



VIMUN
Handbook

Prepared by:
VIMUN Secretariat

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Note

As members of this prestigious club, you will be required to follow rules to keep the standard high and keep the club in order. This guidebook also contains the procedure rules for our sessions or conferences.

Any violation of the rules will lead to suspension and possible expulsion.

Please make sure you visit our website for live updates:

<https://imabbas.wixsite.com/vimun>

****All content has been agreed to be used from VIMUN Rules and Procedure. Any questions regarding the compilation or structure of this document can be directed towards: vimuncontact@gmail.com***



Section 1: Diplomatic Conduct

Section 1.1- Courtesy

We urge all Chairs and Delegates to demonstrate common courtesy to your fellow colleagues. While we understand that the countries you represent may have political differences, offense or abuse of any kind will lead to suspension or possible expulsion.

Section 1.2- Language

The main language within VIMUN is English. Using native languages are not allowed as we want to have a common medium of communication. However, there are no serious consequences.

All members of the VIMUN club must refrain from using obscene language. It will result in suspension or possible expulsion, depending on the intensity.

Delegates should refrain from using personal pronouns. For example, “I would like to reply to the Delegate of the USA...” is wrong and you should rather address yourself as the Delegate of (the country you are representing).

Section 1.3- Note Passing

Note passing is allowed in VIMUN, as long as it is appropriate and not shown to the public. However, delegates must find their own ways to send notes (i.e. email, phone number) when VIMUN runs virtually.

Section 1.4- Devices

All members of VIMUN must have functioning devices where they can access our resources and launch Discord and other video conferencing platforms. These devices must also have an antivirus software installed. Members should have a good quality internet connection and microphone to ensure smooth communication.

Section 1.5- Decorum

Do not interrupt when another delegate is speaking. Please rise when addressing the Chairs and remember to properly address them, e.g. "Honourable Chairs, fellow Delegates..."

Do not interrupt when a member of the Secretariat or Chair is speaking. This can result in suspension if it is repeated.

During a formal session, remember that you are representing your country's view, not your own! Do not speak in the first person, but rather in your country's name.

Before giving a speech, wait until the Chairs have recognised you and granted you the Floor¹. If raising a Point, i.e. a Point of Parliamentary Inquiry, raise your placard and wait for the chair to call on you. Please note that the Chair can deny your request **depending on the time**.

Communication with the Secretariat and Chair:

1. You must use your email to contact anyone in this club. If there is a mutual agreement to share numbers, then there is no problem in messaging each other.
2. Always begin your email by "Dear" and then add the Secretariat Members' respective title. For example, "Dear Secretary General".
3. It will be preferred that you ask the receiver how they are doing or typing "I hope this email finds you well".
4. Your email should end in the following phrases: "Kind Regards" or "Yours Faithfully", followed by your full name or signature.
5. Any inappropriate emails will result in immediate expulsion from the club.

1. The Floor is 'virtual' and represents who is the priority speaker at that moment.

6. Any form of insult or offense towards any of the Secretariat members or any member of this club will also result in immediate expulsion





Section 2: The Leadership Roles

Section 2.1- The Secretariat

The **Secretary-General** and their subordinates shall be collectively referred to as the **Secretariat**.

Their task is to ensure fluent operation of conference proceedings. Delegates may approach a member of the Secretariat at any time, should they have any questions via email or social media.

Decisions of the **Secretary-General** on the interpretation of the Rules of Procedure are **final**.



Section 3: Disciplinary Measures When Online

3.1- Plagiarism

Plagiarism and direct copying of text without referencing is never acceptable! Should we become aware that a delegate has plagiarised his/her Position Paper, Working Paper, or any other document, we will disqualify those involved from any sort of award.

3.2- Pre-written Resolutions

VIMUN Delegates must not plagiarise clauses or whole resolutions from any other source on the internet. Copying clauses from any resolution and finding shortcuts will also result in disqualification of any award.

Similarly, if a Delegate decides to make a resolution before the actual conference, this will result in the same ruling state before.

3.3- Disciplinary Measures

All infractions that disrespect others or disregard the diplomatic nature of the conference may lead to disciplinary measures ranging from an official warning to expulsion from the club or conference.

Moreover, any harsh language targeted towards any gender, race or religion will result in immediate expulsion and possible disciplinary measures from higher authorities.

3.4- Stating Sources

All Delegates are subjected to provide evidence provided if they are asked from any member of the Secretariat. Any evidence outside of the following sources will be automatically rejected: UN News, UN Citations (hard copy evidence needed), BBC, CNN and Human Rights Watch. Amnesty International will be accepted to an extent.

3.5- Online Etiquette

VIMUN will always run online, due to our international database. The following rules must be followed when online:

1. Discord is the platform to use for any conferences.
2. All Delegates should rename themselves to “Delegate of...”
3. All Delegates should type in their country name before posting a question in the Discord chat.
4. Emailing each other is allowed, provided the language used is appropriate.
5. If any Delegate wants to submit a motion or raise a point, they must do so by typing it in the chat (e.g. “Germany- motion to move to voting procedure on this amendment”) OR unmuting themselves
6. Be aware of the timings
7. Don’t try to obtain any personal information from any other Delegate, unless they have consented to it



Section 4: Roll Call and Quorum

4.1- What is Roll Call and Quorum?

Roll call is taken at the beginning of every session. The Chairs will read out the list of countries with a seat in the committee and the countries will state their presence as either **present** or **present and voting**. Those who are present, and voting are **not** allowed to **abstain** during substantive voting.

After the roll call, **observers**, which do not have the right to vote on substantive matters, are invited to join the proceedings.

The **quorum** is the number of delegates needed to have a debate and is set at 40% of the total at the very first roll call of the committee.

Roll call will also be used to recognise speakers or points. For example, there are three points of information from three different Delegates, then the Chairs will say “the Delegate of X, you have been recognised, followed by the Delegate of Y and then the Delegate of Z.”

Finally, it is unlikely to have observers in our **normal sessions**, however, if we do, they have no right to vote.



Section 5: Motions

Motions

Motions are the formal term used for when one initiates an action. Motions cover a wide variety of things. These motions are not frequently used in the UN but can be very useful for MUN clubs and really shows your extra knowledge of MUN procedure.

Once the Floor is open, the Chairs will ask for any points or motions. If you wish to bring one to the Floor, this is what you should do:

1. Raise your placard in a way that the chair can read it (usually horizontally). On Discord, you should type your country (e.g. "Pakistan- Motion")
2. Wait until the Chair recognizes you.
3. Stand up and after properly addressing the Chair ("Thank you, honourable Chair" or something along these lines), state what motion you wish to propose. The options for all Motions are stated later.
4. Chairs will generally repeat the motions and may also ask for clarification. Chairs may do this if they did not understand and may also ask for or suggest modifications to the motion that they feel might benefit the debate.
5. Sit down.

Every motion is subject to seconds, if not otherwise stated. To pass a motion at least one other nation must second the motion brought forward. **A nation cannot second its own motion.** If there are no seconds, the motion automatically fails. If a motion has a second, the Chair will ask for objections. If no objections are raised, the motion will pass without discussion or a procedural vote. In case of objections, a procedural vote will be held. The vote on a motion requires a simple majority, if not otherwise stated.

Some motions require a debate. If that is the case, the Chairs will usually ask you, as the one who raised it, if you would like to speak

in favour of it. You are not obliged to do this, but we highly recommend doing so.

While voting upon motions, there are no abstentions. If a vote is required, everyone must vote either "Yes" or "No". If there is a draw on any vote, the vote will be retaken once. If there is a draw again, the motion will fail.

In case there are multiple motions on the Floor, the vote will be casted by their Order of Precedence. If one motion passes, the others will not be voted upon anymore. However, they may be reintroduced once the Floor is open again.

5.1- Minute of Silence or Short Break

Any delegate may move for a minute of silence or meditation before the first Roll Call of the conference takes place. It is possible to add a special reason to the request. Any decisions concerning this motion are not subject to appeal. However, this motion can only be used in conferences, not normal VIMUN sessions.

A Delegate may say, "Motion to conduct a Minute of Silence".

5.2- Setting the Speaker's List

This will be used to recognise speakers or points. For example, there are three points of information from three different Delegates, then the Chairs will say "the Delegate of X, you have been recognised, followed by the Delegate of Y and then the Delegate of Z."

If any Delegate disagreed with the Speaker's list, they may lift their placard and say, "Motion to set the Speaker's List".

5.3- Setting the Speakers' Time

All VIMUN Delegates must keep their speeches below 3 minutes and points of information below 1 minute. If any Delegate believes that these timings are unjust, they may raise their placard and say, “Motion to Extend Speakers’ Time by 5 minutes”. The Chair will then ask how many more minutes to add or subtract. To pass this motion, at least **two** other nations must second the motion brought forward.

If there are multiple motions to set speaking time on the Floor, the proposal with the longest amount of time takes precedence. If objections are raised to the motion a balanced speakers’ list is established of one for and one against with a speaking time of 30 seconds each. After the debate closes a procedural vote is held.

5.4- Motion for a Moderated Caucus

In moderated caucus, short speeches are given by the delegates in direct reply to each other. A moderated caucus will have a specific topic and will be moderated by a Chair or a Delegate. This Motion cannot be moved in a normal VIMUN session.

Its aim is to have an open discussion on (a specific, pre-stated part of) the topic under consideration with more possibilities for interaction among the delegates than the speakers’ list. During a moderated caucus, there will be no speakers’ list. The moderator will call upon speakers in the order in which they signal their desire to speak.

If you want to bring in a motion for a moderated caucus, you will have to specify the duration, a speakers’ time, a moderator and the purpose of the caucus. This motion is subject to seconds and objections but is not debatable. In case there are multiple motions for a caucus on the Floor, the vote will be casted first for the caucus with the longest duration.

As you are no longer in a formal session, points and motions cannot be entertained once a motion to suspend the meeting for a moderated caucus has been passed.

At the end of the caucus, delegates may ask for an extension which does not exceed the original time of the motion. There can be no more than two extensions to each motion. A simple majority is required to pass a motion for extension of a caucus.

5.5- Motion for an Unmoderated Caucus

In an unmoderated caucus proceedings are not bound by the Rules of Procedure. Delegates may move around the room freely and converse with other delegates. This is also the time to create blocks, develop ideas, formulate working papers, draft resolutions and amendments. Remember that you are required to stay in your room unless given permission to leave by a Chair. This Motion cannot be moved in a normal VIMUN session.

When raising a motion to suspend the meeting for an unmoderated caucus, the delegate must state the desired duration of the caucus. No topic needs to be specified. The duration of an unmoderated caucus shall not exceed 20 minutes. The Chair shall announce at what time the committee will reconvene.

This motion is subject to seconds and objections but is not debatable. In case there are multiple motions for a caucus on the Floor, the vote will be casted first for the caucus with the longest duration.

At the end of the caucus, delegates may ask for an extension which does not exceed the original time of the motion. There can be no more than two extensions to each motion. A simple majority is required to pass a motion for extension of a caucus.

5.6- Motion to Suspend the Meeting

A suspension of the meeting is a pause in the debate for the purpose of a break (i.e. for lunch). It is permitted to step outside the committee room during this break, but you can of course continue your discussions. The Chair will clearly indicate the time the committee reconvenes. However, this will not always be applicable to normal VIMUN sessions as we have a schedule to follow.

5.7- Motions to Introduce a Written Proposal

Once a written proposal (meaning draft resolutions or amendments) has been approved by the Chairs, one of the Submitters may move to introduce it. This motion does not require seconds, will not be subject to a debate and will not be voted upon. The proposal shall be read out loud by one of the Sponsors.

To discuss the draft resolution, delegates may request the Chairs to look over the proposal and discuss with the other submitters.

Three different kinds of written proposals can be introduced:

- **Draft resolutions** are voted upon after the debate during voting procedure.
- **Friendly amendments** - When all the submitters agree with the amendment, the friendly amendment automatically becomes part of the draft resolution. The friendly amendment needs to be signed by all sponsors of the resolution before handing it to the Chair for approval. If a friendly amendment reverses in part or full a previous amendment passed by the committee the Chair may choose to treat it as an unfriendly amendment.
- **Unfriendly amendment** - When at least one of the submitters do not agree to the amendment, an amendment is considered unfriendly. Unfriendly amendments can be

discussed in a moderated caucus. The caucus, or caucuses, are moderated by the Chair and its duration is up to the Chair's discretion. Afterwards, the committee will immediately move to a substantive vote on the amendment.

For further details on **written proposals** see **Section 8**.

5.8- Motion to Adjourn Debate

Sometimes the committee is not able to reach a solution. In that case, a motion to adjourn debate is appropriate. No substantive voting on any draft resolutions or amendments can take place once the debate is adjourned and the assembly will start debating on the next topic.

This motion is subject to seconds and objections and requires a debate with a balanced speakers' list with up to two speakers in favour and two speakers against, with a speakers' time of up to 30 seconds.

Although this is a rather strong motion, it requires only a simple majority.

This motion may only be used in conferences.

5.9- Motion to Reconsider a Question

The opposite of the motion to adjourn debate is the motion to reconsider a question. With this motion, a topic on which debate has been adjourned before can be debated again. The motion to reconsider a question works almost in the same way as a motion to adjourn debate.

It is subject to seconds and objections and requires a debate with a balanced speakers' list with up to two speakers in favour and

two speakers against, with a speakers' time of up to 30 seconds each.

Note: The major difference between these motions is that you need a **two-thirds majority to reconsider a question**.

5.10- Motion to Close Debate

At the conclusion of debate on a topic a motion for the closure of debate is introduced. Passing this motion means an immediate end to the debate and the start of voting on any resolutions on the Floor. This motion requires two speakers in favour and two speakers against with a speaking time of 30 seconds each. A two-thirds majority is required to pass this motion. This motion cannot be used in normal VIMUN sessions and is only subject to conferences.

5.11- Motion to Appeal the Decision of the Chair

There may be a time when you feel that the decision of the Chair does not reflect the will of the council. You then have the chance to appeal this decision. In such a case, the assembly decides by simple majority vote whether to change or sustain the decision of the chair. The Chair has the chance to briefly explain the decision before the vote is casted.

If the motion passes, the chair must change the appealed decision.
The Secretary-General may overrule any appeal.

Note: *Any decisions concerning the minute of silence or meditation, the Right of Reply and the adjournment of the meeting cannot be appealed with this motion.*

This motion is an exception to the rule that all points and motions shall be introduced just by raising your placard. You are allowed to make this motion whether the Floor is open or not by raising

your placard and shouting with restraint “Appeal!” However, it may never not interrupt a speech.

5.12- Motion to Move to Voting Procedure

Any Delegate has the right to move this motion if they feel like the debate has been going on for a long time or is going against the will of the council. If this is the case, then a Delegate has two options:

1. Motion to Move to Voting Procedure on this Amendment
2. Motion to Move to Voting Procedure on the Resolution as a whole

This motion is subject to seconds and objections and requires a debate with a balanced speakers’ list with up to two speakers in favour and two speakers against, with a speakers’ time of up to 30 seconds each. When voting on such a motion, a simple majority is required. If this motion has passed, then the Motion to Close Debate cannot be used anymore.



Section 6: Points

6.1- Point of Personal Privilege

Points are used to clarify questions or point out errors in the proceedings of the committee. These are always used for procedural purposes.

If a discomfort is seriously impairing your ability to participate in the debate, you may raise a Point of Personal Privilege about this. This concerns matters like a cold room or an inaudible delegate. Please try to avoid interrupting a speech with this point. Moreover, you can raise this point when needing to fill your bottle or go to the bathroom.

6.2- Point of Parliamentary Inquiry

In case you have a question concerning the rules or proceedings, you can raise a Point of Parliamentary Inquiry in formal session. Be reminded that this point may not interrupt a speaker. In informal session, you should just approach the Chair. For a Point of Parliamentary Inquiry, raise your placard, wait until recognised and then stand up and ask your question. Please remain standing while your question is answered. Also, this point should not lead to any cross talking.

6.3- Point of Order

A Point of Order can be used in any situation the delegate feels that the Rules of Procedure or diplomatic conduct are being violated. A Point of Order may never interrupt another speaker.

The highest authority on the rules of procedure is the Secretary-General. If you believe the Chair has wrongly decided not to entertain your Point of Order, you may approach the Secretary-General.

6.4- Point of Information

A Point of Information is in the form of a question which is directed towards the speaker who has the floor. This can only last for about a minute and the Chairs or Speaker can ask you to rephrase or repeat your point.

6.5- Right of Reply

If a delegate offends or insults another delegate or another country in their speech, the concerned delegate may rise for a Right of Reply. The delegate wishing to rise to a Right of Reply must not interrupt the speech but shall raise their point immediately after the offending speech, raising their placard while stating “Right of Reply!” Upon being recognised by the Chair, the delegate briefly states why they think a Right of Reply is in order. A Right of Reply can only be used under extreme circumstances of actual insults and not just if you have a fundamental difference of opinion with the previous speaker.

Whether to allow or disallow a Right of Reply is subject to the discretion of the Chair and cannot be appealed.

If a Right of Reply is asked for and the Chair feels it should be granted, they should give the speaker who made the offending remark an opportunity to apologise. Should they not do so, the Chair may grant a Right of Reply, upon which the delegate shall deliver their reply within 30 seconds.

The delegate rising to reply will address the whole plenary and not just the offending speaker. Nevertheless, the speaker who delivered the offending speech will remain standing during the reply. Be mindful not to personally address the delegate.

Note: The Point of Personal Privilege, Point of Order, Right of Reply and the Motion to Appeal the Decision of the Chair are

exceptions to the rule that all points and motions shall be introduced just by raising your placard. You should stand and clearly state the point you wish to raise during a pause in the debate.

6.6- Point of Clarification

If a Delegate believes that the speaker has made a false claim or would like the speaker to provide evidence, they may raise their placard and state what their request is. For example, “Can the Delegate of X provide evidence for their claim?” and then the Chairs will ask the speaker to provide evidence.

If the Chairs think that the source is unreliable, they will ask the speaker to amend their speech or apologise.

A point of Clarification cannot be directed towards another Delegate, only towards the speaker who has the floor.



Section 7: Yielding

When a speaker from the speakers' list has the Floor, they may not use all the allotted time. If enough time remains, the delegate may:

- **Yield the Floor to questions:** Other delegates may raise their placards. The Chair will choose a delegate who may then pose a question. The question itself does not count against the remaining time, but the answer does. Cross-talking is not allowed. The speaker may ask for clarification or rephrasing. The asker must remain standing as the question is answered. The speaker is not required to answer the question.

7.1- Yielding to the Chair

The remaining time a speaker or delegate has can be allotted back to the Chair who originally has the floor.

7.2- Yielding to Another Delegate

If a Delegate feels like another Delegate can answer the question better or can read out the resolution in a better manner, then they can Yield the Floor to another Delegate. However, this Delegate must be from the submitters or signatories list from which the original Delegate is part of.



Section 8: Lobbying and Merging- Resolution Writing

8.1- How to Identify Allies and Enemies

Researching is an essential part of a Delegates MUN success story. All Delegates must do their own research in finding out which country their country is allied with or isn't. Based on this research, they will have to form blocs and choose sides. You can simply research this through the internet by searching "USA-Canada Ties", for example.

8.2- Teamwork Decorum

All Delegates are subjected to working together on drafting resolutions or deciding approaches to an issue. You must make sure that you maintain a level of respect not only towards your team members, but also your rivals. Any sort of abuse will not be tolerated and will result in blacklisting from the club.

8.3- Resolution Writing

The goal of the sessions in all committees is to adopt resolutions. Resolutions are not required to solve the whole problem and can deal with part of it or lay the groundwork to begin a more comprehensive solution. Their effectiveness and power depend on the authority of the committee, the intent of the submitters and their acceptance among member states. The only body that can adopt binding resolutions is the Security Council. Delegates should be aware of the thematic scope and mandate of their committee.

SAMPLE RESOLUTIONS CAN BE FOUND IN [SECTION 10.2](#)

During the conference, you will hear terms like 'working paper', 'draft resolution' or 'resolution'. The differences between these documents can be found in the next few sections.

8.4- Working Papers

A paper is called a ‘working paper’ before it is handed in to the Chair and accepted. This is the time when you work on the paper itself, formulate phrases, negotiate with delegates to find compromises, and look for co-submitters and signatories. During this phase, the entire paper, preambulatory and operative clauses, may be changed without any formal procedure. The working paper does not require a specific format or layout. It could be a chart, a power point slide or entirely something else.

8.5- Draft Resolutions, Co-submitters and Signatories

If you feel confident that your working paper provides a viable solution, you may hand it in to the Chair. This is only possible if it is formatted as a draft resolution (your Chairs will make available a sample file that you can use).

Handing in a working paper for it to become a draft resolution requires a certain number of **co-submitters** and **signatories**. To be a co-submitter means that you support the working paper in substance, and you are expected to vote in favour of it, regardless of any circumstance. Any **friendly amendment** of the resolution will need your support.

A signatory only supports the working paper to ensure it is discussed. They do not have to agree with the text of the working paper that they signed. The number of co-submitters and signatories needed is dependent on the number of countries present in your committee. At least 40% of the committee need to sponsor or sign the resolution, with at least 15% being co-submitters.

After you have handed in a working paper, the Chair will correct it if necessary and decide whether to accept it as it is or not. If the

Chair has some remarks, corrections or advice, they will inform the main submitter and ask them to change the paper accordingly. As soon as the Chair accepts the working paper, the paper becomes a 'draft resolution'. The Chair will inform the committee that a draft resolution is on the Floor and give the main submitter the opportunity to introduce it to the committee by reading it out loud and/or distribute it electronically to the committee (*Motion to Introduce a Written Proposal / a Draft Resolution*). The main submitter can only read out the **Operative Clauses**.

Afterwards, it is open for the whole committee for debate. Its operative clauses may be changed by friendly or unfriendly amendments. The preambulatory clauses cannot be changed anymore.

The paper stays a **draft resolution** until it has been voted upon. If it is adopted, it becomes a '**resolution**'.

8-6- Amendments

Amendments are 'altering requests' for draft resolutions. Once a draft resolution has been introduced, every country has the chance to work on an amendment in order to strike out clauses, to change clauses or to add clauses. There are two types of amendments: **friendly** and **unfriendly**.

Friendly Amendment - An amendment is considered friendly if it has the support of all sponsors of the draft resolution. Signatories do not matter. All sponsors must sign it before it is submitted to the Chair for approval.

After the amendment has been handed in, the Chair will correct it if necessary and decide whether or not to accept it as it is. If the Chair has some remarks, corrections or advice, he or she will inform the sponsors and ask them to change it accordingly. As soon as the friendly amendment is introduced, it automatically

becomes a part of the draft resolution. It will not be voted upon. If a friendly amendment is adopted that would reverse in part or whole an amendment that has already passed, the Chair may treat it as an unfriendly amend, or refuse to consider it again.

If the support of all sponsors of the draft resolution cannot be obtained, an unfriendly amendment can be written.

Unfriendly Amendments - These require a certain number of signatories (10% of those present or present and voting during the first roll call or a minimum of 3, whichever is bigger), in order to be handed in. After an unfriendly amendment is accepted, the signatories may move to introduce it (motion to introduce a written proposal).

Unfriendly amendments can be discussed in a moderated caucus. The caucus, or caucuses, are moderated by the Chair and its duration is up to the Chair's discretion. Afterwards, the committee will immediately move to a substantive vote on the amendment.

Remember that preambulatory clauses cannot be changed through an amendment, only operatives.

8.7- Formal Requirements of Resolutions

All resolutions must be handed in on the template provided by VIMUN. However, when we are attending conferences elsewhere, we must respect and follow the institutions' template. The Chair will number the resolutions on the Floor in their order of introduction.

A resolution must follow the format of preambulatory and operative clauses, keeping in mind that a resolution is one long sentence and that the first word in each clause must be italicised.

The following phrases can be used in the respective clauses:

8.8- Perambulatory Clauses

The preambulatory clauses are aimed at providing the justification for the actions taken with the operative clauses. They can supply information on the current situation, historical background, refer to past actions on the topic or important declarations, conventions or the UN Charter. Delegates who are not fully convinced of a proposed idea may be more likely to agree with it, if formulated as a pre-ambulatory clause.

Pre-ambulatory clauses always begin with a present participle and always end with a comma.

Pre-ambulatory clauses must be written in past tense with legally binding language. As such, they start with the following phrases:

Acknowledges
Deeply disturbed
Alarmed by
Deeply regretting
Having adopted
Realizing
Approving
Desiring
Having considered
Recalling
Aware of
Emphasizing
Having considered
Recognizing
Bearing in mind
Expecting
Having devoted attention
Referring
Believing
Expressing its appreciation

Having examined
Having heard
Seeking
Confident
Expressing its satisfaction
Having received
Taking into account
Contemplating
Fulfilling
Keeping in mind
Taking into consideration
Convinced
Fully alarmed
Noting with regret
Taking note
Fully aware
Noting with deep concern
Viewing with appreciation
Convinced

Fully believing
Noting with satisfaction
Welcoming
Declaring
Further deploring
Noting further
Deeply concerned
Deeply conscious
Further recalling
Noting with approval

Other present participles might be used. However, this should be agreed upon by the Chair before handing in the working paper.

8.9- Operative Clauses

The action taken by the committee with its resolution is written down in the operative clauses. They may urge, encourage or request certain action, or state an opinion regarding a specific situation. Pay attention that not every committee can use all expressions; your possibilities depend on the power of your committee (if in doubt ask your Chair).

Furthermore, you must decide whether you want to have a strong and specific resolution calling for concrete action, or a rather vague or comprehensive resolution to gather the support of as many nations as possible. The possibilities in general range from denunciation of a certain situation or general call for negotiations to a specific call for a ceasefire or a decision concerning the financing of specific action. Only the Security Council may also decide on any action concerning Chapters VI and VII of the UN Charter, including sanctions and the installation of UN peacekeeping or peace-making operations. Furthermore, the UN Funding cannot be questioned in the Security Council.

Also, bear in mind that operative clauses should be as specific as possible and address the individual aspects in order to create the steps necessary to solve, or at least take the initial steps in improving the situation.

Operative clauses always begin with an active, simple present verb and end with a semicolon. The last operative clause marks the end of the resolution and always ends with a period. All operative clauses are sequentially numbered to make it easier for everybody to refer to a specific clause.

Operative clauses may start with the following phrases:

Confirms Expresses its appreciation
Regrets
Considers
Expresses its hope
Reminds
Declares accordingly
Further invites
Requests
Draws the attention
Further requests
Suggests
Affirming
Deeply disturbed
Guided by Observing
Accepts
Emphasizes
Has resolved
Supports
Approves
Encourages
Authorizes

Endorses
Proclaims
Transmits
Calls
Expresses its hope
Reaffirms Trusts
Calls upon
Further invites
Recommends
Confirms Expresses its appreciation
Regrets
Considers
Expresses its hope
Reminds
Declares accordingly
Further invites
Requests
Draws the attention
Further requests
Suggests
Deplores

‘Decides’ and ‘Condemns’ should be used carefully if your committee is not allowed to take binding decisions.

The lists above are only examples. Other phrases might also be in order. Ask your chair if you are not sure, whether a specific phrase is allowed.





Section 9: Voting Procedure

All draft resolutions and amendments introduced to the Floor need to be voted upon to be adopted. While they focus on amendments and draft resolutions, the rules set out in this chapter apply to all substantive voting.

During voting on substantive matters the doors of the room are closed. Anyone outside after the start of voting will not be admitted until voting concludes. This does not apply to Faculty Advisors or Secretariat members. Exiting the room is only permitted for medical and dire reasons.

9.1- Entering Voting Procedure

Debate ends when delegates motion to close debate or the general speakers list ends.

a) End of Speakers' list

When the speakers' list runs out (the last speaker on the list has run out of speakers' time), the assembly moves directly into voting procedure. Hence, if you are preparing a working paper and still need some time to finish it, keep the speakers' list long or move for informal debate before the speakers' list runs out.

b) Motion to close debate

If such a motion has passed, you will automatically go into voting procedure. There will be no more breaks, caucuses or anything else. So be very, very sure that you are ready to bring in such a motion if you believe it will pass. If you need a break before voting, motion for a suspension of the meeting first.

Remember: If you have not declared yourself 'present' or 'present and voting' before the start of voting procedure, you will not have the right to vote. This is also where the difference between the two declarations will start to matter. If you declared yourself present and voting you will not be able to abstain in the substantive parts of the voting procedure.

Only the following points and motions from debate (see above) remain in order: (1) Point of Personal Privilege, (2) Point of Parliamentary Inquiry, (3) Point of Order and (4) Motion to appeal the decision of the chair. These motions are handled the same.

9.2- Voting on Amendments

Amendments are voted on after the caucus time apportioned to their debate has elapsed. Substantive voting procedure is used, and abstentions are allowed if you declared yourself 'present' during the Roll Call. You may Motion to Vote by Roll Call when voting on amendments.

9.3- Voting on Draft Resolutions and Vetoes

Once the order of voting on the draft resolutions is established the first draft resolution is voted upon, subject to the applicable motions discussed below. This repeats until all draft resolutions have been voted upon. A simple majority is needed to pass a resolution.

This is different within the Security Council where vetoes are allowed for P5 members only. The P5 members are United States of America, China, Russia, France and the United Kingdom

9.4- Motion to Vote by Roll Call

If the exact voting behaviour of other nations is of interest to you, you may move for a Roll Call vote. This motion does not require a procedural vote. This means that you will vote by roll call whenever one of the delegation's requests this.

A Roll Call vote is quite similar to the Roll Call at the beginning of each session. The Chair will read out all countries in alphabetical order. When your country's name is called out you may answer

'Yes', 'No', 'Pass' or 'Abstention' if you are present. If you are present and voting you may not answer 'Abstention'.

If you answer with 'Pass', the chair will continue the roll call and immediately afterwards ask you for your vote. You will then have to answer 'Yes' or 'No'. You may not answer 'Pass' a second time and you may not abstain even if you are present.

If your vote may appear to be against your country's policy and wish to explain your decision, you may answer 'Yes with rights' or 'No with rights'. After all countries have cast their vote, the Chair will give you up to 30 seconds to give an explanation. It is obvious that this type of voting takes much longer than the usual way. Therefore, especially in larger committees, this motion should be used very carefully.

9.5- Motion to Vote Clause by Clause

With this motion, you will vote on the operative clauses one by one. After considering all individual clauses the resolution is voted upon as a whole.

This motion is not voted on, it is at the discretion of the Chair. In case of a combination of roll call and clause by clause vote, the procedure will be as follows:

1. The votes on the separate clauses will be taken by show of placards.
2. The item as a whole will be voted upon by roll call.

9.6- When can I use these Motions?

These motions are in order right before the substantive vote on a draft resolution takes place. The Chair will indicate when this is the case and shall take points or motions on the Floor before the vote takes place.





Section 10: Committee Specific Rules of Procedure

Some committees have additional or modified rules in order to better simulate their unique character and to set them apart from the common UN-committees. The following rules only ever apply to those committees under which they are listed.

10.1- United Nations Security Council

As a delegate to the Security Council you will have Rules of Procedure that are slightly different from those in other committees.

You are one of fifteen members of the Council. Five of them have the right to block decisions by their veto. This makes it possibly much more difficult to find a consensus on a draft resolution. Due to the special situation in the Council, the following rules apply:

10.1.1- Voting in the Security Council

In accordance with Article 27 of the Charter of the United Nations, all votes on procedural matters require nine (9) votes in favour. All votes on any other matters require a majority of nine (9) votes in favour, including the concurring votes of all permanent members. If one permanent member votes against a draft resolution, amendment or on any other substantive matter, that item which you have voted upon, fails; even if the vote is 14 to 1!

Also, the usual quorum does not apply. Instead, at least 9 members must be physically present in the committee in order to reach a quorum.

For handing in working papers and draft resolutions, you need to have at least 5 members as signatories or sponsors and 3 of them to hand in unfriendly amendments.

10.1.2- Other Rules

Motion to declare a vote substantive

This is a motion which may only be used by the permanent members of the Security Council.

It may be entertained on any procedural motion. The aim of this motion is to change the required vote on the procedural motion into a substantive vote. On a substantive vote, all delegates who are 'present' may abstain and the required majority for that motion to pass is nine including all permanent members! This gives the P5 the possibility to veto a normally procedural motion. As soon as any permanent member introduces this motion, the other formerly procedural motion is automatically declared substantive.

Please note that you cannot vote by Roll Call or any other motion mentioned in Section 9 of this document on motions that have been declared substantive!

Presidential Statement

When the Security Council is unable to reach a resolution that is supported by enough members of the Council, it is possible for the Security Council to release a Presidential Statement if its members feel that they are otherwise unable to come to a consensus.

Such a statement is phrased similar to a resolution; however, it is neither legally binding, nor does it differentiate between perambulatory and operative clauses. It requires consensus between the members of the committee.

This is strictly speaking neither a point nor a motion, so it will be "brought in" in another way.

Firstly, if the delegates present in the Security Council fail to reach agreement during a debate, one of them might bring up the idea of writing a Presidential Statement. After this, the Chairs might ask the committee if it agrees with this idea. If so, it is usually a good idea to motion for an unmoderated caucus during which the delegates jointly write the Presidential Statement.

After this, they should hand it in to the Chairs who will correct it as usual. When this is complete, there will be no formal vote upon it, but the Chairs will read it out again and then ask if any member objects to it. Should this be the case, you can either drop the entire Statement, or try to rephrase it to meet the objector's demands during another caucus.

Secondly, if the Chairs feel that the debate will not lead to a resolution, they may ask the body to write a Presidential Statement according to the procedure laid down above.

10.2- Sample Resolutions

The VIMUN Secretariat has worked very hard over the past few years writing up draft resolutions which will be enjoyable for the Delegates. This section includes a few sample resolutions. Please note that any copying from these resolutions will lead to disqualification from any award for that session.

The resolutions begin from the next page.

MUN General Assembly- The Indian CAB Crisis

Main Submitter: United Kingdom

Co-submitters: Pakistan and Bangladesh

Signatories: Organisation of Islamic Cooperation Member States

Deeply Concerned about the recently passed Citizenship Amendment Bill, which directly targets Muslims

Devastated by the BJP government's policies regarding minority religions within India

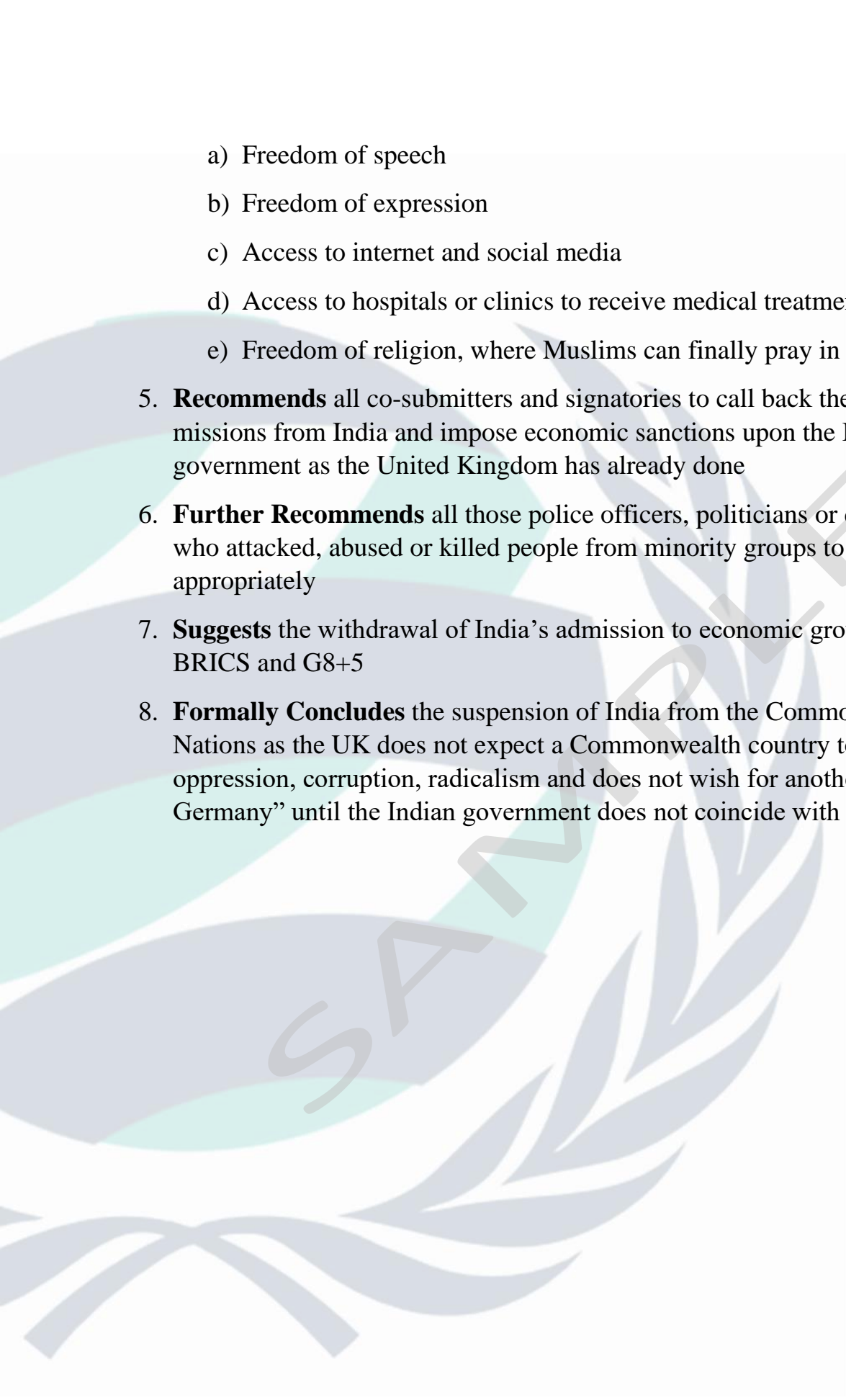
Recalling the recent oppression of innocent Muslims in Indian Occupied Kashmir through lockdown

Recognises and Admits the United Kingdom's failures in dealing with the Kashmir issue

Recognises the BJP 2019 general election campaign-which was solely based upon Hindu nationalism, RSS ideology and radicalism

Warns UN member states of a potential new refugee crisis, mostly effecting Pakistan and Bangladesh

1. **Demands** the Indian government to hold general elections where:
 - a) The UN will be conducting the election
 - b) A fair election process will take place
 - c) There will be no campaigning or party donation period
2. **Calls Upon** the United Kingdom and its allies (more specifically Pakistan and Bangladesh) to host Indian Muslim refugees until the Indian government does not remove laws targeting Muslims. Refugees will have to go through a screening process to avoid a refugee crisis. These refugees will be able to:
 - a) Seek asylum in the respective host countries
 - b) Apply for jobs
 - c) Receive aid through welfare programs
 - d) Practice their religion freely
 - e) Become citizens after a five-year period of working in the specific host countries
3. **Urges** UN member states to provide aid and assistance to those who have faced oppression and lost families. This includes:
 - a) Financial Assistance
 - b) Food and water
 - c) Shelter
 - d) Security
4. **Further Demands** fair treatment of the Indian Occupied Kashmir population and demands their rights of:

- 
- a) Freedom of speech
 - b) Freedom of expression
 - c) Access to internet and social media
 - d) Access to hospitals or clinics to receive medical treatment
 - e) Freedom of religion, where Muslims can finally pray in mosques
5. **Recommends** all co-submitters and signatories to call back their diplomatic missions from India and impose economic sanctions upon the Indian government as the United Kingdom has already done
 6. **Further Recommends** all those police officers, politicians or citizens of India who attacked, abused or killed people from minority groups to be sentenced appropriately
 7. **Suggests** the withdrawal of India's admission to economic groups such as: G20, BRICS and G8+5
 8. **Formally Concludes** the suspension of India from the Commonwealth of Nations as the UK does not expect a Commonwealth country to be known of oppression, corruption, radicalism and does not wish for another "Nazi Germany" until the Indian government does not coincide with the above clauses

MUN General Assembly- Solving the economic situation in Iraq

Main Submitter: United States of America

Co-submitters: United Kingdom and France

Signatories: Kuwait and Saudi Arabia

Reaffirming that the Republic of Iraq has not developed a stable economy

Recalling that during the decade 1990-2000, Iraq lost around \$170 billion in oil revenues. Additionally, Iraq's GDP losses amounted to \$380 billion, which still has not been recovered

Concerned, despite providing economical, infrastructural and welfare aids to The Republic of Iraq, the current government has still not been able to recuperate from its dire economic situation

Aware that the GDP growth rate in Iraq is -0.8% annual change

Recalling the annual corruption report, which states “Corruption in the public and private sectors carries very high risks for businesses investing in Iraq. Companies can expect to contend with several forms of corruption.”

1. **Demands** the Iraqi government to provide the UN with all its financial records; including import/export reports from 1990-present.
 - a) This includes a report on what was done with the \$5.34 billion loaned by the IMF (International Monetary Fund) in 2016 for economical stability
2. **Calls Upon** member states to halt all MoU's (Memorandums of Understanding), economical, welfare, infrastructural aid to the Iraqi government. However, this must not be implemented as a sanction.
3. **Requests** the UN to temporarily stop the United Nations Assistance Mission in Iraq (UNAMI) until answers are provided.
4. **Further Demands** the Iraqi government to support those people who were affected by the 2018 southern-Iraq protests over water shortages.
 - a) This means that the Iraqi government takes notice of the following problems in the south: lack of civil documentation, the unstable security situation, checkpoint harassment, contaminated houses and inadequate basic services.
5. **Recommends** the Iraqi government to implement laws under which corruption should be highly noted and ease of business should be revitalised throughout the republic.

Section 11: Final Words

Dear All,

We hope these rules and proceedings are easy for you to follow. Please do not hesitate to contact us at vimuncontact@gmail.com at any time.

We strongly recommend that you read the rules thoroughly. A Model UN club is much more interesting and enjoyable with a good understanding of the rules of the game, which comes from knowing at least the basic rules of procedure.

We wish you the best of luck and hope you enjoy VIMUN!

Best wishes,

VIMUN Secretariat

Section 12: Order of Precedence

Order of Precedence	Point/Motion	Purpose	Debate	Vote
1.	Point of Personal Privilege	Correct a personal discomfort	None	None
2.	Point of Order	Correct an error in procedure	None	None
3.	Right of Reply	Reply to an offending or insulting statement within a speech	None	None
4.	Point of Parliamentary Inquiry	Question to the Chair	None	None
5.	Motion to appeal the decision of the Chair	Overrule the decision of the Chair	None	Majority
6.	Motion to adjourn debate	End debate on the question without substantive vote	2 pro / 2 con	Majority
7.	Motion to close debate	Move directly into voting procedure	2 pro / 2 con	2/3
8.	Motion to introduce a written proposal	Introduce a draft resolution, amendment, etc.	None	None
9.	Motion for an unmoderated caucus	Suspension of the meeting for an unmoderated caucus	None	Majority
10.	Motion for a moderated caucus	Suspension of the meeting for a moderated caucus	None	Majority
11.	Motion for a suspension of the meeting	Suspension of the meeting (Coffee break etc.)	None	Majority
12.	Motion to close speakers' list	Closing the speakers' list	None	Majority
13.	Motion to set the speakers' time	Setting the speakers' time	1 pro / 1 con	Majority
14.	Motion to reconsider a question	Reopen an adjourned debate	2 pro / 2 con	2/3
15.	Motion to reopen speakers' list	Reopening speakers' list	None	Majority
unrivalled	Motion for a Panel of Authors	Presentation and Q&A for a draft resolution	None	Majority
unrivalled	Motion for a minute of silent prayer or meditation	One minute of silence	None	None
unrivalled	Motion to set the agenda	Set the agenda order	None	Majority