

PODAR SUMMIT 2026 |
MENS OMNIA VINCIT

RULES OF PROCEDURE HANDBOOK



TABLE OF CONTENTS

Title	Page No.
What is an MUN?	2
Position Papers	3
Roll call	4
Setting the agenda	5
Formal Debate	6
Informal Debate	7
Lobbying	8
Points	9

TABLE OF CONTENTS

Title	Page No.
Documents in an MUN	10
DRAFT RESOLUTION (DR)	11
Some General Terms	13
General Advice	14

MODEL UNITED NATIONS

Model United Nations (MUN) is an academic simulation of the United Nations where students take on the role of delegates representing different countries. Participants debate global issues, collaborate with other delegates, and propose solutions based on the foreign policies, values, and perspectives of the country they represent.

For example, a student representing the United Kingdom would discuss international issues such as nuclear non-proliferation, climate change, or global security while advocating the official stance and interests of the United Kingdom. Through research, public speaking, negotiation, and diplomacy, MUN helps students develop critical thinking, leadership, and problem-solving skills while gaining a deeper understanding of international relations.

POSITION PAPERS

A Position Paper, also known as a Policy Paper, is a formal document that outlines a country's stance on the agenda being discussed in a Model United Nations (MUN) committee. It demonstrates a delegate's understanding of the issue, their country's policies, and the solutions they intend to advocate during the conference.

A well-written Position Paper typically includes:

1. Country's Position on the Topic – A clear explanation of the country's official viewpoint and policy regarding the agenda.
2. Country's Relation to the Topic – An overview of how the issue affects the country, including its past actions, international commitments, or involvement in addressing the problem.
3. Proposed Solutions – Practical and realistic policies or recommendations that the delegate's country will support or introduce in the committee, forming the basis for future resolutions.

ROLL CALL

Roll Call is the first procedure conducted at the beginning of every MUN committee session. During roll call, the Executive Board calls out each country's name, and delegates respond to indicate their presence.

Delegates have two response options:

- **Present** – The delegate is present and may choose to vote for, against, or abstain during the final substantive voting on draft resolutions.
- **Present and Voting** – The delegate is present and commits to voting either for or against during the final substantive voting. Delegates who answer "Present and Voting" cannot abstain on substantive resolutions.

Note: The distinction between "Present" and "Present and Voting" applies only to formal (substantive) voting on draft resolutions. During procedural votes, delegates cannot abstain unless otherwise specified by the committee's Rules of Procedure.

SETTING THE AGENDA

The first order of business in every Model United Nations (MUN) committee is to set the agenda.

- If there is only one agenda, it is automatically adopted, and the committee proceeds directly to discussion.
- If there are multiple agendas, a delegate must raise a motion to set the agenda, specifying which topic should be discussed first. The committee then votes on the motion, and the agenda receiving the required majority is adopted.

Once the agenda has been set, the committee begins formal debate on the selected topic.

FORMAL DEBATE

After the agenda has been set, the committee usually moves into the General Speakers List (GSL), which marks the beginning of the formal debate.

- The default speaking time is 90 seconds per delegate, although any delegate may raise a motion to change the speaking time, subject to the committee's approval.
- Delegates deliver speeches based on the agenda while representing the official policies and interests of their assigned country.
- The GSL is an opportunity to introduce your country's position, highlight key concerns, and suggest possible solutions to the issue under discussion.

A well-structured GSL speech should answer the following questions:

- What? – What is the issue being discussed?
- Why? – Why is this issue important?
- Who? – Who is affected by the issue?
- When? – When did the issue arise or become significant?
- How? – How can the international community address the problem?

INFORMAL DEBATE

MODERATED CAUCUS

A Moderated Caucus is a structured debate that allows delegates to discuss a specific sub-topic related to the main agenda. Its purpose is to facilitate focused and substantive debate on the causes, effects, impacts, or solutions of an issue.

Example:

- Agenda: Climate Change
- Moderated Caucus Topic: Agricultural Impacts of Climate Change

A typical motion is:

"The Delegate of Japan motions to suspend formal debate and move into a moderated caucus on the topic 'Agricultural Impacts of Climate Change' for a total duration of 10 minutes, with a speaking time of 1 minute per delegate."

During a moderated caucus, delegates speak only when recognised by the Chair and must adhere to the allotted speaking time.

UNMODERATED CAUCUS

An Unmoderated Caucus is an informal session where formal debate is temporarily suspended, allowing delegates to move freely around the committee room and engage in direct discussions.

The primary purpose of an unmoderated caucus is lobbying and negotiation. During this time, delegates form alliances, negotiate with other countries, draft resolutions, propose amendments, and build support for their ideas. Unlike a moderated caucus, there is no speaking order or recognition by the Chair, allowing for open and collaborative discussions.

LOBBYING

Lobbying is the process of interacting and negotiating with other delegates during an Unmoderated Caucus to gain support for your country's ideas and proposals. It is an essential part of MUN, as it helps delegates build consensus and collaborate on resolutions.

The main objectives of lobbying are:

- Formation of Blocs – Delegates form groups with countries that share similar interests and viewpoints.
- Supporting Motions and Resolutions – Delegates seek sponsors, signatories, and votes for their motions, draft resolutions, and amendments.
- Negotiating Solutions – Delegates discuss, modify, and refine proposals to reach a consensus.
- Building Alliances – Delegates cooperate with other countries to strengthen their position during committee sessions.

POINTS

Point of Personal Privilege

A Point of Personal Privilege may be raised when a delegate experiences personal discomfort that affects their ability to participate in the committee proceedings (e.g., inability to hear the speaker, room temperature, or other physical discomfort). This is the only point that may interrupt a speaker.

Point of Order

A Point of Order is raised when a delegate believes that the Chair or another delegate has made an error in following the committee's Rules of Procedure or parliamentary procedure. It is used to address procedural mistakes, not to debate the agenda or a delegate's speech.

Point of Parliamentary Inquiry

A Point of Parliamentary Inquiry is raised when the floor is open and a delegate wishes to ask the Chair a question regarding the Rules of Procedure or the conduct of the committee. It is used to seek clarification on committee procedures.

Point of Information

A Point of Information is used to ask questions regarding a delegate's speech after they have finished speaking. It is only applicable during the General Speakers List (GSL) and cannot be used during Moderated or Unmoderated Caucuses. Delegates must first obtain the Chair's permission before asking a question.

DOCUMENTS IN MUN

Position Paper

- Position Paper is prepared before coming to conference (a few days-weeks before.)
- Paper that summarizes your nation's position on the issue.

Working Paper

- Prepared either before or during the conference.
- It is edited during the conference. It's a draft document that is similar to a resolution in format. It's a document summarizing your recommended solutions.
- Can be edited together with other delegates/nations.

Draft Resolution

- Created during the conference. Numerous delegates combine their draft working papers and create a document that highlights all the solutions to the problem. This is called a draft resolution.

DRAFT RESOLUTION (DR)

Draft Resolution:

A document written in resolution format, approved by the chairs, and introduced to committee but not yet voted upon is called a draft resolution. Delegates will be spending most of their time writing and amending the draft resolutions. Once a draft resolution is passed by a committee, then it becomes a Resolution.

DR PT.2

- **Sponsors:** delegates who authored the draft resolution or actively contributed ideas. They support the draft resolution and want to see it get passed, so they should vote for it. All resolutions will require a minimum number of sponsors.
- **Signatories:** delegates who wish to see the draft resolution debated but may or may not agree with all of the ideas. However, they think there is some merit to it and want to see it presented. Some resolutions will require a minimum number of signatories.

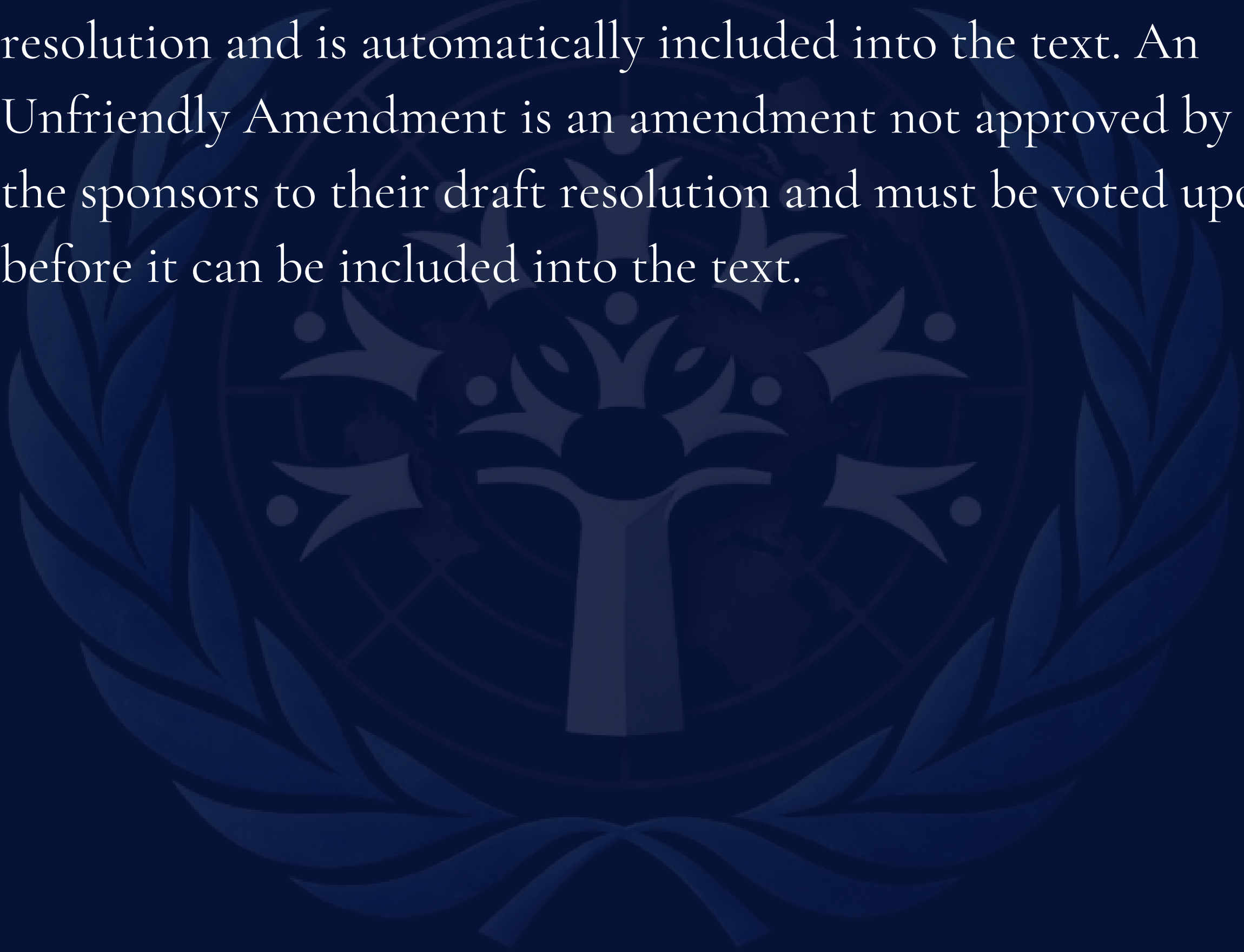
DR PT.3

- **Pre-ambulatory clauses:** statements in the first section of the draft resolution that describes the problems that the committee wants to solve as well as previous measures taken to combat the problem. Pre-ambulatory clauses are usually italicized or underlined but not numbered. E.G - AFFIRMING, ALARMED BY, APPROVING, ETC
- **Operative clauses:** statements in the second section of the draft resolution that outlines the specific solutions the sponsors wish

DRAFT RESOLUTION (DR)

to implement. Operative clauses are usually numbered and underlined. E.G – ACCEPTS, AFFIRMS, AUTHORIZES, ETC.

- **Amendment:** a change made to an operative clause of a draft resolution. Amendments can add, delete, or change an operative clause in a draft resolution. A Friendly Amendment is an amendment written and approved by all the sponsors to a draft resolution and is automatically included into the text. An Unfriendly Amendment is an amendment not approved by all the sponsors to their draft resolution and must be voted upon before it can be included into the text.



SOME GENERAL TERMS

- **Chairs:**

The chairpersons are seated in the front with their gavel and facilitate the debate. They call on speakers, time speeches, and maintain the rules of procedure. If the conference gives awards, they will also evaluate your performance.

- **Decorum:**

Order in committee. The chair may call decorum if delegates are loud or disrespectful, in order to ask for their attention during committee.

- **Motion:**

A specific action made by delegates to direct debate in a certain direction.

- **BLOCS:**

A bloc is a group of delegations who share common, or similar, interests in a certain issue. Usually formed on geographic, political, or economic bases, or a combination of them; securing the support of a bloc is essential in larger MUN Committees. Done right, you can even formulate a bloc when there are a number of delegations that share your country's interest & perspective on the topic. Every bloc needs a leader to work efficiently and productively.

- **Majority:**

A vote that requires a number over half to pass. Most procedural votes require a simple majority of over 50%.

GENERAL ADVICE

- Do your research, write a good resolution
- Speak up - don't look lost and vulnerable
- Get to know the people in your committee
- Congregate with countries with similar interest as yours
- It doesn't matter if you're a small country, as long as you have the confidence and drive that's all you need.