, delegated may not abstain and must vote for or against the motion.

Once the votes are cast, and the topic of the discussion has been chosen, the substantive debate can begin. From this moment on, it is your time to shape opinions, offer solutions, and promote your country’s agenda to get the best possible outcome. This is where the “real” Model UN begins for many participants.

**The Debate**

A debate on a topic customarily starts with opening statements:

Opening Statements:

Opening statements are delivered by each state’s delegate according to alphabetical order. The Chair may choose to set a time limit, and any member may move to suggest a different time limit. Changing the time limit set by the Chair requires a motion followed by procedural vote with a simple majority.

During each country’s address, no other country may interrupt, and motions cannot be made until all statements are read. It is considered good manners to open by recognizing the Chair and other delegates before reading your statement.

Once opening statements are completed, the discussion moves the General Speaker’s List.

**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, 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 note-passing is allowed.

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. If the latter is chosen, the Chair will pause the time and open the floor to questions; once a question is asked, the remainder of the time is given to the speaker to answer it, and this process repeats itself until the time has fully elapsed. 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 speakers list at this time?” (This usually takes place every 3-4 speeches or whenever the list is empty). Should the speakers 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).

**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. 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 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 behavior of other delegates. Points are a useful and appropriate tool that delegates can apply in order to increase their understanding of the debate and get their bearings. There are three major points in Model UN:

**Point of Order:**

If a delegate does not follow the rules of discussion, or if they use inappropriate language or deviate from the topic of the discussion, any other delegate may raise a Point of Order against them once the floor is open. If the Point of Order is accepted, the Chair will reprimand the “offending” country, and may choose a penalty if the transgression is repeated.

**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 in any given point in time, and must be phrased as a question. Likewise, any delegate who wishes to make a Point of Personal Privilege, such as permission to go to the bathroom or opening a window, may do so between speakers, in a quick manner, disturbing the discussion as little as possible.

**Moving from the General Speaker’s List:**

After a few speakers have spoken, the Chair may open the floor to motions. Countries may make motions to have the time limit changed, move the discussion to a moderated or unmoderated caucus, take a break, or close the discussion and move to voting. The Chair may choose not to accept a motion if there are too many at a certain time, if the same motion was already voted down recently, or if the motion is deemed detrimental for a constructive debate.

If there is more than one motion, they would be voted on by the order of precedence, where the rule of thumb is to first deal with the motion most disruptive to the GSL debate. This means that motions that change the form of the debate, such as for a caucus, would come first by order of longest caucus first, and motions to change the speaking time would come last. Voting to change the time limit or to move to a caucus requires a simple majority, while a motion to close the debate (always highest in precedence) requires a two-thirds majority to pass. As these are procedural votes, no delegate may abstain.

**Moderated Caucus:**

Like its name suggests, the GSL is usually suitable for general discussion, while the effort to come up with specific solutions is more often done in the form of a focused debate – a caucus. A moderated caucus has a specific topic, and each speaker must speak only in relation to that topic. The caucus requires a set amount of overall time and time per speaker, both of which are determined by the delegate who made the motion for the caucus. The speaking time cannot be changed, yet the length of a caucus may be extended by a motion from any delegate once the allocated time has lapsed, and it requires a simple majority.

A A motion for a moderated caucus usually goes as such: “[COUNTRY NAME] moves for a moderated caucus on the topic of [TOPIC], for X minutes, allowing Y seconds for each speaker.” This is then voted on (if more than one motion exists, precedence is taken into consideration; see above).

Should the motion pass, the country who made the motion speaks first. The Chair decides the next speaker out of countries raising their flags/placards to indicate their wish to speak. There is no right of reply in a moderated caucus. The caucus ends when the time has lapsed, or when no country wishes to speak. Once the caucus is over, the debate returns to the GSL.

**Unmoderated caucus/lobbying**

An An unmoderated caucus is a free-form debate, with no turns, points or speaking time. Delegates are allowed to move around the room during an unmoderated caucus, and it is a good platform for writing and negotiating draft resolutions.

A motion for an unmoderated caucus usually goes as follows: “[COUNTRY NAME] moves for an unmoderated caucus of X minutes”. A motion for an unmoderated caucus has precedence over motions for moderated caucuses, and it is put to a procedural vote.

During an unmoderated caucus, anyone may speak at any time, with no particular order, and cooperation is encouraged for the purpose of reaching agreement and writing a draft resolution.

An unmoderated caucus lasts for as long as the allotted time has not expired. A motion may be made to extend the time further, and be accepted by the Chair without a vote. Once the caucus is over. Since we are well aware that this mun is online so having an unmoderated caucus will be next to impossible so to overcome this problem executive board members of ecosoc have decided to have a whatsapp group as the lobbying session for delegates where they can discuss about the committee and make alliances.

**Draft Resolution:**

Draft resolutions are the foundation of the decision-making process of Model UN. They state the proposed solution for the problem at hand that represents the viewpoint and agenda to the proposing countries. Once written, a draft resolution must be given to the Chair for approval of language and format. For a draft resolution to be considered it must have a minimum number of sponsors who support it and will vote in favor of it at the end of the debate. The necessary number of sponsors should be set by the Chair before the first draft resolution is introduced, and it varies according to the size of the Committee / Council.

Once a draft resolution has been approved by the Chair, a motion may be made to introduce it to the committee. A sponsor will introduce the resolution and read over the operative clauses, one by one. The draft resolution will then be given a serial number by the Chair for future reference.

Amending Draft Resolutions

Once a draft resolution has been introduced, amendments to operative clauses may be suggested and voted upon. The amendment may be introduced, and then the Chair will ask the sponsors of the draft resolution if they accept it as a friendly amendment. Sponsors objecting to the amendment will be noted, and a vote will follow. Should the amendment pass, it will be incorporated into the draft resolution and the objecting sponsors can remove their sponsorship.

An amended operative clause cannot be re-amended.

**Closing the Debate:**

A motion to close debate may occur during the GSL. The Chair may accept up to two speakers for and two against closing the debate. For the debate to close, a two-thirds majority must vote in favor of closing the debate.

If the motion passes, the debate is closed thereafter. If there are draft resolutions on the table, the committee moves to vote on these draft resolutions according to their serial number (see below). Otherwise, the discussion on the topic is adjourned, and the committee moves to the next item on the agenda.

**Voting Procedure:**

During voting procedure, it is customary that no one is allowed to leave the room. The members vote on draft resolutions by the order in which they have been accepted, as represented by their serial numbers. All votes on the content of resolutions are considered substantive votes, which means delegates can vote “Yes”, “No”, or “Abstain” (abstentions are allowed only for non-sponsors AND countries who stated they are “Present” during Roll Call).

During the voting procedure, there are several motions that have the ability to influence the voting procedure. These are used to manipulate the vote on certain resolutions which cannot be further amended.

A motion to vote clause by clause may be made by any delegate right before voting procedure on a given draft resolution commences, and requires no vote. Once any delegate makes this motion, the delegates vote on each operative clause by order. Any clause that has more ‘yes’ votes than ‘no’ votes will remain in the resolution, while clauses that fail will be removed.

A motion for division of the question separates the resolution into two or more documents. The initiator of the motion chooses how the operative clauses are divided, and thus splits the draft resolution into two or more pieces. This motion requires a simple majority to pass. Once passed, the resolution is now split, and the committee continues to vote on each part separately as though it was a draft resolution on its own, with a different serial number.

**Roll Call Vote:**

Any delegate may make a motion for a roll call vote for a specific resolution. Once made, this motion requires no voting, and the voting procedure immediately changes to a roll call vote.

A roll call vote is quite similar to the roll call at the beginning of each session. The Chair will read out all countries’ names in alphabetical order. Upon hearing one’s country’s name, the delegate may answer ‘Yes’, ‘No’, ‘Pass’ or ‘Abstain’.

A second round of voting will then be conducted, consisting only of delegates who answered ‘Pass’ during the first round. The delegates will then have to answer ‘Yes’ or ‘No’. A delegate may neither answer ‘Pass’ a second time nor abstain during the second round of voting.

Once voting is completed for the first draft resolution and the proposal has passed, it becomes the Resolution of the committee, which moves to discuss the next topic on the agenda. However, if the draft resolution under vote fails,

voting continues for the next draft resolution (should there be any). Once all draft resolution has been voted upon, the discussion is now closed, and the committee moves on to the next item on the agenda.

After reading the rop’s now begin

When researching for Model UN, you should think about five different types of research:

 1. Country Profile

2. Topic Background

 3. Past International Action

4. Country Policy

5. Possible Solutions

 Your research across these five categories should all go in to your “Research Binder”, which you should put together to prepare for a conference. Read more about what to include in a research binder here!

 Country Profile

To get started with research, its important to understand the country you’re representing- where it is, who lives there, who your allies are, what type of government your country has, and more. Together, the answers to these countries comprise your “Country Profile”. Here are some guiding questions to get you started:

 Physical Geography

What is your country’s official name?

What region of the world is your country located in? How big is your country? (square miles)

Who are your country’s neighbors?

How would you describe your country’s physical features and climate? Politics and Government

When was your country founded?

What type of government does your country have?

Who are some of your country’s leaders?

How many people serve in your country’s military?

Who are your country’s allies? Enemies?

What is your country’s capital?

Culture

What is your country’s population?

What is your country’s ethnic composition?

What is your country’s official language?

 What other languages are spoken?

What are some of the major cities?

Economy

How would you describe the quality of life in your country? What is your country’s total Gross Domestic Product? What are some of your country’s natural resources?

What is your country’s currency?

What are your country’s major imports and exports?

What are your country’s biggest trading partners?

**Country Policy**

Once you have a decent understanding of the topic and your country, you take this knowledge together and learn what your “Country Policy” is on your topic. Your Country

 Policy is what your country thinks should be done, or not done, about the issue, and how this topic impacts your country. This means determining if your country is in favor of solutions that have been proposed or resolutions that have been passed, or if your country has been advocating at the UN for policies.

**Role and significance of chits in an MUN :**

In this session it is obvious that chits cannot be taken by the executive board members this way its just for the knowledge of delegates and to help them for future muns. Your chairperson will let you know how to submit the chits in an interactive session before the formal session startes.

 **How to Write 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.

Procedural Chits are concerned with Points of Personal Privilege such as if the delegate wants to be excused, if a delegate wants his/her name to be added to the GSL, or questions pertaining to points of parliamentary enquiry such as what is a GSL. These chits are not marked by the Executive Board. Substantive Chits are the chits that contribute to the debate. They are related to the agenda and can be addressed to the Executive Board or another delegate via Executive Board or both.

**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.

In chits you can straight away go to your point. There’s no need for you to write any introductory line such as the delegate of so and so would like to say... and so on. Try explaining your point as adequately as possible as you have ample time to write a chit.

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. We are just mere facilitators.

In our experience we have often observed that delegates copy text from the background guide or from some other sources and send us in a chit. In such a case where you find that a particular point requires attention, you need to paraphrase it in a way that it looks like it needs to be discussed in the committee. For that you can tell us in a chit why that point is important for us. For instance, if you came across the point in the background guide about rural-urban migration of displaced people; then send a chit which addresses the questions – why is it important to discuss in the committee, a brief introduction to the issue, how is it relevant to the agenda being discussed and if possible your country’s stance on that issue. Please ensure that you are paraphrasing. Any person can copy the entire background guide and send us in different chits. This is not what we want. We want you to understand it and then explain it to us in your words. Also, one should try to raise issues or points

 that guides the debate further.

A few delegates write in chits that they want recognition. We understand your concerns but at the same time where you write you want recognition, tell us why you want the recognition and what point you wish to raise. Even if we fail to give you recognition, we can make note of your point. But this does not mean you would not speak those points in the committee which you have sent to us. You should make sure you share those points with your fellow delegates as well.

Try elaborating your points while writing chits. Just don’t mention facts or figure or what you wish to discuss. It is very important for us to know why you think it is relevant to inform us about the point. We have seen that they would say, for instance that they wish to discuss a particular topic but

 fail to tell us how they have conceptualised that topic. Some of them give facts and figures but fail to give analysis of the same. For example, do not just mention that 1 lac people were displaced from a country. Tell us, what exactly happened, how discussing that country is important to the debate, and so on. Understand this, it becomes difficult for us to assess your chits, if you are not communicating each point to us. As an Executive Board member we are not allowed to use our knowledge to draw links for you; it would become unfair for the committee.

Some of the delegates send different parts of the same point in different chits. You can send them all in one chit only. Executive Board does not mark according to the number of chits you are sending but how much sense you make in that chit. So a delegate who sends 5 chits and makes only 1 sensible point is equal to a delegate who sends 1 chit and makes 1 sensible point. Also at times, if you have written a chit well and analysed it from multiple perspectives then you can fetch quite a lot of marks from that single chit.

 There are delegates who try to predict future scenarios with the help of their research and analytical skills. They write their conclusions in the chits. In case you feel there is a need for you to do this, you should explain how you derived that conclusion instead of just writing the conclusion.

**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.

**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.

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.

In case of any doubt regarding rules of procedure delegates may feel free to contact:

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