

1. Roll Call

Attendance shall be conducted by the Chairpersons through a Roll Call at the beginning of every committee session. Delegates shall establish their presence by raising their placards and responding with one of the following:

Response	What It Means
"Present"	You are here and may vote. You CAN abstain on substantive votes.
"Present and Voting"	You are here and commit to voting. You CANNOT abstain — you must vote For or Against.
No Response	Marked absent. If you arrive late, pass a note to the Chair to be marked present.

2. Permission to Approach the Bench

Any Delegate wishing to contact the Chair for a sensitive or delicate matter may request permission to approach the Bench.

Note: *This should be used as a last resort and only in case of genuine emergency.*

3. Majority

Unless otherwise specified, all motions are non-debatable and require a simple majority vote to pass.

3.1 Simple Majority

A simple majority requires fifty percent plus one vote (50% + 1) of the committee to vote in favour for the matter to pass. If the vote results in a tie, the matter shall be considered to have failed.

4. Agenda

The Agenda reflects the issues which the committee will be tackling and is the primary order of business to be considered in the first session. Only topics set on the provisional Agenda provided by VISMUN '26 shall be considered by the committee.

At this time, the Chair may entertain a Motion to Set the Speaking Time as set out in the relevant section.

4.1 Motion to Set the Agenda

A Delegate may move to set the Agenda in order to determine the order in which topics will be discussed by the committee. Requires a simple majority to pass.

5. Debate

5.1 Formal Debate

A committee shall, by default, be in Formal Debate unless otherwise advised by the Chair. Delegates should refer to the Speakers' List for the speaking order.

5.2 Informal Debate

During Formal Debate, a motion can be made by any Delegate for a Moderated Caucus or an Unmoderated Caucus, both of which constitute Informal Debate. Informal Debate can only occur on substantive issues and is out of order once a Motion to Close Debate has been passed.

5.3 Recognition

A Delegate may only address the committee if they have received permission from the Chair.

5.4 Interruptions

A Speaker may not be interrupted by another Delegate unless the Delegate has risen to a Point of Personal Privilege. A Point of Order does not interrupt a speaker — it may only be raised once the speaker has concluded and the floor has been returned to the Chair.

6. Yields

Only during substantive Formal Debate, a Delegate may yield any remaining time at the end of their speech in one of the following ways:

Yield To	What Happens
The Chair (Board)	The floor returns to the Chair and the next speaker on the Speakers' List is called. This is the default if no specific yield is stated.
Another Delegate	That delegate must immediately take the floor. The delegate receiving yielded time cannot yield again. The delegate must be informed in advance.
Questions (Point of Information)	The Chair opens the floor for other delegates to ask the speaker questions. Rhetorical, leading, or irrelevant questions are ruled out of order. Only the speaker's answer is deducted from the remaining time.

7. Points

Points are used by delegates to address immediate concerns about procedure or personal comfort. Most points do NOT interrupt a speaker — the sole exception is the Point of Personal Privilege.

Point	Description	Interrupts Speaker?
Point of Personal Privilege	Raise if something impairs your ability to participate fully (e.g. audibility issues, urgent comfort break).	YES
Point of Order	Raise if a rule of procedure has not been properly observed. Cannot comment on the substantive topic. Chair's ruling is final and cannot be appealed if ruled dilatory.	No
Point of Parliamentary Inquiry	Raise if you need the Chair to explain a rule or procedure. Keep it brief.	No
Point of Information	Raise in order to enquire about their speeches.	NO

7.1 Point of Personal Privilege

A Delegate may rise to a Point of Personal Privilege if a matter impairs them from participating fully in committee activities. The Chairpersons shall try to effectively address the source of impairment.

□ **Note:** *This is the ONLY point that may interrupt a speaker — and only in cases of genuine inability to participate (e.g. audibility issues). Do not use for non-urgent matters.*

7.2 Point of Order

A Delegate may rise to a Point of Order if a rule of procedure is not properly observed by another Delegate or by the Chairpersons. The Chair will rule on the validity of the point immediately. A Delegate rising to a Point of Order may not comment on the substantive topic. A Point of Order ruled dilatory by the Chair may not be appealed. This point may not interrupt a Speaker.

7.3 Point of Parliamentary Inquiry

A Delegate may rise to a Point of Parliamentary Inquiry requesting an explanation from the Chair on the Rules of Procedure. This point may not interrupt a Speaker.

7.4 Point of Information

A delegate may raise a Point of Information immediately after a delegate's speech when the floor is open for points. This point is used to question a delegate's speech.

8. Rights

8.1 Right of Reply

A Delegate whose personal or national integrity has been impugned by another Delegate's comments may rise to a Right of Reply. Mere disagreement with a speech is not sufficient grounds.

- May NOT interrupt a speaker — must be raised immediately after the offending speaker finishes.
- The Chair decides whether to grant a Right of Reply and determines the duration.
- Should the Chair rule it out of order, the decision cannot be appealed.
- No Delegate may call for a Right of Reply on a Right of Reply.

9. Motions

Motions are proposals that change the structure or direction of debate. To propose a motion, raise your placard and wait to be recognised by the Chair.

□ **Note:** *When multiple motions are on the floor at the same time, the Chair will address the most disruptive one first.*

9.1 Motion for the Adjournment of the Meeting

A Delegate may move for the Adjournment of the Meeting to suspend all committee activities until the next scheduled meeting time. The Chair may rule the motion out of order without possibility of appeal, or put it to a vote. Requires a simple majority.

9.2 Motion for the Adjournment of the Session

A Delegate may move for the Adjournment of the Session to cease permanently all committee activities. The Chair may rule the motion out of order without possibility of appeal, or put it to a vote. Requires a two-thirds (2/3) majority to pass.

9.3 Motion for a Moderated Caucus

A Delegate may move for a Moderated Caucus, thereby suggesting a change from Formal Debate to structured Informal Debate. The Delegate must specify:

- Total duration of the caucus
- Speaking time per delegate
- Topic or justification for the motion

The Chair may suggest a more appropriate caucus length or speaking time, or may rule the motion out of order without possibility of appeal. If the motion passes, the committee will enter Informal Debate whereby the Chair recognises delegates who raise their placards.

9.4 Motion to Extend the Moderated Caucus

A Delegate may move to extend the Moderated Caucus if additional time would benefit committee work. The extension must not exceed the duration of the original Moderated Caucus. The Chair may suggest modifications or rule the motion out of order.

9.5 Motion for an Unmoderated Caucus

A Delegate may move for an Unmoderated Caucus, thereby suggesting a change from Formal Debate to free Informal Debate. The Delegate must specify:

- Total duration
- Purpose or justification

The Chair may suggest a more appropriate duration or rule the motion out of order. Once the motion passes, delegates depart from the Speakers' List and engage in informal discussion without leaving the conference room.

9.6 Motion to Extend the Unmoderated Caucus

A Delegate may move to extend the Unmoderated Caucus if additional time would benefit committee work. The extension must not exceed the original duration. The Chair may amend or rule the motion out of order.

9.7 Motion to Table Debate on a Topic

A Delegate may move to Table Debate to temporarily suspend discussion on a substantive issue without voting on resolutions currently on the floor. If the Chair rules the motion in order: one (1) speaker in favour, one (1) speaker against. Requires a two-thirds (2/3) majority. If passed, a new Speakers' List shall be established upon resumption.

9.8 Motion to Close Debate

A Delegate may move to Close Debate to end debate and enter immediate voting procedure on all items on the floor. If the Chair rules the motion in order: one (1) speaker against. Requires a two-thirds (2/3) majority to pass.

10. Resolutions and Amendments

This section governs the two types of formal documents the committee may consider: Working Papers (section 11.2) and Draft Resolutions (section 11.3). Both must follow standard resolution format and be approved by the Chair before introduction.

10.1 Resolution Format

All formal documents — whether Working Papers or Draft Resolutions — must follow the standard resolution format, which consists of two parts:

- Preambulatory Clauses — provide background and justification (e.g. 'Recalling...', 'Recognising...', 'Deeply concerned...')
- Operative Clauses — let out the proposed actions (e.g. 'Calls upon...', 'Establishes...', 'Urges...')

10.2 Working Papers

A Working Paper is a draft document submitted for discussion before it has been refined into a Draft Resolution. It represents early-stage ideas and proposals that the committee wishes to deliberate on.

10.2.1 Introduction of a Working Paper

A Delegate may move to introduce a Working Paper. Once the Working Paper has been assigned a number by the Secretary General or the Deputy Secretary General, the Chair

or the Sponsor shall entertain a Motion to introduce it.

Once the Motion has passed:

- The Chair invites the Sponsor to briefly present the key proposals of the Working Paper.
- The Sponsor shall be recognised for up to three (3) minutes to speak in favour.
- A new debate on the Working Paper shall begin and a new Speakers' List shall be established.

10.2.2 Sponsor

- There shall be only one Sponsor per Working Paper.
- The Sponsor must be present when the Working Paper is introduced.
- The Sponsor is required to support the Working Paper during debate, unless significant changes have been introduced through the amendment process.

10.2.3 Signatories

- The required number of Signatories shall be determined by the Chair and must be at least one-fifth (1/5) of total members present.
- Signatories are not obligated to vote in favour — their role is solely to indicate interest in having the Working Paper debated.
- Signatories may sign multiple Working Papers. There are no restrictions during the voting procedure.

□ **Note:** *A Working Paper may be upgraded to a Draft Resolution once it has been sufficiently refined and meets the formatting requirements set by the Chair.*

10.3 Draft Resolutions

A Draft Resolution is a formally formatted document that proposes binding action for the committee. It must fully conform to standard resolution format. Delegates may refer to a document as a 'Draft Resolution' only after it has been assigned a number by the Secretary General or the Deputy Secretary General.

If Draft Resolutions are complementary or substantially similar, the Chair may recommend that Sponsors merge the documents prior to the end of debate.

10.3.1 Sponsor

- There shall be only one Sponsor per Draft Resolution.
- The Sponsor must be present when the Draft Resolution is introduced.
- The Sponsor is required to support the Draft Resolution during voting procedure,

unless significant changes have been introduced through the amendment process.

10.3.2 Signatories

- The required number of Signatories shall be determined by the Chair and must be at least one-fifth (1/5) of total members present.
- Amendments to a Draft Resolution do not require approval from Signatories.
- Signatories are not obligated to vote in favour — their role is solely to indicate interest in having the Draft Resolution introduced for further debate.
- Signatories may sign multiple Draft Resolutions. There are no restrictions during the voting procedure.

11.3.3 Introduction of a Draft Resolution

A Delegate may move to introduce a Draft Resolution. Once it has been assigned a number, the Chair or the Sponsor shall entertain a Motion to introduce it.

Once the Motion has passed:

- The Chair shall invite the Sponsor to read out only the operative clauses of the Draft Resolution.
- The Sponsor (or one of the Signatories) shall then be recognised for five (5) minutes to speak in favour.
- No questions shall be entertained during this phase.
- A new debate on the Draft Resolution shall begin .

11.4 Amendments

During debate on a Working Paper or Draft Resolution, a Delegate may move to introduce an Amendment, which may add to, strike out from, or revise a part of the document. All Amendments must be approved by the Chair prior to introduction. It is highly recommended that an Amendment be supported by at least one co-sponsor.

Type	Explanation
Friendly Amendment	Approved by the Sponsor and all Signatories. Automatically incorporated — no vote needed. Amendments to Friendly Amendments are out of order.

Unfriendly Amendment	Not approved by the Sponsor. Must be approved by the Chair before introduction. Put to a full committee vote requiring a simple majority to pass. Amendments to Unfriendly Amendments are in order. The Chair may limit the number of Unfriendly Amendments if deemed excessive.
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12. Order of Precedence

Motion / Point	Description	Debatable	Votes Required	Interrupts Speaker
Point of Personal Privilege	Feeling discomfort or inability to participate	No	No vote	YES
Point of Order	Misuse of procedural rules	No	No vote	No
Right of Reply	Reply to personal or national insult	No	No vote	No
Point of Parliamentary Inquiry	Clarify the rules	No	No vote	No
Motion to Set the Agenda	Set the working agenda	Yes (1+/1-)	Simple Majority	No
Motion to Establish Speakers' List	Open the Speakers' List	No	Simple Majority	No
Motion to Set Speaking Time	Define speaking time limit	No	Simple Majority	No
Motion for Moderated Caucus	Structured informal discussion	No	Simple Majority	No
Motion to Extend Moderated Caucus	Extend an ongoing Moderated Caucus	No	Simple Majority	No

Motion for Unmoderated Caucus	Free discussion / drafting period	No	Simple Majority	No
Motion to Extend Unmoderated Caucus	Extend an ongoing Unmoderated Caucus	No	Simple Majority	No
Motion to Introduce a Working Paper	Formally present a Working Paper	No	Simple Majority	No
Motion to Introduce a Draft Resolution	Formally present a Draft Resolution	No	Simple Majority	No
Motion to Introduce an Amendment	Propose a change to a Working Paper or Draft Resolution	No	Simple Majority	No
Motion to Table Debate	Temporarily suspend discussion on a topic	Yes (1+/1-)	2/3 Majority	No
Motion to Close Debate	End debate and enter voting procedure	No (1 against)	2/3 Majority	No
Motion to Adjourn Meeting	Adjourn until next scheduled meeting	No	Simple Majority	No
Motion to Adjourn Session	Cease all committee activities permanently	Yes (2+/2-)	2/3 Majority	No