



**GIISMUN
Tokyo2025**

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CHAPTER 5

RULES OF PROCEDURE 2025

Hosted by Global Indian International School Tokyo

GIISMUN TOKYO

Rules of procedure



What is MUN?

Model United Nations (MUN) is an academic simulation that emulates the procedures of the United Nations (UN) to find solutions for real-world issues. In MUN, students participate as “delegates” of UN Member States and simulate UN committees. MUN aims to educate students about current events, international relations, diplomacy, and the United Nations agenda. Along with knowledge of the world we live in, participants will develop skills including public speaking, presentation, persuasion, situation analysis, research, and critical thinking.

Executive Board rights

- The Executive Board is a panel of students who act as directors of the committee. It consists of the Chair and Vice-Chairs.
- The Executive Board has the power to declare open floor, recess, adjournment and closure.
- They take on the responsibility of maintaining the decorum of the delegates throughout the assembly.
- They also have the right to rule out points and interrupt delegates.

Quorum

The floor is declared “open” when 1/3 of the General Assembly is present during Roll Call.

Roll Call

When the delegation is called for during roll call, they must acknowledge their own presence by stating “present and voting” if they wish to have voting rights during substantive voting or “present” if they do not wish to vote for substantive matters.

Setting the Agenda

In the first committee session, the Executive Board will prompt a “motion to set the agenda”. The delegates will decide the agenda by voting. A simple majority is required for the motion to pass.

General Speaker’s List

Once the floor is open, the General Speaker’s List will commence. The Speaker’s List will remain open unless the committee moves into a caucus. During this event, delegates have a duration of 90 seconds to explain their country’s stance and a proposed solution over the agenda. No delegate is allowed to give their speech to the committee before they are called upon by the Chair.

All delegates are required to give a speech during the General Speaker’s List. After every three delegations give their speeches, the Chair will ask if there are any motions on the flow where the delegates can raise a motion if they wish. If a delegate wishes to speak at a later stage of the General Speaker’s List, they must inform the chair when the Executive Board calls for the delegate to commence their speech and they will be asked to speak at the end of the list instead. The Executive Board will call a speaker to order if the speech is irrelevant to the agenda in discussion or if time has elapsed.

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Yielding time

During the GSL a delegate can yield their time to the chair, to another delegate or to questions.

- Yield time to the Chair – If you have 10 seconds or more left to your speech, and decide not to yield time to another delegate or questions, your remaining speech time should be yielded to the chair.
- Yield time to another Delegate – If you have over 10 seconds, you can yield your time to anyone. There is no double yield. If you yield your time to a delegate who does up the remainder of speakers' time they must yield it to the chair.
- Yield time to Questions – Yielding to questions allows other delegates to ask you a question (15 seconds each).

Points

- Point of Personal Privilege: This is the only point that can interrupt a speaker and is used when the delegate has a personal issue (such as inability to hear the speaker). However, delegates are discouraged from interrupting a speaker unless the point pertains to the speaker themselves.
- Point of Order: A delegation may raise this point if they believe that another delegate or the Executive Board has breached the Rules of Procedure.
- Point of Parliamentary Inquiry: This point can be raised when they have any questions pertaining to the Rules of Procedure.
- Point of Information: A delegate may use this when another delegation is on the flow and would like to question them and ask for valid documentation or the source of information from which the data was extracted from.

Voting

Delegations receive the right to vote by affirming “present and voting” during roll call. Delegations that have abstained from voting during roll call by declaring “present” are still allowed to vote on procedural matters.

Decisions pertaining to passing motions and other procedural matters are done using procedural voting where only a simple majority is required to pass a motion to the floor. Delegates may choose to vote for or against a procedural vote. Abstentions are not in order during procedural voting.

Decisions pertaining to content material (such as working papers, unfriendly amendments, and draft resolutions) will be made using substantive voting. For a substantive vote to pass, it requires 2/3 of the “present and voting” delegates to vote in favor. Delegates may choose to vote for, against, or abstain from voting.

After the Chair has announced the commencement of voting, delegates are not allowed to interrupt the voting process unless they raise a point with connection to the actual conduct of the voting. The Executive Board has the right to ask any delegate to explain their vote during substantive voting. The author(s) of the written proposal on the floor will not be allowed to explain their own vote.

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Caucuses

There are two types of Caucuses: **Moderated Caucuses and Unmoderated Caucuses.**

Moderated Caucus

A moderated caucus is a formal discussion related to specific topic. A moderated caucus is for delegates to discuss subtopics related to the main topic. The committee topic is usually very broad, so moderated caucuses are used to narrow the discussion and go into more detail on certain aspects. A motion for a moderated caucus requires a simple majority to pass. The delegate raising this motion will decide the number of delegates participating and the speaking time for each delegate.

For example: "Venezuela motions for a 10 minute moderated caucus, 45 seconds speakers time on the topic of 'How we can protect people from rising sea levels'".

The maximum duration of a moderated caucus is 20 minutes and the maximum number of delegates allowed to speak is 20. The delegate that raised the motion will also be able to choose whether they would like to speak first or last. Once the Moderated Caucus has been voted upon, delegations that wish to speak will have to request to be put on the list of speakers.

The chair has the power to decide if they would like to suspend the caucus early, but the caucus will automatically close if no other delegate wishes to speak, irrespective of the time remaining.

Unmoderated Caucus

An unmoderated caucus, informally called unmod or lobbying time, is when delegates get out of their seats, meet, form blocs, discuss ideas, negotiate, start writing their working papers/draft resolutions and finding support for their draft resolutions.

Any delegate that wishes to start an unmoderated caucus will have to raise a motion to suspend formal debate and specify the topic and duration of the caucus. The maximum duration for which an unmoderated Caucus can go on is also 20 minutes. This requires a simple majority to pass.

After the duration of the unmoderated caucus, the delegate that raised the motion must summarize the topics covered to the Executive Board. The chair has the right to suspend the caucus if they believe the topics being discussed are unproductive or unrelated to the topic set.

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Motions

All the types of motions along with the manner they should be introduced to the flow are given below. All motions only require a simple majority to be in motion unless stated otherwise. The chair has discretion as to when to allow motions to be offered and which to consider out of order at a given time.

- **Motion to set the agenda**

During the first committee meeting, the Chair will prompt the motion.

"The Delegate of (Name of Country) would like to raise a motion to set the Agenda to (Name of the Agenda)"

- **Motion to move to the General Speaker's List**

Once the agenda is set, the committee automatically enters the General Speaker's List.

This motion can be raised at the end of proceedings such as caucuses.

After all delegates have completed their speeches, the General Speaker's List will be closed and will move to caucuses, working papers, draft resolutions, or voting.

"The Delegate of (Name of Country) would like to raise a motion to move to the General Speaker's List"

- **Motion to enter Moderated Caucus**

This motion can be raised at any time of the debate with the exception of during working papers and draft resolutions.

"The Delegate of (Name of Country) would like to raise a motion to enter a Moderated Caucus for the topic (Name of Topic), Total speakers (Number of Speakers) for time (Time in minutes)"

- **Motion to enter Unmoderated Caucus**

This motion can also be raised during any time of the debate with the exception of working papers and draft resolutions.

"The Delegate of (Name of Country) would like to raise a motion to enter an Unmoderated Caucus for time (Time in minutes)"

- **Motion to introduce a Working Paper**

When a delegate wants to come forward with a Working Paper, they are required to motion.

"The Delegate of (Name of Country) would like to introduce a Working Paper"

- **Motion to introduce a Draft Resolution**

This motion can only be raised by the main sponsor of a draft resolution.

"The Delegate of (Name of Country) would like to raise a motion to introduce a Draft Resolution"

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Motion to withdraw a Draft Resolution

Placing this motion will take the resolution off the floor and it will not be permitted to be reintroduced to the floor. Only the main sponsor has the right to withdraw their resolution. This motion requires a 2/3 majority to pass.

"The Delegate of (Name of Country) would like to raise a motion to withdraw the Draft Resolution"

Motion to Introduce Amendments

Before an amendment can be introduced to the floor, the amendment must be sent to the Chair as well as the main sponsor. If the amendment raised is friendly, the motion can be introduced to the floor. If the amendment raised is unfriendly, the delegate must get at least 1/4 of the General Assembly to sign the amendment before the introduction to the floor. An amendment will only pass if 2/3 of substantive voters vote in favor.

"The Delegate of (Name of Country) would like to raise a motion to introduce an Amendment"

Motion to move into Direct Voting Procedure:

When a draft resolution is presented, a delegate may motion to vote upon it.

"The Delegate of (Name of Country) would like to raise a motion to move into Direct Voting Procedure"

Motion to suspend debate

This motion would give the delegates a recess of ten minutes. The Chair has the right to prompt the motion.

"The Delegate of (Name of Country) would like to raise a motion to suspend debate"

Motion to adjourn debate

This motion can only be raised at the end of the final committee session.

"The Delegate of (Name of Country) would like to raise a motion to adjourn debate"

Motion to resume debate

This motion can only be raised at the end of a recess.

"The Delegate of (Name of Country) would like to raise a motion to resume debate"

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Order of Disruptiveness

All motions and points will be entertained in the following order of disruptiveness, from most to least: 1. Point of Personal Privilege 2. Point of Order 3. Point of Information 4. Point of Parliamentary Inquiry 5. Motion for Closure of the Debate 6. Motion to Table the Debate 7. Motion for Adjournment of the Meeting 8. Motion for Suspension of the Meeting 9. Motion to Resume Debate 10. Motion to Introduce an Amendment 11. Motion to Introduce a Working Paper 12. Motion for Un-moderated Caucus (its extension has precedence) 13. Motion for Moderated Caucus (its extension has precedence)

Working papers

Working papers are documents that aim to present the viewpoints of the delegates as well as potential solutions pertaining to the topic. They are the first step toward a resolution. Working papers are written during an unmoderated caucus. Working Papers do not need to be formatted according to the United Nations specification in the same way a draft resolution does.

The points in the working paper will be solutions introduced as a result of the General Speaker's List and Caucuses. There is no cap on the number of working papers that can be sent, and neither is there any standardized format.

The working paper must be sent as a soft copy to the Executive Board. The working paper can also be collaborated upon but requires no signatories.

Draft Resolution The resolution is the end result of what the committee will have been working towards the entire time. Draft resolutions are formal documents which contain your policy ideas, and those of other delegates, written according to United Nations formatting rules. In order to get a draft resolution approved by the Chairs, the content needs to be sound, the formatting needs to be correct, and you need a minimum amount of supporters (10% of the delegates in the committee as Sponsors or Signatories).

The DR requires a minimum of 1 author (known as a sponsor) and 3 signatories before it can be submitted to the Chair.

a) Sponsors – Delegates who wrote the resolution or played a key roll in the resolution (Minimum 2, Maximum 4)

b) Signatories – Delegates who support the draft resolution, or at least want to see the ideas discussed. (No limit on the number of Delegates listed as Signatories)

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Draft Resolution

After submission, the Executive Board needs to recognize the resolution in order for the sponsor(s) to be able to introduce the draft resolution to the debate and vote upon it. Once the motion to introduce a draft resolution has been voted upon, a soft copy of the draft must be sent to all delegates.

If two or more proposals have been introduced, the Chair will decide which draft will be presented to the committee first (depending on the order in which the Executive Board received the draft). Once a draft resolution passes, all other resolutions will be dropped. The sponsor(s) cannot vote against their resolution but the signatories are allowed to do so as they have only given consent for the resolution to be discussed on the floor.

The format of a resolution is as follows: **1. Preambulatory Clauses:** the preamble (introduction) of a resolution has to state the reasons for which the committee is addressing the topic and highlights the past international action. **2. Operative Clauses:** aims to identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (operative phrase) and ends with a semicolon. The last operative clause will end with a period.

PREAMBULATORY CLAUSES		OPERATIVE CLAUSES	
Affirming	Noting (with regret/satisfaction)	Accepts	Hopes
Alarmed by	Observing	Appeals	Insists*
Approving	Persuaded	Appreciates	Invites
Aware	Reaffirming	Approves	Praises
Bearing in mind	Realizing	Authorises	Presses
Concerned	Recalling	Calls	Proclaims
Confident	Recognizing	Commits	Proposes
Congratulating	Regretting	Condemns*	Reaffirms
Considering	Taking account of	Decides*	Recommends
Convinced	Taking into account	Declares	Regrets
Desiring	Troubled	Demands*	Seeks
Encouraged by	Underlining	Deplores	Stands ready
Expressing	Wishing	Encourages	Supports
Gravely concerned	Welcoming	Entreats	Transmits
Having examined		Exhorts	Welcomes
Judging			

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Amendments:

Friendly Amendments: Amendments that the main sponsor accepts

Unfriendly Amendments: Amendments that the main sponsor disagrees with.

If a delegate wishes to introduce an amendment, it must first be sent to the Chair as well as the main sponsor before it can be introduced to the floor. An amendment requires 2/3 of the "present and voting" General Assembly's vote to be implemented. If more than 50% of the clauses are amended, the draft resolution will be removed from the floor automatically.

Substantive Voting:

This pertains to the voting of material that only "present and voting" delegates are allowed to participate in. Delegates may vote for, against, or abstain from voting on working papers, draft resolutions, and amendments. In the rare case of an equally divided vote, a re-vote will be conducted where the delegates are not allowed to abstain. If this still provides an equally divided vote, all the members of the General Assembly will be asked to vote, irrespective of the status given during the roll call.

Voting Procedure Motions

After all the amendments are voted on, the delegates can offer the following motions in relation to the draft resolutions.

Motion to reorder draft resolutions

When there is more than one draft resolution on the floor, a delegate can motion to reorder the draft resolutions by proposing an order different from the default, which is the order in which they were recognized by the Chair. If the motion passes, the draft resolutions are voted upon in the new order.

Motion to divide the question

A motion to "divide out" some of the operative clauses into a new draft resolution, to be voted upon separately. If the motion passes, the two draft resolutions are voted on separately.

Motion to vote clause by clause

Each clause in the draft resolution is voted on separately.

Motion to vote roll call

Roll Call vote means each delegate says their vote out loud, instead of raising placards and a majority being counted. Roll Call vote adds excitement to the voting process.

Motion to adopt a draft resolution by acclamation

Adopting a draft resolution by acclamation is when the committee feels there is consensus. If the motion passes, the Chair will then ask if there is any objection to the adoption by acclamation. If there is no objection, the draft resolution passes. If even one delegate votes against adopting by acclamation, the draft gets voted on by the regular majority.

After some, all or none of the above motions are raised and pass, or fail, the drafts resolutions are voted on. Draft resolutions are voted on until one passes. Only one draft resolution can pass. If no draft resolution gets a majority all the draft resolutions fail.

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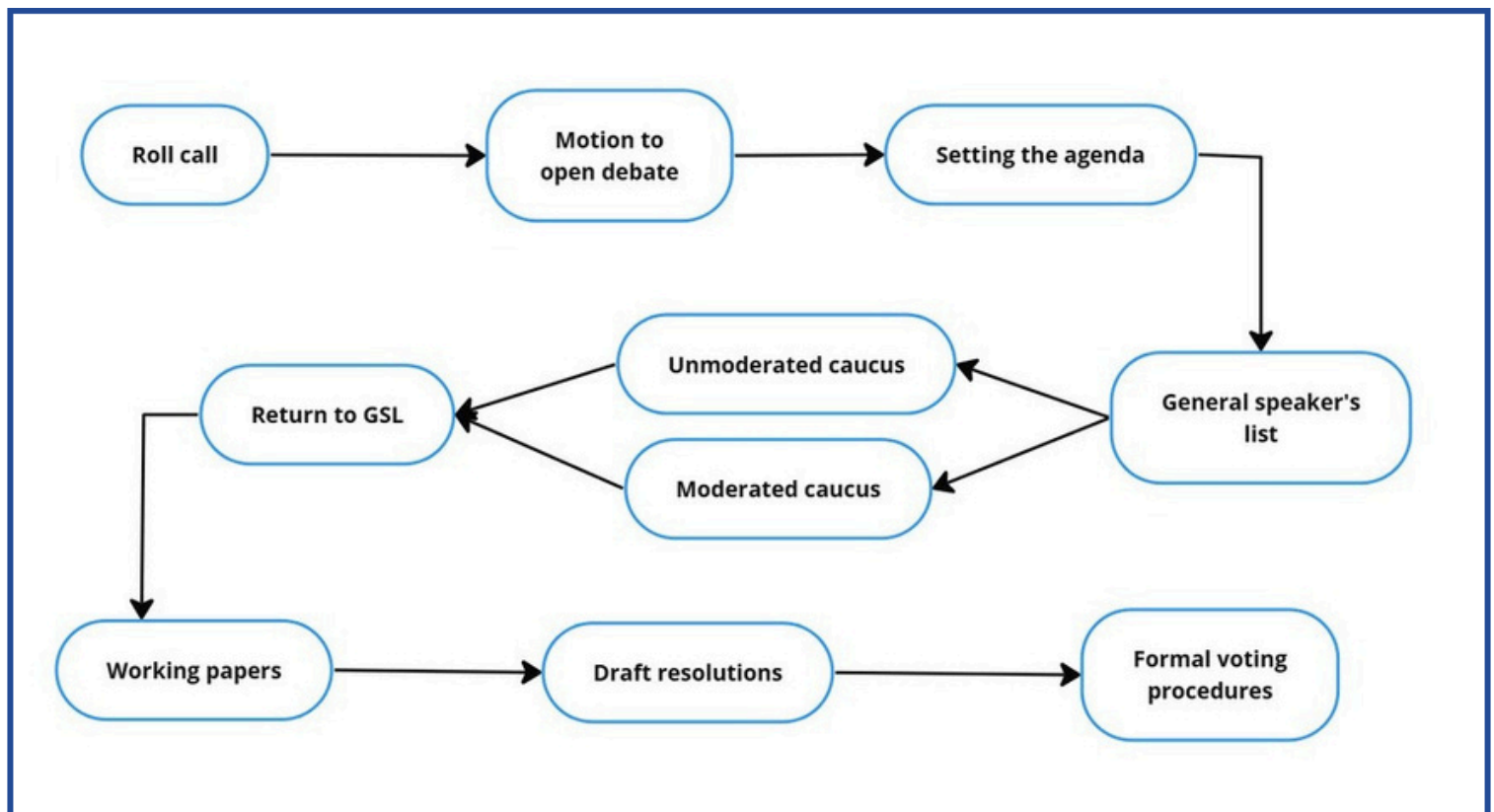
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Adjournment

After the draft resolution passes you can motion to adjourn, which closes the committee and conference as a whole.

Basic flow of debate



References:

Harvard Rules of Procedure

Wisemee