

## RULES OF PROCEDURE

1. **ROLL CALL**-There are two options, *PRESENT* or *PRESENT AND VOTING*,

If the delegate says *PRESENT*, then it is not compulsory for them to vote in the final documentation. If the delegate says *PRESENT AND VOTING*, then it is compulsory for them to vote in the final documentation.

2. **MOTIONS**-These are basically methods of moving the committee forward,

2.1. *MOTION TO SET THE AGENDA*-“The delegate of XYZ country would like to raise a motion to set the agenda for the committee as \_\_\_\_\_”

2.2. *MOTION TO ESTABLISH THE GENERAL SPEAKER’S LIST(GSL)*-“The delegate of XYZ country would like to raise a motion to establish the General Speaker’s List for each speaker’s time being \_\_\_\_\_(30-120 seconds)”

2.3. *MOTION TO MOVE INTO A MODERATED CAUCUS*-“The delegate of XYZ country would like to raise a motion to suspend the formal debate and move into a moderated caucus on the topic \_\_\_\_\_ for total time \_\_\_\_\_(5-20 mins) and each speaker’s time being \_\_\_\_\_(30-120 seconds)”

2.4. *MOTION TO MOVE INTO AN UNMODERATED CAUCUS*-“The delegate of XYZ country would like to raise a motion to suspend the formal debate and move into an unmoderated caucus for the total time being \_\_\_\_\_(5-20 mins)

3. **GSL**-This is the basic formal debate, in which all delegates are required to give their speeches upon their country’s stance on the agenda and can also include anything which is directly/indirectly related to the agenda. In this there are also the provision of yields, so basically for example the each speaker’s time is 90 seconds, and the speaker, speaks for 70 seconds then they need to utilise the left 20 seconds as well, for which they have 3 options, first, *YIELD TO EB*, in this the delegate gives those 20 seconds to the executive board, and they can utilise this time in any way they wish to. Second, *YIELD TO ANOTHER DELEGATE*, in this delegate can give their remaining 20 seconds to a delegate of some other country, and then that delegate can utilise that time to give their speech, but for this provision to be utilised the other delegate should be pre informed, third, *YIELD TO POINTS OF INFORMATION*, in this the delegate can open the floor for questions pertaining to their speech, their country’s stance or country’s policies

4. **POINTS**-If any delegate wishes to speak something in the committee, other than their speech, in that case they have the provision of these points. There are four points basically:

First, *POINT OF PERSONAL PRIVILEGE*, if any delegate is facing any issue, any personal discomfort, these can be addressed to the executive board via the

**POINT OF PERSONAL PRIVILEGE**

Second, *POINT OF PARLIAMENTARY ENQUIRY*, if any delegate is having any procedural doubts, these can be asked from the EB via this point

Third, *POINT OF ORDER*, there are two types of Point of Orders, first Point of Order on the EB, for example if the EB makes any mistake with regards to the ROPs in that case the delegate can raise a Point of Order on the Executive Board, in the following format, "The delegate of XYZ country, would like to raise a Point of Order on the Executive Board, the Executive Board did \_\_\_\_\_(wrong thing), whereas this should have been done \_\_\_\_\_(right thing)". Second, Point of Order on a factual inaccuracy, for example a delegate quotes something that is factually incorrect, in that case a Point of Order can be raised in the following format, "The delegate XYZ country said " \_\_\_\_\_(wrong thing)" whereas the correct statement is \_\_\_\_\_(correct thing)"

Fourth, *POINT OF INFORMATION*, it has already been described in the GSL section, in brief, the Point of Information, is used for raising questions upon other delegate's speeches.

\*\*\*\*(ALL THE POINTS ARE VALID IN THE FORMAL DEBATE(GSL), IN THE MODERATED CAUCUS ONLY THE POINT OF PERSONAL PRIVILEGE IS VALID, HOWEVER THE EB SHALL ACCEPT POINT OF ORDERS TOO)\*\*\*\*

5. **MODERATED CAUCUS**-These are the informal debate, in which delegates speak upon the sub-topics of the main agenda.

6. **UNMODERATED CAUCUS**-These are also part of informal debate, in this delegates can discuss upon the topics for the MODERATED CAUCUS, or even discuss things about the documentation process