



VIDYAGYAN SITAPUR MODEL UNITED NATIONS

RULES OF PROCEDURE

CONVENTIONAL COMMITTEES



I. INTRODUCTION

To have an effective and enthralling MUN experience as it is important to have a clear understanding of the rules of the committee proceedings such as debating, drafting resolutions, and voting powers.

The VGSMUN'26 Rules of Procedure for conventional committees provide a clear and accessible framework for all delegates. Regardless of prior MUN experience, these procedures guide effective participation and engagement while upholding professionalism, order, fairness, and an inclusive environment for constructive debate and meaningful diplomacy.

II. ROLL CALL

The opening of every assembly at **VGSMUN'26** commences with the formal Roll Call, establishing the committee's baseline quorum and officially logging the diplomatic representation of every member state or portfolio.

As the Chair calls the roll, delegates must respond with one of the following official designations:

- **Present:** This means that the representative has come and preserves the right to vote, either For or Against or Abstain.
- **Present and Voting:** This means that the representative has come and decided to vote either For or Against only on the issue at hand and loses the right to abstain.

Guideline on Abstention: Declaring an abstention means choosing not to vote in the affirmative or negative, typically reflecting state neutrality, policy ambiguity, or an unformed mandate on the specific topic.

Administrative Procedures:

- **Immutability of Decision:** A delegate's initial declaration of "Present" or "Present and Voting" is final for the duration of the session and cannot be altered.
- **Late Arrivals:** Delegates arriving after roll call must advise the Chair in writing to register their attendance. Failure to do so means they remain marked absent and cannot contribute in any way.

III. GENERAL SPEAKERS' LIST

The General Speakers List (GSL) serves as the primary, continuous baseline of debate at VGSMUN'26, providing an open floor where delegates deliver overarching policy statements and outline state stances.

As the default format of debate, the GSL remains active in the background, automatically resuming whenever caucuses or motions conclude. Delegates add their names by raising their placards or sending a note to the dais, speaking for a fixed time limit (typically 60 to 90 seconds).

IV. MODERATED CAUCUS

After conducting the Roll Call procedure, it is the committee's responsibility to decide the order of the topics which will be discussed. This part of the procedure enables the committee to focus on a specific subject and ensures the discussion follows a stated order.

The Moderated Caucus Setting Process:

- **Proposing the Moderated Caucus:** A delegate can introduce a motion to decide what topic will be addressed first. The motion shall clearly indicate the related item and give a short statement on the importance of this item.
- **Discussion on the Motion:** The Chairperson will recognise delegates to take the floor from both sides of the argument concerning the item proposed for discussion. Both delegates shall deliver a short explanation of why the proposed item shall receive priority or be postponed to later.
- **The Committee Decision:** After the required speakers have spoken, the committee will hold a vote on the proposed agenda motion. The item shall require simple majority vote for approval of, unless otherwise stipulated by the Rules of Procedure.

The topic receiving approval shall constitute the committee's first substantive area of deliberation, after which proceedings may advance to the remaining agenda item.

V. LOBBYING (UNMODERATED CAUCUS)

Prior to the commencement of formal debate, delegates participate in dynamic informal discussions referred to as lobbying.

This provides an essential opportunity to:

- Build strategic cross-regional alliances.
- Bridge ideological divides and align shared goals.
- Lay the groundwork for collaborative resolution drafting.

It is a critical phase where multilateral diplomacy begins taking shape through teamwork and shared vision.

Working Paper:

It is an informal, collaborative document written by delegates to outline preliminary strategies and ideas regarding the committee's agenda item. Crucially, it contains the concrete solutions developed during moderated caucuses, effectively transforming fast-paced verbal debates into tangible policy proposals.

VI. DRAFTING AND SUBMISSION OF A RESOLUTION

Following the consolidation of working papers, delegates may proceed to draft a resolution. It formally presents the collective proposals of the sponsors and provides the basis for negotiation, amendment, debate, and voting.

A. Core Components

A Draft Resolution shall consist of the following:

- **Headings:** Indicates the committee, agenda item, sponsors, and signatories. A sponsor is one who significantly contributes to the resolution and endorses it or allows signatories to approve consideration without supporting the provisions contained therein.
- **Preambulatory Clauses:** Present the background and motivation of the resolution using relevant treaties, international events, previous actions of the United Nations, or relevant issues. Standard phrases used include "Recalling," "Recognizing," "Acknowledging," and "Deeply concerned."
- **Operative Clauses:** Provide measures to implement the agenda item discussed in the resolution. Operative clauses include the main essence of the resolution and give guidance on the actions required. Common terms include "Urges," "Recommends," "Encourages," "Calls upon," and "Requests."

B. Rules for Drafting

The following rules shall be observed by delegates:

- Use proper, official, clear, and impersonal language.
- End preambular clauses with a comma.
- Separate operative clauses by semicolons, and the last clause should end with a full stop.
- Avoid using personal pronouns like "I," "we," and "you."
- Refrain from colloquial, informal, subjective, or anecdotal expressions.
- Ensure all proposed measures remain relevant to the committee's mandate.

VII. CHITS: SILENT COMMUNICATION IN COMMITTEE

Chits are handwritten notes allowing delegates to communicate during committee without interrupting formal debate.

Chits for the Executive Board

Direct notes drafts that can be sent to the Dais to make a point, raise a concern, or draw attention to an important issue like making a statement when your name is not on the list of speakers.

Tip: Use top message and keep sentences short and formal.

Format

To: The Executive Board

From: [Your Country/Position]

Content: Your request, comment, or question

Chits for Another Delegation (through EB)

Formal notes sent to the Dais to clarify the issued statement, respond to speeches, or keep the discussion going.

Tip: Approach EB only on serious matters that require action.

Format

To: [Other Delegate's Portfolio]

From: [Your Portfolio]

Via: Executive Board

Content: Question, clarification, or short response

Direct communications between the delegations without going through EB. essential tools for real-time lobbying, building alliance blocs, and coordinating voting strategies

Tip: Use a dignified manner in all communications.

Format

To: [Other Delegate's Portfolio]

From: [Your Portfolio]

Content: Substantive point or clarification

VIII. FLOW OF DEBATE

Debate unfolds within a structured framework to maintain order and grant every delegate equal standing, whether seated in an international committee or the AIPPM.

Opening the Debate: Initiating the Speakers' List Formal discussion begins when a delegate successfully motions to open the General Speakers' List (GSL). The Chair compiles the speaking roster as delegates raise their placards to gain recognition and secure their position in the sequence.

Delivering Your Speech When recognized by the Chair, you take the floor to present your national or political leader's stance and proposals.

- Speeches run for a designated duration, typically between 60 and 90 seconds.
- Use this platform to rally support, advance policies, or challenge opposition arguments.
- Unused time at the end of your address can be managed through established yielding procedures.

Yielding the Floor Speakers finishing before their time expires choose one of three allocation paths:

- **Yield to the Chair:** Concludes your speech immediately, allowing the Chair to proceed to the next speaker.
- **Yield to Another Delegate:** Transfers your remaining seconds to an ally so they can build upon your arguments.
- **Yield to Points of Information (POIs):** Opens the floor to interactive questioning from fellow delegates, encouraging direct debate.

Points of Information (POIs) POIs are short inquiries directed at a speaker after their address, subject to Chair approval and remaining time.

- **Function:** Used to request clarification, expose argumentative flaws, or offer swift counterpoints.
- **Etiquette:** Must remain concise and courteous, strictly avoiding personal attacks or mini speeches.
- **Discretion:** The speaker retains the absolute right to accept or decline any POI.

IX. AMENDMENTS

Amendments let delegates sharpen and refine draft resolutions while debate is underway.

Types of Amendments

- **First-Degree Amendments:** Direct changes to the main resolution, such as adding, deleting, or tweaking a clause.
- **Second-Degree Amendments:** Edits made specifically to a first-degree amendment, considered only while that initial change is being debated.

Classifications

- **Friendly Amendments:** Minor, stress-free updates backed by all original sponsors that glide straight into the text with zero debate or voting.
- **Unfriendly Amendments:** Changes lacking unanimous sponsor love, requiring dedicated debate time and a winning vote to make the cut.

Procedure

- **Submission:** Every proposed amendment must be submitted in writing to the dais for review.
- **Approval:** The chair checks if the submission is in order.
- **Introduction:** Once approved, the amendment takes centre stage and is formally introduced into the committee's debate.

X. POINTS

Procedural tools delegates use to address the Chair, resolve issues, or clarify rules during a session.

- **Point of Personal Privilege:** Raised for comfort or audibility issues; the only point permitted to interrupt an active speaker.
- **Point of Order:** Raised to highlight a procedural error made by the Chair or committee.
- **Point of Parliamentary Inquiry:** Used to request clarification from the Chair regarding the Rules of Procedure.
- **Point of Information:** Raised to ask a speaker a question (if time is yielded) or to clarify factual matters.
- **Point of Clarification:** A delegate can raise this whenever they have a question or would like clarification from the delegate who has just spoken. The question can have up to two follow-ups, requiring approval from the Executive Board.

XI. MOTIONS

Motions are the engine of parliamentary debate. They are formal procedural requests raised by delegates to steer the direction of committee—whether that means launching debate, shifting discussion formats, or calling for a recess. Mastering motions is essential for maintaining order and driving your bloc's agenda forward.

Essential Types of Motions:

- **Open/Close Debate:** Kick off formal deliberations on an agenda item or seal the floor to transition directly into voting.
- **Set the Agenda:** Establish the primary topic of discussion when multiple issues compete for committee focus.
- **Moderated Caucus:** Target specific sub-topics in a structured, rapid-fire format with fixed speaking limits (e.g., *10 minutes total duration, 30 seconds per speaker*).
- **Unmoderated Caucus:** Break away from formal rules to move freely across the room, negotiate alliances, merge blocs, and draft resolution clauses.
- **Suspend Debate / Meeting:** Hit pause on official proceedings for scheduled breaks, lunch, or session recesses.
- **Adjourn Meeting:** Formally wrap up committee proceedings for the day or bring the conference to its final close.

The Mechanics of a Motion:

1. **Introduction:** A delegate raises their placard and proposes a motion when the floor is opened by the Chair ("*Motion for a 10-minute moderated caucus...*").
2. **Seconds & Objections:** The Chair asks for seconds. If supported, the Chair checks for any objections.
3. **Voting:** If an objection is raised, the committee moves immediately to a procedural vote (abstentions are prohibited).
4. **Passage Threshold:** Standard procedural motions pass by a simple majority, whereas high-impact actions like closing debate demand a strict 2/3 supermajority.

XII. VOTING PROCEDURE

Following the conclusion of debate, the committee enters the voting procedure to formally decide on the adoption of draft resolutions and amendments.

Procedure

- **Present Delegates:** Granted complete voting latitude, with options to vote Affirmative, Negative, or Abstain.
- **Present & Voting Delegates:** Bound to a definitive Affirmative or Negative position, explicitly forfeiting the right to abstain.

Role of Chair

- **Chamber Governance:** Formally sealing the room, enforcing total silence, and halting all note-passing or movement.
- **Procedural Execution:** Reading the text under consideration, systematically tallying placard votes, and declaring the outcome.

IMPORTANT

Strict Decorum: Absolute delegate silence and locked doors, with all points and motions suspended until the voting procedure officially concludes.

XIII. BUDGETING AND FUNDING IN RESOLUTIONS

If a committee passes any resolution consisting of some financial expenditure regarding funding programmes, project work, development plans etc. Following procedures are essential for effective and efficient execution---

- Demonstrating achievable and practical modes of funding
- Proposing realistic and feasible financial commitments
- Specifying organisations involved for funding support such as WHO, UNDP, UNICEF, or the world bank
- Avoid assuming over ambitious and unlimited target budgets
- EXAMPLE “Requests to world bank to allocate funding for current war expenditures in war prone landscapes”

The following statements illustrate that committee must mention specific information taking note on the mentioned modes for funding.

XIV. RULES COMMON TO BOTH NORMAL AND EMERGENCY DEBATE

MUN debates, witnessing both standard as well as emergency maintains structured rules for procedure acknowledging fairness, order, and professionalism. These rules govern interactions, voting, procedural conduct, and collaborative decision-making, while allowing the committee to respond efficiently to urgent situations.

1. Challenges

Challenges on any speech or procedure can be raised formally by delegates at the time when the violation of any rules noticed. Challenges go directly to the chair for evaluation and final ruling. Even during high-stakes emergency debates, delegates must still wait for formal recognition by the chair to ensue order is maintained.

Points:

- Should be addressed and approved by chair
- Final decision would come from chair only
- Address when violation of any procedure or rule

2. Private Bilateral Talks

During committee sessions, delegates often hold on to on discussions to negotiate, clarify their positions, and build alliances. While these bilateral talks remain confidential. The conclusion of the private talks between delegates be shared with chair. In times of emergency, talks are kept short and focused on immediate decisions accordingly.

3. Question & Answer (Q&A) Sessions

Upon yielding to Points of Information, the speaker may receive questions from the committee. Questions shall be concise, relevant, and respectful, and the speaker may choose to answer or decline them.

4. One For and One Against

Chair can deliver responsibility to any delegate for supporting a clause and one in the opposition of it to ensure a balanced debate. This ensures fair representation of all perspectives and is followed in both normal and emergency sessions.

5. Formal Voting

Formal voting shall cover draft resolutions, amendments, and emergency directives. “Present” delegates may vote in favour, against, or abstain; “Present and Voting” delegates must vote in favour or against. Voting may be by placard, roll call, or electronic means, with urgent votes expedited.

Points:

- Conducted to determine the committee’s final position on resolutions or directives.
- Initiated following Roll Call declarations.
- The Chair officially declares the results.

6. Clause-by-Clause Voting

For detailed consideration, the committee may address each operative clause of a draft resolution or emergency directive separately. Individual clauses are examined before the document is put forward for final adoption, allowing the proposals to undergo thorough discussion and evaluation.

Points:

- Applicable to both regular and emergency debates.
- Individual clauses are put to a vote.
- Allows comprehensive evaluation.

7. Majority Rules

A simple majority is sufficient for procedural motions, amendments, and other votes. Where necessary, the Chair may require a two-thirds majority for specific critical matters. Emergency votes follow the same voting requirements, though the process may be expedited.

Points:

- The Chair confirms the necessary majority before voting begins.
- Simple majority: more than half of votes cast.

8. Informal Voting

Informal votes gauge support before formal submission. Though non-binding, they help delegates build consensus, refine proposals, and assess agreement. During emergencies, they may also determine the immediate viability of urgent proposals.

Points:

- Helps assess the committee's consensus.
- Consultative and non-binding in nature.
- Assists in forming coalitions and improving proposals.

9. Tabling of Paperwork

To bring working papers, draft resolutions, or emergency directives to the floor, delegates must first submit them to the Chair for tabling. This step officially introduces the documents so the committee can debate, amend, or vote on them.

Points:

- Review and approval by chair are mandatory before bringing it to floor.
- Upholds all formatting and organizational standards.
- Includes working papers, draft resolutions, or emergency directives.

10. Joint Sessions

Several committees hold joint sessions to discuss solutions about any specific issue. All the delegates of those committees engage, collaborate, and discuss for fair decisions after voting. During emergency debates, joint sessions allow coordinate responses at the time of crisis affecting several committees.

Various committees come together for discussions. Voting is involved to ensure fair and equal representation. Strengthens coordination across committees during crises.

XV. CONCLUSION

Rules and procedures of the MUN are established to maintain respect, structured and effective diplomacy, cooperation, and smooth running of the event.

By understanding and following these guidelines, delegates of all experience levels can participate with confidence, contribute effectively, and gain the full benefits of a professional simulation of international diplomacy.