



**AMIMUN'22**  
AMITY INTERNATIONAL MODEL UNITED NATIONS



***PERSEVERANTIA OMNIA VINCIT***



**22<sup>ND</sup> - 23<sup>RD</sup>  
JANUARY  
2022**

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***RULES OF PROCEDURE***

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## Starting the Committee

The first thing that happens when we go into our classrooms is that our teacher takes our attendance to know who is present and who is absent. Similarly, the first thing that takes place in the committee is **Roll Call**. In this, a member of the **EB** (Executive Board) will call out your country's name and you must answer in **Present** or **Present and Voting**. Now the exact meaning of these two terms would be clear to you once you reach the **documentation procedure** and are clear with the **concept of motions**.

The next thing that happens is **setting up the Agenda** for the committee. Now every discussion needs a topic and that topic is known as the Agenda. This may sound useless as everyone knows the agenda beforehand and it is quite logical that people would obviously discuss what agenda has been pre-decided. But the importance of this mechanism is when we have two agendas at hand, and to decide which is to be discussed first is done through this mechanism.

# Formal and Informal Form of Debate

One thing you must all remember is that MUN is a debating competition. Having set the topic, we move to the two types of debate, formal debate and informal debate.

## 1. Formal Form of Debate

Formal debate is of two types, a GSL (**General Speakers List**) or a PSL (**Provisional Speakers List**). In GSL, a delegate is given 90 (or more) seconds to speak whatever he/she wishes to regarding the agenda. If a delegate feels that 90 seconds are not enough, they can raise another motion after establishing the GSL to extend the time from 90 to how many seconds they desire. It is usually recommended that delegates introduce their country's stance or what their country thinks about the agenda or what all they have done in the past about it. They are also expected to state what they expect from the committee and what all they wish the committee to discuss in the following days. The distinguishing element between GSL and PSL is that while GSL is general (**as the name goes**) whereas **PSL is set up for a particular reason** and delegates are required to talk about just that reason.

Another fact about GSL is that GSL is a **non-exhaustive list, i.e. the list never ends and will continue till the end of the conference**. This further on defines formal debate as the **backbone of debate in a MUN**.

Say you are giving a speech and the time that you have is of 90 seconds. Further, your speech ends after 60 seconds and you have 30 seconds more to go. In order to utilize the extra time left with the delegate in a GSL, we have the **system of yields**. If any time is left with a delegate, **he/she must yield their time**.

(The Executive Board will notify you about your remaining time) There are three type yields:

**(a) Yield to Points of Information**

Under this, other delegates would be allowed to ask the delegate who spoke questions on their speech or about anything related to the agenda.

**If a delegate feels that the question they asked is not properly answered, they may raise a plea to follow up.** However, the executive board decides whether a plea is justified.

**(b) Yield to Another Delegate**

**If a delegate has (say) 30 seconds left and they yield to another delegate, then the delegate to whom the time has been yielded would be given 30 seconds to speak.**

**(c) Yield to the Executive Board**

If the delegate does not want to **entertain questions or give his time to another speaker** he may yield to the executive board and return back to his seat.

**2. Informal Form of Debate**

There are two types under this form as well, moderated and unmoderated caucus. In a moderated caucus, a specific sub-topic of the agenda is decided and only that specific topic is discussed by the delegates. The total time as well as the individual speakers time is decided while raising the motion for the moderated caucus. There is no system of yields during the moderated caucus. In an unmoderated caucus, quite simply you are allowed to get up from your seats and lobby with other delegates. Lobby here means trying to talk to other delegates to decide what to discuss and how to go forward with debate. Lobbying is very essential for having proper debate and giving a direction to the debate in a council. There is no individual time or topic to be decided for an unmoderated caucus and all you need to specify is the total time while raising the motion.

## Motions

When you refer to the flow of debate you will see arrows connecting different elements. These arrows are motions. Motions is basically a procedural tool that helps take forward debate. What this means is that it's the tool used to take a procedural action. Motions have two parts to it, first being the action to be taken and second the voting on it. In the previous topics we read about formal and informal debate. In the case of formal debate, how do we establish the GSL, or even before that how do you establish the agenda? The answer is simple, by raising a motion to do so. After a motion is raised, and is accepted by the EB, they move to voting of the motions, for every action requires the support of the delegates and that support is determined through voting.

Before we go to technical aspects of voting let us understand how a motion is to be framed. The following are the formats of motions that are to be used for procedural purposes all throughout the MUN.

1. Establishing the Agenda: "The delegate of XYZ country would like to raise a motion to establish the agenda as 'ABC'.
2. Establishing the GSL: "The delegate of XYZ country would like to raise a motion to establish the General Speakers list."

3. Extending the time limit of GSL: “The delegate of XYZ country would like to raise a motion to extend the time limit of the GSL from 90 to ABC seconds.”
4. Moderated Caucus: “The delegate of XYZ country would like to raise a motion to suspend formal debate and move into a moderated caucus on the topic ‘Alpha’ with total time being ‘A’ and individual speakers time being ‘B’.”
5. Unmoderated Caucus: “The delegate of XYZ country would like to raise a motion to suspend formal debate and move into an unmoderated caucus with total time being ‘A’.”
6. Suspension of Meeting: “The delegate of XYZ country would like to raise a motion to suspend the meeting.”
7. Adjournment of session: “The delegate of XYZ country would like to raise a motion to adjourn the session for the day.”

Now coming to voting on a motion. There are of two types, **substantive and procedural**. Substantive voting is basically voting on the resolution that is prepared by the committee. It is in substantive voting where the roll call of a delegate matters. There are 5 types of votes a delegate can give while voting for a resolution, **yes, no, abstain, yes with rights and no with rights**. **Yes means** you would like to pass the resolution, **no** means that you don’t want to pass it, **abstain** means that you can’t decide and thus want to maintain a neutral stance. Lastly we have ‘the rights’ portion. When you say **yes with rights**, you mean that you wish to pass the resolution but you have some reservations or you do not

agree with some parts of the resolution. The executive board then gives you time to explain to the committee what those reservations are, vice versa the situation where you say no with rights.

In procedural voting however you **cannot abstain**, you must either vote in favor or against the motion.

Say in a situation where the executive board takes 3 motions, how do they decide which motion must be voted upon first?

**This is done through two ways, order of disruption and order of precedence.** Order of disruption is something which the EB decides, while order of precedence means that the motions would be voted in the order they were received in.

# Documentation

Most agendas revolve around a problem and require a solution for the same. Solutions in MUNs are generally expressed in the form of resolutions. The whole process of resolution making is also known as documentation process. Apart from resolutions there are multiple other types of documents as well, namely:

## 1. Press Release

This form of a document is presented individually by a delegate and highlights the solutions that their country would undertake to implement.

## 2. Presidential Statement

Similar to a press release, a presidential statement is not limited to solutions but can be a comment of the head of state on any situation in the committee.

## 3. Communique

This is a **unanimous document**, meaning it is to be supported by all the delegates of the committee. This form of a document basically is for the world telling what our committee discussed and what all solutions are the member states planning to implement. **A communique can have conflicting opinions as well.**

## 4. Working Paper

**Working paper is the first step of making a draft resolution. No specific format, all you write is the authors, and the solutions in**

bullets. The authors are basically those people who made the working paper and drafted its points.

## 5. Draft Resolution

A draft resolution has 4 things. These are sponsors, signatories, perambulatory and operative clauses. Sponsors are those people who make the resolution, signatories those who wish to have the resolution discusses. While there is a set limit on number of sponsors, a draft resolution will only be accepted if it has 1/3<sup>rd</sup> of the total strength of the committee in the form of signatories. (NOTE: A few of the sponsors are designated as speaking sponsors and are given the responsibility to handle any questions pertaining to the DR)

The main content of the resolution is divided amongst perambulatory and operative clauses. Clauses basically mean a particular word or phrase with which you start a point.

Every action requires a reason for it to be taken, or every action is taken in reference to something. This reason or reference is mentioned in the perambulatory clauses. These act as an introduction to the resolution, and commonly reaffirm past actions or recent events which have compelled the committee to form solutions.

The solutions or what the committee wishes to do is mentioned in the operative clauses. There is also a specific grammatical format of a resolution. Each point ends with a semi Colom (;) and ends with a comma (,) however perambulatory clauses can

end with a comma. The following is an example of a draft resolution:

### **DRAFT RESOLUTION 1.0**

*THE GENERAL ASSEMBLY,*

**SPONSORS:** FRANCE, DENMARK, NEW ZEALAND AND MOROCCO

**SIGNATORIES:** KUWAIT, YEMEN, LIBYA, NAMIBIA, JORDAN, CZECH REPUBLIC, UK, SYRIA, AFGHANISTAN, AUSTRIA, ECUADOR, UGANDA, THAILAND, KENYA, ARGENTINA, LATVIA, GEORGIA, KAZAKASTHAN, GREECE

**Guided by** the principles of the United Nations Charter,  
**Reaffirming** the United Nations Global Counter Terrorism Strategy,  
**Recalling** the United Nations Security Council resolutions 1540 and 1566,  
**Deeply concerned** about the threat posed by rapid growth of terrorism,

1. **Recommends** member nations to form the definition of terrorism in their domestic legislations on the lines of UNSC Resolution 1566, in particular clause 3;
2. **Calls upon** member nations to comply by the norms given under UNSC Resolution 1540 and collaborate with IAEA in the matters of Nuclear Security;
3. **Recommends** member nations to carry out full security procedures before letting any refugee enter, under nation's obligations under clause 33 of UNGCTS;
4. **Calls upon** member states to seek aid from the INTERPOL or other multi-national co-operations in tackling problems of terrorist financing and other organised crimes;
5. **Recommends** states to conclude bilateral or multilateral agreements for the purpose of extradition in crimes that assist the spread of terrorism;
6. **Calls upon** states to implement 'Targeted Financial Sanctions', including, in particular, the freezing of assets against persons and entities suspected of providing financial support to terrorism;
7. **Recommends** states to use force as a last resort in the event of a direct threat posed to their sovereignty and territorial integrity, acting under the fourth pillar of the UNGCTS;

### **ANNEXURE**

UNSC: United Nations Security Council

UNGCTS: United Nations Global Counter Terrorism Strategy

## **Discussing a Draft Resolution**

There are commonly two ways of discussing a draft resolution, namely:

### **1. Clause by Clause Discussion**

In this, each clause of the DR is read out and questions are asked by delegates to the sponsors of the resolution.

### **2. Moderated Caucus**

A moderated caucus is raised to discuss the DR, where delegates can express their opinions on the DR and the sponsors of the resolution may on the discretion of the executive board be recognized towards the end of the moderated caucus to answer to the concerns of the delegates.

## **Amendments to a Draft Resolution**

In the good spirit of passing a document and post discussion of the DR, there may arise a need to amend or edit the clauses of the resolution. This is done in a written format where a delegate writes a chit to the EB in the form of an amendment to a draft resolution. These are of 4 types:

### **Deletion**

This amendment is sent in when a delegate wishes for a clause to be deleted from the resolution.

## **Modification**

When a delegate wishes to modify a clause in the resolution, they send in a modification amendment where they specify the original clause followed by its modified version.

## **Addition**

If a delegate wishes to add another clause in the resolution, they send in this form of amendment.

(Format to be clarified by executive board)

## **Points**

There are 4 procedural tools that every delegate has in a council and they are present to help him/her. These can be raised by the delegates in the committee if they feel the criteria of raising them is fulfilled by any situation they may face. A point can be raised by simply raising your placard and saying the point you wish to rise to. These points are namely:

### **1. Point of Personal Privilege**

At any point of time in the council if a delegate feels any physical discomfort, if he/she wants to be excused from the committee they may raise this point.

### **2. Point of Order**

If a delegate or the chairperson itself makes a procedural error, this point is used to correct the same. An example of this can be an error in the voting count, omission of speakers in the speakers list or the method of voting on motions.

### **3. Point of Enquiry**

If a delegate has any doubts regarding the rules of procedure or anything in this document during the commencement of the session, the delegate may clarify the doubt by raising a point of enquiry.

### **4. Point of Information**

This point can be raised by a delegate if another delegate at the end of their GSL yields to points of information to ask the delegate speaking a question.

## Flow of Debate



