



SHISHUKUNJ MUN 2026

PROCEDURE FOR LOK SABHA

GUIDE TO RULES OF PROCEDURE

LOK SABHA

Under Secretary Generals -

Advita Tiwari

Lakshita Arora

Bureau:

Akshita Nyati - Speaker

Atharv Sharma - Co-Deputy Speaker

Parth Upadhyay - Co-Deputy Speaker

INTRODUCTION

The following are the Rules of Procedure that will be followed in the Lok Sabha committee of the eleventh iteration of the Shishukunj MUN. Up until last to last year, the UNA-USA and UN4MUN hybrid procedure was followed within Lok Sabha. However this year, like last year, the traditional approach for Lok Sabha shall be followed which includes a more accurate and realistic approach towards the committee.

As an Indian committee, this ROP is different from the general UN committees so all the MPs are requested to go through this guide thoroughly, as it details on how the committee will proceed. Concepts such as the Zero Hour, Scrutiny Hour and Bill Formation are unique to the Lok Sabha and are discussed in this document. The flow of the committee is also slightly different from a usual UN committee, beginning with the Speaker's Address and containing concepts like the No Confidence Motion and Anti-Defection Law. A sample bill has also been included for the parliamentarians' benefit, containing all elements of a standard Lok Sabha Bill.

For any doubts regarding the same, feel free to contact the following member of the secretariat or members of the bureau via mail.

Advita Tiwari, Under Secretary General - Indian Committees

(advita.tiwari.sjc1566@shishukunj.in)

Lakshita Arora, Under Secretary General - Indian Committees

(lakshita.arora.sjc1574@shishukunj.in)

Akshita Nyati, Speaker - Lok Sabha

(akshita.nyati.sjc1314@shishukunj.in)

Atharv Sharma, Co-Deputy Speaker - Lok Sabha

(atharv.sharma.sjc6862@shishukunj.in)

Parth Upadhyay, Co-Deputy Speaker - Lok Sabha

(parth.upadhyay.sjc1403@shishukunj.in)



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**. Committees shall be constituted by the Secretariat for the participation of the MPs.

2. The Lok Sabha committee will be presided over by the **Bureau**, which shall be appointed by the Secretariat. It typically consists of a **Speaker, Deputy Speaker and Rapporteur**.

Typically, the committee proceedings are divided into the following phases:

a) Debates and Discussions:

I. Scrutiny Hour

II. Zero Hour

b) Bill Discussion

3. While the committee is in session, a MP may only speak when the presiding official gives implicit or express permission.

4. The language to be used as a medium of speeches and communication is **bilingual**. Points to note, while delivering the speech, the MP may use a combination of English and Hindi. The MPs are also requested to give their speeches in good quality Hindi or English, no casual approach for the same.

5. **Chits** can be passed by MPs to communicate with other MPs 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.

6. Any arguments, solutions, replies, clarification and other content-related matters can only be presented by MPs 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 MP when asked by the presiding official. If a raised motion is in order, it is moved to vote, where the presiding official calls for MPs in support or 'for' the motion to raise their placards, followed by MPs against the motion. **It is compulsory for MPs to vote either 'for' or 'against' a motion.** The number of MPs that have voted in



favour of the motion must be greater than those against for the motion to be passed. A motion may pass or fail at the discretion of the presiding official, notwithstanding the outcome of the vote on the motion. A motion in Lok Sabha is raised as follows- “Shri/Shrimati ____ would like to raise a motion...”

8. **Points** are tools for the Parliamentarian to ask questions in the committee. There are four general points in Shishukunj MUN. They are as follows:

a. **Point of Personal Privilege:** It is used to express personal discomfort in the committee, such as inaudibility of a speaker, logistical issues or even for asking for permission to leave the committee.

i. If a speaker is not audible, an MP can interrupt the speaker. No speaker shall be interrupted other than this reason.

b. **Point of Information:** It is used to ask a question to a MP. A verbal point of information (POI) can be raised when the MP is speaking in a speaker’s list. A POI can also be sent via a chit. Do note that POIs should be relevant to the content of the speech given by a MP. POI can be asked to a particular MP or a party.

c. **Point of Order:** It is raised when the bureau makes a mistake in the committee proceedings or a procedural deviation occurs. It is raised by making a “T” with your placard and your left hand.

d. **Point of Parliamentary Inquiry:** It is used to ask the bureau any question regarding the procedure, committee, Lok Sabha or the Shishukunj MUN.

9. **No offensive comments** related to religion, gender caste etc will be tolerated. In case of any parliamentarian being found saying such things, he/she will immediately be suspended from the committee for as long as the bureau desires. If it continues the parliamentarian may be permanently barred from the committee proceedings.



DEBATES AND DISCUSSIONS

1. Speaker's Address: To begin the committee affairs, the sitting members will be made aware of the aim and intent of the committee by the speaker. This address is key to establishing the direction in which the committee will be headed, and what is expected of the members.

2. Roll Call: The presiding official takes a roll call of all MPs, to identify the number of MPs present, and to set the quorum at the lowest whole number greater than or equal to 2/3rd of the committee. As their names are called out, MPs say present if they are present.

3. Scrutiny Hour: The scrutiny hour is the time period when MPs are required to present questions and give answers to a political party as a whole, no questions regarding a particular MP are to be asked. For the Scrutiny Hour, the bureau will prepare a list randomly and any MP shall be asked to present their questions, therefore it is compulsory for all MPs to prepare at least one question for the scrutiny hour. The questions should be relevant to the agenda only. The time allotted for each question and answer would be 2 minutes.

4. Zero Hour: The Zero Hour is the period in the parliament where issues of utmost importance are to be discussed. The topic for the Zero Hour is “ ” For the Zero Hour the MPs are required to prepare a 90 second long speech regarding the topic and POIs and Right to Reply will be entertained for these speeches.

5. Opening Statement (Speaker's List): An Opening statement is the backbone of committee sessions. Speakers on the list, when granted permission by the speaker, can express their views on the topic in discussion. The list will run throughout the committee sessions until it is exhausted or a motion to the debate is over. A MP can be added by raising their placard when the bureau asks. The speaking time will be set by the committee itself through a motion. Please note that this is the same as a GSL (general speakers list) as in a UN committee.

6. Yields:

Yields may be used when a speaker is left with extra time in their speaker's list speech. There are three yields in Shishukunj MUN. The yields are:

i. **Yield to the Executive Board-** The MPs can yield the remaining time to the presiding official who shall continue proceedings of the committee.

ii. **Yield to Another MP-** The remaining time will be given to another MP, who will have to add their comments in the given time.



iii. **Yield to Points of Information**- If the time left is greater than 10 seconds, then the presiding official shall ask for points of information on the speech given by the MP. The number of points of information is up to the discretion of the presiding official.

7. Moderated Caucus: When the Opening Statement is open, a Parliamentarian may introduce a motion for a moderated caucus, which is a less formal debate format to debate on a specific subset/subtopic of the agenda. A Parliamentarian cannot yield her or his time; if the Parliamentarian finishes early. Must have a set topic, duration, and speaking time (which will be voted on). It is raised as- **“Shri/Shrimati ____ would like to raise a motion for a moderated caucus on the subtopic ____ for a total time of ____ min (max 20 min.), with individual speaker’s time ____ sec (max 60 sec.).”**

8. Unmoderated Caucus: These are informal sessions where the Parliamentarians are allowed to move around the committee room, lobby (persuade) with other Parliamentarians, form groups or blocs, and work on drafting of press releases. It is raised as- **“Shri/Shrimati ____ would like to raise a motion for an unmoderated caucus of total time ____ minutes (max. 15 min.).”**

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 three major aspects.

- Summarization of the work done on that day.
- Set expectations for the next day.
- Explanation of the format of a Bill and how it is written.

10. No Confidence Motion

A no-confidence motion is moved by an MP if according to him/her the government’s activities have not been satisfactory and resignation of the government is demanded. The Speaker will ask MPs who support the motion to raise their placards and will fix a time for a motion if the majority of the MPs do so. At the end of such a debate, the motion is put to vote. If the motion is approved, the government has to resign.

11. Anti-Defection Law

It is present to prevent MPs from leaving their party for another party, and it sets the provisions for disqualification of elected members on the grounds of defection to another political party. If an MP is to defect to another party, the MP will be disqualified from any discussions which may happen in the committee. It doesn’t however prevent MPs to merge/join another political party, if two-thirds of the members of a party are in favour of a merger then it has legal validity in the eyes of the law.



12. Bill: It is a concluding comprehensive document which encompasses all solutions which the committee has decided upon after all deliberations, discussions, and negotiations. The process of formulation and discussion of Bill is a tedious process which will commence on an individual level by Parliamentarians making individual Bills and will continue till end of day.

Format: Unlike a working paper, a Bill has a proper formal format which has to be strictly followed. A Bill includes the name of the Bill, name of the sponsors (maximum number to be decided at the bureau's discretion) and preliminary and operative clauses.

i. 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 is a present continuous verb (V1+ing) or simple past verb (V2) [refer to Annexure 3], which are written in italics, and these clauses end with a comma.

ii. The operative clauses are solutions that have been conferred on and proposed by the Parliamentarians. 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 Bill. For your reference, an example Bill is available in Annexure 2 of this document.

Requirements: A Bill must have the names of all parliamentarians. A Bill is named "Bill ____".

Introduction: The Bill, 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 Bill has been approved by the presiding official, after all informal consultations, and has been copied and distributed, a Parliamentarian may raise a "Motion to introduce the Bill ____ to the committee."

Discussion and Voting: A Bill has already been discussed in detail in the informal consultations during its formulation. It is further discussed and voted upon through the Action Phase and further procedures.



Bill Discussion

1. Informal Consultations: The committee would move into informal consultations rather than into formal debate to work on the Bill. This is also called the Vienna Formula.

a. **Informal-Informal (I):** The formed blocs would, among themselves, negotiate and merge the Bills formulated by each Parliamentarian into one single Bill which would be presented to the committee as 'Bill'.

b. **Informal-Informal (II):** The formed blocs will send a maximum two bloc representatives to the dais to show the Bill to the Bureau. After this, the representatives of the blocs would discuss together on certain subtopic(s) of the agenda and try to negotiate and come to a consensus on a single solution.

c. **Formal-Informal (III):** If by some time, consensus is not able to be reached, the presiding official may call for moderating the negotiations. In this section, the representatives may be changed by the bloc or retained from the previous section. Once consensus starts to be reached among various blocs, they may move back to (II) to finalise the decision.

d. Once discussion on the subtopic(s) is done, new bloc representatives from each bloc are called to negotiate on the next subtopic(s). The cycle of (II) and (III) continues till a single Bill is received by the Bureau for the action phase.

2. Action Phase: The committee, after the finalisation of the Bill to be introduced, moves automatically into the action phase with a 'Bill Actioned' on the table. This Bill is then actioned, i.e., it is discussed and amended clause-by-clause. The presiding official may themselves, or call the sponsors for, reading out the Bill clause-by-clause.

a. **Consensus and Objections:** On reading of a certain clause, the presiding official calls for objections to a certain clause. If there are none, the clause is said to be 'Agreed AD. Ref'. If there are objections, these must be presented in the form of an amendment.

b. **Amendment:** An amendment aims to amend a part or the entire clause. Once an amendment is raised, the presiding official calls for objections to the amendment. If there are none, it is incorporated and more objections/amendments are entertained. If Parliamentarians object to an amendment, they must object by making an amendment to the amendment.

There are five kinds of amendments:



i. **Add:** To add a word, phrase, sub-clause, or sub-sub-clause in the clause being discussed. It can also be used to add a clause before the clause being discussed.

ii. **Remove:** To remove a word, phrase, sub-sub-clause, or subclause.

iii. **Replace:** To replace a word, phrase, sub-clause, sub-sub clause, or clause with another. This is used when the meaning of the clause changes substantially due to the replacement.

iv. **Alternate:** To change the wording of the clause without substantive change in its meaning. This includes breaking the clause into different clauses.

v. **Delete:** To remove the entire clause from the bill.

c. **Amendments to amendments:** The presiding official can recognize and record objections and amendments to an amendment. The process of identification of consensus takes place on these amendments to amendment. There can be 5 such amendments.

i. **Retain** - To retain or keep a clause as it is.

ii. **Add**

iii. **Remove**

iv. **Replace**

v. **Alternate**

d. If a committee cannot reach a consensus on a certain amendment to amendment, the presiding official has the option to preside over negotiations through a formal-informal or to let a committee move into an informal-informal for building consensus. If consensus can still not be reached, the committee may move to other clauses and come back to the undecided clause later.

e. **Motion to Adjourn Debate:** If consensus cannot be reached on a certain clause, a Parliamentarian may raise a “**Motion to adjourn debate on clause ____.**” If the motion passes, all unaccepted amendments to the clause are removed. The committee moves to the next clause.

3. Identification of Consensus: Now, the presiding official will ask if there are any objections to the entire Bill. If there are none, the entire Bill is tagged as ‘Agreed AD. Ref’. **If there are objections, the committee moves to voting on the Bill.**

4. Voting on Bill: The Parliamentarians can vote for or against the Bill. This will be done by a simple show of placards. If the number of Parliamentarians voting for the Bill is 2/3rds of the total parliamentarians present in the committee, the Bill passes. (The simple majority is set at 2/3rds).



Types of voting: The parliamentarians may vote in multiple ways such as -

- a. **Aye or Nay** - Here Aye stands in support of the motion and Nay stands against the motion. After the presiding official asks for the vote, the parliamentarians have to shout Aye or Nay respectively. The loudest sound is taken as the result. In case the sound is inconclusive, then a formal placard voting would be initiated.
- b. **Placards** - After the presiding official asks for votes, the parliamentarians raise their placards for in support or against respectively. If the placard raised by a parliamentarian is upside down then he/she is considered as dead. If the placard by any parliamentarian is on the ground, the state is considered to be in an emergency.
- c. **Abstain** - Any parliamentarian who decides not to vote in support of or against the motion, they may abstain.



Sample Bill

Bill - Sample

Bill UPA-NDA-INC-BJP 1.0 Sponsors: Shrimati Sonia Gandhi, Shri P. Chidambaram, Shri Yogi Adityanath, Shri Akhilesh Yadav, Shri Narendra Modi, Shri Harsh Vardhan

The Indian Parliament,

Guided by the Indian Constitution,

Having considered the history and the fact that many revolutions and struggles have been led by the labours, and a step towards their betterment would be a gratitude to their sacrifice,

Restating 10.1 million children in India are working as child labourers, In addition, more than 42.7 million children in India are out of school,

Giving India a bottom-end rank of number 19 among 22 countries of the Asia-Pacific region,

Reaffirming the fundamental rights mentioned in the Indian constitution that believe in the fact for rights of workers, accessibility to proper working conditions, access to fair wages and social security,

Convinced of the desire that better coordination between central and state governments is needed, amendments to the current rules and policies are to be made,

- 1) **Emphasising** the need to strictly follow the existing labour laws made over the years and harsh measures to be taken in case of any violation,
- 2) **Expressing** its satisfaction on simplifying the bulky labour laws and segregating them into various codes,
- 3) **Calls upon** the government to create and revise laws that prohibit and control child labour, in accordance with international guidelines set by organs like International Labour Organisation; (Agreed Ad Ref)
- 4) **Encourages** the state and the central government to include the maximum amount of money allowed to be spent on freebies and grants in the yearly budget, parties should be held accountable if they exceed the limit; (Agreed Ad. Ref)
- 5) **Encourages** educating voters about the economic and social consequences of freebies and encouraging them to demand performance and accountability from political parties instead this would include creating awareness via NGO's and campaign,



- a. Those facing financial constraints can gain access to lectures delivered by prominent influencers on a substantial platform, supplemented by the establishment of community workshops; (Agreed Ad. Ref);
- 6) **Emphasises** on Reinforcement of:
 - a. Article 21(A) in order to promote compulsory education to children,
 - b. Laws supporting legal protection and equal wage payment for women labour; (Agreed Ad Ref.)
- 7) **Requests** The National Organisation for labour should ensure the workforce is trained to suit the current market demands, organising skill development courses at 'pay after placement' basis; (Agreed Ad. Ref).

NOTE: For any bill to be passed in the Lok Sabha, it needs to be approved by the President of India. The President of the Shishukunj MUN is the Secretary General and hence any bill to be passed will have to be approved by the Secretary General.

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

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