

VISMUN '26

UNICEF

United Nations Children's Fund

RULES OF PROCEDURE

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 in the committee by raising their placards.

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. 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.

- Disagreement with the content of a Delegate's speech is NOT grounds for a Right of Reply.
- The Chair will recognize the Right of Reply at their discretion and will decide how to address it.
- This point may not interrupt a speaker — it must be raised immediately after the speaker concludes.
- Should the Chair rule the Right of Reply out of order, the decision cannot be appealed.
- No Delegate may call for a Right of Reply on a Right of Reply.

3. 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.*

4. Majority

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

4.1 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.

5. Agenda

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

5.1 Setting the Agenda

A Delegate may move to set the Agenda in order to determine the order in which topics will be discussed. The committee votes, and the topic receiving more votes goes first.

Majority Required:

- A simple majority (more than half of voting delegates) is required for a Motion to Set the Agenda to pass.

6. Debate

6.1 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.

- To open the Speakers' List, a delegate proposes a Motion to Establish a Speakers' List with a suggested speaking time.
- Once established, any delegate may add themselves by raising their placard or passing a note to the Chair.
- A delegate may only be on the Speakers' List once at a time.
- When the Speakers' List is exhausted, debate closes automatically.

Standard Speaking Time: 90 seconds per delegate. The Chair may adjust this by motion.

6.2 Informal Debate

During Formal Debate, a motion can be made 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.

6.3 Recognition

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

6.4 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.

7. 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	The floor returns to the Chair. The next speaker on the list is called. This is the default.
Another Delegate	That delegate must immediately take the floor. The delegate who receives yielded time cannot yield again.
Point of Information	The Chair opens the floor for other delegates to ask the speaker questions. Rhetorical or irrelevant questions are ruled out of order. Only the speaker's answer is deducted from remaining time.

8. 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 (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 topic — procedure only. Chair's ruling is final.	No
Point of Parliamentary Inquiry	Raise if you need the Chair to explain a rule or procedure. Keep it brief.	No

8.1 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.

8.2 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. This point may not interrupt a Speaker.

8.3 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.

9. Rights

9.1 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. Disagreement alone 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.

10. 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.

10.1 Motion for the Adjournment of the Meeting

Suspends 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 vote. Requires a simple majority.

10.2 Motion for the Adjournment of the Session

Ceases permanently all committee activities. The Chair may rule the motion out of order without possibility of appeal or put it to vote. Requires a two-thirds (2/3) majority to pass.

10.3 Motion for a Moderated Caucus

Suggests a change from Formal Debate to structured Informal Debate. The proposer must state:

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

Requires a simple majority. The Chair may suggest modifications or rule it out of order. A Moderated Caucus may be extended once, by no longer than its original duration, by a simple majority.

10.4 Motion for an Unmoderated Caucus

Free, informal time for delegates to move around, talk, form alliances, and negotiate. The proposer must state the total duration and purpose.

- Requires a simple majority.
- Maximum duration: 15 minutes per Unmod.
- May be extended once, by no more than the original duration, by a simple majority.
- Delegates may not leave the conference room without permission from the Chair.

10.5 Motion to Table Debate on a Topic

Temporarily suspends discussion on a substantive issue without voting on Draft Resolutions. If 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.

10.6 Motion to Close Debate on a Draft Resolution

Ends debate on a Draft Resolution and enters immediate voting procedure on all amendments on the floor. If in order: one (1) speaker against. Requires a two-thirds (2/3) majority.

11. Draft Resolutions

11.1 Draft Resolutions

A Draft Resolution is a formally formatted document that proposes action for the committee. It must follow the standard resolution format with:

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

Delegates may refer to a document as a 'Draft Resolution' in a speech 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.

11.2 Sponsor

- There shall be only one Sponsor per Draft Resolution.
- The Sponsor must be present for a Draft Resolution to be introduced to the floor.
- The Sponsor is required to support the Draft Resolution during voting procedure, unless significant changes have been introduced through the amendment process.

11.3 Signatories

- The required number of Signatories shall be at least one-fifth (1/5) of the total members present.
- Signatories must be present on a Draft Resolution for it to be introduced.
- Signatories are not obligated to vote in favour — their role is solely to indicate interest in having the Draft Resolution debated.
- Signatories may sign only one Draft Resolution per Topic Area. No restrictions apply during voting procedure.

11.4 Introduction of a Draft Resolution

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

- The Chair invites the Sponsor to read out only the operative clauses.
- The Sponsor (or one Signatory) shall be recognised for five (5) minutes to speak in favour.
- No questions shall be entertained during this phase.
- Following introduction, a new debate and a new Speakers' List shall be established.

12. Amendments

12.1 General Rules on Amendments

During debate on a Draft Resolution, a Delegate may move to introduce an Amendment, which may add to, strike out from, or revise a part of the Draft Resolution. All Amendments must be approved by the Chair prior to introduction.

Note: Amendments to preambulatory clauses are not in order unless a serious factual error has been identified by the Secretary General or Deputy Secretary General.

12.2 Types of Amendments

Type	Explanation
Friendly Amendment	Approved by the Sponsor and all Signatories. Automatically incorporated into the Draft Resolution — 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. Requires a simple majority to pass. Amendments to Unfriendly Amendments are in order.

13. 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 for Unmoderated Caucus	Free discussion/drafting period	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 Draft Resolution	No	Simple Majority	No
Motion to Table Debate	Temporarily suspend discussion	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 meeting	No	Simple Majority	No
Motion to Adjourn Session	Cease all committee activities permanently	Yes (2+/2-)	2/3 Majority	No