



INDIA'S INTERNATIONAL MOVEMENT TO UNITE NATIONS

OFFICIAL RULES OF PROCEDURE

1. **Applicability:** The below-mentioned rules apply to all the Indian Committees, International Body/ organisation Simulations, Other Governmental Simulations, Fictional and Crisis Simulations, Historical and Futuristic Simulations, Special Committees and any other committee which is a part of India's International Movement to Unite Nations or any of its affiliated conferences unless specific instructions have been provided for in the rules. Any deviation from the Rules of Procedure requires written permission with the 2/3rd majority of the Core Council and the assent of the Founder/President of the Organisation.

STANDARD RULES

2. **Representation:** All councils shall have delegates/'s representing one country/portfolio having one vote. Non-governmental Organisations & Special Observers will be allowed to vote on Working Papers, Amendments and Resolutions that pertain to them, id est, in an agenda directly concerning them. They will be allowed to vote on all issues except Working Papers, Amendments and Resolutions on all other agendas. The Presiding Officer's decision shall be final and binding in a dispute.
3. **Language:** The official language for the conference shall be English or Hindi. However, committees can be conducted in local/ regional languages if written notice is sent at least 21 days before the event to the Substance Department of the organisation. In case of any ambiguity regarding the language (or its usage), delegates can take clarification from the Substance Department of the organisation.
4. **Attire:** Delegates and the Presiding Officer(s) are expected to wear either Western or Traditional Formals per the conference itinerary.
5. **Use of Electronic Equipment:** Laptops, notepads, and other electronic devices are allowed during committee time. However, a restriction on this can be imposed by the Presiding Officer.
6. **Sessions:** Each committee session shall be 3 hours at maximum, followed by a mandatory break for a minimum of 10 minutes. The Conference shall have a minimum of 4 and 12 such sessions.

POWERS OF PRESIDING OFFICERS & ORGANISING COUNCIL

7. **Presiding Officer(s):** The decision of the Presiding Officer on matters regarding debate is final and binding on all delegates. Suppose a representative is not behaving in a parliamentary fashion. In that case, they can be barred from the council after being given three warnings. The Presiding Officer(s) can question any delegate and ask about their stand on a particular issue, which could help better enlighten the committee. However, delegates can appeal against a decision of the Presiding Officer(s) (Rule 8), and the presiding officer can also impeach them (Rule 9).
8. **Appeal:** If delegates are dissatisfied with how the Presiding Officer conducts the committee, they can appeal to the Presiding Officer. After being recognised via a 'Permission to appeal to the Presiding Officer', the delegate can voice their grievance to the Presiding Officer within a minute's time frame, after which the Presiding Officer may or may not take into consideration the delegate's recommendation. If further dissatisfied with the verdict of the Presiding Officer(s), a delegate can raise a plea to follow up. A maximum of two pleas will be allowed, which may or may not be recognised.
9. **Impeachment:** If the delegates in the committee are highly dissatisfied with the way the Presiding Officer is conducting proceedings, delegates can submit a written request signed by at least 2/3rd's of the committee's members to the Charge d'Affaires of the Conference whose decision shall be final and binding.

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10. **Charge d’Affaires:** Charge d’Affaires of the conference is the head of the conference. Suppose any delegate or observer is found to be misbehaving. In that case, they can be barred from the conference for an entire day or for the full conference by the Charge d’Affaires, whose decision on such matters is final and binding. The Charge d’Affaires also have sweeping powers bestowed upon them. Their decision is final and binding in all matters concerning debate.
11. **Core Council:** If there is a dispute regarding the verdict given by the Charge d’Affaires, then delegates can make a written request to the Core Council. The request should be couriered to the I.I.M.U.N. H.Q., Mumbai, within seven days of the event.

RULES REGARDING DEBATE

A) NORMAL DEBATE

12. **Op-ed:** Op-eds are a precursor to the committee sessions. This paperwork comprises the delegate/s solution or the framework for dealing with the agenda. It has a specific format [Annexure I(A)]. It may not necessarily be in tandem with the portfolio(s) allotted, but it must address the question at hand. They have to be prepared by the delegates before the committee can begin its proceedings (prepared before the conference starts). They are to be submitted to the Presiding Officer during the first committee session, and the minimum number of Op-ed to be submitted is the same as the Quorum of the council. Suppose the prerequisite number of submissions is not met. In that case, the delegates prepare and submit the Op-eds before starting the formal committee session.
13. **Quorum:** The minimum number of members required to be present in the council to begin its proceedings. The Quorum should be 1/5th of the total committee strength.
14. **Setting an Agenda:** A committee shall decide on Setting an Agenda in the following manner:
 - a. The Presiding Officer shall call for any Points or Motions on the floor. To this, a delegate can raise a motion to set the agenda for a particular topic area.
 - b. The Presiding Officer shall call (only) for those who are against the motion. If there is any opposition, there shall be One For, One Against the topic area, to a maximum of one minute each.
 - c. The One For, One Against motion shall be followed by an informal vote with a simple majority for the motion to pass. The second topic area is automatically set for discussion if the motion fails. The council moves into an Emergency Debate if there is no second agenda.
15. **Speakers’ List:** A Speakers’ List is automatically opened and remains open throughout the discussion of the topic area unless the committee chooses to move into a Moderated Caucus or an Unmoderated Caucus. A Speakers’ List is where a delegate expresses their country’s stand on the topic area. The time limit is set to one and a half minutes per delegate. At least ten speakers or the committee size, whichever is lower, should be exhausted alphabetically for the floor to open to other Motions.

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16. **Yields:** Utilized in the Speakers List at the end of a speech. Yields cannot be exercised during any other part of the debate. Yields are compulsory, and a delegate has the following ways of yielding:
 - a. **Yield to Another Delegate:** This only applies if the delegate has more than 15 seconds remaining. They can give their remaining time to another representative after taking written approval from the delegate.
 - b. **Yield to Questions:** A delegate can Yield to Questions; the committee can ask a maximum of two Questions, and a maximum of two follow-ups per question can be entertained with the permission of the Presiding Officer. Presiding Officer(s) can ask questions to the delegates.
 - c. **Yield to comments:** The Presiding Officer recognises up to two 30-second comments on the speech made by the Speaker.

17. **Moderated Caucus:** A Moderated Caucus is a formal form of debate wherein a detailed discussion on a sub-topic of the main agenda happens. The main reason for starting a Moderated Caucus is to know the committee's opinion on such an issue. A delegate can Motion for a Moderated Caucus in the following manner: 'Motion to open a Moderated Caucus to discuss [Sub-topic] for the total time duration [max. 15 minutes] and time per speaker [max. 1 minute]'. A Motion for a Moderated Caucus requires a Simple Majority to pass and can be passed through an Informal Vote. In case of multiple motions, with 5 being the maximum, the Presiding Officer shall decide on which one to put to the vote first. A Moderated Caucus can be started in the middle of the Speakers' list, id est; it is not compulsory for the delegates to finish hearing all the speakers on the list, provided the floor is open. Presiding Officers should recognize speakers at best in lots of two only.

18. **Unmoderated Caucus:** An Unmoderated Caucus is an informal form of debate and is raised when the committee feels the need to discuss or decide upon a particular issue informally. Delegates can also use it to formulate Working Papers and Resolutions. A delegate can call for an Unmoderated Caucus in the following manner: Motion to open an Unmoderated Caucus for [Purpose] for the time duration [max. 15 + 5 minutes]'. A Motion for an Unmoderated Caucus requires a Simple Majority to pass. It can be passed through an Informal Vote.

19. **Points:** During the debate, the following points are in order from most disruptive to least disruptive:
 - a. **Point of Personal Privilege:** This is the only point that can interrupt a speaker and is used when a delegate cannot hear the speaker or is experiencing mental or physical discomfort and wishes to be excused from the committee.

 - b. **Point of Information:** This helps clarify any factual inaccuracy in a delegate's speech. Suppose one finds that another delegate has misstated a particular fact after completing the delegate's speech. In that case, one may raise their placard and, on being recognised, may ask for valid documentation supporting the delegate's facts. However, this point cannot be used to question a change in the country's policy. The accepted documentation source includes but is not limited to Reuters, Amnesty International, Government Websites and any other credible source approved by the Presiding Officer(s). For Indian/Regional Bodies, the accepted source depends on the committee's Presiding Officer. For Fictional Committees- books or any documentation basis on which the committee has been construed.

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- c. **Point of Clarification:** A delegate can raise this whenever they have a question or would like clarification from the delegate who has just spoken. The question can have up to two follow-ups, requiring approval from the Presiding Officer.
- d. **Point of Order:** This points out the procedural inconsistency or deviation from the existing Rules of Procedure.
- e. **Point of Parliamentary Inquiry:** This is exercised when a delegate wants to know anything about the Rules of Procedure from the Presiding Officer(s).

20. **Working Papers:** Working Papers are the paperwork with the committee's views on a particular sub-topic of the main agenda. They provide direction to the committee and indicate how the committee is flowing. A Working Paper has a prescribed format (Annexure I(B)) and needs no signatories.

Still, the following needs to be incorporated: 'Authors', Sub-topic, Number (IIMUN/[Year]/[Chapter_Name]/[Committee_Name]/WP/[0000]). Before the introduction to the committee, a Working Paper needs to be approved by the Presiding Officer. A Working Paper needs a Simple Majority to be introduced on the committee's floor, and voting can be carried out informally. In the case of multiple working papers, the Presiding Officer can decide the order in which they are put to the vote. If a Working Paper is passed, it has to be incorporated in the resolution compulsorily. The voting on a Working Paper is done informally.

21. **Presidential Address:** A delegate, during the course of the debate, can make a Presidential Address, id est, the Head of State is addressing the council. This will help them express their stand on a particular issue. Delegates can utilize this speech to change their foreign policy so long as they think this will positively impact society and the discussed problem. A compulsory Yield to questions (Max. 2 Questions) will follow the speech. Delegates can do this any time during the debate, but a maximum of 3 will be allowed throughout the conference. There is no time limit, but the Presiding Officer(s) can impose the same.

22. **Resolution:** A Resolution is a paperwork that contains the solution to the entire agenda. A Resolution, before being introduced, requires the prior approval and signature of the Presiding Officer. The voting on introducing the resolution for debate can be done informally. However, the vote regarding the passing of the resolution must be done through the Formal Voting procedure. The resolution must be according to the prescribed format mentioned in Annexure I(C). If multiple resolutions are brought to the Presiding Officer simultaneously, the one with more signatories shall be put to the committee first for voting.

- i. **Authors:** An Author is a person who writes, structures and ideates over the resolution. They have to abide by the resolution. A minimum of 1 author is required for the resolution, and there is no limit on the maximum, subject to fulfilling the criterion of signatories, id est, and committee strength without the signatories. An author cannot vote against the resolution. However, an author can withdraw a resolution.

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- ii. **Signatories:** Signatories consent only to discuss the resolution in the council and can exercise their voting rights the way they please. A minimum of 3 signatories are required for the resolution.
23. **Amendments:** All amendments must be written and submitted to the Presiding Officer(s). The format for modifications should include: Authors, Type (Add, Delete or Replace), Form and the Clause with its number (Annexure I (E)). There are two forms of Amendments, which can be raised by raising a Motion for Amendment and followed by the approval of the Presiding Officer:
 - i. **Friendly Amendments:** An amendment agreed upon by all the authors/'s does not require voting.
 - ii. **Amendments:** Amendments introduced by any other need to be voted upon by the council to be incorporated in the resolution. A Simple Majority is required to introduce an Amendment, followed by Discussion and Informal Voting.
24. **E-mendments:** Any correction of grammatical errors or deviation from the prescribed writing format is called an E-mendment and does not require any voting but a simple approval of the Presiding Officer.

B) EMERGENCY DEBATE

During the emergency debate at I.I.M.U.N. (or its affiliated conferences), an emergency's maximum duration should be 3 hours. No observers should be allowed on the committee. Delegates are not allowed to leave the committee during the Emergency Debate. A detailed introduction to the crisis is a must. Presidential statements are not permitted during the Emergency.

25. **Quorum:** At least 1/5th of the member countries involved in the emergency should be present.
26. **Recognising Speakers:** In case of an emergency session, there will be no Speakers' List, and the Presiding Officer shall recognise a minimum of 5 individuals, in the order of involvement in the crises, to speak for a period of a minute and a half each.
27. **Moderated Caucus:** The Presiding Officer shall decide upon the topics for the Moderated Caucus, the time frame and the time per speaker. A maximum of five moderated caucuses are allowed.
28. **Points:** All points except for the Point of Personal Privilege shall be suspended for the duration of the Emergency.
29. **Unmoderated Caucus:** At least one Unmoderated Caucus should be utilised in formulating the Declaration.
30. **Declaration:** This combines a Working Paper and a Resolution but is easier and faster. A Declaration is similar to the Resolution but does not have Introductory Clauses. The format of a Declaration is mentioned in Annexure I(D). It requires 1 'Author' and 3 Signatories apart from prior approval from the Presiding Officer. An Informal Vote is enough to decide which declaration to discuss, and a special majority is required to pass a declaration.

C) RULES COMMON TO BOTH FORMS OF DEBATE

31. **Challenge:** This is an informal bilateral talk on a multilateral forum. It is raised when a delegate wants to challenge another delegate over a particular issue for a specified time; this may be over a specific sub-topic or portfolio policy. It can also be used as a dispute resolution technique by delegates. This is a one-on-one debate and requires only approval from the Presiding Officer and the delegate that has been challenged. A delegate may Motion for it in the following manner: 'Motion to Challenge the delegate/delegation of [Country] over [topic area] for a time duration of [Max. 3 minutes].'
32. **Private Bilateral Talk:** This is a private conversation between two countries/delegations and is used for solving/settling any contentions via informal negotiations. Delegates can raise this at any time during the debate, but a maximum of 3 such motions per delegation are allowed. It only requires the approval of the Presiding Officer, provided all the delegates involved are in consensus. Delegates can only move into this by making a written request to the Presiding Officer. If granted, the delegates can leave the committee for a maximum of 10 minutes. The said talk can also include arbitration by the Presiding Officer(s), provided all the parties agree and feel the need for the same.
33. **Question Answer Session:** This is when many delegates wish to ask questions to a delegate/'s. Any delegate may call for the same. If passed by an informal committee vote and agreed upon by the delegates/'s being questioned, then the committee can ask a maximum of up to 10 questions to that delegate/'s. A maximum of 2 delegates are allowed to be on the dais to answer questions posed by the committee. To call for the same, a delegate can Motion: 'Motion to move into a Question Answer Session with the delegate of [Country], for the total number of [Max of 10 Questions] Questions'.
34. **One For One Against** This is when the committee usually cannot decide on a particular issue or is divided on the question. Therefore, before the final vote, one needs to hear both sides of the argument. This can be extended to a Two For and Two Against. The Time Limit for each speaker is 1 minute.
35. **Formal Voting:** This is required only for passing a Resolution or a Declaration and takes place in three rounds. No observer other than those who have been bestowed the Right to Vote, member of the Press or the Administration staff is allowed to be present during voting. A resolution passes if it has the Special Majority. The three rounds of voting are:

Round 1: All delegates have an option between choosing:

- a. Yes
- b. No
- c. Yes with Rights
- d. No with Rights
- e. Pass
- f. Abstain

Round 2: All delegates that have opted for rights get to justify their positions. This round is entered only if there is a Yes with Rights or a No with Rights and a Pass.

Round 3: Delegates must cast their final vote, and their three choices are: a Yes, a No and an Abstain.

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36. **Clause-by-Clause Voting:** This applies only to the Resolutions, not the Declarations. A delegate may motion for this, and informal voting shall occur for every clause. A Simple Majority is required for each clause to pass. However, the full resolution shall be put to the vote through the Formal Voting procedure.
37. **Majority:**
- A. **Simple Majority:** A simple majority is met when 50% + 1 of the members present in the committee vote in favour of a motion or paperwork.
 - B. **Special Majority:** A special majority is met when two-thirds of the members present in the committee vote in favour of a motion or paperwork.
38. **Informal Voting:** Informal voting is required to pass various motions during the debate. It is conducted simply by asking for the ones in favour and counting the number of placards raised, followed by counting the ones against.
39. **Tabling of Paperwork:** The delegates of the council have a choice to 'table' any of the three mentioned documents, id est, Working Paper, Resolution, and Declaration, at any point of time during their deliberation in council for which they require a Special Majority, Informal Vote. The tabling of Paperwork means that the same cannot be discussed again.
40. **Joint Statement:** Two or more countries can come together and make a joint announcement regarding their views on the topic areas. Delegates can utilize this to change their foreign policy so long as they think this will positively impact society and the problem being discussed at the time. Delegates can make a joint statement at any time during the committee. The Presiding Officer(s) must approve a joint statement before being introduced to the committee. This is in a written format (Annexure I(F)).
41. **Censure:** The delegates can censure a fellow delegate by motioning for the same, but for it to be successful, it has to have a Special Majority through an informal vote. This Motion can be overruled at the discretion of the Presiding Officer.

ANNEXURE I

FORMATS

1. OP-ED FORMAT

NUMBER: IIMUN/2023/[Chapter_Name]/[Committee_Name]/OE/0000

PORTFOLIO/COUNTRY: [1 Max.]

1. Point 1
2. Point 2
3. Point 3

Or

Paragraph 1
Paragraph 2
Paragraph 3

2. WORKING PAPER FORMAT

NUMBER: IIMUN/2023/[Conference_Name]/[Committee_Name]/WP/0000

AUTHOR(s): [1 Min.]

SUB-TOPIC: XYZ

1. Point 1
2. Point 2
3. Point 3

3. RESOLUTION FORMAT

NUMBER: IIMUN/2023/[Conference_Name]/[Committee_Name]/RES/0000

AUTHOR(s): [1 Min.]

SIGNATORIES: [3 Min.]

AGENDA: XYZ

1. Introductory Clause 1.
2. Introductory Clause 2.
3. Introductory Clause 3.

(continued)

The [Committee_Name_FullForm],

1. Actionable Clause 1.
2. Actionable Clause 2.
3. Actionable Clause 3.

4. **DECLARATION FORMAT**

NUMBER: IIMUN/2023/[Conference_Name]/[Committee_Name]/DEC/0000

AUTHOR(s): [1 Min.]

SIGNATORIES: [3 Min.]

AGENDA: XYZ

The [Committee_Name_FullForm],

1. Actionable Clause 1.
2. Actionable Clause 2.
3. Actionable Clause 3.

5. **AMENDMENTS FORMAT**

AUTHOR(s): [1 Min.]

TYPE: Add/Delete/Replace

FORM: Friendly Amendment or Amendment

CLAUSE:

6. **JOINT STATEMENT**

AUTHORS: [Min 2.]

TOPIC:

1. Point A.
2. Point B.
3. Point C.

ANNEXURE II

LIST OF CLAUSES

1) **Introductory Clauses:** These clauses are an introduction to the resolution or solution and often refer to past resolutions, citations of speeches made. A few of the introductory phrases are listed here: Affirming, Alarmed by, Approving, Aware of, Bearing in mind, Believing, Confident, Contemplating, Convinced, Declaring, Deeply concerned, Deeply conscious, Deeply convinced, Deeply disturbed, Deeply regretting, Desiring, Emphasizing, Expecting, Expressing its appreciation, Expressing its satisfaction, Fulfilling, Fully alarmed, Fully aware, Fully believing, Further deploring, Further recalling, Guided by, Having adopted, Having considered, Having considered further, Having devoted attention, Having examined, Having heard, Having received, Having studied, Keeping in mind, Noting with regret, Noting with deep concern, Noting with satisfaction, Noting further, Noting with approval, Observing, Reaffirming, Realizing, Recalling, Recognizing, Referring, Seeking, Taking into account, Taking into consideration, Taking note, Viewing with appreciation, Welcoming

2) **Actionable Clauses:** Actionable clauses contain the actual solution to the agenda or crisis. A few of the actionable phrases are listed here: Accepts, Affirms, Approves, Authorizes, Calls, Calls upon, Condemns, Confirms, Congratulates, Considers, Declares accordingly, Deplores, Designates, Draws the attention, Emphasizes, Encourages, Endorses, Expresses its appreciation, Expresses its hope, Further invites, Further proclaims, Further reminds, Further recommends, Further requests, Further resolves, Has resolved, Notes, Proclaims, Reaffirms, Recommends, Regrets, Reminds, Requests, Solemnly affirms, Strongly condemns, Supports, Takes note of, Transmits, Trusts

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