



Flow of Debate: Traditional MUN Model

ROLL CALL

The Chairperson will announce each country's name. After a delegate hears his/her country called, he/she should answer either "present" or "present and voting"



SETTING THE AGENDA

The first order of business for the committee shall be the consideration of the agenda. The only motion in order at this time will be in the form of "The nation of [country name] moves that [topic area x] be placed first on the agenda". The motion requires a second and is debatable. A provisional speakers list shall be established with two people speaking for and two people speaking against the motion; after the provisional speakers list is exhausted, the committee shall move into an immediate vote. A simple majority is required for the motion to pass.

A motion to proceed to the second topic area is in order only after the committee has voted on a resolution regarding the first topic area or tabled the topic.



DEBATE



SPEAKERS LIST (FORMAL DEBATE)

The Chairperson will ask all of those delegates who would like to make a speech and to be on the speakers list to raise their placards. The Chairperson will then choose delegates to be placed on the speakers list. After a country has spoken, they may be added on the speakers list again by sending a note to the Chairperson saying: "the delegation of (country name) would like to be added to the speakers list".

Speaking time is set through a motion from a delegate. If no motions are made, the default time is 90 seconds. When the committee is in formal debate all rules of procedure are enforced.

Yields – A delegate granted the right to speak from a speakers list may, after speaking yield their time in one of three ways: to another delegate, to questions, or to the Chair.

CAUCUS



Moderated Caucus

A moderated caucus is a mixture of both formal and informal debate. When a motion for a moderated caucus is passed, the Chair calls upon delegates as they raise their placards to address the committee for a specific amount of time.



Unmoderated Caucus

An un-moderated caucus is a temporary recess. Rules of procedure are suspended during caucusing. During this time delegates can meet informally with each other and the committee staff to discuss draft resolutions and other issues.



Working Papers and Draft Resolutions

Delegations work together to create resolutions. In addition, delegates may present amendments to these documents, which are changes to draft resolutions.



CLOSURE OF DEBATE

Once a delegate feels that they have made their country's position clear and that there are enough draft resolutions on the floor, he or she may make a motion to proceed into voting procedure by moving for the closure of debate



END OF LIST

Once the speakers list has been exhausted, the committee will automatically move to immediate voting procedures.



VOTING PROCEDURES

Once a motion to close debate has been approved, the committee moves into voting procedures. Amendments are voted upon first, then resolutions. Once all of the resolutions are voted upon, the committee can move to the next topic.

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. However, many Model UN simulations have evolved to follow parliamentary rules of procedure which do not accurately mirror the realities of the proceedings that take place at the UN General Assembly. In an effort to bring Model UN procedure closer to the actual functioning of the UN, this guide hopes to highlight the differences in procedure between MUNs and the UN and clearly lay down procedures to follow that are more accurately aligned with realities of UN proceedings.

At MUN Simulations both formal and informal consultations are employed. On the one hand, the principal mode of communication between delegates at the UN is through face-to-face informal consultations. On the other, formal processes at the UN are mainly used to provide a context for informal consultations between delegations and to formalise agreements previously reached during these informal consultations.

I. OPENING THE DEBATE

1. Setting The Agenda:

Rule 1:

The provisional agenda for the conference shall be drawn up by the Secretary-General and communicated to all delegations at least two months before the start of the conference.

Rule 2:

The provisional agenda of the conference shall include:

- a) Reports on the themes selected for each conference; and,
- b) All items which the Secretary-General deems necessary to put before the delegations;
- c) The order in which issues will be considered in the meeting.

Rule 3:

At each conference, the provisional agenda shall be submitted to the meeting for approval during the opening session.

Rule 4:

Immediately after the opening of the first meeting and preceding the closing of the final meeting, the President/Chairperson shall invite the representatives to observe one minute of silent prayer or meditation.



II. CONDUCT OF BUSINESS

3. Speeches:

Rule 5:

No representative may address the meeting without having previously obtained permission of the President/Chairperson.

The President/Chairperson shall call upon speakers in the order in which they signify their desire to speak after adding them to the Speaker's List.

The President/Chairperson may call out a speaker if his or her remarks are not relevant to the subject under discussion.

4. Time Limit on Speeches:

Rule 6:

The meeting may limit the time to be allotted to each speaker and the number of times each representative may speak on any question.

Before a decision is taken, two representatives may speak in favour of, and two against a proposal to set a time limit which will then be put to vote. When the debate is limited and a representative exceeds his or her allotted time, the President/Chairperson shall call the speaker to order without delay.

5. Points:

Rule 7:

a. **Point of Order:** During the discussion of any matter, a representative may raise a 'Point of Order' if he believes that the President/Chairperson is not following the Rules of Procedure or not being sufficiently active in ensuring that other representatives do so. The point of order shall be immediately ruled on by the President/Chairperson in accordance with the rules of procedure. If a delegate feels that the ruling of the President/Chairperson is incorrect, they may appeal against the ruling. The appeal is put to a vote and the decision of the President/Chairperson could be overruled by a majority of the members present and voting.

b. **Point of Personal Privilege:** Whenever a delegate experiences personal discomfort which impacts his or her ability to participate in the proceedings, the delegate may rise to a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege may interrupt a speaker, delegates should use this power with the utmost discretion.

c. **Point of Parliamentary Inquiry:** When the floor is open, the delegate may rise to a Point of Parliamentary Inquiry to ask the moderator a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the committee staff at an appropriate time.





6. Closing of List of Speakers; Right to Reply:

Rule 8:

During the course of the debate, the President/Chairperson may announce the list of speakers and, with the permission of the representatives present, declare the list closed. The president/Chairperson may however accord the right of reply to any member if a speech delivered after the closing of the list makes this desirable. Right of reply is not used under any other circumstances.

III. MOTIONS

7. Suspension of Meeting:

Rule 9:

The meeting may be suspended for a limited amount of time upon request by a representative or the President/Chairperson. Such matters will not be debated but will immediately be put to a vote. A suspended meeting is resumed on the same day. This motion is used to break for informal consultations, and for lunch and tea breaks.

8. Adjournment of Meeting:

Rule 10:

During the discussion of any matter, a representative may propose a motion for the adjournment of the meeting. Such motions will not be debated but immediately put to a vote. Any continued consideration of an item on the agenda will take place at another meeting on another day. This motion can be used at the end of the day.

9. Adjournment of Debate:

Rule 11:

During the discussion of any matter, a representative may propose the motion to adjourn the debate on the item under discussion. In addition to the proposer of the motion, two representatives may speak for the motion and two representatives may speak against, after which the proposal will be put to a vote. Adjournment of debate ends parts or all of the agenda item being discussed during the conference. This can be used to block action on specific draft resolution and is known as a 'no-action motion'.

10. Closure of Debate:

Rule 12:

A representative may at any time propose a motion for the closure of debate on the item under discussion, whether or not the representative has signified their wish to speak. A representative can motion for this after they feel that sufficient progress has been made on draft resolutions, and they are ready to be adopted by consensus, or to be forced to a vote. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to vote. If the meeting votes in favour of this motion, the President/Chairperson shall declare the closure of the debate.

11. Order of Procedural Motions:

Rule 13:

Subject to Rule 8, the motions indicated below shall have precedence in the following order over all the other procedures or motions in the meeting:

- a) To suspend the meeting;
- b) To adjourn the meeting;
- c) To adjourn debate on the item under discussion;
- d) To close debate on the item under discussion.

IV. DRAFT RESOLUTIONS

12. Tabling Draft Resolution:

Rule 14:

Any member state may submit a draft resolution to the Secretary for which no minimum percentage of support is required. However since resolutions are aimed to be adopted by consensus, it is advised that representatives build multilateral support before tabling draft resolutions.

13. Proposals and Amendments:

Rule 15:

Proposals and amendments on a tabled draft resolution/decisions shall be submitted either formally in writing to Secretary, issued as 'L-documents' or proposed orally from the floor, if no member objects.

Rule 16:

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the committee shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be considered or voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of the proposal.





Rule 17:

A member can request division of proposals, i.e. a separate vote on paragraphs or parts of the draft resolution or amendment before the adoption of the whole text. This applies to parts of a paragraph, an entire paragraph or several paragraphs. If the request is challenged, there will be a vote to decide whether the proposal can be divided such that the paragraph(s) can be voted on separately to the rest of the draft resolution. After two delegates each have spoken for and against the request, there will be a vote based on simple majority. If by majority, the request is passed, immediately after the voting on the paragraph, the entire draft resolution will be considered. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

14. Voting on draft resolution:

Rule 18:

It is assumed that draft resolutions will be adopted by consensus and therefore shall not require voting. However, in the event that the draft resolution cannot be accepted by consensus, the meeting will go into a vote.

Rule 19:

If all operative paragraphs of a draft resolution are rejected, the draft resolution will be considered rejected as a whole.

V. VOTING

15. Voting Rights:

Rule 19:

Each member state of the meeting shall have one vote.





16. Majority Required:

Rule 20:

Decisions of the General Assembly meeting shall be made by a simple majority of the members present and voting, except on important questions including recommendations with respect to the maintenance of international peace and security, the suspension of the rights and privileges of membership, the expulsion of Members, and budgetary questions. This applies to both draft resolutions and amendments.

17. Method of voting:

Rule 22:

The meeting shall normally vote by a show of hands or by standing but any representative may request a roll-call vote. The roll-call will be taken in alphabetical order, and when called, the representative shall answer "yes", "no" or "abstention".

18. Conduct during voting:

Rule 23:

After the President/Chairperson has announced the beginning of voting, no delegate shall interrupt the voting unless on a point of order in connection with the actual voting procedure. The President/Chairperson may permit members to explain their vote either before or after the voting. The time given for these explanations may be limited by the President/Chairperson. The President/Chairperson shall not permit the proposer of an amendment to explain his vote on his own proposal or amendment.

19. Equally divided votes:

Rule 24:

If a vote is equally divided on any matter, the President/Chairman shall decide if a second vote shall be taken. If the second vote also results in an equally divided situation, the proposal shall be regarded as rejected.





UN Information Centre
for India and Bhutan

Conference Policies



1. Attendance

Barring extraordinary circumstances, all delegates must attend sessions on all three days.

2. Conference Badges

For security reasons, delegates and advisors are required to visibly wear their conference badges at all times while inside the venue. We reserve the right to check the conference identification of any participant at any time.

3. Electronic Devices

In general, electronic devices, including laptops, cell phones, tablets, and e-readers will not be permitted while the committee is in session. Laptops may be used during the lobbying period, in the hallway during the unmoderated caucuses, or between sessions as delegates develop, edit, and combine resolutions.

All bills and resolutions must typically be submitted to the dais in electronic form, on a USB flash drive as a Microsoft Word document.



Dear Delegate,

We would like to make BMUN a unique experience for the first timers as well as the returners. It is challenging to sit in committee filled with delegations. Being prepared with appropriate strategies can help in facing these challenges and make the sessions exciting.

THE DO'S

I. Come Prepared.

1. Understand the agenda fully.
2. Know your country's stance on the topic of discussion.
3. Have a strong opening statement prepared.
4. Read up on the rules and procedures of MUN. Eg : Only a Point of Order or Personal Privilege may be raised during another delegate's speech.

II. Maintain Diplomacy.

1. Always address the chair.
2. Always speak in third person. Personal pronouns are not allowed.
3. Always maintain diplomatic decorum, in the room, outside the room, during debate and during caucus.
4. For a resolution, try to work in harmony, rather than trying to compete.

III. The best defense is a good offense.

1. Start the criticism of opposing delegations with facts you have discovered that weaken their stance.
2. Demand that specific actions or statements of their country be explained.
3. They may even attack back with weaknesses of your own. But, attacking still demonstrates that you are a force to be reckoned with.

IV. The best debater is the best listener.

1. Listen actively to all the delegates to make your own speeches effective.
2. Keep a check on what is going on; delegates stating tangential facts will be penalised.

V. Use Facts.

1. Use facts as a pivotal weapon in debate strengthening.
2. Avoid personal opinion which can be challenged

The DON'TS

1. Raise your placard unnecessarily.
2. Look another delegate in the eye.
3. Contradict your foreign policy.
4. Form alliances with a particular delegation just because they are your friends or classmates.
5. Lose your cool and composure
6. Use absolutes "always and never".
7. Be uninvolved thinking the issue being discussed is not relevant to your country

Follow these tips to ensure happy MUNing