



# GENERAL ASSEMBLY RULES OF PROCEDURE

*Official Committee Handbook*

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## ARTICLE I: PURPOSE OF COMMITTEE

General Assembly committees exist to simulate the diplomatic, procedural, and deliberative processes of the United Nations General Assembly. Delegates are expected to represent the policies, interests, and geopolitical positions of their assigned Member States while engaging in structured debate and multilateral negotiation.

The purpose of committee is to:

- Debate international issues;
- Negotiate solutions;
- Draft resolutions;
- Build international consensus;
- Simulate real-world diplomacy.

Delegates are expected to:

- Remain in character at all times;
- Adhere to diplomatic decorum;
- Respect parliamentary procedure;

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- Participate actively in committee proceedings.



General Assembly committees emphasize:

- Cooperation over confrontation;
- Diplomacy over unilateralism;
- Negotiation over hostility.

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## **ARTICLE II: AUTHORITY OF THE DAIS**

The dais consists of:

- Under-Secretary-General;
- Chairs;
- Academic Assistant;
- Rapporteur (where applicable).

The dais possesses complete authority over committee proceedings.

The powers of the dais include:

- Opening and closing sessions;
- Conducting roll call;
- Recognizing speakers;
- Determining speaking times;

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- Ruling motions and points in or out of order;
  - Approving working papers and draft resolutions;
  - Maintaining decorum;
  - Supervising voting procedure;
  - Interpreting the Rules of Procedure.



The dais may:

- Extend or reduce speaking time;
- Rule repetitive motions dilatory;
- Suspend procedural rules where necessary;
- Modify committee flow to ensure productivity.

All decisions of the dais are final unless conference policy explicitly provides for appeal.

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## **ARTICLE III: DELEGATE CONDUCT**

Delegates are expected to maintain professional diplomatic behavior throughout the committee.

Delegates shall:

- Address one another formally;
- Speak in third person where possible;
- Avoid personal pronouns during speeches;
- Respect the authority of the dais;
- Refrain from personal attacks.

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The following conduct is prohibited:



- Disruptive behavior;
- Use of offensive language;
- Mockery or ridicule;
- Unauthorized interruptions;
- Use of electronic devices contrary to conference policy;
- Speaking without recognition by the dais.

Failure to maintain decorum may result in:

- Verbal warnings;
- Loss of speaking privileges;
- Removal from committee at the discretion of the Secretariat.

## **ARTICLE IV: ROLL CALL AND QUORUM**

At the beginning of each session, the dais shall conduct roll call.

Delegates may respond:

- “Present”
- “Present and Voting”

Delegates responding “Present and Voting” waive the right to abstain during substantive voting procedure.

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## Quorum



Quorum refers to the minimum number of delegates required for committee business to proceed.

- One-third of committee members constitutes quorum.
- A simple majority must be present for substantive voting.

The dais may verify quorum at any time.

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## ARTICLE V: SETTING THE AGENDA

If a committee possesses multiple agenda topics, delegates must determine the order in which topics shall be debated.

A motion to set the agenda:

- Must specify the proposed topic;
- Requires a simple majority vote.

The dais may permit:

- One speaker in favor;
- One speaker against.

Once adopted, the committee shall proceed directly into formal debate on the selected topic.

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## ARTICLE VI: FLOW OF DEBATE

The standard flow of debate is as follows:

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1. Roll Call
  2. Agenda Setting
  3. Opening of the General Speakers List
  4. Formal Debate
  5. Moderated Caucuses
  6. Unmoderated Caucuses
  7. Working Paper Drafting
  8. Draft Resolution Submission
  9. Introduction of Draft Resolutions
  10. Amendment Procedure (if applicable)
  11. Closure of Debate
  12. Voting Procedure
  13. Adoption or Rejection of Resolutions
  14. Adjournment



Committee flow may vary at the discretion of the dais. The Under-Secretary-General and Dais hold complete discretion over all committee affairs.

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## **ARTICLE VII: GENERAL SPEAKERS LIST (GSL)**

The General Speakers List serves as the default structure of formal debate.

Delegates wishing to speak shall notify the dais.

The GSL remains open for the duration of debate unless formally closed.

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The GSL must consist of three or more speakers **at all times** while the debate is ongoing.

If the List lapses in the middle of the committee, the debate automatically closes and in the case of there being no final voting regarding the resolution paper, **the committee fails.**



## Speaking Time

The dais determines speaking time.

Common speaking times include:

- 45 seconds;
- 60 seconds;
- 90 seconds — the standard time

The dais may:

- Extend speaking time;
- Reduce speaking time;
- Limit speeches for efficiency.

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## YIELDS

After formal speeches, delegates may yield remaining speaking time.

### Yield to Another Delegate

The delegate transfers remaining time to another recognized delegate.

The second delegate **may not yield further.**

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## Yield to Questions/Points of Information



The delegate answers questions posed by committee members.

The questions may be yes or no in nature.

The remaining speaking time and the dais determines:

- Number of questions;
- Question recognition;
- Relevance of questions.

## Yield to the Chair

Remaining speaking time is forfeited back to the dais.

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# ARTICLE VIII: MODERATED CAUCUS

A moderated caucus is a structured debate focusing on a specific subtopic.

A motion for moderated caucus must specify:

- Topic;
- Total duration;
- Individual speaking time.

Example: “Motion to enter a Moderated Caucus to discuss the implications of widespread nuclear weapons development, with total time being 10 minutes, and individual speaking time being 1 minute”

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## Purpose of Moderated Caucuses



Moderated caucuses are used to:

- Narrow debate;
- Increase participation;
- Encourage rapid exchange of ideas;
- Debate specific policy areas.

Delegates may speak only when recognized by the dais.

Speeches during moderated caucuses are generally shorter and more dynamic than GSL speeches.

## ARTICLE IX: UNMODERATED CAUCUS

An unmoderated caucus temporarily suspends formal debate and allows delegates to move freely within committee. This is usually implemented when it is time to start working on the working/draft resolution paper, in addition to strategic lobbying

A motion must specify:

- Total duration.

Example: *“Motion for a 20-minute unmoderated caucus to.....”*

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## Purpose of Unmoderated Caucuses

Delegates use unmoderated caucuses to:

- Negotiate alliances;
- Draft working papers;

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- Merge blocs;
  - Discuss amendments;
  - Lobby undecided states;
  - Finalize resolutions.



Unmoderated caucuses are essential for coalition-building and document drafting. While it may be unmoderated, delegates are still expected to uphold diplomatic norms and behavior in conversing with other delegates. The official conference language must be used, with no exceptions.

## **ARTICLE X: WORKING PAPERS**

Working papers are informal documents used to organize proposed solutions and policy ideas.

Working papers:

- Need not follow formal resolution format;
- May contain bullet points or outlines;
- Conventionally evolve into draft resolutions.

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## **ARTICLE XI: DRAFT RESOLUTIONS**

Draft resolutions are formal committee documents proposing solutions to the agenda issue.

Draft resolutions require:

- Required number of sponsors;

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- Required number of signatories;
  - Approval by the dais



**Only solutions stated explicitly in the moderated caucuses may be integrated into the draft resolution paper.**

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## **Sponsors**

Sponsors are primary authors who:

- Support the document fully;
- Defend the resolution during debate;
- Approve friendly amendments.

Sponsors are expected to vote in favor of the resolution.

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## **Signatories**

Signatories merely wish to see the resolution debated.

Signatories:

- Need not support the resolution;
  - May vote against the resolution later.
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# **ARTICLE XII: STRUCTURE OF A RESOLUTION**

## **Preambulatory Clauses**

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Preambulatory clauses:

- Provide context;
- Reference past actions;
- Explain committee concerns.



Common phrases:

- Recalling
- Alarmed by
- Deeply concerned
- Recognizing
- Bearing in mind

Preambulatory clauses end with commas.

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## **Operative Clauses**

Operative clauses:

- Present proposed actions;
- Outline committee solutions.

Common phrases:

- Calls upon
- Encourages

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- Requests
  - Urges
  - Recommends
  - Decides



Operative clauses are numbered and end with semicolons.

The final operative clause ends with a period.

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## **ARTICLE XIII: AMENDMENTS**

Amendments modify draft resolutions after introduction. Whether amendments are necessary depend on the nature of the committee and the direction of the debate.

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### **Friendly Amendments**

A friendly amendment:

- Is approved unanimously by sponsors;
  - Is automatically incorporated without committee vote.
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### **Unfriendly Amendments**

An unfriendly amendment:

- Is opposed by one or more sponsors;
  - Requires committee vote.
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## Permissible Amendments

Amendments may:

- Add clauses;
- Strike clauses;
- Revise wording.

Amendments may not:

- Entirely rewrite resolutions;
- Contradict committee mandate;
- Introduce unrelated topics.

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## ARTICLE XIV: POINTS

### Point of Personal Privilege

Relates to delegate comfort or audibility.

Examples:

- Inability to hear speaker;
- Room discomfort.

**May interrupt the speaker only for audibility concerns.**

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## Point of Parliamentary Inquiry

Requests clarification regarding procedure.

Example:

*“What majority is required for this motion?”*

**May not interrupt a speaker.**

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## Point of Order

Addresses procedural errors.

Example:

*“The motion currently on the floor is non-debatable.”*

May not interrupt except in cases of immediate procedural irregularity. Think twice before raising this point, as in most circumstances, the board is simply exercising their given right to interpret the rules of procedure as they see fit.

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## ARTICLE XV: MOTIONS

Common motions include:

- Motion for Moderated Caucus;
- Motion for Unmoderated Caucus;
- Motion to Introduce Draft Resolution;
- Motion to Introduce Amendment;
- Motion to Close Debate;
- Motion to Suspend Meeting;

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- Motion to Adjourn Meeting;
  - Motion to Divide the Question;
  - Motion for Roll-Call Vote.



The dais determines recognition and order of motions.

Dilatory or repetitive motions may be ruled out of order.

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## **ARTICLE XVI: PROCEDURAL VS. SUBSTANTIVE VOTING**

### **Procedural Voting**

Procedural matters concern committee operation.

Examples:

- Caucuses;
- Agenda setting;
- Debate closure;
- Suspension of meeting.

Rules:

- Require simple majority;
- Abstentions are not permitted.

### **Substantive Voting**

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Substantive matters concern *content* of committee decisions.



Examples:

- Draft resolutions;
- Amendments;
- Division of clauses.

Rules:

- Abstentions permitted unless delegate is **“Present and Voting.”**

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## ARTICLE XVII: VOTING PROCEDURE

Once committee enters voting procedure:

- Debate is closed;
- No interruptions are permitted;
- Delegates may not enter or leave room;
- Electronic communication may be prohibited;
- Only points directly related to voting are entertained.

The dais shall explain voting order before commencement.

## ARTICLE XVIII: TYPES OF VOTES

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## Placard Vote



Delegates raise placards to indicate:

- Yes;
- No;
- Abstain.

Most committee votes occur by placard.

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## Roll-Call Vote

Delegates vote individually in alphabetical order.

A roll-call vote may be requested by motion.

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## Division of the Question

Operative clauses are separated for individual voting.

Clauses receiving the required majority remain part of the final resolution.

# ARTICLE XIX: ROLL-CALL VOTING

During roll-call voting, delegates may vote:

- Yes;
  - Yes with Rights;
  - No;
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- No with Rights;
  - Abstain;
  - Pass.



Delegates voting “with Rights” may explain votes after voting concludes in a brief speech.

A delegate who passes **must** vote later in the sequence.

## **Pass ≠ Abstain**

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# **ARTICLE XX: CLOSURE OF DEBATE**

A motion to close debate moves the committee immediately into voting procedure.

Closure generally requires:

- Two-thirds majority.

Once debate closes:

- No further discussion occurs;
- No additional amendments may be introduced.

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# **ARTICLE XXI: SUSPENSION AND ADJOURNMENT**

## **Suspension of Meeting**

Temporarily pauses committee proceedings.

Common purposes:

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- Lunch;
  - Breaks;
  - End of session.



Requires simple majority.

## **Adjournment of Meeting**

Terminates committee entirely.

Requires simple majority.

No further committee business may occur afterward.

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## **ARTICLE XXI: PRECEDENCE OF MOTIONS**

When multiple motions arise simultaneously, precedence generally follows:

1. Point of Personal Privilege
2. Point of Order
3. Point of Parliamentary Inquiry
4. Motion to Suspend Meeting
5. Motion to Adjourn Meeting
6. Motion to Close Debate
7. Motion for Moderated Caucus
8. Motion for Unmoderated Caucus

The dais retains discretion to alter precedence where necessary.

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# ARTICLE XXIII: TIPS FROM NADA AND MAIZAH

To maximize both your experience and your likelihood of your hard work paying off (with an award), we strongly advise you to care about your speeches. Care about your country, and the people you are representing. You are not just delegates, you are the proxy voices of entire nations. Then there's the conventional stuff:

- Negotiate actively;
- Maintain professionalism;
- Build alliances strategically;
- Draft realistic solutions and have an active roll in their actualization;
- Balance assertiveness with diplomacy, a firm tone does not equate confidence;
- Remain aware of procedure.

Strong delegates combine:

- Public speaking;
- Negotiation;
- Writing ability;
- Strategic awareness;
- The ability to truly care.

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# ARTICLE XXIV: FINAL AUTHORITY

These Rules of Procedure constitute the governing procedural framework for General Assembly committees at IHSANMUN26.

Any matter not explicitly addressed herein shall be resolved at the discretion of:

- The Secretariat;
- The Under-Secretaries-General
- The Dais

