



Rules of Procedure

NVMUN 2025

Letter from the USG of Committees and USG of Delegate Affairs

Dear Delegates,

Thank you for your hard work done while preparing for this conference! To ensure consistency and clarity in rules of procedure, please follow the structure and guidelines below. This guide will serve as your default reference point for all Rules of Procedure related questions, and we hope it will serve you well. If you have any further questions, please do not hesitate to email either of us and we will try our best to resolve them.

Best of luck,

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Introduction

The Rules of Procedure (ROP) are designed to ensure that all proceedings at NVMUN 2025 are able to run in an orderly, efficient, and fair manner. All delegates, chairs, and staff members must adhere to these rules during the conference.

Delegate conduct

Delegates are expected to be respectful and courteous at all times to staff, chaperones, and most importantly, each other. In the event that delegates fail to do so, a member of the Dais, whether that be a chair or a vice chair, will immediately call for decorum.

If delegates feel that they are being treated unfairly, they are invited to discuss this with their Dais or a member of the Secretariat at all times.

English is the only official language of the conference; all documents written and shared within committee sessions must be in English. Delegates are not allowed to use any intentional accents during committee sessions. Moreover, national costumes are not allowed; delegates are required to be in formal Western business attire at all times.

Unless a delegate has informed the Secretariat through email, all delegates are expected to be present at roll call each committee session. Furthermore, please note that it is a delegate's responsibility to ensure that their absence is duly noted. Failure to do so will result in the Secretariat contacting a delegate's parent/guardian.

Electronic aids

Delegates are allowed to use laptops and other electronic devices only for the composition of working papers and draft resolutions.

Please refer to the NVMUN Delegate Code of Conduct for a more comprehensive Tech Policy.

General powers of the secretariat

At any time, all members of the Secretariat reserve the right to suspend or modify the Rules of Procedure. Moreover, members of the Secretariat are allowed to serve as members of Committee Staff at any time.

General powers of the committee staff

The Dais, also known as the Committee Staff, are made up of the Director, the Chair and the Vice Chair, all appointed by the Secretariat. The Director serves as the head of the Dais and has ultimate authority on the Rules of Procedure; they are allowed to amend or suspend parts of the Rules of Procedure at any time. Moreover, they may propose the adoption of any motion, given there is no objection, and also interrupt flow of debate to address the committee when needed.

Quorum & Roll Call

Quorum is the minimum number of delegates that must be present to open debate. The Dais may declare the committee as open to debate when one third of the delegates are present. At all times, quorum is assumed to be present unless challenged.

The Dais team will conduct roll call at the beginning of each session. Delegates are allowed to choose between “present and voting”, where they must vote on all substantive votes (note no delegates are permitted to abstain during a procedural vote), or “present”, in which case they are permitted to abstain. In the event that delegates are not recorded during roll call, they will not be allowed to speak or vote on anything. If delegates are late to committee session, they must send up a note to the Dais informing them whether they are present or present and voting.

Once roll call is finished, the presiding chair will announce that the floor is open to all motions, at which point a delegate will motion to open debate. This motion requires a simple majority to pass (one half of present delegates).

Setting the agenda

The Agenda is the topic that will be debated in session. To begin debate officially, a motion is brought forth by a delegate to set the Agenda. The motion passes when there is a simple majority (one half); afterwards, a Secondary Speakers List for that Topic will be opened.

Crises

In the event of a simulated crisis or emergency, any member of the staff or the Secretariat are allowed to suspend debate to prioritize addressing the current more pressing issue at hand. Following the resolution of that issue, the committee automatically returns to the previous topic.

If the resolution for the crisis fails, it is up to the discretion of the Director whether the committee returns to the previous topic or continues trying to resolve the crisis. Please see the Crisis Rules of Procedure below for more information.

Flow of debate

Once the Agenda is set, the Secondary Speakers List (SSL) is opened automatically. At this point, the presiding chair will ask if there are any delegates willing to speak. Speakers on the SSL are to speak generally on the topic that is being discussed. At any point between speakers on the SSL, speakers are allowed to raise their placard to raise a point or motion.

At any time, the presiding chair may entertain up to five motions on the floor. A delegate trying to speak must be recognized before they rise. While a delegate is speaking, it is not allowed for another delegate to raise their placard.

Secondary Speakers List (SSL)

A Secondary Speakers List has delegates speak about a topic generally. To be added to the SSL, a delegate must raise their placard when the presiding chair calls on the committee. The SSL is the default activity of a committee. When there are no motions on the floor, debate automatically returns back to the SSL.

Speeches and time limits

Delegates may only address the committee when they are called on by the presiding chair. If a delegate's remarks are irrelevant, offensive or inappropriate, they will be called to order.

Otherwise, speeches are limited to one minute (SSL) or the time set by the motion. If a delegate's speech exceeds the time limit, they may be called to order or, by the discretion of the Dais, be allowed to finish their remarks.

Moderated caucus

A delegate must raise a motion for the opening of a moderated caucus. It is in order at any time the floor is open and passes with a simple majority (one half). To make a motion for a moderated caucus, a delegate must specify the topic of discussion and a time limit for both the caucus and individual speeches.

If a motion for a moderated caucus is passed, the delegate who raised the motion will be given the option for first or last speaker's rights. These rights allow a delegate to give the first or last speech of a moderated caucus. If the delegate chooses to request first speaker's rights, they are recognised as the current speaker; if the delegate chooses to request last speaker's rights, the presiding chair sets aside a time period greater than the set time limit for individual speeches for the delegate to deliver their speech at the end of the caucus.

Yields or further motions are not in order when a moderated caucus is ongoing. If no delegates want to speak during a moderated caucus, the caucus ends.

Delegates are expected to address the topic of the moderated caucus; if a delegate's remarks are irrelevant, they will be called to order.

After a moderated caucus ends, delegates may motion for an extension. Extensions of moderated caucuses are treated as a regular moderated caucus, with the exception that the topic remains the same and it may not be longer than half of the time allotted for the previous caucus.

Unmoderated caucus

A delegate must raise a motion for the opening of an unmoderated caucus. It is in order at any time as long as the floor is open, and passes with a simple majority (one half). To make a motion for an unmoderated caucus; a delegate must specify a time limit which does not exceed 20 minutes. If multiple motions are raised for unmoderated caucuses of different durations, the presiding chair will put the motions in order of length.

During an unmoderated caucus, delegates are allowed to leave their seats and in some cases, leave the committee room, to allow for discussion in a more informal setting. Typically, delegates use unmoderated caucuses to form blocs, collaborate and draft working papers, and discuss resolutions.

Closure of debate

Closing a debate means that a committee stops all substantive discussions, meaning any debates on a topic, the Agenda or an amendment. A closure of debate is in order any time the floor is open, and passes with a simple majority (one half). If the motion passes, the committee moves into voting procedure.

Suspensions, recesses, & adjournment

Suspension of a session means that all committee related activities are postponed until the next scheduled committee session. To suspend a committee session, a delegate must motion for suspension; note that these motions are only in order when there is less than ten minutes before a designated recess.

A recess is a scheduled break in the conference schedule.

Adjournment of session means that all committee related activities are halted for the rest of the conference.

The Dais is allowed to rule these motions out of order at any time; members of the Secretariat reserve the right to suspend a session or adjourn a committee at any time.

Postponing (tabling) and resuming debate

Moving for postponement of a draft resolution, an amendment or a topic is known as “tabling”. It is in order at any time as long as the floor is open, and requires a two-thirds majority to pass. At the presiding chair’s discretion, up to four delegates may be recognised to speak for or against the motion, two for each side.

Once something has been postponed, no debate or activity is allowed until a motion to resume debate is passed. To pass a motion to resume debate, a simple majority is necessary, and no delegates need to speak. Passing a motion to resume debate on something negates the effects of a postponement.

Right of Replies

Right of replies are in order when a delegate has their national or personal integrity infringed upon by another delegate. They must be offered right after the infringing speech is complete; these motions are not votable and are granted by the Dais’ discretion. A Right of Reply speech may not exceed one minute; if exceeded, the delegate will be called to order by the presiding chair. A Right of Reply to a Right of Reply is out of order.

After a Right of Reply speech concludes, the next speaker is called upon by the Dais and normal debate resumes.

Yielding

After a delegate finishes their speech during the SSL, they must yield the remainder of their time. Delegates who use the full amount of time allotted to them do not need to yield their time, but should yield it to the chair as a courtesy. There are four types of yields that delegates can use:

Yielding to the Chair: The most common type of yield, used when delegates do not wish to have another delegate use their time, or open the time to questions and comments. Yielding to the Chair has the committee staff absorb the remaining time.

Yielding to another delegate: Yielding to another delegate has a delegate give the remainder of their time to another delegate. The delegate who is being yielded to may choose to accept or decline; if a delegate accepts the yield, they may rise and make a statement with the yielded time; if they do not, the time is absorbed by the Dais. A yield to a yield is out of order.

Yielding to questions: Yielding to questions allows other delegates to raise their placards and ask questions about the speaker's speech. Unless granted the right by the chair, questioners are selected by the chair, not the speaker. Follow up questions are out of order, however delegates may raise their placards multiple times if they have multiple questions. Moreover, any questions that are rhetorical, leading and/or designed to gain information are out of order. Speakers are allowed to decline questions, and only the time where the speaker is actively replying to a question counts toward the time limit.

Yielding to comments: Yielding to comments allows other delegates to speak on the speaker's speech. Commenters are chosen by the chair, and have 20 seconds each to deliver their opinion. Should the original time elapse, a commenter may complete their comment before the next speaker is called upon.

Points

Points are raised in between speeches or while the floor is open.

Point of Personal Privilege: Raised when a delegate is in discomfort or danger that impairs their ability to participate in session. Most typically, these points are raised if delegates need the washroom or the temperature is causing discomfort.

Point of Order: Raised when a delegate believes that there is an instance of improper procedure. The presiding chair will then rule on the point, appeals to the ruling are out of order.

Point of Inquiry: Raised when a delegate has a question on the Rules of Procedure. Substantive questions are out of order for this type of point, instead they should be asked through approaching the Dais during breaks or unmoderated caucuses, or through a note.

Resolutions

Resolutions are what a committee works towards, they are formed through four stages:

Cluster of Ideas: A cluster of ideas is a group of ideas that delegates want to address in future resolutions. They are used to aid the committee in discussion of the topic and writing working papers; note that they do not need to be written in draft resolution format as they are not official documents. These documents may be shown to other delegates at any time, but may not be formally referred to during debate.

Working Papers: The next stage of a draft resolution in the making. Working papers must be approved by the Dais and formatted as a resolution paper before delegates are allowed to refer to them in speeches; note at this stage no signatories are required, but delegates may list authors.

Draft Resolutions: Draft resolutions are the final stage in the development of a resolution before it is presented to the committee for amendments and debate. Once a resolution has gained $\frac{1}{3}$ of the committee as signatories, they may present it to the Dais for approval; once it is approved, a sponsoring delegate may motion to have the resolution presented, which requires a simple majority (one-half) to pass. Note that a delegate may be a signatory of multiple resolutions; a signatory has no obligation to the resolution, they simply want to see it debated. Furthermore, a delegate may sponsor only one resolution, however they can, at the same time, be a signatory of another resolution. Note that a sponsoring delegate, also known as a sponsor, must rise during their resolution's presentation, read it out, and also take part in answering any questions that other delegates raise during the resolution Q&A session. Each resolution may have up to three sponsors, and they must all be present when the resolution is shown to the committee.

Amendments: Delegates may raise their placards while a resolution is on the floor to make changes to the resolution. Amendments to amendments are out of order, however, one part of a resolution can be amended multiple times. There are two types of amendments:

Friendly amendments: This type of amendment must have the approval of all sponsors. Once submitted in writing (through a note), the amendment will be added into the resolution automatically, and the change will be announced to the committee.

Unfriendly amendments: They must be formally introduced to the committee. They require two signatories but no sponsors, and a delegate must move forward to motion for it to be presented; note that it must be voted on and can only be passed if a simple majority (one half) is present. After the motion to present it is passed, the committee opens a Special Secondary Speakers List and hears at least two speakers for and against the amendment. Then, the committee moves into voting procedure, passing with a simple majority. There can only be one unfriendly amendment at a time.

List of commonly used phrases in resolutions

LIST OF COMMONLY USED PREAMBULATORY PHRASES

Affirming, Alarmed, Approving, Aware of, Bearing in mind, Believing, Cognizant, Confident, Contemplating, Convinced, Declaring, Deeply concerned, Deeply disturbed, Deeply regretting, Desiring, Emphasizing, Expecting, Expressing its appreciation, Expressing its satisfaction, Fulfilling, Fully alarmed, Fully aware, Fully believing, Further deploring, Further recalling, Guided by, Having adopted, Having considered, Having devoted attention, Having examined, Having heard, Having received, Having studied, Keeping in mind, Noting with regret, Noting with satisfaction, Noting with approval, Observing, Reaffirming, Realizing, Recalling, Recognizing, Referring, Seeking, Taking into account, Taking into consideration, Taking note, Welcoming.

LIST OF COMMONLY USED OPERATIVE PHRASES

Accepts, Affirms, Approves, Authorizes, Calls, Calls upon, Condemns*, Confirms, Congratulates, Considers, Declares accordingly, Demands*, Deplores, Designates, Draws the attention, Emphasizes, Encourages, Endorses, Expresses its appreciation, Expresses its hope, Further invites, Further proclaims, Further reminds, Further recommends, Further requests, Further resolves, Has resolved, Notes, Proclaims, Reaffirms, Recommends, Regrets, Reminds, Requests, Solemnly affirms, Supports, Takes note of, Transmits, Trusts.

**Only for use by the Security Council*

Voting

Voting is split into two different types:

Procedural voting: Voting on everything except draft resolutions and amendments

Substantive voting: Voting on draft resolutions and unfriendly amendments.

Substantive voting procedures bar all individuals, except the Secretariat, from leaving the committee room. If a committee rejects all draft resolutions from the floor, the committee automatically moves back to SSL for further debate.

Moreover, there are three different ways to vote:

- ***Voting by acclamation:*** Whichever side acclaims louder has the majority.
- ***Voting by placard:*** The Dais has both delegates lift their placard for or against the item that is being voted on all together, by saying “for”, “against” and “abstain”.
- ***Voting by Roll Call:*** The Dais calls on each country individually to vote.

Example – Resolution Paper

Draft Resolution 1.0

Topic: Gender Disparities in Education

Sponsors: Iran, Saudi Arabia

Signatories: Cuba, Jordan, Oman, Qatar, Russian Federation, Syria, Venezuela

The Economic and Social Council,

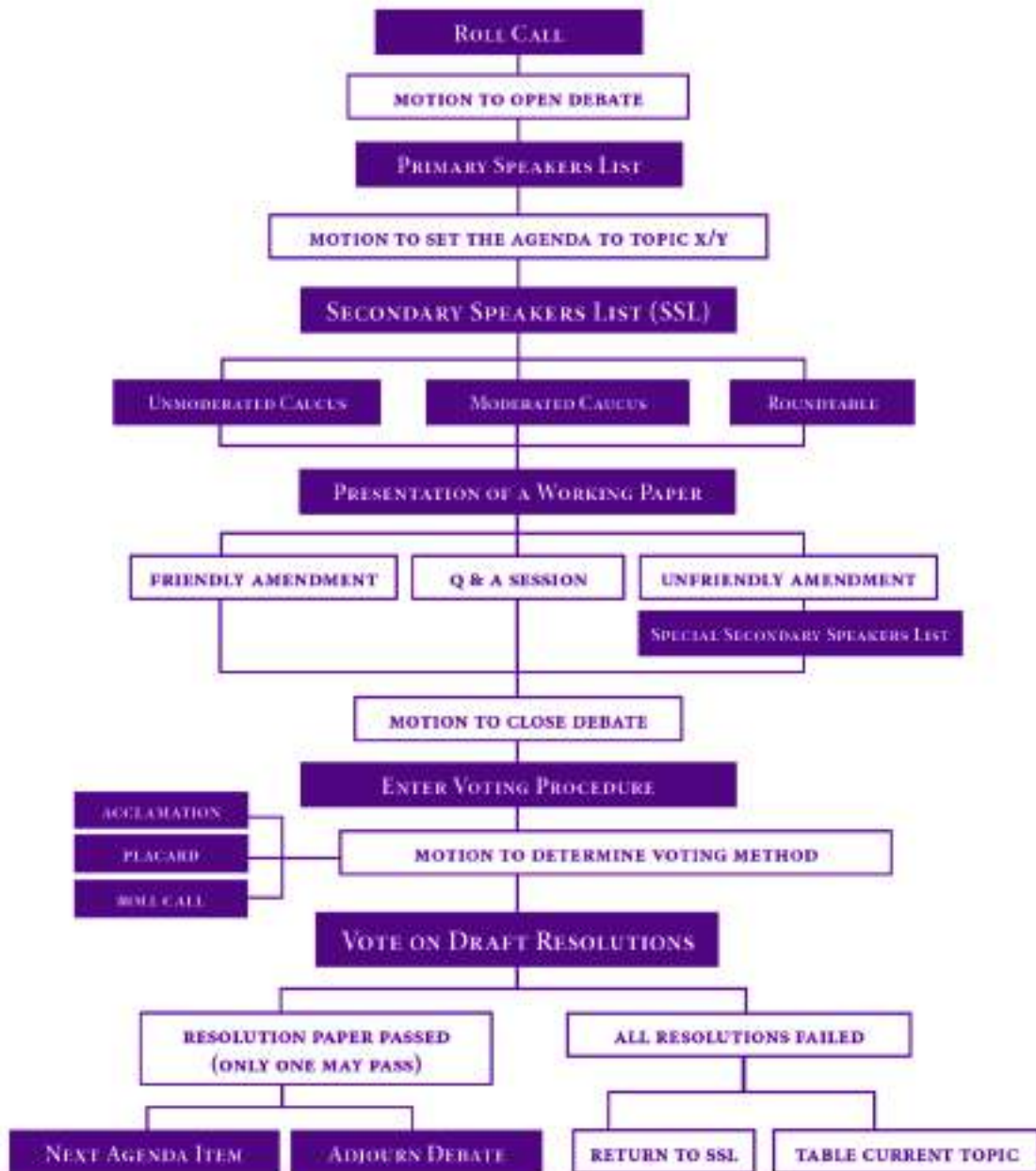
Alarmed by the lack of enforcement of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW),

Cognizant of the importance of gender-neutral education standards by 2015 as a component of the Millennium Development Goals (MDGs),

Noting with approval those initiatives recently undertaken in Iraq and Afghanistan to ensure increased levels of education for future generations of women in the Middle East,

1. Suggests gender segregation remain in primary and secondary education where this structure is already in place;
2. Reaffirms that select nations do not segregate schools by gender, and is not proposing to divide said school systems;
3. Proposes additional specialization be provided in schools to:
 - a. Further acknowledge and utilize the differences between genders,
 - b. Alter secondary school curriculums to contain more concentrated courses including:
 - i. Philosophy or psychiatry classes which would prove useful in raising a family and keeping a peaceful household,
 - ii. Improved physical education, literacy and science classes;
 - c. Help administer knowledge that will be useful in the everyday lives of both genders;
4. Recommends all school systems exercising gender segregation be kept balanced concerning materials and resources;
5. Further recommends a new observational system be set in place:
 - a. By the United Nations,
 - b. Made available to all nations already segregated by gender or wishing to do so,
 - c. To monitor the equal distribution of supplies, materials, teachers, and resources administered to all public male and female schools;
6. Accepts that each nation will have its own cultural differences and opinions on this matter.

Flow of Debate - Summary



Crisis Rules of Procedure

Introduction

A crisis committee simulates a rapidly evolving scenario requiring delegates to respond quickly to events, threats, or developments affecting their country, organization, or role. During a crisis, the committee operates under different rules of procedure.

Flow of debate

In a crisis, there is no set agenda. The crisis session begins with the Chair introducing the initial scenario, outlining the current situation, the objectives, and any immediate threats or challenges. Delegates then respond to the scenario by making short speeches and submitting directives to the dais with proposed actions. Debate is largely unmoderated, allowing delegates to consult informally, negotiate strategies, and coordinate responses quickly. At any point, the Dais may call a moderated caucus to structure the discussion around a specific emerging issue, giving each delegate a limited time to speak. Delegates can submit additional directives throughout the session, which the Dais may act on immediately or use to escalate the scenario, creating new developments or complications. As the crisis progresses, delegates may propose emergency resolutions or rapid actions, which can be adopted by simple majority, unanimous consent, or at the Dais' discretion, depending on the urgency of the situation. The Dais manages the pace of debate, enforces rules of decorum, and ensures all delegates remain engaged and responsive. The session concludes with the Dais summarizing all key actions, resolutions, and outcomes, followed by a brief debrief where delegates reflect on decisions and strategies, providing a learning opportunity for effective crisis diplomacy and rapid decision-making.

Directives

1. What are directives?

Directives are formal written proposals submitted by delegates to take immediate action in response to the crisis. They are shorter and more flexible than full resolutions, allowing for rapid implementation of decisions. Directives can cover a wide range of actions, including military maneuvers, diplomatic initiatives, economic measures, or emergency responses.

2. Purpose of directives

- Rapid Decision-Making:
 - Delegates can act quickly to address evolving events.
- Flexibility:

- Unlike resolutions, directives are concise and action-oriented.
- Crisis Impact:
 - Directives allow delegates to shape the scenario in real-time, influencing the outcome of the crisis.

3. Structure of a Directive

A directive should include the following:

- Header:
 - Clearly state it is a directive and identify the sponsors and signatories.
- Action Statement
 - Describe the proposed action clearly and concisely. Use formal language, e.g., “The delegation of [Country] directs...”
- Rationale
 - Optional but recommended: briefly explain why the action is necessary.
- Implementation Details
 - Specify who, what, when, and how the action will occur.

4. Submitting Directives

- Written Submission:
 - Delegates submit directives to the Chair via notes.
- Timing:
 - Can be submitted at any point during debate; the Chair may prioritize urgent directives.
- Collaboration:
 - Delegates may co-sign directives to show coalition support.

5. Chair Actions on Directives

- Approval:
 - The Chair may approve directives immediately, allowing them to take effect in the scenario.
- Amendment:
 - The Chair may request clarification or modification to ensure feasibility or alignment with the crisis rules.
- Rejection:
 - If a directive is unrealistic or violates rules, the Chair may reject it.

6. Debate and Voting on Directives

- Depending on the Chair’s discretion, directives may require a simple majority, unanimous consent, or be implemented without a vote if urgent.
- Delegates may debate or propose amendments before approval.

7. Tips for Writing Effective Directives

- Be Concise:
 - Directives should be short and actionable.
- Be Specific:
 - Include clear details on actions, timing, and responsible parties.
- Be Realistic:
 - Ensure the action is plausible within the committee scenario.
- Be Strategic:
 - Consider alliances, potential consequences, and how it furthers your objectives.

