

The Thorough Guide to Model UN Rules of Procedure

I. Opening the Debate

The conference session begins with the establishment of the committee's attendance and agenda.

1. Roll Call

Term	Definition	Context & Expansion
Roll Call	The procedural opening where the Chair calls the name of each country portfolio.	This is the first official business. Delegates must wait to be called.
Response: "Present"	Establishes the delegate is in the room.	Allows the delegate to vote on procedural matters and resolutions, but they retain the right to <i>Abstain</i> on substantive matters.
Response: "Present and Voting"	Establishes the delegate is in the room and waives the right to abstain on substantive votes.	This is a strategic choice, indicating a strong commitment to voting either <i>Yes</i> or <i>No</i> on all draft resolutions.
Quorum	A minimum number of delegates must be present (usually one-third or one-half) to conduct official business and a two-thirds majority to vote on substantive matters.	Quorum is established after the Roll Call, confirming the committee is officially ready to proceed.

2. Setting the Agenda (Motion for the Order of Topics)

Term	Definition	Context & Expansion
Setting the Agenda	The process of determining the order in which the committee's two or three main topics will be debated.	Delegates debate which topic is more urgent or beneficial to start with.
Motion Required	A delegate must raise a formal "Motion to Set the Agenda" specifying the desired topic order.	Example: <i>"The Delegate of [Country] moves to set the agenda to Topic Area B first, followed by Topic Area A."</i>
Voting	Requires a Simple Majority (50% + 1) of all delegates present to pass.	If multiple motions are made, the committee votes on them in the order they were proposed.

3. Recognition of Speakers

The first item debated is the first topic on the agenda. The Chair immediately opens the **General Speakers List** (GSL) to begin substantive discussion.

II. Speaking and Debate Formats

These formats dictate the structure, time, and flow of discussion.

1. Speakers List (General Speakers List - GSL)

Term	Definition	Context & Expansion
Speakers List (GSL)	An ordered, continuous queue of delegates wishing to make a general statement on the current topic.	This is the default debate format. Delegates add their name by raising their placard after the list is opened. Once a name is removed (after speaking), they may add it again.
Purpose	To lay out the country's official position, introduce	The GSL remains open and dictates the debate flow

	solutions, and respond to general debate points.	unless a motion for a caucus is passed.
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2. Moderated Caucus

Term	Definition	Context & Expansion
Moderated Caucus	A structured, timed debate format on a specific sub-topic or question.	Motion Required: Delegates must move for this, specifying the <i>Total Time</i> and the <i>Individual Speaking Time</i> .
Syntax	<i>"The Delegate of [Country] moves to suspend formal debate and enter a Moderated Caucus for a total of 10 minutes, with individual speaker time of 30 seconds, to discuss the sub-topic of 'Financing Sustainable Development Goals'."</i>	
Voting	Requires a Simple Majority to pass.	
Key Feature	The Chair selects speakers, allowing rapid, focused discussion on a narrow issue, which is essential for advancing concrete ideas.	

3. Unmoderated Caucus

Term	Definition	Context & Expansion
Unmoderated Caucus	An informal period where delegates may leave their seats and move freely to	Motion Required: Delegates must move for this, specifying only the

	negotiate, form blocs, and collaboratively draft working papers.	<i>Total Time.</i>
Syntax	<i>"The Delegate of [Country] moves to suspend formal debate and enter an Unmoderated Caucus for a total of 15 minutes."</i>	
Voting	Requires a Simple Majority to pass.	
Key Feature	This is the most crucial time for resolution writing and collaboration. No formal speaking occurs; all work is done through direct negotiation.	

III. Communication and Yields

1. Communication Through Note-Passing

Receiver	Purpose	Notes
Other Delegates	Negotiation, alliance building, coordinating voting strategies, sharing draft resolution language, and passing information discreetly.	Notes are crucial for tactical, real-time collaboration during formal debate. They must be respectful.
The Executive Board (Chair)	Substantive Chits: Asking the Chair procedural questions or requesting clarification on a speech.	Often used to ask if a specific clause is considered illegal, or to ask a speaker a clarifying question they forgot to yield to.
Via the Executive Board	Points of Information	This ensures the Chair

	(POIs) or Replies: The Chair may use a note to relay information or a decision to a specific delegate.	maintains control over the information flow.
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2. Yields on the Floor

After a speech (usually in the GSL), if a delegate has remaining time, they must specify their yield.

Yield Type	Action	Strategy
Yield to the Chair	The remaining time is returned to the Chair and is effectively lost.	Used when the delegate feels they have made their point concisely and do not want to risk questions or collaboration.
Yield to Another Delegate	The remaining time is given to a <i>specific, named</i> delegate.	Used to show pre-planned collaboration, extend a block's argument, or launch an attack on an opposing bloc. The second delegate <i>must</i> accept the yield.
Yield to Questions (Points of Information)	The delegate opens the floor to questions from other delegates for the remaining time.	Used to show confidence in the country's position and engage directly with opposition. The Chair selects which delegate asks a question.

IV. Key Motions and Points

1. Key Motions (Require a Second and a Vote)

Motion	Purpose	Voting Requirement	Context
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Motion for Caucus	Request either a Moderated or Unmoderated Caucus, specifying time and purpose.	Simple Majority	Essential for moving out of the GSL and into negotiation or focused discussion.
Motion to Adjourn Debate	Propose to end debate on the current topic. If passed, the committee moves immediately to voting procedure.	Two-thirds Majority	Used when the committee believes enough debate has occurred and working papers are ready to be voted on as draft resolutions.
Motion to Adjourn/Suspend Meeting	Propose pausing the session (suspend, e.g., for lunch) or ending it for the day (adjourn).	Simple Majority	Standard break procedures.

2. Points (Procedural Inquiries or Requests - Do not require a vote)

Point	Purpose	Interruption Rule	Context
Point of Personal Privilege	Addresses a matter of personal comfort or necessity (e.g., cannot hear the speaker, room temperature).	Immediate (if urgent, such as inability to hear).	This is the only point that can interrupt a speaker.
Point of Inquiry	Requests clarification from the Chair regarding the rules of procedure.	Cannot interrupt a speaker. Must be raised after the speaker finishes.	Used if a delegate is confused about a motion or a procedural ruling.
Point of Information	Poses a direct question to a	Only permitted if the speaker has	The question must be concise and

	delegate who has just finished speaking.	explicitly yielded their time to questions.	related to the speech's content.
Point of Order	Immediately points out that the rules of procedure are being violated by the Chair or another delegate.	Can interrupt a speaker only if it relates to an error in the rules being followed.	Must refer strictly to procedure, not to the content of a speech (which would be a Point of Information).

V. Documentation: The Written Record

These are the written documents produced by delegates to formalize their positions and solutions.

Document	Purpose	Creation
Position Paper	A pre-conference document presenting the official stance of the delegate's country on all agenda topics.	Individual Portfolio (before the conference).
Working Paper	A preliminary, informal document outlining proposed solutions. It is the precursor to a Draft Resolution.	Collaborative Blocs (during unmoderated caucus). It is not voted on.
Draft Resolution	A formal document, introduced after debate and negotiation, outlining the proposed solutions and actions. It is the final proposed solution.	Collaborative Blocs (must have a minimum number of signatories to be submitted).
Press Release	A document created by the committee's press team/journalists, usually summarizing the debate	Press team (throughout the conference).

	and decisions made for external audiences.	
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VI. Voting Procedures

The final stage of debate where the committee formally adopts or rejects a proposed solution.

Procedure	Detail	Context
Establishing Quorum	A minimum number of delegates (usually two-thirds for substantive votes) must be present for a resolution vote to be valid.	Checked by the Chair before voting begins.
Voting on Resolutions	Each operative clause is read, and the final resolution is voted on.	Requires a Simple Majority (50% + 1 of those voting Yes/No) to pass.
Voting Responses	Yes: Supports the resolution. No: Opposes the resolution. Abstain: (Only if the delegate responded "Present" at roll call) Delegate takes no official stance.	
Right of Reply	A request to respond to a personal or national insult made during debate. It is granted at the discretion of the Chair.	Can be requested only after the offending speech is completed.
Right of Appeal	A delegate may appeal the Chair's ruling to the entire committee if they believe the Chair has made a procedural error.	A vote is held on whether to uphold or overturn the Chair's decision (usually requires a majority to overturn).

VII. Code of Conduct and Decorum

Rule	Detail	Enforcement
Official Language	English is typically the official language of the committee, and all proceedings must occur in that language.	The Chair will rule any delegate out of order for speaking another language during formal debate.
Professional Attire	Delegates are expected to dress in formal/professional attire (Western Business Attire) at all times.	Reflects the seriousness of the diplomatic discussions.
Executive Board	The Chairperson has complete control of the proceedings, moderates formal and informal debate, and enforces the rules.	All procedural matters are subject to the discretion of the Chair. The Chair can suspend or dismiss delegates for severe breaches of decorum.
Decorum	Maintaining respect, professionalism, and adherence to the rules.	The Chair will often call "Decorum, Delegates!" to restore order and attention.