



# GALMUN 2025

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# RULES OF PROCEDURE

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Outlined below are the rules of procedure for GALMUN 2025. You will find some general definitions, a flow chart describing the flow of debate, the main rules of procedure, and lastly, some miscellaneous rules.

## **GENERAL DEFINITIONS:**

**Committee:** A forum composed of representatives of countries, organizations, and other entities where they discuss certain topics and issues and adopt solutions through clauses and resolutions. The United Nations is composed of many such committees, each focusing on a specific field. Examples of UN Committees include the UN Security Council, UN Women, ECOSOC, etc.

**Chair:** the administrator of a committee who organizes the debate.

**Debate Session:** A period of time in which the committee debates the topics at hand.

**Speaker:** A delegate that has the right to speak. This right is limited by time and allows the speaker to speak without being disrupted. It is the chair that provides the right to speak for the delegates.

**Delegate:** A representative of a country, an organization, or any other entity in a certain committee. Therefore, committees are made up of chairs and delegates: People who organize the debate and people who debate.

**Member Delegate:** A delegate of a committee who represents a fully recognized country in the UN. In general, Member Delegates have full debate and voting rights in a committee. For example: Delegate of the USA, Delegate of Nigeria, Delegate of Jordan, etc.

**Observer Delegates:** A delegate of a committee who represents a country that is not fully recognized as a country by the UN but is allowed to participate in the committee. It also includes representatives of important organizations. They have full debate rights, but not full voting rights. This means that they can participate fully in the debate, but they cannot vote on final resolutions and clauses. Examples of Observer State Delegates: Delegate of the State of Palestine, Delegate of the WHO (World Health Organization), Delegate of Oxfam, etc.

**Procedural Voting:** It refers to voting on motions or amendments. Procedural Voting only allows votes in favor or votes against, and everyone who is present in the committee needs to vote (there can be no abstentions).

**Substantial Voting:** It happens when voting on clauses or draft resolutions. Generally, in Substantial Voting, delegates can abstain from voting (with the exception mentioned below).

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**Resolution:** A document that the committee produces in which the solutions to the problems are detailed. It is composed of clauses, and it is the result of debate and the voting process.

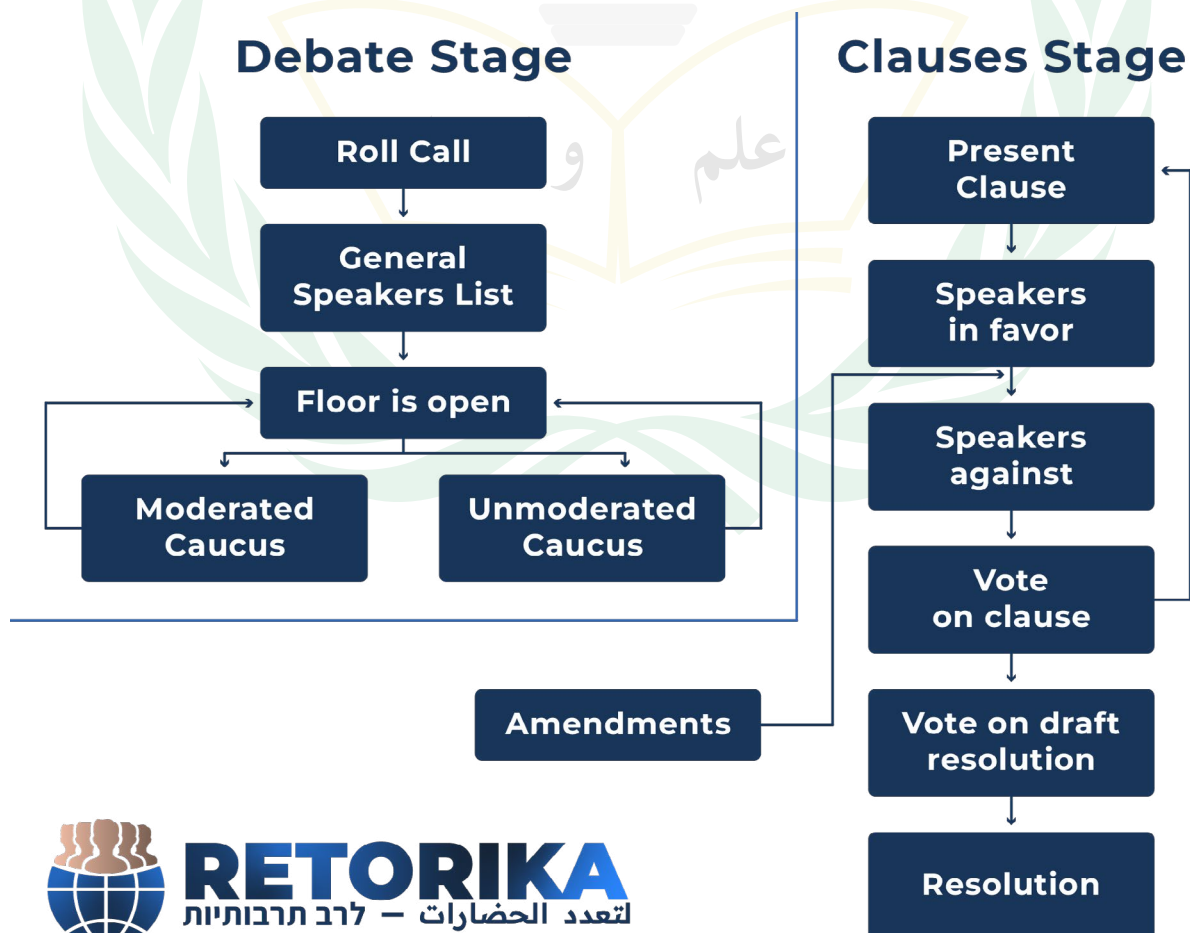
**Draft Resolution:** This is the resolution before it is voted on by the committee. As such, it is only a draft and not a real resolution until it passes through the voting procedure.

**Clause:** A section of a resolution that explains a solution to the issue.

**Submission Paper:** a paper submitted by sponsors to the chairs that includes clauses.

**Sponsor:** A delegate who has written a submission paper or has played a key role in writing it.

**Signatory:** A delegate who would like to see a submission paper (written by someone else) debated in the session.



## **RULES OF PROCEDURE**

### **1. Starting the Session**

Chairs are in charge of starting and restarting committee sessions. Chairs should, as much as possible, stick to the schedule provided by the conference organizers.

#### **1.1. Roll Call**

When sessions begin, chairs should proceed to do a roll call. This action entails the chairs going over the list of countries represented in the committee. Delegates should in turn answer present or present and voting. Doing so would allow delegates to participate in the debate. Should the delegate declare “present and voting”, this would restrict the delegate to only vote in favor or against when voting on submission papers and the draft resolution in the clauses stage [check out article 6].

### **2. Formal Debate: General Speakers List**

General Speakers List is a formal mode of debate that allows delegates to deliver speeches and contribute to the discussion. It is to be initiated after roll call. Chairs are to set up speakers lists and delegates are allowed to deliver their speech according to their turn. Yielding is required and points of information are allowed.

#### **2.1. Setting up speakers list**

To begin the general speakers list, chairs must set up the speakers list. Chairs should declare “are there any delegates who wish to be added to the General Speakers List?”, delegates who wish to do so should raise their placard. The chair, then, adds the delegates who raised their placard to the speakers list. When all the delegates who raised their placards have been added, the chair then moves on to 2.2. Chair’s discretion can allow for the General Speakers List to be reopened, allowing for another round of speakers.

#### **2.2. General Speakers List Speech**

Delegates in the General Speakers List are given the floor to deliver their speech according to their position in the speakers list. Each delegate must approach the podium and deliver a 60 second speech.

#### **2.3. Points of Information**

Upon completing their speech, the delegate is to be asked by the chair whether they are open to any points of information. The delegate may decline or accept. Upon accepting points of information, the chair is to ask the committee whether there are any points of information. Any delegate with a point of information should raise their placard. Each point of information should not take more than 20 seconds to

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be made, and the answer by the speaker should not take more than 40 seconds. The delegate making the point is allowed to motion for a follow-up only once. Motions to follow up are to be allowed by chair discretion with a maximum duration of 20 seconds. 1-3 Points of Information can be entertained following the Chairs' Discretion.

**2.4. Yielding the floor**

The speaker in a general speakers list may yield the floor only to the chair after Points of Information.

**3. Procedural Voting**

After the General Speakers List, chairs are to allow the committee to vote on the flow of the debate. This is done through motions and procedural steps described in the following articles.

**3.1. The Floor is Open**

The chairs are to allow delegates to raise their motions by declaring "the floor is open for motions."

**3.2. Raising a motion**

Delegates may raise motions upon the chairs declaring that "The floor is open for motions." Delegates should raise their placards and state their motion upon being chosen by the chair.

**3.3. Seconds for a motion**

After a motion has been raised, the chairs need to check for any seconds for the motion. Seconds indicate support for the motion. The chair needs to declare, "are there any seconds to this motion?" A delegate can second the motion by raising their placards. If there are no seconds, the motion automatically fails. If there is at least one, the procedure continues to 3.4.

Note: some motions do not require seconds, check out the Motions document on the website.

**3.4. Objections for a motion**

After a motion has been raised and seconded, the chairs need to check for any objections to the motion. Objections indicate opposition to the motion. The chair needs to declare, "are there any objections to this motion?" A delegate can object to the motion by raising their placards. If there are no objections, the motion automatically passes. If there is at least one objection, the motion is to be voted on.

**3.5. Raising other motions**

After 3.4, chairs then proceed to repeat the procedure (from 3.1 to 3.4) until there is a maximum of 4 motions raised by the delegates.

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**3.6. Preparing list of motions to be voted upon**

All motions that have been raised, received seconds, and received objections are to be arranged in a voting list. The order of voting upon the motion is compiled from the most to the least disruptive.

Check out the order of disruptiveness of the motions in the Motions document, available on the website.

**3.7. Voting on the motion**

The chairs begin the voting procedure on the motions in question. Delegates may vote in favour or against the motion, abstentions are not allowed. Motions that fail are discarded. The first motion that receives a majority is to be applied, while the remaining motions are to be discarded.

**4. Informal Debate: Moderated Caucus and Unmoderated Caucus**

There are two types of informal modes of debate: Moderated Caucus and Unmoderated Caucus. Moderated Caucus ["Mod" for short] allows for quick-paced debate of a subtopic. Unmoderated Caucus ["Unmod" for short] allows delegates to lobby with minimal chair debate supervision.

**4.1. Moderated Caucus**

Moderated Caucus is an informal type of debate. It allows delegates to debate a sub-topic using more dynamic and fast-paced speeches. The general time, the individual speaker's time, and the topic of discussion are declared upon introducing the motion.

**4.1.1. Choosing Speakers**

Chairs are to choose speakers in a moderated caucus in the following fashion: The chairs should declare "Are there any delegates who wish to speak?", upon which all delegates wishing to do so should raise their placards. The chair would then select a speaker. Upon completion of the speech, the chair should repeat this process until the time of the moderated caucus elapses or until there are no other delegates wishing to make a speech.

**4.1.2. Moderated Caucus Speech**

Delegates speaking in a moderated caucus should stick to the individual speaker's time. There are no yielding or points of information after the speaker finishes their speech. The delegates may not approach the podium while presenting their speech.

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**4.2. Unmoderated Caucus**

An informal mode of debate that allows delegates to hold discussions with other delegates directly, without moderation by the chairs. Also known as lobbying time, it allows delegates to create country blocs, to collect support and signatures for their clauses and to work on their speeches. An unmoderated caucus is introduced by a motion that sets out its total time.

**4.3. Extending Unmoderated Caucus**

Chairs may allow for the committee to extend unmoderated caucus. At the end of the unmoderated caucus, after all delegates have been seated, a delegate may raise a motion to extend the previous unmoderated caucus, specifying the time extension (it needs to be less than the time of the previous unmoderated caucus). The chairs are to ask for any seconds, upon which they can approve or deny the motion, depending on the chairs' discretion.

**5. Clauses**

Clauses are the proposed solutions to the issues under discussion in the committee. As explained in this section, clauses need to be composed following a specific structure, and require committee support to be discussed and voted upon. Clauses need to be operative, which means that they should only include proposed steps and should not include segments that explain the utility, justification, or rationale behind the proposed steps. The document using which delegates can submit clauses is called a submission paper.

**5.1. Clause Structure**

Clauses making up the submission paper need to include the following elements: An operative phrase that is italicized, the proposed steps, and must end with a semicolon ';'. Clauses may include subclauses. Clauses have to include between 100 - 200 words.

For full information about clause structure, check out the Clauses Manual document on the website.

**5.2. Sponsors**

Each submission paper can be submitted by a maximum of three sponsors. These are the delegates who have written and worked on the clauses making up their submission paper. Sponsors are required to vote in favor of their submission paper. However, they may vote against or abstain if the clauses in their submission paper have been subjected to a successful unfriendly amendment. Each paper can have a number of clauses that does not exceed the number of sponsors. For example, if the submission paper has two sponsors,

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then it can include a maximum of two clauses. A delegate cannot be a sponsor of multiple submission papers.

For further information, check out the Clauses Manual document on the website.

**5.3. Signatories**

These are the delegates who lend their signatures to the submission paper, indicating their support for the paper to be debated. Signatories are not obliged to vote in favour of the submission paper.

For further information, check out the Clauses Manual document on the website.

**6. Clauses Stage**

The second half of the conference is to be dedicated to debate over clauses. The purpose is for the committee to debate and compile a draft resolution that is to be voted on towards the end of the last session.

**6.1. Submitting submission papers to the chairs**

Before the clauses stage begins, delegates need to submit their submission papers to the chairs. In order for a paper to be successfully submitted, its clauses need to be composed using the clause structure and to have the necessary signatories and necessary sponsors.

By default, the number of sponsors per submission paper can be a maximum of 3, while the signatories for the paper need to be a minimum of 20% of the committee's present delegates.

**6.2. Submission Deadline**

The chairs may declare a deadline for submitting the submission papers during or before the conference. All delegates must adhere to the deadline in order to successfully present their clause.

**6.3. Starting the Clauses Stage**

The chairs may decide when to begin the clauses stage, though it is expected to begin within the second half of the committee sessions. With chairs' discretion, they would allow a "motion to move to clauses" to be raised after opening the floor to motions. After the motion passes, the committee would enter the clause stage.



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**6.4. Submission paper presentation**

Clauses are to be debated in an order decided by the chair. The sponsors of the submission paper are to present it. Afterward, a sponsor will be given 60 seconds to deliver a speech explaining and defending their clause[s]. Points of information are in order. Yielding is only possible to the chair.

**6.5. Speakers in favor of a clause**

After the submission paper has been presented, chairs are to allow up to two delegates to speak in favour of the clauses of the presented submission paper. When the speakers are picked, each one is allowed to deliver a 60-second speech. Points of information are in order, and yielding is only allowed to the chair.

**6.6. Speakers against a clause**

After speakers in favor have finished their speeches, chairs are to allow up to two delegates to speak against the clauses of the presented submission paper. When the speakers are picked, each one is allowed to deliver a 60-second speech. Points of information are in order, and yielding is only allowed to the chair.

**6.7. Amendments**

Amendments can only be submitted during the time of Speakers Against. Amendments are to be presented after the time of Speakers Against. Amendments are proposed changes to the clauses under debate. There are two types of amendments:

**6.7.1. Friendly amendments**

Friendly amendments are amendments accepted by all of the sponsors of the submission paper. Once submitted and approved by the chairs, it is to be read out loud in front of the committee.

**6.7.2. Unfriendly amendments**

Unfriendly amendments are amendments made by delegates who are regarded by the sponsors of the clause as “Unfriendly”. Without interrupting any speakers, the chairs are to declare that an amendment has been submitted, and are to commence with the following steps:

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#### **6.7.2.1. Amendment is presented**

Sponsors of an unfriendly amendment are to present the amendment. They will read out the amendment, and then they will have a maximum of 60 seconds to defend their amendment. Points of information are in order, yielding the floor only back to the chair.

#### **6.7.2.2. Speakers in favour of the amendment**

After the amendment has been presented, chairs are to allow one delegate to speak in favour of the amendment. The speaker is allowed to deliver a 60-second speech. Points of information are in order and yielding is only allowed to the chair.

#### **6.7.2.3. Speakers against the amendment**

After the speaker in favour completes their speech, chairs are to allow one delegate to speak against the amendment. The speaker is allowed to deliver a 60-second speech. Points of information are in order, and yielding is only allowed to the chair.

#### **6.7.2.4. Voting on amendments**

After speakers against, the committee will vote on the amendment. Abstentions are not in order. The amendment is to be applied if it receives a simple majority. After the procedure is completed, the committee returns to debate the clause under discussion.

#### **6.8. Moving to vote on draft resolutions**

Using their discretion and being advised by the conference secretariat and schedule, chairs are to allow the committee to raise a “motion to vote on the draft resolution.” This is to be done during the last session of the conference. The debate on clauses ends after the motion has been raised and passes the committee vote.

#### **6.9. Presenting draft resolutions**

After the committee moves to vote on the draft resolution, the chairs are to present the draft resolution. All clauses that have managed to pass a committee vote are to be included in the draft resolution. The chairs are to read out loud all the draft resolutions.

#### **6.10. Speakers in favour of the draft resolution**

After the draft resolution has been presented, chairs are to allow two delegates to speak in favour of the draft resolution. Two speakers are picked, allowing each one to deliver a 60-second speech. Points of information are in order, yielding only to the chairs.

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**6.11. Speakers against the draft resolution**

After speakers in favour, chairs are to allow two delegates to speak against the draft resolution. Two speakers are picked, allowing each one to deliver a 60-second speech. Points of information are in order, yielding only to the chairs.

**6.12. Voting on Draft Resolution**

After speakers in favour and against have been heard, the committee is to vote on the draft resolution as a whole. Chairs are to open the floor for motions pertaining to the voting procedure. After this, the committee votes on the draft resolution as a whole. By default, delegates can vote in favour, against or abstain, depending on relevant motions and on declarations made during roll call. The draft resolution passes with a simple majority.

**7. Motion to Close Debate**

After voting on the draft resolution is complete, the committee needs to pass a motion to close debate in order to formally close the debate on the topic and end the final session of the conference.

**8. Security Council committee rules**

Security council committees have additional unique rules and motions.

**8.1. Veto power**

P5 countries (USA, France, UK, Russia and China) hold veto power when voting on submission papers and draft resolutions. This veto power is activated automatically when a P5 country votes against a submission paper or against the draft resolution. The activation of veto power would automatically fail the paper or the draft resolution. Veto power does not apply when voting on motions and amendments.

**8.2. Motion for a P5 Caucus**

May be raised by any member of P5 countries. In order to pass, it requires the chairs' discretion and the support of all P5 countries. It allows P5 countries to convene in private. P5 countries may invite a maximum of three additional countries to the P5 caucus. The maximum time of a P5 caucus is 10 minutes.

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**9. Miscellaneous rules**

- 9.1. There will be no fact checking. Delegates cannot request the chairs to confirm the validity of claims made by delegates within their speeches.
- 9.2. Right of Reply is not in order.
- 9.3. Chairs' Discretion can allow for ice breaking activities, punishments, and any other activities, after consultation with the Secretariat.
- 9.4. Electronic devices are not in order throughout all MUN sessions except for the crisis committee, breaks, and unmoderated caucusing.
- 9.5. Delegates can only submit clauses to the chair electronically, using USB or email.
- 9.6. Delegates are encouraged to raise their Placard only after the chair ends their request with the word "Now!". If their Placard was raised at an inappropriate time (too early or too late) the chair is permitted to disregard their response.
- 9.7. In Crisis, laptops are required. If a delegate arrives without one, they will not be provided one by the conference staff.

