



# HANDBOOK

## ACMUN'26

# RULES OF PROCEDURE

Rules of Procedure (ROP) refer to the formal conduct and procedure that delegates are required to follow during the conference. It is essential to adhere to these rules and maintain decorum for constructive debate and smooth flow of the committee. For this conference, we will be adhering to the UNA-USA format of rules of procedure.

## Begin formal session

How to raise it? : “The Delegate of [portfolio] puts forward a motion to begin the formal session.”

## Setting the Agenda

How to raise it? : “The delegate of [portfolio] puts forward a motion to set the agenda as [Agenda of the Committee]”.

## Roll call

How to raise it? : “The Delegate of [portfolio] raises a motion to begin a roll call”.

When your allotted country is called upon during the roll call, you have two options: “present and voting” or simply “present.”

(Note: If a delegate says “present and voting”, they cannot abstain from voting of the resolution at the end of committee.)

Note: The above three motions need not be raised by the delegates, as the EB does them by it’s discretion. However if the EB requires you to raise those motions, please do so.

## Quorum

It refers to the minimum required presence of delegates in the house before proceedings can start. It is generally one fourth of total strength, although it is subject to change.

## Voting

Voting is of 2 types: Procedural and Substantive.

- ☐ Procedural voting requires a simple majority, which is set at 50%+1 of committee strength. Procedural Voting is used in cases such as voting upon motions, and Right to Reply.  
Eg: If a committee has 100 members, the simple majority is set at 51 votes.
- ☐ Substantive voting requires a special majority of 2/3rd of the committee. This is primarily used in voting upon a resolution.  
Eg: If a committee has 100 members, the special majority will be set at 67 votes.

## Motion

Note: The following motions shall be voted upon in Committee, and only if passed by a simple majority ( one more than half the members present in Committee) will they be debated on. However, the EB can pass/fail motions based on EB’s discretion if they deem it necessary.

The type of motion depends on what the committee wants to do at that particular time. It can be a motion to start the GSL, Moderated caucus, unmoderated caucus, round robin, debate on the crisis, adjournment of the session or even a motion to entertainment.

### ☐ General Speaker’s List (GSL)

Committee generally begins formal debate by starting the ‘GSL’ (General Speaker’s list).

It serves the purpose of allowing a delegate to express their stance on the agenda. A speaker is permitted to speak for 90 seconds in a GSL. If time remains he/she may “yield” the time to the Executive Board(EB) or to the Committee. The Committee may pose questions or comment upon the speech made. The Delegate may also yield the time to another delegate, allowing them to speak for the remainder of the time period. If the delegate yields the time to the EB, the EB has the power to decide what is to be done with

the delegate's remaining time; the delegate may entertain either questions directly by the EB or POs from other delegates. The EB may negate the time remaining as well.

**A GSL is non-exhaustive** (that is, it may be renewed or resumed on any occasion the EB sees fit).

How to raise it? : "The Delegate of [portfolio] would like to raise a motion to enter formal debate and start the General Speakers' List, giving [time] seconds per speaker."

#### □ **Moderated Caucus (Mod caucs)**

This motion is raised when the committee wants to debate on a specific subject that falls within the scope of the agenda of the Committee.

How to raise it?: "The Delegate of [portfolio] would like to raise a motion to suspend formal debate and move into a Moderated Caucus on the topic [topic] for a time period of "x" minutes allotting "y" seconds per speaker.

Note: The EB may accept three Moderated Caucus topics, and ask the committee to vote upon them in the "Order of Disruption" (decreasing order of total time period).

The total time period may be 10, 15, or 20 minutes, while the time period per speaker may be 30, 60 or 90 seconds.

In case a delegate is not recognized to speak, he/ she can send in their points through substantive chits.

Format of substantive chit:

**Substantive chit**

To: Executive board

From: Delegate of [portfolio]

- These must include points of substantive nature
- That have not been addressed in committee

Motion to Extend Moderated Caucus: This is to talk more on the previous moderated caucus topic once the allotted time has elapsed. The extension cannot be for longer than half the total time period of the original moderated caucus.

How to raise it?: "The Delegate of [portfolio] proposes a motion to extend the moderated caucus on the topic [topic] for a time period of [time] minutes"

#### □ **Unmoderated Caucus (unmods/ unmod caucs)**

This motion is proposed when delegates wish to move into an informal session, to discuss the Committee Roadmap, working paper/ draft resolution or any such matters. Such informal sessions may be used by delegates to lobby and form blocs.

How to raise it? : "The Delegate of [portfolio] would like to raise a motion to suspend formal debate and move into an unmoderated Caucus for the time period of [time] minutes." The Unmoderated Caucus can be extended the same way as the moderated caucus.

#### □ **Round Robin**

This is a motion where all the delegates of the committee have to give a speech on the topic to be discussed upon. Usually done in order to give solutions, however a round robin can be held at any point of time in the committee. Delegates can collectively agree upon doing a round robin during their Unmods and a delegate can raise it, when asked to raise a motion by the chair.

How to raise it?: “The delegate of [portfolio] would like to raise the motion to start a round robin on the topic [topic] giving [time] seconds per speaker.

Note: In round robin per speaker time is 90 seconds by default, however you can change that while you’re raising the motion by following the above format.

#### □ **Adjourning session**

This motion ends the session for that particular day.

How to raise it?: The delegate of [portfolio] would like to raise a motion to adjourn session. ”

### **Order of Disruption**

It depends on the descending order of the total time period in case of Mod caucs. For example, if four motions are raised, one being a round robin, the second an unmod, the third a mod cauc for 20 minutes and the fourth being a mod cauc for 15 minutes, then, by Order of Disruption, the unmod is voted upon first, followed by the round robin if it fails, then the mod cauc for 20 minutes is voted upon, and if all of them fail then the mod cauc of 15 minutes is voted upon. If all motions that were raised fail in committee, the committee reverts to formal debate, that is, the GSL. After a few GSLs the Chair would expect you to raise more motions and pass them this time.

### **Points**

#### 1) Point of Parliamentary Enquiry

This point is raised by a delegate to clarify anything regarding the rules of procedure or to know the status of the committee (For example: to know which delegate is speaking next/ if the EB is accepting more speakers)

How to raise it? : “The Delegate of [portfolio] would like to raise a point of a parliamentary enquiry.”

#### 2) Point of Personal Privilege

This point is raised by a delegate to address a personal issue, express any discomfort (Eg: Ask another delegate to repeat a point in their speech or to be excused from the committee).

How to raise it? : “The Delegate of [portfolio] would like to raise a point of personal privilege.”

#### 3) Point of Order (POO)

This point can be raised by a delegate to point out logical or factual inaccuracies in the speeches of other delegates. It may not interrupt a speaker, and shall be raised after a speech, when the EB asks for points.

a.Factual inaccuracy: When a delegate makes a factually incorrect statement in his/her speeches, and another delegate wishes to point out the inaccuracy.

Eg: A Delegate states that the Prime Minister of the UK is Alexei Navalny. Another delegate may raise a POO, stating that a factual inaccuracy has been made by the [incorrect delegate], quote the inaccuracy, and state the fact: The Prime Minister of the UK is Rishi Sunak.

b.Logical fallacy: When a statement made by a delegate is not logically sound, another

delegate may raise a POO, state the logical fallacy, and if asked to elaborate, explain the logical fallacy.

Eg: A Delegate states that “Israel is attacking Palestine because the country hates Islam”. Such points are subjective in nature, as a particular delegate may believe the point to be logical, while others may not.

Thus, delegates may be asked to elaborate upon the said logical fallacy by the EB.

**Note:** Points of Order cannot be made against a speech made in the GSL.

How to raise it? : “The Delegate of [portfolio] would like to raise a point of order, factual inaccuracy/ logical fallacy”.

#### 4) Point of Information (POI)

This point is raised when a delegate wishes to ask questions on another delegate's speech, or comment upon the same. POIs can be raised only on a speech made in the GSL, and can be raised only on the Chair's discretion.

How to raise it? : “The Delegate of [portfolio] would like to raise a point of information”.

If the delegate is not satisfied with the answer to their POI, he/she may request the EB to permit a follow-up question immediately after the response.

How to raise it? : “The Delegate of [portfolio] would like to raise a follow-up question”

(Note: Follow-up questions can be denied if the Chairperson feels so).

If a delegate wishes to raise a POI/POO, or convey anything to the Executive Board, it can be done via chit, by using the following format :

POINT OF INFORMATION/POINT OF ORDER (not required if it is a direct message to the EB) TO: Delegate of [country you wish to question]

VIA: Executive Board (TO: Executive Board if directly to them)

FROM: Delegate of [portfolio]

**\*\*state the question\*\***

**Right to Reply:** Raised when a delegate feels that another delegate has offended the sentiments of/insulted the former's country. The two delegates will be given two minutes each of uninterrupted speech in the Committee. The delegates will be given a maximum time period of 5 minutes, to prepare their speeches, with the offender defending their statements and the offended giving proper reasoning as to why the statement made was offensive and wrong.

- ☐ The committee then decides upon which delegate is justified by voting in favour of the delegate they support.
- ☐ The delegate who gets the lesser number of votes is “gagged” or suspended (removed from Committee) and not allowed to attend for a short time period of a few minutes (EB's discretion) following which he/she is allowed to return to Committee.

## Press Conference

The Head of the International Press questions may range from matters of foreign policy, the agenda itself or controversial actions by the respective nations of the delegates, with the intended purpose being to test the depth of the research and knowledge of the delegates.

They can ask questions based on current affairs related to the delegate's country, the comments and the statements the delegate made in committee, the problems faced and decisions made by your country with respect to the agenda at hand, etc.

Delegates need to be aware of their country's stance, their relations with other countries, etc..

When it comes to delegates that are representing people, like the Lok Sabha and HCCC, they need to know their person's stance on the agenda, and everything that relates them to the same.

## RESOLUTION

A resolution or “reso”, is a comprehensive document that recognises the various facets of the agenda at hand, condones or condemns certain actions, and presents solutions that could be implemented by the international community to solve the issue being debated. Thus, it stands as the end product of the deliberations that have taken place in the committee.

Resolutions may be unanimous, where the entire committee has come together to make a single resolution, or “Bloc-wise”, where certain delegates with similar ideologies collaborate with each other to form a “Bloc” that prepares and presents a resolution, with several such blocs possibly being created.

Parties to the resolution(s) are of two different types:

Sponsors: Sponsors are those delegates who have contributed majorly to the resolution. These delegates’ portfolios/countries must be in agreement with all clauses of the resolution. The sponsors are called upon to present the resolution, and talk on the resolution. The number of sponsors is usually kept between 2 and 4; the exact number will be informed to the committee on the day of the conference.

Signatories: Signatories are those who would like to see the resolution discussed in front of the committee. A signatory does not necessarily agree with the resolution, just wants to see it be debated. A delegate can be a signatory to more than one resolution. Resolutions must have at least 1/3rd of the committee's strength as signatories to be able to present them to the committee.

The resolution(s), once presented to the EB, is reviewed by the EB, during which the EB may question the sponsors

A resolution is one run-on sentence punctuated by colons, semicolons and commas, and is ended by a period. It has two parts- the preambulatory clauses and the operative clauses.

- Preambulatory clauses (preambs): These clauses are included in the first part of the resolution, preceding the operative clauses. They are contextual, that is they are used to acknowledge the need for discussion on the given agenda, discuss the history of the problem and past actions taken to resolve it. They are brief and cannot be amended. Each preamb is ended with a comma.  
Some common preambulatory clauses are: Affirming, Alarmed by, Approving, Aware of, Declaring, Emphasising, Recalling, Reaffirming
- Operative clauses: These clauses are included after the preambs and constitute a bigger part of the resolution. They are active clauses that offer solutions to the problem at hand. They describe multilateral action, creation, or involvement of global or local agencies, details of new policy, improvements on existing policy and create legally binding agreements on member nations. They basically outline the rights and responsibilities of committee members. They must be numbered and each operative clause ends with a semicolon.

Some common operative clauses are:

|            |                         |            |
|------------|-------------------------|------------|
| Accepts    | Directs                 | Proclaims  |
| Adopts     | Emphasizes              | Reaffirms  |
| Agrees     | Encourages              | Recommends |
| Appeals    | Endorses                | Reminds    |
| Approves   | Expresses appreciation  | Repeals    |
| Authorizes | Expresses hope          | Requests   |
| Calls upon | Invites                 | Resolves   |
| Commends   | Notes                   | Suggests   |
| Considers  | Notes with approval     | Supports   |
| Decides    | Notes with concern      | Takes note |
| Declares   | Notes with satisfaction | Urges      |
| Determines |                         |            |

## Resolution Format

### **Draft Resolution Example**

Sponsors:

Signatories:

*To the Human Rights Council,*

Preambulatory Clauses must be added here,

- 1) Operative Clauses follow the preambulatory clauses.

Points to be kept in mind: \_\_\_\_\_

- 1) Every preambulatory clause ends with a comma (,)
- 2) Every Operative clause ends with a semicolon (;)
- 3) Every sub-clause to a resolution should end with a comma (,) till and unless it is the last sub-clause to the main clause, it shall end with a semicolon (;)
- 4) Every main clause before starting with a sub-clause should have a colon (:)
- 5) Full stop at the end of the resolution. If a fullstop is added anywhere other than the ending of the resolution, the points right after the full stop will neither be considered nor be discussed in committee.

An amendment to a resolution is in the form of an edit, addition, or deletion to the resolution that has been presented to the committee. This is usually sent to the chairs after the resolution has been discussed and through a motion, the committee is in an amendment session. If more than 1/3rd the number of a resolution's total number of operative clauses are accepted as amendments, the resolution will be scrapped. When an amendment is presented to the chairs, the sponsors of the resolution will be given the option to either accept it as friendly or unfriendly. A friendly amendment is automatically accepted, and the content that was aimed to be changed, added or deleted is done as such. An unfriendly amendment means that the committee will vote, to decide whether or not the change shall be made. This is done through a simple majority vote.

- 1) (To introduce Resolution) the delegate of [portfolio] would like to raise a motion to introduce \*RESOLUTION NAME\*
- 2) (Amendments) the delegate of [portfolio] would like to raise a motion to move into the amendment session for \*RESOLUTION NAME\*
- 3) (To vote on the resolution) the delegate of [portfolio] would like to raise a motion to table the \*RESOLUTION NAME\* for the voting procedure.