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VEDANT 2025



RULES OF PROCEDURE BJMC MUN'25

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General Rules

1. **Scope:** The Committee Chair will be the final authority on what procedure to follow if a situation arises that has not been addressed by the Rules of Procedure. At the discretion of the Chair or Secretariat, these rules can be modified to better facilitate healthy debate, and any adjustment of the rules will be declared clearly to the entirety of the committee and will take precedence over any rules written in this document.
2. **Language:** English will be the official language used in the ICMUN, in all documents and debates the English must be used.
3. **General Power of the Committee Staff:** The Chair has total control of the procedure of the meeting and any motion, the Chair is responsible to direct the flow of debate, grant the right to speak, ask questions, announce decisions, rule on points of order, and enforce adherence to these rules.
4. **Quorum:** It's the minimum quantity of delegates that are needed to start the conference.
5. **Courtesy and Delegate Conduct:** Every Delegate must be respectful and courteous with Conference members. If someone is being disrespectful, the Chairs must be contacted to take the appropriate action. ICMUN will have zero tolerance for slandering, disparaging, or any other respectful act.
6. **Absence:** If a delegate doesn't appear during the Conference, it won't be receiving the certifications and awards. Just in case he or she sends a note to the chair justifying the absence.

Debate

Following the setting of the agenda, a motion to open discussion is made. This motion is not debatable and must be approved by a simple majority. If a motion to open debate is approved, a new, continuous Speakers List is created, which is used to hold general debate. Except when superseded by procedural motions, amendments, or the adoption of a draught resolution, this Speakers List will determine the order of speakers for all discussion on the Topic Area. Speakers may address any working paper or draught resolution currently on the floor as well as speak broadly on the Topic Area under consideration. Once adopted, a draught resolution stays

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on the floor and can be discussed until it fails, the Committee postpones debate on it, or the Committee moves on to the next Topic Area.

Moderated Caucus

The aim of a moderated caucus is to promote constructive debate at crucial points in the debate. In a moderated caucus, the Chair may temporarily exclude himself or herself from the Speakers List and invite members to speak at his or her discretion. Although the Chair is only allowed to call one speaker at a time by default, he or she can build a list of up to five speakers at any time. The Chair cannot compile a list of all moderated caucus speakers.

A motion for a moderated caucus is permissible at any time the floor is open, prior to the conclusion of debate. The delegate who proposes the motion must clarify its intent briefly and set a time limit for the caucus, not to exceed twenty minutes, as well as a time limit for individual speeches. The Chair may rule that such a motion is dilatory, and his or her decision is not appealable. The motion will be voted on immediately after it is raised, with a simple majority of members necessary for passage. The Chair will rank the motions in descending order of duration if there are several moderated caucuses. Moderated caucuses of the same duration will be ranked by the number of speakers in descending order. Moderated caucuses that only vary in subject will be ranked in the order in which they were proposed. During a moderated caucus, no motions are permitted between speeches. If a delegate who has been recognised to speak during a moderated caucus does not discuss the subject of the moderated caucus, the delegate's speech would be considered out of order. If no delegate wants to speak during a moderated caucus, the caucus will be adjourned immediately.

A moderated caucus can be extended once, but only after the caucus has ended, and the total duration of the caucus and its extension cannot exceed 20 minutes. During moderated caucuses, delegates cannot use their available speaking time.

Unmoderated Caucus

Prior to the close of debate, a delegate can move for an unmoderated caucus at any time while the floor is open. The delegate who makes the motion must set a time limit for the caucus that

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does not exceed twenty minutes. The motion will be put to a vote immediately and will pass with a simple majority. Where there are several unmoderated caucuses, the Chair ranks the motions in descending order of length, and the Committee members vote accordingly. The Chair has the authority to rule the motion dilatory, and his or her decision is not appealable. An unmoderated caucus can only be extended once, and the total duration of the unmoderated caucus and its extension cannot exceed twenty minutes.

Consultation of the Whole

Delegates may move for a Consultation of the Whole, in which the rules of parliamentary procedure are suspended and an informal discussion takes place in the committee room, at the discretion of the Chair. Speaking times and speaker order are decided ad hoc at the informal discretion of the delegates and, eventually, the moderator. The motion must define a time limit and a subject of discussion for the consultation of the whole, not to exceed ten minutes. The motion will be put to a referendum, and it will be approved by a simple majority. During the implementation of this motion, delegates who do not wish to speak are required to remain seated and to be respectful of speakers at all times. The Chair has the authority to rule the motion dilatory or to end the Consultation of the Whole at any time for any reason, and his or her decision is not appealable. A Consultation of the Whole, like unmoderated caucuses, can only be extended once, and the total time cannot exceed twenty minutes.

Suspension/Adjournment

The termination of the meeting means that all Committee activities will be postponed until the next meeting. The meeting's adjournment means that all Committee activities will be postponed for the remainder of the Conference. Whenever the floor is open, a delegate can move for the meeting to be suspended or adjourned. The Chair may rule certain motions dilatory; these decisions are not appealable. When such motions are in order, they will not be debated but will be voted on immediately, barring any motions that take precedence, which will require a simple majority to pass.

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A motion to adjourn is out of order if it is made before three-quarters of the time allocated for the Committee's last meeting. In the event of a true emergency declared by the Secretary General, Secretariat representatives, or Committee Staff, debate will be immediately suspended with no exceptions.

Closure of Debate

When the floor is open, a delegate can move to end debate on the substantive or procedural issue at hand. Delegates can move to end general debate, debate on the agenda, or debate on an amendment. When debate on the subject under consideration is completed, this motion has the effect of the committee voting on draught resolutions. Any motion to close debate can be ruled dilatory by the Chair, subject to appeal. When a motion to end debate is made, the Chair may

consider up to two speakers who are opposed to the motion. There will be no speakers in support of the motion.

The vote of two-thirds of those present and voting is needed to end the debate. If no speakers object to the closing discussion, the Committee Chair may ask the delegates if they have any objections to voting by unanimous consent. If no objections are raised, the motion to end debate will be automatically adopted, and the Committee will proceed to the substantive voting process.

Postponement and Resumption of Debate

Whenever the floor is open, a delegate can move to postpone debate on a current draught resolution, amendment, or issue. The motion, also known as "tabling," would require a two-thirds vote to pass and will be debatable with one speaker in favour and one opposed. There will be no debate or action on any draught resolution, amendment, or issue on which debate has been postponed. A motion to reopen debate on an amendment, proposed resolution, or issue that has been postponed would require a simple majority to pass and will be debatable to the degree of one speaker in favour and one speaker opposed. The results of the postponement of discussion can be reversed if the debate is resumed.

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Reconsideration

When a draught resolution or amendment has been accepted or rejected, a motion to reconsider is required, and it must be submitted by a member who voted with the majority on the substantive proposal. The Chair may consider up to two speakers who oppose the motion, in which the motion will be voted on immediately. Reconsideration requires a two-thirds vote of the members present. If the motion is approved, the Committee will vote again on the proposed resolution or amendment being reconsidered without further discussion.

Appeal

Only procedural issues may be appealed, not substantive ones. A delegate can appeal any procedural decision made by the Chair, unless the rules of procedure specify that it cannot be appealed. A decision may only be appealed by the delegate immediately after it is released. The delegate will be given thirty seconds to clarify why the appeal was made. The Chair may make a brief statement in defence of the ruling. The appeal will then be put to a referendum, and the Chair's decision will stand unless overruled by two-thirds of those present and voting. It is never possible to appeal the Chair's decision not to sign a draught resolution or amendment. A “Yes” vote indicates approval for the Chair's decision, while a “No” vote indicates opposition to that decision.

Speaker's List

The Committee shall maintain an open Speakers' List for the Topic Area being addressed at all times. The Chair may either set a speaking time or consider motions to do so. Separate Speakers' Lists will be created as required for procedural motions and amendment debate. A member can add his or her name to the Speakers' List by submitting a written request to the Chair, given that the member's name is not already on the Speakers' List, and may delete his or her name from the Speakers' List by submitting a written request to the Chair. The Chair can summon members who wish to be added to the Speakers' List at any time.

The names of the next few representatives to speak will always be posted for the Committee's convenience. The Speakers' List for the second Topic Area will not be available until the Committee has moved on to that subject. The Committee's default activity is the Speakers' List.

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If there are no resolutions on the floor, the discussion then returns to the Speakers' List. A motion to close a Speakers' List is never appropriate.

Time Limits on Speeches

The Chair has the authority to restrict the amount of time allocated to each speaker. The time limit will be set at ten seconds. When a delegate exceeds his or her allotted time, the Chair may immediately call the speaker to order. The Chair, on the other hand, has the discretion to allow a delegate to finish his or her thinking before calling the delegate to order. This rule is intended to account for conference attendees' varying levels of English fluency.

Yields

At the end of his or her speech, a delegate who has been given the right to speak on a substantive issue can yield in one of three ways: to another delegate, to questions, or to the Chair. At the end of his or her address, a delegate must announce some yield.

● **Yield to another delegate:** The delegate will be given his or her remaining time. If the delegate recognises the yield, the Chair must remember him or her for the remainder of the period. Turning over the floor to a co-delegate from the same member country is not considered a yield. The second delegate who speaks will not yield to the first delegate.

● **Yield to Questions:** The Chair will choose the questioners, who will be limited to one question each. Follow-up questions will be permitted only at the Chair's discretion. The Chair has the authority to summon any delegate whose query, in the Chair's opinion, is rhetorical, leading, and/or not intended to elicit details. Only the speaker's responses to questions will be counted against the allotted time.

● **Yield to the Chair:** If the delegate does not want his or her speech to be interrupted, such a yield should be made. After that, the Chair will pass on to the next speaker. There is only one yield permitted per speech (no yields on yielded time). If the delegate is speaking on a procedural issue, no yields are permitted. By the end of his or her address, a

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delegate must announce some yield. And if a delegate's time is up, he or she must still yield. Yields are only needed when a speaker is on the Speakers' List.

Right to Reply

A delegate whose personal or national reputation has been called into question by another delegate can exercise his or her Right of Reply only in writing to the Committee staff. The Chair will grant the Right of Reply at his or her discretion; this decision is final. A delegate who has been given the Right of Reply will not address the Committee unless the Chair requests it. A Right of Reply to a Right of Reply is invalid.

Points and Motions

1. Point of Personal Privilege: When anything happens that hinders the Delegate and Chair's participation in the Conference, like an unstable internet connection or any other personal issue, a Point of Personal Privilege should be raised. Should not be raised by interrupting a delegate unless unavoidable. This point does not need to be seconded or voted upon for it to pass since it doesn't affect the entire committee.

Example: The Delegation of China raises a Point of Personal Privilege.

2. Point of order: You may raise a Point of Order when someone in the Conference unfollows the rules and procedures. It is preferable to wait for the chair to point it out, but in case that doesn't happen, a delegate is allowed to interrupt someone already speaking.

Example: The Delegate of Norway would like to raise a Point of Order concerning (reason)

3. Point of Inquiry: It is used to request a clarification of the status of a meeting and questions directly to the Chairs about terms used or confusion regarding the rules of procedure. Do not interrupt the speakers.

Example: The Delegate of KSA would like to raise a Point of Inquiry regarding (question)

4. Point of Information: This point can be used to interrupt a speaker to raise a question or objection but not during their protected time.

Example: Delegate of Japan raises a Point of Information to Colombia: (question)

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5. Motion for Right of Reply: It is a formal request to reply to another delegate that has directly addressed you in a way that is either personally insulting or is a breach of your country's sovereignty. It is usually requested in writing to the Chairs.

Example: Jordan motions for the Right to Reply to the Delegation of Pakistan.

6. Motion to Moderated Caucus: It is a way to raise or continue a moderated discussion, where the Delegates give the country's stance about a very specific aspect of the topic at hand in a determined period. To request a Moderated Caucus it needs to inform a total time and the purpose, then, if the motion is approved, a speaker list will be formed. For a Moderated Caucus to pass and discussion to open, a simple majority vote is required.

Example: Italy motions to move into a Moderated Caucus to discuss the impacts of the COVID-19 pandemic in the European economy with individual speakers time (60 - 90 - 120 seconds) and total speakers time being (10 - 20 minutes).

7. Motion to Unmoderated Caucus: It is 10-20 minutes, requested for informal discussions among the delegates. The debate is no longer productive or a topic has been discussed and blocs need to form for a working or resolution paper. The chair will request a vote for the motion to pass.

Example: The Delegate of Mexico would like to raise a motion for 20 minutes of Unmoderated Caucus.

8. Motion to Move into Voting Procedure: When a Delegate feels the topic has already been well discussed, It is possible to request a Motion to Move into Voting Procedure for a vote on whatever is being debated.

Example: Algeria motions to move into Voting Procedure.

9. Motion for a break-time: This motion can be raised any time after a Moderated Caucus is done and discussed and the committee feels the need to refresh or plan further. A specific amount of time needs to be put forward and a simple majority vote passes the motion.

Example: The Delegate of Sudan would like to raise a Motion for a 20-minute break

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Working Papers

Delegates may submit working papers for consideration by the Committee. Working papers are intended to assist the Committee in its deliberations and formulation of draught resolutions, and they do not have to be written in draught resolution format. Working papers are not official documents and can be delivered in any format authorised by the Chair, but they must be copied and circulated with the Chair's signature. Delegates may consider the working paper introduced and begin to refer to that working paper by its assigned number once it has been circulated. Working papers do not require signatures or approval votes. Motions are not used to add working papers.

Draft Resolutions

When a draft resolution receives the Chair's approval and is signed by 20 members of the General Assembly, 10 members of the Economic and Social Council and Regional Bodies, or 5 members of the Crisis Committees, it can be adopted. Signing a draft resolution does not imply approval for it, and the signatory has no further rights or responsibilities. Signing a draft resolution only shows a desire for it to be debated in Committee.

Draft resolutions have no official sponsors. Any draft resolution should include a list of signatories in alphabetical order. A draft resolution must be approved by a simple majority of the members present. Each Topic Area can only have one draft resolution passed. Following the passage of a draft resolution, the voting process will be terminated, and the Committee will proceed directly to the second Topic Area (in accordance with the rules regulating the setting of the agenda).

Introduction to Draft Resolutions

A delegate(s) may move to introduce a draft resolution after it has been accepted as stated above, copied, and circulated. Each motion will call for the introduction of one draft resolution. The order in which draft resolutions are adopted determines the order in which they are voted on in the substantive vote. If time allows, the Chair will read the draft resolution's operative clauses. Following that, a procedural vote is held to decide if the proposal will be introduced. If the

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motion receives the requisite simple majority, the draft resolution will be considered adopted and on the floor.

At his or her discretion, the Chair may make a brief presentation of the resolution in a manner decided by the Chair. Alternatively, the Chair may, at his or her discretion, respond to any clarifying questions about the draft resolution. During any presentation or clarification period, any substantive points will be ruled out of order, and the Chair can end any of these periods for any reason, including time constraints. At any given time, more than one draught resolution can be on the board.

A draft resolution will stay on the floor until discussion on that particular draft resolution is adjourned or a Resolution on that Topic Area is passed. Delegates may then refer to the draft

resolution by its assigned number during debate on draft resolutions, which follows the general Speakers' List for that Topic Region. A draft resolution may not be referred to by a delegate until it is officially adopted.

Amendments

Delegates may amend any introduced draft resolution by adding to, inserting into, deleting from, or revising parts of it. At any given time, only one amendment can be added. An amendment requires the Chair's approval as well as the signatures of 12 members of the General Assembly, 5 members of the Economic and Social Council and Regional Bodies, and 3 members of the Crisis Committees. Amendments to amendments are not permitted; however, an amended portion of a draft resolution can be amended further. Amendments have no designated sponsors. There can be no friendly changes since there are no official sponsors of draft resolutions.

If an amendment submitted includes a typographical mistake, the revised version should be submitted to the Chair only and should not be distributed to the whole committee. The Chair will, at his or her discretion, announce the changes made in the revised edition. Preliminary phrases/ Preambulatory Clauses can not be modified. The final vote on the amendment is substantive; NGOs and Observer Nations will be barred from voting on amendments.

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- While the floor is open, a motion to add an agreed amendment will be made. Following this motion, the Chair will, if time permits, read the amendment aloud. The motion will be approved by a simple majority. The general debate will be halted, and a Speakers' List for and against the amendment will be created.
- A motion to close debate will be in order after the Committee has heard from two speakers in support of the amendment and two speakers in opposition, or from both speakers on both sides if either or both sides only have one speaker wishing to talk.
- The Chair will consider up to two speakers opposing the motion to close debate, and closure requires a two-thirds vote. If no one speaks in opposition to the motion to close debate, the motion passes by unanimous consent, and no vote on the motion to close debate is needed.
- When discussion on the amendment is completed, the Committee will vote immediately. Amendments must be approved by a simple majority. Amendment votes are substantive votes.
- Following the vote, the debate will continue in accordance with the general Speakers' List.

Procedural Voting

It is considered ceremonial to vote on anything other than draught resolutions and amendments. All procedural motions must be voted on by any member of the committee, including representatives of Accredited Observers and NGOs in the chamber, and no abstentions will be permitted. A simple majority is reached when there are more "Yes" votes than "No" votes. A two-thirds majority would necessitate at least twice the number of "Yes" votes as "No" votes.

Substantive Voting

Voting on draught resolutions and amendments is considered substantive voting. After concluding discussion on the general Topic Area, the committee will move on to practical voting

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procedures on resolutions. The chambers are already locked, and no interruptions will be permitted. Motion to Divide the Question, Motion to Reorder Draft Resolutions, and Motion for a Roll Call Vote are the only motions that will be allowed.

If no such motions are presented, the Committee will vote on all draft resolutions in the order in which they were submitted. Each member will have one vote in substantive voting. Each vote may be a 'Yes,' a 'No,' or a 'Abstain.' Abstaining members are not deemed to be voting and are deducted from the quorum when determining a simple majority. Until a motion for a roll call vote is approved, all issues will be decided by a display of placards.

A simple majority necessitates a greater number of "Yes" votes than "No" votes. The voting process is closed after every Resolution has been passed, as only one Resolution can be passed per Topic Region. NGOs, Observer Nations, and Third Party Actors would be unable to vote on draught resolutions or amendments. The five permanent members of the Security Council have the authority to veto any meaningful vote. A “No” vote by one of the Security Council's five permanent members is considered a veto, and the proposed resolution can not pass if it receives a veto.

Voting by Unanimous Consent

The Committee Chair has the right to ask his or her representatives whether there are any objections to a vote by unanimous consent before starting the vote on a specific motion, draft resolution, or amendment. If no committee member objects, the resolution will be automatically adopted without a vote by the committee. If there is an objection to voting by unanimous consent, the committee will vote as normal.

Reordering Draft Resolutions

A Motion to Reorder Draft Resolutions will be in order only after the voting process has begun and before voting on any draft resolutions has begun. If the motion receives the requisite simple majority, the Chair will take all motions to reorder draft resolutions and vote on them in the order in which they were presented. Voting will proceed until either a motion succeeds with a simple majority or all motions fail, at which point the Committee will enter voting procedure, voting on

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the draft resolutions in the order in which they are presented. For each round of voting, only one motion to reorder draught resolutions will be approved.

Division of the Questions

Following the conclusion of debate on any subject, a delegate may move that the operative sections of a draft resolution be voted on separately. Preambulatory and sub-operative clauses can not be changed by query division.

● To begin, a motion to divide the question in general (divide the question at all) is appropriate. After that, a vote would be taken to determine whether or not to split the issue at all. The motion should be discussed to the point of having two speakers for and two speakers against it, followed by an immediate procedural vote on that motion.

● If the motion receives the requisite simple majority, the Chair may take motions on how to divide the issue and prioritise them from most extreme to least severe. If the motion fails, voting will resume, and no further motions to split the issue are permitted.

● The motions would then be voted on by the Committee in the order set by the Chair. If no division is created, the resolution remains unaltered. Once a division with a simple majority has been passed, the draught resolution will be split, and a separate procedural vote will be held on each divided portion to decide whether or not it is to be included in the final draft resolution.

● If all of the substantive proposal's operative sections are refused, the proposed resolution is deemed rejected as a whole.

● Parts of the draft resolution that are later approved will be reassembled into a final text. The final text, along with the other draft resolutions, will be put to a meaningful vote in the appropriate order.

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Roll Call Voting

A delegate can request a roll call vote after the debate on a draft resolution has concluded, or for some other substantive vote. Only for meaningful votes is a roll call vote needed. A motion for a roll call vote from the floor can be made and passed without a vote if seconded by 20 members of the General Assembly, 10 members of the Economic and Social Council and Regional Bodies, and 5 members of the Crisis and Historical Committees.

- The Chair will call members in alphabetical order, beginning with a randomly chosen member, during a roll call vote.

- Delegates can vote "Yes," "Yes with Rights," "No," "No with Rights," "Abstain," or "Pass" in the first series. Delegates who vote "Yes with Rights" or "No with Rights"

reserve the right to justify their vote only when voting against their country's policy. A delegate can only justify an affirmative or negative vote, not an abstention from voting.

- A delegate who voted "Pass" in the first sequence of the roll call must vote (i.e. cannot abstain or pass) in the second sequence. The same delegate could not request the right to justify his or her vote more than once.

- The Chair will then call for votes to be changed; no delegate will request an explanation if he or she did not request one in the previous two sequences. All delegates who demanded the opportunity to justify their votes will be given time to do so. The Chair will set the speaking time, which will not exceed thirty seconds.