



ZIMUN

GLOBAL SOLUTIONS

ZEPHRA INTERNATIONAL
MODEL UNITED NATIONS

RULES OF PROCEDURE



OFFICIAL DELEGATE HANDBOOK

2026 EDITION

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1. ROLL CALL

At the start of every committee session, the Executive Board will conduct a Roll Call in alphabetical order to verify delegate attendance.

Delegates must state their attendance status by responding with either:

"Present": The delegate retains the option to vote "In Favor," "Against," or "Abstain" on substantive matters.

"Present and Voting": The delegate forfeits the right to abstain and must cast an affirmative ("In Favor") or negative ("Against") vote on all substantive matters.

Delegates arriving late to the committee floor after Roll Call must submit a written note (chit) to the Executive Board clarifying their attendance status.

2. QUORUM

Quorum specifies the minimum number of delegates required to officially open a committee session and commence debate.

Quorum is established when at least one-third (1/3) of all registered delegates are present on the committee floor, as verified during Roll Call.

3. DEBATE

Debate within Model UN is conducted through three primary formats:

A. General Speaker's List (GSL)

The GSL establishes the primary speaking order for the agenda item under discussion and remains open throughout the entire duration of the conference.

Once the GSL is opened, delegates can request to be added by:

Raising their placards when prompted by the Executive Board.

Submitting a written note (chit) to the Executive Board.

A delegate may only be listed on the GSL once at any given time. After delivering their address, they may request to be re-added. Delegates may also request removal from the list via a written note.

Speaking Time: Default speaking time for the GSL is 90 seconds (1 minute 30 seconds), which may be modified via a formal motion.

When a caucus or motion is approved, the GSL is suspended and automatically resumes once the motion expires.

If the GSL is completely exhausted, formal debate on the topic is considered closed.

B. Moderated Caucus

A Moderated Caucus focuses debate on specific, crucial sub-topics of the agenda. Delegates do not use the GSL; instead, they raise their placards to be recognized by the Chair.

Motion Format: When moving for a Moderated Caucus, a delegate must state:

The specific topic/objective of the caucus.

The total duration (not to exceed 20 minutes).

The individual speaking time per delegate (not to exceed default GSL time).

Passing a Moderated Caucus requires a Simple Majority. If multiple motions are raised, the committee votes on them in order of total duration, from longest to shortest.

Unused time is automatically absorbed by the Executive Board. Yields and questions are not permitted during a Moderated Caucus.

A Moderated Caucus may be extended up to twice, provided the extension duration does not exceed the original caucus length.

The Executive Board reserves the right to declare a motion out of order or collapse an inactive caucus; these decisions are non-appealable.

C. Unmoderated Caucus

An Unmoderated Caucus is an informal session where delegates can move freely around the room to negotiate, form coalitions, address complex questions, and draft working papers/draft resolutions.

Requiring a Simple Majority, multiple motions are voted on from longest to shortest total duration.

An Unmoderated Caucus may be extended up to twice, provided the extension does not exceed the duration of the initial caucus.

The Chair's decision to rule a motion for an Unmoderated Caucus out of order is final and non-appealable.

4. YIELDS

Yields apply only to speeches delivered during the General Speaker's List (GSL) when a delegate has remaining time.

Yield to Another Delegate:

A speaker may yield remaining time to another delegate. If accepted, the secondary delegate speaks for the remaining duration. Secondary yields are prohibited (they cannot yield that time again).

Yield to Questions (Inquiries):

A speaker may yield remaining time to questions from the floor. The Chair selects delegates to ask brief questions. Time used by the delegate answering counts toward their remaining time, but the question itself does not. The delegate may decline to answer specific questions.

Yield to the Executive Board:

If a delegate does not wish to yield to questions or another delegate, remaining time is yielded back to the Chair to move debate forward.

5. POINTS & RIGHTS

Point of Personal Privilege

Raised when a delegate experiences personal physical discomfort or environmental issues preventing full participation (e.g., room temperature, background noise, audibility).

Note: This point may only interrupt a speaker if it pertains to severe audibility issues.

Point of Parliamentary Inquiry

Raised to request clarification from the Executive Board on the Rules of Procedure.

Cannot interrupt a speaker and must be raised when the floor is open for points/motions.

Point of Order

Raised immediately following a delegate's speech to point out procedural errors, logical flaws, or gross factual inaccuracies:

Logical Fallacy: Highlights severe flaws in argumentation.

Factual Inaccuracy: Highlights blatant errors regarding facts, statistics, or figures.

Must not be misused for standard debate rebuttal; the Chair determines validity.

Point of Information

Raised after a delegate's speech to ask a direct, concise question regarding the content of their address. Subject to Chair approval.

Right to Reply

Invoked if a delegate feels their nation's national sovereignty, integrity, or dignity has been directly maligned or personally insulted by another speaker.

Granted at the absolute discretion of the Executive Board / Secretary-General, who sets the response time. The decision is final and non-appealable.

6. VOTING

Procedural Votes

Applies to voting on motions, caucuses, and procedural matters.

All present delegates and observers must vote. Abstentions are strictly prohibited during procedural votes.

Substantive Votes

Applies directly to decisions on Working Papers, Amendments, and Draft Resolutions.

Only official Member States may vote (Observers cannot).

Delegates marked "Present" may vote For, Against, or Abstain. Delegates marked "Present and Voting" cannot abstain.

Majorities Required

Simple Majority: Requires more than 50% ($50\% + 1$) of delegates "Present and Voting" to vote in favor.

Qualified Majority: Requires at least two-thirds ($2/3$) of delegates "Present and Voting" to vote in favor.

Summary of Motion Majorities:

Simple Majority Required:

Motion to Open/Resume General Speaker's List

Motion for a Moderated Caucus (and extensions)

Motion for an Unmoderated Caucus (and extensions)

Motion to Adjourn/Suspend the Session

Qualified Majority ($2/3$) Required:

Motion to Table Debate

Motion for Closure of Debate (Moving into Voting Procedure)

Voting Procedure & Amendments

Moving into Voting: When the GSL is exhausted or a Motion for Closure of Debate passes, the committee enters formal voting procedure. Doors are sealed, and chatter is prohibited.

Amendments:

Voting on Amendments occurs prior to voting on the main Draft Resolution.

The Executive Board determines the voting order, prioritizing the most controversial amendments first. Approved amendments are immediately incorporated into the resolution text.

Scrapping Clause: If passed amendments alter or remove one-third ($1/3$) or more of the operative clauses, the Draft Resolution is entirely discarded.

Order of Resolutions: Draft Resolutions are voted on in the chronological order in which they were formally introduced to the floor.

7. MUN GLOSSARY & TERMINOLOGY

Abstention: Refraining from casting an affirmative or negative vote on a substantive motion.

Adjournment: Suspending committee sessions until a scheduled later time or closing the conference.

Amendment: A formal written modification, addition, or deletion to a draft resolution's operative clauses.

Chair / Executive Board: The presiding officers managing committee procedure, decorum, and debate.

Clause: Individual distinct statements comprising a resolution:

Preambulatory Clauses: Non-numbered background statements detailing context and precedent.

Operative Clauses: Numbered action-oriented statements outlining solutions and mandates.

Co-Sponsor: A signatory delegate who supports bringing a draft resolution to the floor without necessarily agreeing with every clause.

Main Sponsor: The principal author of a draft resolution.

Motion: A formal proposal presented by a delegate to steer committee action.

Placard: A physical sign bearing a delegation's country name used for voting and signaling the Chair.

Second: Expressions of floor support required to bring a motion to a vote.

Yield: Relinquishing remaining speaking time during the GSL