



SHISHUKUNJ MUN 2026
RULES OF PROCEDURE FOR
JUNIOR COMMITTEES
(THE ECONOMIC AND SOCIAL COUNCIL)

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INTRODUCTION

In its eleventh iteration, Shishukunj MUN brings to you the guide to the Rules of Procedure to be used in the committees of 5th and 6th graders.

In most Model UN conferences, either the UNA-USA (Parliamentary Rules of Procedure) or the UN4MUN procedures are followed. At Shishukunj MUN, we provide all our delegates with a taste of both these procedures, through the hybrid Shishukunj MUN Rules of Procedure.

These procedures are designed with the objective of Shishukunj MUN in mind: the development and growth of all participants to the best of their capacity. It brings forward the true essence of both prevalent procedures to provide all participants with an insight into what MUN conferences are all about.

All delegates are requested to read through this guide thoroughly to clearly understand how committees will flow and proceed.

For any doubts regarding rules of procedure, feel free to contact the following members of the secretariat or members of your respective committee bureaus.

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GENERAL RULES

1. The Shishukunj Model United Nations Conference shall be presided over by the Shishukunj MUN **Secretariat** (henceforth known as the Secretariat) headed by the **Secretary General**.
2. A committee will be presided over by the **Bureau**, which shall be appointed by the Secretariat.
It typically consists of a **Chairperson, Vice-Chairperson and Rapporteur**. Typically, the committee proceedings are divided into the following phases:
 - a. Debates and Discussions
 - b. Draft Resolution Discussion
3. A delegate may only speak when the presiding official gives them permission to do so while the committee is in session, however this does not apply during the unmoderated caucuses.
4. **English** is the official language of the Shishukunj MUN and thus all communication amongst the delegates must be in English. All of the committee proceedings will take place in the Official Language as well.
5. **Chits** can be passed by delegates to communicate with other delegates and the Bureau. All notes can be subject to inspection by the members of the logistics team, Bureau, and/or Secretariat. The presiding official can regulate and/or completely stop the passing of chits in the committee at their discretion.

To: Delegate of India (via EB)
From: Delegate of USA
 (content of chit)

(basic format of a chit)

6. Any arguments, solutions, replies, clarifications, and other content-related matters can only be presented by delegates through speeches and chits.
7. **Motions** are essentially used to indicate the change of state of the committee. These are introduced or raised by the delegate when asked by the presiding official. If a raised motion is in order, it is moved to vote, where the presiding official calls for delegates in

support or 'for' the motion to raise their placards, followed by delegates against the motion. **It is compulsory for delegates to vote either 'for' or 'against' a motion.** Only if the number of delegates who voted for the motion is greater than the number of those who voted against it, does the motion pass. The presiding official may pass or fail a certain motion at their discretion, notwithstanding the outcome of the vote on the motion.

8. **Points** are raised by the delegates for better facilitation of the committee. Note that these are not used to put forth one's ideas but for committee conduction. Points are always and solely raised in an address to the Bureau or the presiding official; they are not raised in an address to another delegate.
 - a. **Point of Personal Privilege:** These are raised to solve issues regarding the audibility of a speaker, permission to move out of committee and for logistical issues.

For audibility, delegates may raise their placards during a speech, interrupting it. For the other matters, indication of points of personal privilege are up to the discretion of the presiding official, but it must never interrupt a speaker.
 - b. **Point of Parliamentary Inquiry:** These are used to ask doubts and questions related to the procedure and flow of debate. Parliamentary Inquiry can be raised only through notes or by approaching the bureau.
9. All committees will aim to prepare a **draft resolution** and have it agreed upon by the members of the committee in consensus. This may also be referred to as the outcome document.

DEBATES AND DISCUSSIONS

1. **Bureau Briefing:** The committee begins with an agenda briefing by the Bureau, wherein the agenda is explained in detail to all delegates present. The delegates can ask questions to the bureau during this time, after the basic briefing.
2. **Roll Call:** The presiding official takes a roll call of all delegates, to identify the number and countries of delegates present, and to set the quorum at the lowest whole number greater than or equal to 1/4th of the committee. As their names are called out, delegates say present if they are present.
3. **Simple Majority:** Simple majority arises if the number of delegates voting for the motion is greater than the number of delegates voting against it (50% + 1), the motion passes.
4. **General Speakers' List:** When the agenda is set, the committee automatically moves ahead with the General Speakers' List (GSL). This is also known as a formal debate. The presiding official may ask for delegates wishing to add their names to the GSL, at which point such delegates must raise their placards. This speech sets the stance of a certain delegate on the agenda. It should include the delegate's country's stance on the agenda, the causes and effects of the agenda and the recommended solutions. The time limit for speeches in the GSL is 90 seconds, by default. If the time of a speaker is left, they must compulsorily yield their time.
5. **Yields:** If, after a GSL, a speaker has time left, he/she must yield the time in one of three ways. **It is compulsory to yield unless the entire time is utilized by the delegate in giving a speech.**
 - a. **Yield to Questions:** If the time left is greater than 10 seconds, the delegate can yield to points of information. The presiding official will ask for points of information (questions) on the speech given by the delegate. The number of questions is up to the discretion of the presiding official.
 - b. **Yield to Another Delegate:** If the time left is greater than 10 seconds, the delegate can yield the remaining time to another delegate who can also use it to give a speech.
 - c. **Yield to the Presiding Official:** The delegates can yield the remaining time to the presiding official, who shall continue proceedings of the committee.
6. **Informal Debate:** After considerable time has been spent on the GSL, the presiding official may guide the committee in the way it can move forward. These would include forms of informal debate. The presiding official may ask for motions from the committee when one of the following can be raised:
 - a. **Moderated Caucus:** These are informal debates where lists of speakers are prepared, who give time-limited speeches. The entire procedure is 'moderated' by

the presiding official. The moderated caucus is raised for a limited total time, limited individual speaker's time, and a particular subtopic of the agenda. It can be raised as: **"Motion for the moderated caucus on the subtopic _____ for a total time of _____ minutes (max. 20 min.), with individual speaker's time _____ seconds (max. 60 sec.)"**

- b. **Unmoderated Caucus:** These are informal sessions where the delegates are allowed to move around the committee room, lobby (persuade) with other delegates, form groups or blocs, and work on drafting working papers (Point 8). It can be raised as: **"Motion for an unmoderated caucus of total time ____ minutes (max. 15 minutes)."**
7. After a caucus, the committee generally moves back to formal debate. However, the presiding official may ask for new motions before any general speech. After several such sessions, the presiding official may ask the committee to move into an unmoderated caucus to draft a working paper.
8. **Working Paper:** A working paper is a document formulated by delegates as groups (there may be more than one group) to describe the direction of the flow of the committee on a certain subtopic which has been discussed through various means and modes. Typically, by the end of day 1, the delegates will have formulated and worked on two working papers. This may vary from committee to committee.
 - a. **Format:** A working paper has no format. It must be in the form of a soft copy. The structure of a working paper would contain the tentative solutions to be taken up. For your reference, an example working paper is available in Annexure 1 of this document. It must also be named as 'Working Paper _____'.
 - b. **Introduction:** The working paper, after being drafted, must be sent to the presiding official via a data transfer peripheral (pen drive, hard disk, SD card, etc.) or email. Only when it is approved by the presiding official, can it be introduced through a motion to introduce a working paper, which is a "Motion to introduce 'Working Paper ____' to the committee."
 - c. **Discussion:** A working paper can be discussed in several ways.
 - i. Moderated Caucus
 - ii. Unmoderated Caucus
 - d. **Voting:** Once the discussion is done, the committee moves to vote on the Working Paper. A working paper passes with a simple majority.

9. **Closing Briefing:** After sufficient discussion has taken place in the committee for the day, the Bureau will call for the closing briefing. This briefing shall constitute two major aspects.
- Summarization of the work done on that day.
 - Set expectations for the next day.
 - Explanation of the format of a draft resolution and how it is written.
10. **Draft Resolution:** It is a concluding comprehensive document which encompasses all solutions which the committee has decided upon after all deliberations, discussions, and negotiations.
- Format:** Unlike a working paper, a draft resolution has a proper formal format which has to be strictly followed. A draft resolution includes the name of the DR, the organ of the UN, the name of the sponsors (which in UN4MUN procedure are all countries) and preliminary and operative clauses.
 - Pre-ambulatory clauses are references that provide context and note the developments/actions that have already been taken under the purview of the agenda. The first word of these clauses ends with -ing or [refer to Annexure 3], which are written in italics, and these clauses end with a comma.
 - The operative clauses are solutions that have been conferred on and proposed by the delegates. These clauses begin with simple present verbs (V1+s) [refer to Annexure 4], which are bold and underlined, and these clauses end with a semi-colon. The last operative clause ends with a full stop; no full stop is put at any other place in the entire resolution. For your reference, an example draft resolution is available in Annexure 2 of this document
 - Requirements:** A draft resolution must have the names of all countries which in UN4MUN procedures are all countries. A DR is named as “Draft Resolution ____”.
 - Introduction:** The draft resolution, after being drafted, must be sent to the presiding official via a data transfer peripheral (only pen drive) or email for soft copies. Once a draft resolution has been approved by the presiding official, after all informal consultations, and has been copied and distributed, a delegate may raise a “**Motion to introduce the Draft Resolution ____ to the committee.**”
 - Discussion and Voting:** A draft resolution has already been discussed in detail in the informal consultations during its formulation. It is further discussed and voted upon.

DRAFT RESOLUTION DISCUSSION

1. **Informal Consultations:** The committee would move into informal consultations rather than into formal debate to work on the draft resolution.
 - a. **Informal-Informal (I):** The formed blocs would, among themselves, negotiate and merge the draft resolutions formulated by each delegate into one single draft resolution which would be presented to the committee as 'Draft Resolution'
 - b. **Informal-Informal (II):** The formed blocs will send a maximum of two bloc representatives to the dais to show the resolution to the Bureau. After this, the representatives of the blocs would discuss together certain subtopic(s) of the agenda and try to negotiate and come to a consensus on a single solution.

ANNEXURE 1 - Sample Working Paper

Working Paper 'Sample'

- a) Funding the Counter Narcotic Conference hosted in Kabul on 5-6 Sep 2011 to discuss ways to enhance cooperation and agree on several joint measures to take this forward.
- b) Providing over Euro 2.5 million directly to support the ministry's work and implement its National Drug Control Strategy.
- c) Over 2,000 pounds of heroin and 2 bomb makers were intercepted in Afghanistan with the help of the UK and its coalition troops.
- d) The UK supports the Counter Narcotics Police of Afghanistan through training and equipping the force and the CNPA now operates in 34 provinces all over the country.

ANNEXURE 2

Sample Draft Resolution

Draft Resolution 'Sample'

The Economic and Social Council,

Recalling its resolution 48/12 of 28th October 1993 and resolution 1904,

Appreciating the efforts made by UK to counter narcotics in Afghanistan by several means,

Profoundly alarmed by the magnitude of the rising trend in drug abuse, illicit production and trafficking in narcotics which threatens the health and well-being of millions of persons, in particular the youth, in all countries of the world,

Gravely concerned that, despite increased efforts by States and relevant International Organizations like the UNODC and the WHO, the illicit demand for, production of and trafficking in narcotic drugs has expanded globally,

Restating that 85 percent of crimes all around the world are because of illicit drugs and also that the war on drugs has caused the international committee 18 billion in the past few years,

Convinced of the desirability of closer coordination and cooperation among States in combating drug-related crimes, such as terrorism, illicit arms trade, and money laundering, and bearing in mind the role that could be played by both the United Nations and regional organizations in this respect,

Reaffirming that a comprehensive framework for an international co-operation in drug control is provided by the existing drug control conventions,

1. **Calls upon** all States to adopt adequate national laws and regulations, to strengthen national judicial systems and to carry out effective drug control activities in cooperation with other States;

ANNEXURE 3

List of Words for Preliminary Clauses

Affirming	Emphasizing
Alarmed by	Expecting
Approving	Expressing its appreciation
Aware of	Expressing its satisfaction
Believing	Fulfilling
Bearing in mind	Fully aware
Cognizant Of	Fully believing
Confident	Further deploring
Contemplating	Further recalling
Convinced	Guided by
Declaring	Having adopted
Deeply concerned	Having considered
Deeply conscious	Having considered further
Deeply convinced	Having devoted attention
Deeply disturbed	Having examined
Deeply regretting	Having heard
Deploring	Having received
Desiring	Having studied

ANNEXURE 4

List of Words for Operative Clauses

Accepts	Further invites
Affirms	Further proclaims
Approves	Further remind
Authorizes	Further recommends
Calls for	Further requests
Calls upon	Further resolves
Condemns*	Has resolved
Congratulates	Notes
Confirms	Proclaims
Considers	Reaffirms
Decides	Recommends
Declares accordingly	Reminds
Demands*	Regrets
Deplores	Requests
Draws attention	Resolves
Designates	Solemnly affirms
Emphasizes	Strongly condemns*
Encourages	Supports
Endorses	Takes note of
Expresses its appreciation	Trusts
Expresses its hope	Urges

