



Seth Anandram Jaipuria  
Model United Nations  
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# RULES OF PROCEDURE

# Rules of Procedure

Integrated Model Assembly of Nations is an indigenous rules of procedure developed by studying an array of procedures. Please note that you will not have to submit position papers.

## LANGUAGE

English will be the official and working language of the conference.

## ELECTRONIC EQUIPMENT

The use of electronic equipment such as laptops, iPads, and tablets is allowed during committee sessions, but allowance for Internet is at the discretion of the Executive Board. Usage of social media, and any such use of mobile phones other than research, can lead to the delegate being debarred from the conference.

## STATEMENT BY THE SECRETARIAT

At any time, any member of the Secretariat may make an oral or written statement or announcement to the committee regarding an update on their topic. Such an announcement is not questionable or contestable.

## GENERAL POWERS OF THE COMMITTEE STAFF

The decisions made by the Executive Board on any matters regarding debate are final and binding on all delegates. The Executive Board will declare the opening and closing of each meeting and may propose the adoption of any procedural motion at its discretion. During debate, the committee staff have absolute control over the proceedings. The Executive Board will direct the flow of formal debate, accord the right to speak, put questions before the committee, announce decisions, rule on points of order and ensure and enforce the observance of these rules. The Executive Board has the authority to question any delegate and/or ask for clarification about his/her stand on any issue. Other members of the committee staff may advise individual delegates or the committee on the possible course of debate. The Executive Board is responsible to the Secretariat at all times. The Press Corps is free to publish any material that lies within the scope of this conference. It is advised to refrain from the publication of offensive and derogatory material, especially if targeted at a select group of persons. The Press Corps enters and observes committee proceedings on the basis that the committee has no significant objections to their presence.

## START OF THE COMMITTEE

- Dias (Chairs) begins with roll call
- Delegates may respond “present” or “present and voting”
- Next, the Dias asks to hear any points or motions
- In the first committee session, a delegate must move to open the General Speakers List
- If there are no points or motions on the floor, the Dias will recognise the Speaker on the General Speakers List.
- During the first committee session, the agenda must also be set.

## DEBATE

Once the agenda has been set, debate begins, and debate commences with the General Speaker's List.

A delegate must enlist their name on the General Speaker's List. In the General Speaker's List, each member nation gets control of the mic for ninety seconds, which is followed by either a yield (explained ahead) or the committee moves on to the speech of the next speaker. Therefore, those delegates whose names are on the General Speaker's List control the debate. To counter, delegates may motion for moderated caucuses on specific parts of the topic area. Because a moderated caucus is meant to be rapid and spontaneous, a delegate raises a point, and another delegate typically refutes it almost immediately; debate proceeds at a much faster rate than that of the General Speaker's List, and within a short duration, the committee is expected to hear a broad spectrum of views on a specific topic. The Executive Board does not usually refuse delegates the right to motion for moderated and unmoderated caucuses, but when caucusing has been occurring for prolonged durations, it may exercise its discretion to refuse subsequent motions for caucusing.

After the agenda has been determined, a continuously open General Speakers List will be established for general debate. The General Speaker's List will be followed for all debates on the topic area, except when procedural motions, amendments, or the introduction of a resolution or amendment in the event of an international crisis temporarily suspends the list.

Debate may be carried out through:

1. General Speaker's List
2. Special Speaker's List
3. Moderated Caucus
4. Unmoderated Caucus

## **1. General Speaker's List**

The General Speaker's List is opened automatically when an agenda is adopted and is suspended only in times of crisis or when a Moderated Caucus or Unmoderated Caucus has been motioned for. Motions to open any other medium of debate will not close the GSL but will only overlap it. By default, the time limit for each Speaker is fixed at 90 seconds.

## **2. Special Speaker's List**

The Special Speaker's List is almost like the General Speaker's List, except that it must be motioned for. This is opened to discuss a particular topic within the topic area and is open for a specific time. While motioning to open it, the purpose and time limit must be specified.

The motion to move into an SSL is usually only entertained during times of crisis. In an SSL, General Speakers may only discuss the issue that the SSL was opened to discuss. After a delegate finishes his/her speech, he has the option of yielding; however, the parameters of such are finally up to the discretion of the Executive Board.

## **3. Moderated Caucus**

The purpose of a moderated caucus is to facilitate substantive debate at critical junctures in the discussion. The approval of such a motion rests entirely in the hands of the Executive Board and is not subject to appeal. During a moderated caucus, the Executive Board will suspend the General Speaker's List and may call on delegates to speak at its discretion. A moderated caucus is also opened for a specific purpose and a specific duration. Comments made beyond the scope of the immediate subtopic may result in penalties. The motion to move into a moderated caucus is raised in the following manner:

The delegate of <portfolio> would like to raise a motion to suspend the formal debate and move into a moderated caucus on the topic <topic to be discussed> for a total time of <duration>, and individual speakers' time being <per Speaker's time>.

Kindly ensure that the total time for the moderated caucus should be divisible by the time provided for individual speakers.

## **4. Unmoderated Caucus**

An unmoderated caucus is an informal discussion amongst delegates and has no procedural rules. Delegates generally use it to formulate working papers or resolutions. It must be motioned for, and it also requires a purpose and a specific time. When the floor is open, a delegate may move to suspend or adjourn the meeting. If a motion to move into an unmoderated caucus is in order, it requires a simple majority to pass. A motion for

an unmoderated caucus may be raised for a maximum duration of 15 minutes and may be extended for a maximum duration of minutes. A motion for an unmoderated caucus is typically introduced for lobbying or the preparation of paperwork. The motion to move into an unmoderated caucus is raised in the following manner: Motion to suspend formal debate and move into an unmoderated caucus for <purpose> for a total time of <duration>. A motion to adjourn the unmoderated caucus may only be in order once three-quarters of the time allotted for the last meeting of the committee has lapsed. Additionally, when the floor is open, a delegate may move to postpone debate on a particular resolution or amendment currently on the floor. The motion requires a two-thirds majority vote for its passage, and at SAJMUN is only valid once two-thirds of the allotted committee session time has elapsed.

## **YIELDS**

Only during formal debate, a Delegate may yield any remaining time at the end of his/her speech in one of the following ways:

### **To Questions:**

The Chair will use the remaining time to entertain questions for the Speaker from other delegates of the Security Council. Delegates wishing to ask questions shall raise their placards and wait to be recognised by the Chair. The Chair shall rule questions that are rhetorical, leading or not relevant to the Speaker's speech out of order. Plea to follow up shall be granted at the discretion of the Executive Board.

### **To Another Delegate:**

A Speaker wishing to give the remaining time allotted to his/her speech to another Delegate can do so. His or her remaining time will be offered to that delegate. If the delegate accepts the yield, the Chair shall recognise the delegate for the remaining time. The second delegate speaking may not yield back to the original delegate.

### **To the Executive Board:**

A Delegate can yield any remaining time back to the Executive Board. Such a yield should be made if the delegate does not wish his/her speech to be subject to questions. The Chair will then move to the next speaker or ask the delegate about the speech. Only one yield is allowed per speech (i.e. no yields on yielded time)

**Note:** Yields are only used while the committee is using the General Speakers' List – they are not allowed in a moderated caucus.

## **RIGHT OF REPLY**

A delegate whose personal or national integrity has been affronted by that of another delegate, within the scope of formal debate, may request the Executive Board for the Right of Reply. After consultation with the Secretariat, the respective delegate will be

severely reprimanded and possibly excluded from further committee proceedings. Delegates are requested to employ the Right of Reply with the utmost discretion.

## **POINTS**

### **Point of Personal Privilege**

Whenever a delegate experiences extreme discomfort which impairs him/her from partaking in the proceeding, he/she may rise to a Point of Personal Privilege, so that the discomfort may be corrected. Such a point may interrupt a Speaker and so should be used with the utmost discretion.

### **Point of Parliamentary Inquiry**

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Moderator a question regarding the rules of procedure. This, however, may never interrupt a speaker.

### **Point of Order**

During the discussion of any matter, if a delegate feels that there is a factual inaccuracy in the speech of another delegate or feels that he/she has been misquoted by another delegate, so much so that it affects the committee's dynamic, then he may raise a Point of Order against the delegate. The delegate will be required to submit the source of the point of order, along with quoting the exact statement of the other delegate. A point of order can also be raised to address any errors made by the Executive Board about any Rules of Procedure. Erroneous attempts to make a point of order may draw penalties. At SAJMUN, points of order must be written, and the delegate making it must quote the delegate he/she feel made the error verbatim. This note must be sent to the Executive Board, and if the Executive Board feels it is satisfactory, it will be read out in committee. The Executive Board will duly note good points of order.

### **Point of Information**

This point is used to ask a delegate a question so they may clarify a speech (Not always permitted and used only during the Speakers List). The delegates can abstain from answering the Point of Information and can also choose "Answer via Chit".

## **FORMAL VOTING**

This is a form of voting used during the voting on resolutions, wherein there would be three rounds of voting. A vote can be a "Yes", "No", "Yes with Rights", "No with Rights", "Abstain", or "Pass".

Should a member not be present and voting during a substantive vote, that member shall not vote (equivalent to "Abstain"). All votes on substantive issues will be conducted by roll call. No outside observers may be present during a vote, and the Chairperson will correspond with security staff to ensure that the room is sealed before proceeding with the vote. Voting may be interrupted only by a Point of Personal Privilege.

During a roll call vote, the Executive Board will assume control of the committee.

During the first round of voting, delegates may vote for their member nations in alphabetical order, choosing to vote for a "Yes", "No", "Yes with Rights", "No with Rights", "Abstain" or "Pass". A delegate from a member nation which does not pass may request the right to explain his/her vote. A member nation that passes in the first sequence must vote during the second sequence. The right to explain that a member nation's vote is suspended in this second round. Member nations that requested the right to explain their votes may do so with a time limit set by the Chairperson. A third sequence will ensue in which members may change their votes by expressing this desire, in writing to the Executive Board. After allowing a pause in the committee session for those who wish to change their votes, the Executive Board will tabulate and announce the final result, following which the door of the hall will reopen. The Secretariat will shortly release the official result of the vote.

## **PRECEDENCE OF MOTIONS**

Motions at SAJMUN will be voted upon in order of disruptiveness, and not in order of introduction.

The following is a list of motions in descending order of disruptiveness:

1. Motion to Open/Adjourn/Close Debate
2. Introduction of a Resolution/Directive
3. Introduction of an Amendment to a Resolution/Directive
4. Introduction of a Working Paper
5. Motion to move into Formal Voting Procedure
6. Unmoderated Caucus
7. Motion to open a Special General Speaker's List
8. Introduction of a Question & Answer Session
9. Extension of a Moderated Caucus
10. Introduction of a Moderated Caucus Closure of Debate

When the floor is open, a delegate may move to close debate on a substantive or procedural matter under discussion. When closure of debate is motioned for, the Executive Board will recognise two General Speakers against the motion. No General

Speakers in favour of the motion shall be heard. If the committee is in favour of closure, the Executive Board will declare the closure of debate, and the resolution or the amendment being debated will be put to immediate vote

## **PAPER WORK**

### **Working Papers**

Working Papers are the paperwork which has the committee's views on a particular sub-topic of the main agenda at hand. They provide direction to the committee and indicate how the committee discussions are flowing. A working paper needs no signatories but needs the signature of the Executive Board before being copied and/or distributed. Before introduction to the committee, a Working Paper needs to be approved by the Executive Board. A Working Paper needs a simple majority to be introduced on the floor of the committee. In case there are multiple working papers on the floor, the Executive Board may use their discretion to decide the order in which they are put to vote. If a Working Paper is passed, it must be incorporated into the resolution. Informal voting takes place for the passage of a working paper. A working paper has a prescribed format and must incorporate the name(s) of the author(s), sub-topic within the agenda being discussed, and an index number assigned by the Executive Board. The prescribed format for a working paper can be found towards the end of this document.

### **Resolutions**

A resolution is a document which contains the solution to an entire agenda. A resolution requires the approval and signature of the Executive Board before being introduced. The voting for the introduction of the resolution for debate may be done informally; however, the voting for the passage of the resolution must be done through the formal voting procedure. There is a prescribed format for a resolution, and delegates are advised to strictly abide by the prescribed format.

The prescribed format for a resolution can be found towards the end of this document. A resolution needs to present a logical, simple and above all feasible solution to the situation at hand. Working papers may contain the most imaginative and creative ideas, but in the end, these ideas have to stand up against the real world. If the Executive Board feels that the solution presented in the resolution is practically unworkable, he/she will refuse to introduce it to the committee. Every resolution must have a minimum of 1 author and a maximum of 2. An author is an entity who writes, structures, and ideates the Resolution. He/she is obligated to abide by the resolution. There is no limit on the maximum number of authors to a resolution, subject to fulfilling the criterion of signatories. An author cannot vote against his/her resolution.



The following are parts of a resolution:

### Signatories

Signatories are those who give their assent to discuss the resolution in the committee and may exercise their voting rights in any way they please. Therefore, signatories sign to see a resolution on the floor in debate and being a signatory in no way expresses support for a resolution. For a resolution to be discussed in committee, it should have at least one-third voting members of the committee as signatories. If very few or no resolutions fulfil this criterion, the Executive Board may exercise its discretion to allow resolutions on the floor for discussion. In case multiple resolutions are brought to the Executive Board at the same time, the one with the highest number of signatories shall be put to a vote first.

### Authors/Sponsors

Sponsors are delegates who wrote the working paper, or whose ideas are substantially represented in the paper. They present the resolution to the Dias and also in front of the committee before the voting. They are also liable to answer all questions to the resolution and including all passed amendments in the resolution.

### **Amendments**

All amendments must be submitted to the Executive Board. Amendments have a prescribed format and must include the names of authors, type (additions, removals, or replacements), clauses, and the index number for the documentation being amended. Amendments can be introduced when the line-by-line review is in order (explained later), unless in a time of crisis, where it could be introduced by raising a motion for an amendment, followed by the approval of the Executive Board.

There are 2 types of amendments:

#### Friendly Amendments

An amendment, wherein the contents of the amendment are agreed upon by all the author(s), is called a friendly amendment and does not require any kind of voting.

#### Unfriendly Amendments

An amendment that is introduced by any other member is called an unfriendly amendment and must be voted upon by the committee to be incorporated into the resolution. A simple majority is required to introduce a normal amendment, followed by discussion at the discretion of the Executive Board and informal voting.

### **Line by Line Review**

This is an opportunity for each delegate in the committee to carefully review each part of

the Draft resolution and voice any comments or concerns for the committee to consider. The chair reads out each clause in the resolution and asks, "Are there any comments, reactions or Objections "after each one. Delegates have the option to: Add, Delete, or Replace a word or sub-clause, or a clause. This would be communicated to the chair via writing a chit in a particular format (at the end of the document). The chair would then ratify each of the amendments and introduce them to the committee. After this, the committee can enter a formal meeting to discuss the amendment. This is then followed by a vote upon the Unfriendly amendment and then a vote upon the clause. A clause would require a simple majority (50% +1) to pass and would then only be added to the final resolution. This would be repeated for every clause until the resolution ends. At this point is when the committee moves into formal voting upon the final resolution, wherein there are three rounds of voting on the resolution, and a total of two-thirds of the votes of the delegates are required for its passing in the committee.

### **EMERGENCY/CRISIS DEBATE**

An emergency begins when a detailed introduction to the crisis is made by the Executive Board. According to protocol, in an emergency, observers are not allowed to be in committee, but they may be allowed to stay and give statements in committee at the discretion of the Executive Board. Delegates are not allowed to leave the committee during an emergency. Presidential statements are also recognised during an Emergency. In case there is an emergency that arises, there will be no General Speaker's List, and the Executive Board shall recognise a minimum of 5 members with compulsory yields, in the order of involvement, to speak for ninety seconds each in the Special Speakers' List (SSL). Simple Majority - The simple majority is 50% + 1 of the total number of members present in the committee.

Special Majority - The special majority is two-thirds of the total number of members present in the committee.

### **Tabling of Paperwork**

The delegates of the council have a choice to table any of the three mentioned documents (Working Paper, Resolution, and/or Declaration) at any point in time during their deliberation in committee for which requires a special majority by informal voting. Tabling Paperwork means that the same cannot be brought up for discussion again.

### **Presidential Statements**

A delegate during the debate can make a Presidential Address. This may help him/her to express his/her stand on a particular issue. This is followed by a compulsory yield to two questions. This can be done at any time during the debate, but a maximum of three

presidential statements will be allowed throughout the conference, and there is no time limit, but the same can be imposed by the Executive Board.

## Joint Statements

Two countries can come together and make a joint announcement regarding their views on the topic areas. The Executive Board can invalidate the statement if it is not important in the context of the agenda at hand. A joint statement can be made at any time during the committee meeting. This is in a written format, and is utilised to make a change in the country's policy.

## Censure

Delegates may censure a fellow delegate by motioning for the same; in order for this motion to be successful, it has to have a special majority through an informal vote. This motion can be overruled at the discretion of the Executive Board.

## PRESCRIBED FORMATS

### Draft Resolution

- **Preambulatory clauses**

Set up the *context* of a resolution

They do not *do* anything; they serve to justify the actions taken later on in the resolution

**Not numbered**, and it **ends in a comma** rather than a semicolon

The Preambulary phrase is **italicised**, and calls for no specific action from countries

- **Operative Clauses**

Operative clauses are the *main substance* of a resolution

These are the clauses that *do something* (call for one specific action)

Clause is **numbered**, operative **phrase is underlined**, and **ends with a semicolon**

Only the **last clause** in a resolution should **end with a period**

Sub-clauses are indicated with a **lowercase letter**, and sub-sub clauses are indicated with **lowercase roman numerals**

There are **no underlined words** in sub or sub-sub clauses

Please note: most UN committees cannot call for binding action (only recommendations)

Words like "requires", "forces", and "obligates" may not be used in operative clauses except in committees that may pass binding resolutions, such as the UN Security Council

**Index:** SAJMUN/<CommitteeName>/DR/<Number>

**Author(s):** <Name(s) of Author(s)>

**Signatories:** <Names of Signatories>

**Agenda:** <Agenda>

The <Committee Name>,

<Preambulatory Clauses>

<Operative Clauses>

**NOTE:** A full stop terminates the documentation; anything written after a full stop is not considered. It is to be ensured that the full stop is placed at the end only.

### **Amendments**

**Index:** SAJMUN/<committee>/<WP/Reso/Number /Type: <Addition/Deletion/Replacement>

**Author(s):** <Name(s) of Author(s)>

**Clauses:** <Content>

### **Working Paper**

**Index:** SAJMUN/<committee>/WP/NUMBER\

**Sponsors:**<Name(s) of sponsors>

**Sub-topic:**<sub-topic>

<Clauses>

