



-NMMUN 25'-

Rules of Procedure

This document provides the rules that will control how all of the general committee organs, commissions, and organisations will be simulated during the NMMUN'25. These guidelines are only to be interpreted by the Secretary-General and the Organizing Committee. Thus, in order to guarantee that our MUN runs well, all participants are expected to follow the established rules of procedure. We thank you for your kind cooperation.

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.

Roles in a MUN conference

Delegate

A delegate at a Model United Nations conference is a participant who represents a country other than their own and deliberates on issues from the country's perspective, rather than the delegate's. In other words, during the conference, a delegate will act as an accredited diplomat of the nation or organization they are representing, debating the topic of the committee/council they will be assigned to while adhering to the Rules of Procedure.

Chair

A Chairperson is in charge of the overall supervision of the Council/Committee to which they have been appointed. Prior to the conference, all Chairpersons are responsible for preparing the background Guides, correcting the delegates' Position Papers, and assisting delegates in general with their preparation. During the conference, Chairpersons chair and supervise all committee sessions, ensuring that they run smoothly.

Security

The Security is stationed in the committees to ensure that the conference runs smoothly and that no misbehavior occurs during the council's proceedings. Furthermore, the security will accompany a delegate outside the conference room for any reason.

Runner

The Runner is stationed in the committees to ensure proper moderated communication amongst the various delegates and have the responsibility of carrying diplomatic notes between delegates.

NMMUN 25' has 13 Councils

S.No	Council
1	UNSC- United Nations Security Council
2	Lok Sabha
3	UNHRC- United Nations Human Rights Council
4	UNODC- United Nations Office on Drugs and Crimes
5	IMF- International Monetary Fund
6	UNEP- United Nations Environment Programme
7	WHO- World Health Organization
8	SAARC- South Asian Association for Regional Cooperation
9	FIA- Fédération Internationale de l'Automobile
10	UNCSW- United Nations Commission on the Status of Women
11	UNOOSA - United Nation Office for Outer Space Affairs
12	BOARDROOM
13	FCC- Fictional Crisis Council

Rules

Dress Code Policy

Model United Nations conferences are formal gatherings, and attendees are expected to dress professionally and modestly. All participants, are to dress professionally. Delegates who violate the code will be asked to leave the conference and will only be allowed to return if they are dressed appropriately.

Ladies

A blouse, sweater, or button-down shirt of any kind is appropriate. Dresses are also appropriate as long as they are not revealing and should be strictly below the knee. Skirts must be worn with pantyhose/stockings and should not be more than two inches above the knee. No T-shirts, jeans or shorts. Slacks and suit-pants are acceptable. High heels are not allowed.

Gentlemen

Men should be dressed in a formal suit, shirt, tie, or similar alternative i.e. blazer or jacket with formal trousers. No jeans or shorts. No hats or caps are allowed. No sandals or sneakers allowed, shoes worn must be strictly formal.

Points

Points are used by the delegates to communicate with the chairs. They include clarification of council procedure, questions, or points made for the purpose of personal comfort. Points are entertained only when the floor is open for any 4 points or motions, never in the middle of a delegate's speech (with the exception of the point of personal privilege). Points are never voted upon; however, the chair may decline a point if necessary. The different points include:

1) **Point of Personal Privilege:** This point is raised when the delegate is experiencing some personal discomfort. This point may be raised by a delegate when a chair/delegate is inaudible, the room is too cold/hot, or they have to use the washroom. This is the only point that can interrupt a speaker while they are speaking.

2) **Point of Order:** When a delegate feels as though the chairs have made an error in the council proceedings or when they feel the need to factually check a statement made in council, they may raise a point of order.

3) **Point of Parliamentary Inquiry:** This point is raised when a delegate has a doubt about the rules of procedure, wants to clarify a topic, or the council schedule. A point of parliamentary inquiry is a doubt regarding the council proceedings, or ROP, whereas a point of order is a correction in the council

proceedings.

4) **Point of Information:** A POI may only be raised after a delegate's speech and is never directed toward the chairpersons. It is a question regarding the topic on which the delegate has spoken.

Order of Disruptiveness of Motions

From most disruptive to least disruptive-

1. Motion to suspend the meeting
2. Motion to close the debate
3. Motion to adjourn the debate
4. Motion to resume the debate
5. Motion to introduce draft resolution
6. Motion for an unmoderated caucus/challenge
7. Motion for a moderated caucus
8. Motion to extend a caucus

1. Motion to Suspend the Meeting

- a. To bring the meeting to a temporary halt at the end of a committee session.
- b. It is raised when the floor is available to do so, and the delegate should specify how long the meeting will be suspended for.
- c. Subjected to a procedural vote without speakers
- d. This motion is used to propose short session breaks, such as lunch or the end of each day's sessions.
- e. If the chairs believe that it is not yet time to suspend a session, they may declare the motion to be out of order. It is not possible to appeal the chairs' judgement.
- f. Additionally, the meeting may at any point be temporarily suspended by the chairs.
- g. The Meeting may be automatically suspended with the direction of the Secretary-General and a selected member of the Secretariat.

2. Motion to Close the Debate

- a. Requests putting an end to all debate-related activities and starting the vote process for all draft resolutions.
- b. Subjected to a procedural vote without speakers.

c. Passes by a two-thirds majority.

3. Motion to Adjourn the Debate

- a. Requests that the debating process stop at the time of the motion.
- b. If the Motion is approved, all discussion on the agenda item is considered completed, and it is dismissed.

4. Motion to Resume the Debate

- a. Calls for the debate to resume after it was previously suspended.

5. Motion to Introduce Draft Resolution

- a. Requests for the introduction of a delegate's draft resolution.
- b. Raised once a minimum number of signatories have been obtained and the resolution has been drafted by blocs.
- c. Following the raising of the motion, the operative clauses are read aloud, seconds and objections are entertained, and the motion is submitted to a procedural vote.

6. Motion for an Unmoderated Caucus

- a. Requests the council to move into an unmoderated caucus session.
- b. Delegates are required to outline the caucus' objectives and time limit.
- C. The motion will then be subject to a procedural vote without speakers.
- d. A special form of the Unmoderated Caucus is that of a 1v1, also known as a Challenge.

7. Motion for a Moderated Caucus

- a. Requests the committee to move in to a moderated caucus session.
- b. Delegates are required to outline the caucus' objectives, total time limit, and individual speakers' time i.e., "Motion to open a moderated caucus to discuss _____ for the time duration and time per speaker _____." (Max 1 minute)
- c. The motion will then be subject to a procedural vote without speakers.

8. Motion to Extend Caucus

- a. After the total time for the Unmoderated Caucus has elapsed, delegates can raise this motion to extend the time limit by no more than the original length.

b. Once the total time for the Moderated Caucus has elapsed, the delegates can raise a motion to extend it by a given time that does not exceed half the original time.

9. Motion to Reorder Draft Resolutions

- a. Requests for the reorder (as per the proposer's will) of the draft resolutions on the floor for voting procedures.
- b. This motion will be subject to a procedural vote without speakers.

10. Motion to Split the House

- a. In the likely event of a tight vote, or even a tie, this motion forces all those who have abstained to vote "for" or "against," resulting in the resolution's success or failure.

11. Motion for Roll Call Vote

- a. Requests that voting order be made in the alphabetical order of the nations represented in the council.
- b. This motion will be put to a procedural vote without speakers.

12. Motion for Question-Answer Session

- a. Requests that voting order be made in the alphabetical order of the nations represented in the council.
- b. This motion will be put to a procedural vote without speakers.

13. Motion to Reconsider a Draft Resolution

- a. Requests for a particular draft resolution to be brought up again for discussion and a second vote after all other draft resolutions on the floor have been discussed and decided.
- b. This motion will be put to a procedural vote without speakers.

14. Motion to Appeal the Decision of the Chair

- a. Requests to review a specific decision made by the chair when a delegate believes it is unfair or biased.
- b. The chair will be allowed a minute to reply when this motion is raised.
- c. All seconds and objections will be entertained for this motion. If there are no seconds, the judgement is upheld, and the council continues as usual.
- d. If a chair is appealed twice, the subject will be brought to the Secretariat, and

the Secretary General's judgement will be final and binding. 8

e. The following decision of the chairs cannot be appealed:

- i. Decision of chair to grant Panel of Authors.
- ii. Decision of chair to set speaking time.
- iii. Ruling of chairs on points of order.

15. Motion to Set the Agenda

a. Once quorum has been reached, this motion must be made. The delegate is required to identify the agenda item they wish to address.

Caucusing

Moderated Caucus

When the floor is open, a motion for a moderated caucus is permissible. In a moderated caucus, the chair will, at their discretion, call on Delegates to speak. The Delegate introducing the Motion shall state the object of the Motion, shall set the time limit for the Caucus (not to exceed twenty minutes, including motions to prolong the Caucus), and shall set the time limit for each speaker.

There won't be any speakers during the procedural voting on the motion. It is not possible to appeal the chair's decision to rule the motion out of order. The motion's presenter will have the choice to speak either first or last during the Caucus at the beginning of the meeting.

Unmoderated Caucus

When the chairs open the floor, any delegate may put forth a motion for an unmoderated caucus at any time. The motion will be put to a procedural vote once the delegate specifies the caucus' topic, time limit, and number of speakers. This motion may be discarded by the chairs if they deem it irrelevant, and this decision is final. 9 After the motion has been approved, the chair will call for those delegates who want to participate in the unmoderated caucus to raise their hands. The formal debate will then be suspended by the committee, and the speakers will be able to speak freely about their topics.

Follow Up

The delegate has the option to ask the chair for a follow-up shortly after making a point of information. If the speaker, in the opinion of the delegate, has not

sufficiently answered the delegate's point of information, the delegate may move to challenge or for a question-and-answer session.

Yields

Yielding simply means transferring the floor. The different types of yielding are as follows:

1. **Yield to Another Delegate:** Any remaining time will be given to another Delegate, who may not yield any remaining time to a third Delegate.
2. **Yield to Points of Information:** Only one question will be allowed per questioner, who will be chosen by the chair. Only at the chair's discretion may additional questions be asked. Only the speaker's answers to questions will be deducted from the speaker's remaining time.
3. **Yield to the Chair:** When a delegate has done speaking and does not want to yield to another delegate or to questions, they should yield to the chair.

Right to Reply

The right to reply is a response allowed by the chair if a comment made by another delegate affects the integrity of a delegate. To raise this, a delegate must raise their placard and state, "right to reply." The Reply, if granted, will take the form of a thirty-second speech.

Procedural Votes

Votes pertaining to the council's procedures are referred to as procedural votes. During a procedural vote, each member has one vote. By raising their placards, the delegates can declare their votes. A simple majority is required unless explicitly stated. No delegate may abstain from voting on procedural matters.

Substantive Votes

Substantive votes are those referring to draft resolutions and amendments. While voting on substantive matters, delegates can vote "in favor", "not in favor", or can "abstain". However, delegates that stated "Present and Voting" during the roll call cannot abstain.

Procedure

Roll Call

The Roll Call is carried out at the beginning of the committee and after any

breaks. The chairperson will call out the names of each represented country to which the respective delegate may respond “present” or “present and voting”.

Present: Delegates who state present do not need to vote on motions or resolutions, but must vote on procedural motions.

Present and Voting: Delegates who state present and voting must vote in favor or against every motion or resolution. They cannot abstain or pass.

Quorum

A session may be declared open by the chair only if the quorum is met (at least $\frac{2}{3}$ of the committee is present). The total number of countries present will be established by the chairpersons during the first session via a Roll Call.

Opening Speech

After setting the quorum, the committee moves onto opening speeches. Chairs proceed to the opening speeches in alphabetical order by country name. Delegates are given 90 seconds to read out their opening speeches unless the Chairs decide upon a different time limit for their councils.

Setting the Agenda

The first task of the committee will be to consider the order in which the items in the agenda will be discussed by setting the agenda. This can be done by raising a motion to set the agenda. If there are no objections, it will be adopted and if there are seconds and objections, the order will be set via a procedural vote.

Lobbying and Merging

Lobbying is extremely important to improve your resolution and to avoid repeated resolutions. Forming a bloc is an essential for success as a delegate in an MUN. A bloc is a group of countries with common interests who have formed an alliance. During lobbying, you must form blocs and discuss your resolution with your ally countries so that you can improve it by adding their clauses or merging your resolution with theirs’. This is very important as you need the support of allies in passing your resolution. It is your aim to find delegations who agree with your resolution or at least with certain clauses. When the lobbying and merging process is finished, the final draft resolution shall be submitted to the chairs. Delegates are reminded to strictly avoid any

plagiarism.

Draft Resolution

Any delegate involved in the execution of a Draft Resolution will become a sponsor of the Draft and thus, part of the Panel of Authors. For a Draft Resolution to be introduced in the committee, it must be signed by at least 1/5th of the committee. Signatories don't have to support the draft resolution but 12 must sign the draft with the primary intent of having it debated and voted upon during the proceeding of the council. A request for the removal or addition of a sponsor may be raised by a delegate at any time during the debate procedures. Addition of a sponsor will require consent of prior stated sponsors. Signatories, however, do not. The request may be submitted to the chair of the council and the request is subject to the chairs' consent. In the case that a Draft Resolution loses all its sponsors or does not have the minimum number of signatories, it is considered withdrawn.

Format of a Draft Resolution:

i) Heading:

NMMUN 2025, Name of Committee

Issue: The topic of debate

Main Submitters: List of sponsoring countries

Signatories: List of signatories

ii) Preamble:

The purpose of a preamble is to show that there is a problem that needs to be solved by the world community. Certain words and phrases are customary to be used within a Preamble. Each phrase starts with a particular word or phrase and ends with a comma. The opening word or phrase of each phrase should be underlined and boldened. The list of opening phrases is as follows:

Introductory Preambulatory Clauses

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

iii) Operative Clauses:

The proposed solution in a draft resolution is presented in sequentially numbered operative clauses. These clauses may recommend, urge, condemn, encourage, or request certain actions, or state a favorable or unfavorable opinion regarding the existing situation. Each operative clause calls for a specific action. The action may be as vague as denunciation of a certain situation or a call for negotiations, or as specific as a cease-fire or a monetary commitment for a particular project. The list of Operative clauses is as follows:

Introductory Operative Clauses

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

Introduction of Draft Resolution

1. A delegate may introduce a draft resolution to the entire committee after it has received the required number of signatures.
2. Upon receiving approval from the chair, the delegate may raise a motion to introduce a draft resolution before the committee.
3. The motion's author then reads the resolution's operative clauses, and the committee takes seconds and objections. (Chair's Discretion)
4. This is put to procedural vote without speakers (Chair Discretion). After passing, the Panel of Authors take over the debating process with the sponsor or the main submitter always being the first speaker.
5. Only one draft will become the official resolution of the council/committee and that shall be determined by a substantive vote from the members of the house.

Debate

The main submitter will read the resolution's operative clauses to begin the debate. He or she will then have two minutes to talk about the resolution. The primary submitter can then either yield their time to the chair or yield the floor to a co-submitter. The chair will next ask the delegates for any speeches in favor of or against the motion. There should be at least two proponents and two opponents of each resolution that is proposed. Every speaker is required to take at least two points of information.

There are some guidelines that must be followed during debate. Be courteous at all times and avoid offending other delegates if they disagree with you. To

speak, a delegate needs the Right to have the Floor, or an appropriate point or motion. Otherwise, they must remain calm and should not disrupt the other delegates. Delegates are required to be attentive while something is being said or asked in the council. And most importantly, delegates must not argue with their Chair. The Chair's decision is final and incontestable. Delegates must be fully equipped to defend their resolution when one of their fellow delegates doubts its tenets. When responding to their queries, be courteous, formal, and provide a complete response.

Amendments

Amendments are any additions, deletions, or changes that are made to a draft resolution's operative clauses or subclauses. They must be submitted to the Chairperson for approval but do not require any signatories. On approval, a sponsor may formally introduce the amendment to the committee when the floor is open. All votes done on amendments come under the category of substantive voting and the sponsors or signatories are not forced or obliged to support the amendment. Although second degree amendments are out of order, a previous successful amendment may be further amended but must be done so through a separate amendment.

Panel of Authors

A Panel of Authors simply refers to the sponsors of a draft resolution who help carry out procedures relevant to their draft. Their work includes, but not limited to:

1. Taking the floor to participate in a moderated caucus for at least 10 minutes after the sponsor.
2. The Chairs may, at their discretion, allow delegates to participate in a 15-minute session to entertain points of information. (Speakers may be chosen by the Chair)

Delegates are reminded that the Panel of Authors' responses are limited to answering queries about their draft and do not serve as a forum for discussion on the agenda item's overarching concepts or guiding principles.

Voting

Once the discussions on all draft resolutions have concluded, the committee will move into voting on the drafts. The procedure shall comprise two rounds.

Delegates may cast their votes using the following phrases:

- “Yes”- In favor.
- “No”- Not in favor
- “Yes, with rights”- in favor and willing to justify why the resolution should be passed via a 30 second speech. This speech takes place in the second round. Only those who are voting against their country's stance/policy can vote with rights.
- “No with rights”- Not in favor and willing to justify why the resolution shouldn't pass via a 30 second speech. This speech takes place in the second round. Only those who are voting against their country's stance/policy can vote with rights.
- “Abstain”- This vote is neither in favor nor against, but a neutral one.
- “Pass”- The delegate wishes to be the last to cast their vote. They must vote yes, no or abstain when the chair comes back to them. This is done in the same round.

Note: If a delegate responded with Present and Voting during Roll Call, they cannot Abstain and must vote either in favor of or against the resolutions.

PREPARATION

1. OPENING SPEECH

The floor will be opened for opening speeches as soon as the roll call has concluded. As a delegate, the opening speech is your best friend in creating a great first impression and evaluating the confidence and preparedness of your council members. In the opening speech, the delegate

addresses themselves as the delegation of their respective position for the first time on the floor. Within 90 seconds of the time 17 provided, the opening speech must encompass the involvement and actions taken from the nation's point of view to tackle the issues being discussed. Exemplary opening speeches will be provided by the chairs.

Content

The opening speech must begin by showing diplomatic courtesy to the chairs and other members of the council through formal salutations. Ensure that you refrain from using personal pronouns right from the beginning. It is safe to prepare the speech for 80-85 seconds. Within that time, the delegate may discuss their nation's take on the issue, the impact that the issue has on it, and the actions taken against/ for the issue. The involvement of reliable statistics and reports in many councils is helpful. Delegates are advised to keep their speeches to the point and not dwell on extraneous information, considering other members of the council are also aware of the issue that is being discussed. It is also important that the delegate must refrain from offending other members of the council here. Overall, the delegate is encouraged to use the opening speech to establish their active participation, knowledge of the topic, and their stand on the issue.

Delivery

We encourage the delegates to practice their speeches beforehand to familiarize themselves with the content to tackle any apprehension of public speaking. Delegates are free to use a comfortable style of speaking that reflects their own personalities, as long as they remain diplomatic. Practice maintaining eye contact, fluctuating your tone, and avoiding being monotonous so that your audience is engaged in your speech.

Tips

- Note down important points during research, to compile later for your speech.

- Time your final speech and ensure it does not exceed 90 seconds.
- Ensure that your speech is unique to your work as a delegate.
- Keep the speech simple and coherent.
- Practice your speech beforehand
- Maintain eye contact.
- Don't be rigid, let your body speak with you.
- Use voice modulations accordingly.
- Try to memorize your speech or speak spontaneously, avoid reading the entire speech.
- Refer to the prepared pointers for extra confidence.

2. Position Paper

A position paper is a document of the delegates' research on the issue from the point of view of their nation. The common layout of position papers is a maximum of two pages for each topic discussed in the Committee, single-spaced, with size 11, Arial font. Position Papers start with a header stating the country being represented, the committee, and the topic. In the position paper, the delegate may discuss the history of the issue and its relevance in their respective country. The delegate is expected to conclude the position paper with effective solutions for the issue as a representative of their country in the United Nations. It is important to note that plagiarism is disapproved of and must be kept to a minimum. Due date for the position paper is 23rd October. Failure of submission of the position will result in the delegate losing their eligibility to achieve council awards. Exemplary position papers will be provided by the chairs for your reference.

3. Resolution

Resolutions represent the committee's final attempt to draw together the interests of many competing nations into a comprehensive solution that serves the interests of the collective world community. From the procedural perspective, the resolution is the formal document upon which the committee will act via the amendment and voting processes. A Resolution is a complex document that follows a strict format and reflects the negotiation, debate, and innovative proposals that the committee has produced. A team effort from all the delegates through the compilation of their country's strengths must reflect in the resolutions. In a bloc, the resolution has a main submitter and other

co-submitters who must be involved in its making. A good team spirit is important to ensure that the resolution is reliable, well-written, and devoid of errors. Exemplary Resolutions and a list of Preambulatory and Operative Clauses shall be provided by your chairs during lobbying & merging if required for drafting a resolution.

Tips

- Ensure that every clause and phrase has a purpose
- Consider the existing technological and sustainable advancements to back up your resolution.
- Keep in mind that an ambiguous, unenforceable resolution is useless.
- Avoid referring to old resolutions, let your creativity do the work.
- Avoid resolutions that depend entirely on its main submitter, rather use the resources and technology of each country in the bloc
- Verify that the resolutions consider the welfare of the international community.
- Certify that the quality of the resolutions is at par with the standards of the United Nations.

AWARDS

Here at NMMUN'25, we are delighted to appreciate the exceptional delegates with various awards. We welcome friendly competition that encourages each delegate to display their best performance. At NMMUN'25, our main goal is to provide a diplomatic learning environment for everyone, however, we also believe it is important to recognize the efforts of outstanding delegates with tokens of our appreciation. We encourage each delegate to understand that the purpose of Model UN is to put out their best work and have a motivating educational experience, rather than fixating on achieving awards.

NMMUN'25 desires that each delegate portrays the following attributes-

- Flexibility in their propositions to accommodate international welfare.
- Altruistic team spirit and faithful leadership.
- Energetic participation throughout the council.
- Confidence, preparedness, and deep knowledge of the topics.
- Adheres to the Rules of Procedure

- Remains diplomatic and respectful of national policies
- Brings uniqueness and creative thinking to the table.
- Prioritises the quality of their performance.
- Constructs an Opening Speech, a Position Paper, and a Resolution that reflects their extensive research.
- Contributes to an environment for friendly competition, growth, and learning.
- Respects the personal boundaries of all and refrains from hostile behavior in competition.