



Rules Of Procedure

Dear Delegates and Executive Board members,

It gives us an immense pleasure to have you present International Ascendants of Model United Nations. Given below is a comprehensive guide for Rules of Procedure. All the delegates and executive board members are required to adhere to the RoP in all committee sessions.

There may be a slight change from the usual Rules of Procedure. The delegates and executive board members are requested to go through this document thoroughly and clarify any queries with the secretariat.

We hope that you take back an enriching experience with you.

Best Wishes,

IAMUN 2020 Secretariat.

Important Note:

1. ALL THE DELEGATES, EXECUTIVE BOARD MEMBERS AND PARTICIPANTS MUST BE PROFESSIONAL AT ALL TIMES.
2. THE SECRETARIAT WILL NOT TOLERATE ANY INDECENT REMARKS AND ACTIVITIES BY ANY PARTICIPANT.
3. BACKGROUND GUIDE IS JUST FOR GUIDANCE. DO NOT RESTRICT YOUR RESEARCH TO BACKGROUND GUIDE. YOU ARE REQUIRED TO DO FURTHER IN-DEPTH RESEARCH.
4. Personal pronouns will not be entertained in committee; delegates are required to refer to themselves in third person.
Example: "The delegate of X agrees with the delegate of Y"
5. Communication with the EB or other delegates during committee should only be done through chit.
6. Queries and questions to other delegates can also be sent through chit. Volunteers will be present in committee and will ensure that chits get delivered to the intended delegates.
7. Delegates are requested to refrain from crosstalk.
8. The usage of internet during committee session is strictly prohibited unless explicitly allowed by the Executive Board.

Flow of Debate -

A. Regular Committee -

1. Motion to commence formal session
2. Roll Call
3. Opening of General Speaker's List (GSL)
4. Caucuses -
 - a. Moderated Caucus, or
 - b. Unmoderated Caucus
5. Crisis (if any)
6. Working Paper for Crisis (if any)
7. Draft Resolution
8. Motion for Adjournment

B. Crisis Committee -

1. Motion to commence formal session
2. Roll Call
3. Robin Round
4. Crisis Updates
5. Opening of Special Speaker's List (SSL)
6. Caucuses
7. Directives
8. Directive Paper
9. Motion for Adjournment

A. Regular Committee -

1. Motion to Commence Formal Session:

The committee starts with a motion to commence the formal session.

It is asked only in the first session for the day; On all the days of the conference.

Verbatim - "Delegate of XYZ countru raises a motion to start the formal session for the day."

2. Roll Call:

Roll call is taken at the starting of each day's committee session only.

All delegates present in the committee are required to state their positions, and have two options-

A. "Present" -

This means a delegate can choose to vote 'yes', 'no' or 'pass' on any draft resolution

only.

B. “Present and Voting” -

This means a delegate must choose either ‘yes’ or ‘no’ on any draft resolution only.

3. General Speakers list:

General Speakers list is an area of speaking that allows the delegate to speak anything related to the agenda.

Usually, countries give their stance on the agenda and speak to the committee regarding a piece of information which they were unable to contribute in previous moderated or unmoderated caucuses.

However, the delegates should not confine themselves to the above sphere and touch upon relevant topics which are in accordance with their committee’s agenda.

Verbatim - “Delegate of XYZ country raises a motion to open the General Speakers List; Each speaker getting x seconds”

The GSL should never exhaust. If it exhausts, the committee has nothing more to discuss and is dissolved.

4. Caucuses:

A. Moderated Caucus -

Moderated Caucus is a discussion on a subtopic related to the agenda.

It is one of the most efficient methods for making the committee aware of a delegate’s intentions, or sharing an opinion pertaining to the agenda.

Verbatim - “Delegate of XYZ country raises a motion to suspend formal debate and move into a moderated caucus on the topic ‘PQR’ for the motion time being ‘x minutes’ and each speaker getting ‘y seconds’ ”

B. Unmoderated Caucus -

An unmoderated caucus gives the delegates the chance to socialise and communicate with fellow delegates, form blocs, work on working paper/resolution (or any such similar

document).

The delegates should take this opportunity to discuss topics for next moderated caucuses in order to avoid disruption of committee flow.

Permission to leave the committee hall in an unmoderated caucus is subject to the Executive Board's permission.

Delegates can avail access to the internet. However, in case the committee comes in an unmoderated caucus in midst of a crisis, the condition of lines of communication (internet) will be informed by the respective Executive Board.

Verbatim - "Delegate of XYZ country raises a motion to move into an unmoderated caucus for the time period being 'x minutes' "

5. Yields:

Yields are made when the delegate has some amount of time left (if any) after concluding his/her speech.

There are 3 types of yields:

A. Yield to the EB -

The delegate yields the remainder of his/her time to the Executive Board who may raise queries on his/her speech (by exercising the EB's discretion).

B. Yield to another delegate -

The delegate yields the remainder of his/her time to another delegate.

The delegate to whom the time is being yielded to should be made aware of such a decision in advance.

C. Yield to Points of Information -

The delegate yields the remainder of his/her time to points of information.

The number of points of information is subject to Executive Board's decision.

Verbatim - "Delegate of XYZ country would like yield his/her time to the EB or delegate of PQR or points of information"

6. Points:

A. Point of Personal Privilege:

It is used when a delegate experiences personal discomfort that hinders their ability to participate in committee.

Examples: temperature of room, distractions during committee etc

B. Point of Parliamentary Enquiry:

It is used by delegates to pose queries on RoP and to know about something that is not clearly understood in a committee.

It is also used to ask a question if a delegate does not understand a particular term.

C. Point of Order:

It is used to correct logical inconsistency or factual fallacy in another delegate's statement with proof (that is admissible and accepted by the committee's respective executive board).

Logical Inconsistency - $2+2 = 5$

Factual fallacy Mumbai is the capital of India. However, it is factually known that New Delhi is the capital of India

Verbatim - "The delegate of PQR country stated quote Mumbai is the capital of India unquote but in reality New Delhi is the capital of India"

D. Point of Information:

They are queries or questions raised on a delegate's speech.

In IAMUN 2020, the secretariat shall entertain Points of Information in GSL, Moderated Caucus, Working Paper discussion, Draft Resolution discussion and crisis updates (if any).

i. Permission to Follow-Up -

This permission is used after a delegate has asked a point of information to another delegate but is not satisfied with the answer.

In a permission to follow-up, the delegate asking the questions must rephrase the question and ask it.

Permission to follow-up is also used to establish facts on the basis of assumptions.

7. Flow of introducing, discussing and voting upon working paper, draft resolution and communiqué with verbatim:

A. Working Paper for Crisis -

Verbatim for Introducing - "Delegate of XYZ country would like to raise a motion to present the working paper PQR to the Executive Board"

Verbatim for Discussion - "Delegate of XYZ country would like to raise a motion to discuss the working paper PQR through clause by clause method or for and against method"

Before voting, the executive board will make a check for the format of the working paper. If it is not in format, the working paper will be scrapped.

Verbatim for Voting - "Delegate of XYZ country would like to raise a motion to vote upon the working paper PQR"

B. Draft Resolution -

Verbatim for Introducing - "Delegate of XYZ country would like to raise a motion to present the draft resolution PQR to the Executive Board"

Verbatim for Discussion - "Delegate of XYZ country would like to raise a motion to discuss the draft resolution PQR through clause by clause method or for and against method". Then, Executive board will read out the entire draft resolution, it will be discussed by the delegates and then the Executive Board will say, "The floor is now open for amendments".

The amendments will either be voted/not voted upon depending upon their nature.

After amendments have been incorporated in the draft resolution, then the draft resolution is voted upon.

Before voting, the executive board will make a check for the format of the draft resolution. If it is not in format, the draft resolution will be scrapped.

Verbatim for Voting - "Delegate of XYZ country would like to raise a motion to move into formal voting procedure for draft resolution PQR"

C. Communiqué -

Verbatim for Introducing - "Delegate of XYZ country would like to raise a motion to present the communiqué to the executive board"

Verbatim for Voting - "Delegate of XYZ country would like to raise a motion to move into formal voting procedure for the communiqué."

Important Points -

- **Working Paper only for crisis - Introduced, Discussed, Voted. If failed, then communiqué prepared. If communiqué for the working paper fails, the committee reverts back to the GSL.**
- **Draft Resolution - Introduced, Discussed, Amendments, Voted. If failed, then Communiqué prepared. If communiqué for draft resolution fails, committee fails.**
- **Communiqué - Introduced, Voted.**

8. Crisis:

There is a possibility that a regular committee may face a crisis. In such a situation, the following is done -

- A.** Crisis update is given by committee IP member only/IP head.
- B.** If clarification is required regarding the crisis update, it is to be asked only to the committee IP member.
- C.** After the crisis update is given and clarified, the executive board will look for a motion to start the Special Speakers List (it is similar to that of GSL. However, in an SSL, the crisis

is discussed). The verbatim to start the SSL is similar to that of a GSL.

- D. The delegates can talk anything related to any crisis update in the SSL.
- E. Then, the floor will be open for motions. The delegates can raise a motion for a moderated or unmoderated caucus. In a moderated caucus for a crisis, the delegates dwell deeper into the update (for the crisis).
- F. If an unmoderated caucus is passed, then the delegates must use the time to take the fellow delegates' support and try to possibly come up with solutions.
- G. If more updates regarding the crisis are given, the same above procedure will apply.
- H. If a delegate thinks a presidential statement is required, he/she may present it by seeking prior permission from the executive board via chit to present the presidential statement.

A presidential statement is a statement from the head of the country. It is given only when lines of communication are open. The condition about lines of communication will be informed by the executive board. If the delegate wants to clarify the condition about the lines of communication, he/she may ask so in the form of "Point of Parliamentary Inquiry".

A presidential statement must be given before the working paper is introduced for discussion.

- I. After a certain number (as the delegates see fit) of updates (if any) for the crisis, the delegates should try to come up with a **single working paper** for the crisis that covers the solutions for **all the updates** given till that point of time.
- J. If the working paper passes, the committee has been able to successfully solve the crisis and there will be no further crisis updates. The committee reverts back to the GSL. If the working paper fails, a communiqué is prepared. If a communiqué is failed, the committee has failed to solve the crisis and there will be no further crisis updates. The committee reverts back to the GSL.

9. Working Paper for Crisis:

A working paper is a set of solutions that the delegates of a committee want to be implemented.

In IAMUN 2020, there is going to be a working paper **only** for crisis.

Working paper has no fixed format but IAMUN 2020 will follow a particular

format. *Format for Working Paper -*

TITLE OF WORKING PAPER
Sponsors -
Signatories -
Topic -
1. clause
2. clause
3. clause

Important points regarding Working Paper -

- *The title of the working paper can be anything.*
- *The title should be in capital letters and bold.*
- *The headings: 'sponsors', 'signatories' and 'topic' must be in bold.*
- *The solutions (sentences) of a working paper must end with a comma.*
- *The last solution (sentence) of a working paper must be a full stop.*
- *Operative clauses [first word in a solution(sentence)] must be used in a working paper. They must be underlined only.*
- *No limit on sponsors, signatories and solutions.*
- *Minimum sponsors - 2*
- *Sponsors cannot be signatories*

10. Draft Resolution:

A resolution is a document which contains all the issues that the committee wants to solve and the proposed solutions to those issues.

The ultimate purpose of a committee session is to pass a resolution. All the speeches, debate, negotiation, and teamwork are supposed to lead up to a resolution which contains all the proposed solutions to the issue.

Preambulatory clauses are those clauses which discuss the problems related to the agenda and operative clauses are those clauses which give solutions for the problems discussed related to the agenda.

WHEN A DRAFT RESOLUTION IS SUCCESSFULLY PASSED BY A COMMITTEE, ONLY THEN IT BECOMES A RESOLUTION.

GIVEN BELOW IS A SAMPLE OF A DRAFT RESOLUTION.

ALL THE DELEGATES ARE REQUESTED TO ADHERE TO THE SAME FORMAT GIVEN BELOW.

DRAFT RESOLUTION 1.1

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Committee: General Assembly

Topic: Strengthening UN coordination of humanitarian assistance in complex emergencies

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality and inalienable rights of all global citizens,

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. *Encourages* all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts;
2. *Urges* member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. *Requests* that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. *Calls* for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. *Stresses* the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
6. *Calls* upon states to respond quickly and generously to consolidated appeals for humanitarian assistance.

Sample Operative Phrases

Accepts	Encourages	Further recommends
Affirms	Endorses	Further requests
Approves	Expresses its appreciation	Further resolves
Authorizes	Expresses its hope	Has resolved
Calls	Further invites	Notes
Calls upon	Deplores	Proclaims
Condemns	Designates	Reaffirms
Confirms	Draws the attention	Recommends
Congratulates	Emphasizes	Regrets
Considers	Encourages	Reminds
Declares accordingly	Endorses	Requests
Deplores	Expresses its appreciation	Solemnly affirms
Designates	Expresses its hope	Strongly condemns
Draws the attention	Further invites	Supports
Emphasizes	Further proclaims	Takes note of
	Further reminds	Transmits
		Trusts

Sample Preambulatory Phrases

Affirming	Expecting	Having studied
Alarmed by	Expressing its appreciation	Keeping in mind
Approving	Expressing its satisfaction	Noting with regret
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting with satisfaction
Believing	Fully aware	Noting further
Confident	Fully believing	Noting with approval
Contemplating	Further deploring	Observing
Convinced	Further recalling	Reaffirming
Declaring	Guided by	Realizing
Deeply concerned	Having adopted	Recalling
Deeply conscious	Having considered	Recognizing
Deeply convinced	Having considered further	Referring
Deeply disturbed	Having devoted attention	Seeking
Deeply regretting	Having examined	Taking into account
Desiring	Having heard	Taking into consideration
Emphasizing	Having received	Taking note
		Viewing with appreciation
		Welcoming

Important Points about Draft Resolution -

- ***The title must be in capital letters and underlined***
- ***The headings ‘sponsors’, ‘signatories’, ‘committee’ and ‘topic’ must be in bold***
- ***The title can be anything. However, it must contain the words “Draft Resolution” example - “Draft Resolution 21”, “Draft Resolution peace is the answer”***
- ***Sponsors Limit - 4***
- ***Minimum sponsors - 2***
- ***Sponsors cannot be signatories***
- ***Minimum signatories - More than 1/3rd of the committee***
- ***There is no limit to signatories***
- ***The preambulatory clauses must be underlined and operative clauses italics only.***
- ***The preambulatory clauses must end with a comma and operative clauses must end with semicolons.***
- ***The last operative clause must end with a full stop.***
- ***No short forms are entertained.***
- ***No limit on number of solutions.***

~~11. Communiqué (for crisis and draft resolution):~~

It is a piece of document prepared by the committee as a whole when -

- A.** Working paper for a crisis fails. If that happens, then in the communiqué for a crisis the reasons for the failure of passing of the working paper is mentioned. If communiqué for a crisis fails, the committee has officially failed to solve the crisis and reverts back to the GSL.
- B.** The resolution is not passed. If that happens, then in the communiqué for a draft resolution the reasons for the failure of passing of the draft resolution is mentioned. If the communiqué for a draft resolution fails, the committee has officially failed. The committee is dissolved.

There must be only 1 communiqué per committee.

Delegates are not allowed to prepare more than 1 communiqué as it is prepared by the committee together (as a whole).

It is like a press release.

COMMUNIQUÉ

Sponsors -
Committee -
Topic -

Reasons for failure in a few sentences.

Important Point about communiqué -

- *Sponsors Limit - 4*
- *The title must be in bold and capital letters.*
- *The headings 'sponsors', 'committee' and 'topic' must be in bold.*
- *The reasons for failure that are written must only be in sentences, not points. It should be one normal brief and concise paragraph that ends with a full stop.*

12. Amendments:

An amendment is a written statement that **adds, deletes or changes** an operative clause in a draft resolution.

Amendments are allowed only after discussion of a draft resolution.

Amendments are made to strengthen consensus on a resolution by allowing the delegates to change the operative clauses.

Pre-ambulatory clauses cannot be modified.

There are 2 types of amendments -

A. Friendly amendment- A change in the draft resolution agreed by all the sponsors.

It is not voted upon and is directly incorporated into the draft resolution.

B. Unfriendly amendment- A change in the draft resolution not agreed by all the sponsors.

It is voted upon. If passed, it is incorporated. If not passed, it is not incorporated.

The maximum number of amendments (friendly and unfriendly amendments together) made in a draft resolution should not cross 4. If it crosses 4, the draft resolution is scrapped.

The ratio of friendly and unfriendly amendments together can be anything but not more than 4.

There can also be only 4 unfriendly/friendly amendments.

Example - 2 friendly amendments and 2 unfriendly amendments

1 friendly amendment and 3 unfriendly amendments

4 friendly amendments only or unfriendly amendments only

The format for amendment is -

Friendly/Unfriendly Amendment
Type - Add (or) Delete (or) Change
New Clause (for add) -
(or)
Old clause (for delete) -
(or)
Old Clause (for change) -
New Clause (for change) -

In the voting procedure for a communiqué, the delegates can only say “Yes” or “No”.

13. Discussion Procedures for Working Paper and Draft Resolution:

These discussion procedures are applicable only for working paper and draft resolution.

A. Clause by Clause -

After the working paper has been introduced for discussion by the sponsors to the Executive Board, it will go for a round of discussion among the delegates.

The Executive board will read the 1st clause, **and then only 2 points of information will be entertained on the read clause.** These points of information will be answered by the sponsors.

Subsequently, the Executive Board will read the 2nd clause, 3rd clause and so on with the same procedure applied as above.

B. For and Against -

After the working paper has been introduced by the sponsors to the Executive Board, it will go for a round of discussion among the delegates.

The Executive board will select any 2 sponsors (willing to speak) to speak for the respective document. Then, the Executive board will select any 2 signatories (willing to speak) of the respective document to speak against the respective document.

Only 2 Points of information will be entertained in this method against each speaker.

After the discussion, the committee shall move into formal voting procedure.

14. Voting Procedure for Working Paper, Draft Resolution and Communiqué:

A. Working Paper for Crisis -

The delegates' votes are taken by the show of placard.

Special Majority is considered. It means 2/3 rd of the delegates must raise their placards for the working paper to pass it.

There should be **no abstaining**(it means that everyone **must** either **raise** their **placards** for the working paper or against the working paper).

B. Draft Resolution -

The delegates' votes are taken by saying "yes", "no" or "pass".

Special Majority is considered. **It means 2/3 rd of the delegates must say "yes" to pass the draft resolution.**

C. Communiqué (for crisis and draft resolution) -

The delegates' votes are taken by saying "yes" or "no" only.

Every delegate must say a "yes" to pass the communiqué. A single "no" will result in the failure of the communiqué.

15. Majorities:

The following are the number of delegates required for certain procedures -

A. 1/3rd Majority (Quorum) -

Minimum 1/3rd of the delegates of the committee are required to be present in the committee to discuss the agenda.

This is called as quorum.

B. 2/3rd Majority (Special Majority) -

Minimum 2/3rd of the delegates are required to -

- i. Pass a working paper**
- ii. Pass a draft resolution**
- iii. Adjourn a committee session**

C. 50% + 1 Majority (Absolute Majority) -

Minimum 50% + 1 delegates are required to

-

- i. Pass a moderated caucus**
- ii. Pass an unmoderated caucus**
- iii. Pass a motion for GSL or SSL**
- iv. Pass an amendment**

Motion for a moderated/unmoderated caucus or GSL or SSL or amendment is passed by -

Seconds (willing to vote for the motion)

Oppositions (willing to vote against the motion)

Executive board will say "delegates seconding the motion". Then the executive board will say "delegates opposing the motion."

**If there are opposition then the committee votes again as -
For (willing to vote for the motion)
Against (willing to vote against the motion)**

Executive board will say “delegates wishing to vote for the motion”. Then the executive board will say “delegates voting for the motion.”

NO ABSTENTIONS ARE ALLOWED WHILE VOTING ON GSL, SSL, MODERATED CAUCUS, UNMODERATED CAUCUS, WORKING PAPER, ADJOURNMENT OF COMMITTEE SESSION, WORKING PAPER AND DRAFT RESOLUTION AND COMMUNIQUÉ.

DELEGATES RAISE THEIR PLACARDS WHILE VOTING ON GSL, SSL, MODERATED CAUCUS, UNMODERATED CAUCUS, WORKING PAPER, ADJOURNMENT OF COMMITTEE SESSION.

DELEGATES SPEAK WHILE VOTING ON DRAFT RESOLUTION AND WORKING PAPER. SAYING “PASS” WHILE VOTING ON A DRAFT RESOLUTION DOES NOT TANTAMOUNT ABSTENTION.

D. 100% Majority -

All the delegates **must** say a ‘yes’ for a communiqué to pass.

A single ‘no’ in a communiqué will result in the failure of communiqué.

16. Motion to Adjourn Committee Session:

This motion is raised to adjourn the committee for lunch or the next day or till the next meeting.

Verbatim - “Delegate of XYZ country raises a motion to adjourn the committee”

**Note: Working Paper, Draft Resolution and Communiqué are typed.
Amendments, chits are handwritten.**
