



DSBA MUN 2025

RULES OF PROCEDURE



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1. GENERAL RULES

1.1 Scope and Application

- These Rules of Procedure apply to all committees simulated at DSBA MUN 2025.
- In case of a conflict between these Rules and other procedural regulations, these Rules shall prevail.
- The Rules of Procedure are designed to ensure a smooth and effective flow of debate, fostering diplomatic discussions and decision-making.

1.2. Language

- The official and working language of the conference is English.
- Communication during formal debate must be in English.

1.3. Committees

DSBA MUN 2025 features five primary committees:

- United Nations General Assembly (UNGA)
- United Nations Human Rights Council (UNHRC)
- United Nations Security Council (UNSC)
- World Health Organization (WHO)
- World Economic Forum (WEF)

1.4. The Secretariat

- The Secretariat consists of all Heads and Members of the Organizing Committee, functioning under the leadership of the Core Committee.
- At the helm of the Core Committee is the Secretary-General, who serves as the chief authority of DSBA MUN.
- The Secretary-General holds the power to issue oral and written statements to any committee at any given time, either personally or through designated Secretariat members.

- The Secretariat ensures the smooth administration of the conference, supervising procedural conduct, and facilitating the operations of all committees.

1.5. Executive Board

- The Executive Board (EB) of each committee is composed of the Chairperson(s), Vice-chairperson(s), and Moderator.
- The Executive Board collectively manages the functioning of the committee by:
 - Declaring the commencement and conclusion of sessions.
 - Conducting roll calls and ensuring quorum requirements are met.
 - Identifying and recognizing speakers.
 - Regulating debate and maintaining decorum.
 - Addressing procedural concerns and facilitating voting procedures.
 - Documenting and announcing voting results.
 - Overseeing discussions and acknowledging exemplary delegate performances.
- The Chairperson(s) serve as the highest authority within their respective committees, holding the final say in both procedural and substantive matters.
- Vice-chairperson(s) and Moderators assist in ensuring the structured flow of debate and may act on behalf of the Chairperson(s) when necessary.

1.6. Delegation

- Each member state will be represented by one delegate and shall have one vote on each committee. Delegates mentioned as observer states will not be able to vote during the voting procedures on substantive matters, excluding that they have equal status with the Member States.

1.7. Dress Code

- The official dress code of the conference is formal business attire.
- Dress code is mandatory for all participants.

1.8. Electronic Devices

- No laptops, tablets, cell phones, or other electronic devices may be used in the committee room during formal debate or moderated caucus.
- Computers may be used outside the committee room at any time, or in the committee room during unmoderated caucus at the discretion of the Committee Board.

1.9. Communication

- The only allowed form of communication during formal debate is written, through message papers provided by the Secretariat.
- The message papers must be transmitted by the DSBAMUN Volunteers.
- All notes must be in the official and working language of the conference and the content of the notes shall not be irrelevant or abusive.

1.10. Credentials

- Delegates, Chairpersons, Observers, members of the Secretariat and other Personnel (hereinafter “Participants”) must wear approved credentials at all times during the conference.
- If the Participants do not wear one, they shall be denied entry into an area where the meeting is held.

2. RULES GOVERNING PARLIAMENTARY PROCEDURE

2.1. Quorum

- The quorum signifies the minimum number of delegates who need to be present in order to open Session for the debate.
- The quorum is met when at least one-third of all delegates registered are present at the committee session. The quorum shall be verified at the beginning of each session by the Roll Call.

2.2. Roll Call

- The Chair will conduct a roll call at the beginning of each session.
- Delegates shall establish their presence in the Committee by raising their placards and declaring themselves as 'Present' or 'Present and Voting'.

2.3. Setting the Agenda

- The agenda is determined at the beginning of the session.
- A motion to set the agenda requires a second and is subject to debate.
- A simple majority is required for passage.
- If multiple topics are proposed, the committee will engage in structured debate before determining the order of discussion.

2.4. General Debate

- A Speaker's List will be maintained by the Chair.
- Delegates wishing to speak must send a note to the Chair.
- The Chair may impose time limits on speeches.

- Speakers should remain relevant to the topic at hand and avoid unnecessary repetition.

3. MAJORITY

3.1. General Rules of Majority

- Unless explicitly stated otherwise in these Rules of Procedure, all motions are non-debatable and require a simple majority for approval.

3.2. Simple Majority

- A simple majority is achieved when more than fifty percent (50% + 1) of the members present vote in favor of a motion or decision.
- If the vote results in a tie, the motion is considered to have failed.

3.3 Two-thirds (2/3) Majority

- Any procedural or substantive motion requiring a two-thirds (2/3) majority is approved only when at least two-thirds of the members present vote in favor.

3.4. Consensus

- In cases where consensus is required, all members of the committee must vote in favor for the decision to pass.

4. RULES GOVERNING THE DEBATE

4.1. Open Speakers' List

- Once the agenda has been set, a continuously open Speakers List shall be maintained for the entire duration of the topic.
- The Speakers List may only be interrupted for procedural motions, caucuses, discussions on amendments, and the introduction of draft resolutions when allowed by the Chair.
- Delegates may address the committee on the topic under discussion and may refer to any working papers or draft resolutions that have been formally introduced.
- A document may only be referred to as a draft resolution after it has been approved by the Chair and introduced to the committee.

4.2. Forms of Debate

Four distinct forms of debate may be utilized during the conference:

- General or Single Speakers List: Structured debate where delegates speak in turn.
- Question and Answer Period: Delegates may ask and answer questions to clarify their positions.
- Moderated Caucus: A structured but informal debate with shorter speaking times, focusing on specific aspects of the topic.
- Unmoderated Caucus: A free-form discussion where delegates move around and negotiate directly without the Chair's moderation.

4.3. Informal Debate

- During formal debate, any delegate may motion for an unmoderated caucus, which allows for informal discussion among delegates.

- Informal debate is only permitted for substantive matters and cannot take place after a motion to close debate has been passed.

4.4. Recognition

- Delegates may only address the committee after being recognized and granted the floor by the Chair.
- The Chair has full discretion in determining the order of speakers and may adjust the Speakers List as necessary.

4.5. Interruptions

- A speaker may not be interrupted by another delegate unless the interruption is due to:
 - A Point of Personal Privilege, which may only be raised if a delegate is unable to hear the speaker or experiences significant discomfort.
 - A Point of Order, which may only be used to highlight a breach of procedure and cannot dispute the speaker's content.
- Any other form of interruption is not permitted during formal debate.

5. RULES GOVERNING SPEECHES

5.1. Speaking Time

(A) Default Speaking Time

- The default speaking time for delegates is one (1) minute when the Speakers List is active.
- If a delegate exceeds the allotted time, the Chair may call them to order and take necessary action.

(B) Motion to Change Speaking Time

- A delegate may propose a motion to modify the default speaking time.

- The Chair has the discretion to accept or reject the motion or put it to a vote.
- Any proposed extension may not exceed two (2) minutes.
- A simple majority is required for the motion to pass.

5.2. Yields

(A) Types of Yields:

A delegate who is granted the floor from the General Speakers List may yield their remaining speaking time in one of the following ways:

- To Another Delegate: The remaining time is transferred to a delegate chosen by the speaker. The second delegate may not yield further.
- To Questions: The Chair selects questioners from delegates who raise their placards. Only the speaker's responses will count toward the remaining speaking time. Follow-up questions are allowed only at the Chair's discretion.
- To the Chair: The delegate relinquishes their remaining time to the Chair, ending their speech without further questions or comments.

B) Usage of Yields

- Yields are only permitted when a delegate is speaking from the General Speakers List.
- Yields are not in order during moderated caucuses or any other structured debate format.

6. POINTS

6.1. Point of Personal Privilege

- A delegate may raise a Point of Personal Privilege if they experience any discomfort or issue that hinders their full participation in committee proceedings.
- The Chair shall attempt to resolve the issue effectively.

- This point may interrupt a speaker only in cases of inability to hear or a serious disturbance.

6.2. Point of Order

- A delegate may raise a Point of Order if there is a breach of the Rules of Procedure by another delegate or the Executive Board.
- The Chair will rule on the validity of the point, and decisions on Points of Order cannot be appealed.
- This point may interrupt a speaker only if the speech is not following parliamentary procedure.

6.3. Point of Parliamentary Inquiry

- When the floor is open, a delegate may raise a Point of Parliamentary Inquiry to seek clarification on procedural matters from the Chair.
- This point may not interrupt a speaker.
- Delegates with substantive questions should approach the committee staff separately.

6.4. Right to Reply

- If a delegate believes that their personal or national integrity has been impugned by another delegate's statement, they may request a Right to Reply.
- The Chair has full discretion in granting this right and determining how it will be addressed.
- The Right to Reply cannot interrupt a speaker and must be requested immediately after the alleged offense.
- A Right to Reply cannot be requested in response to another Right to Reply.
- If granted, the delegate will have up to two (2) minutes to respond.

7. MOTIONS

7.1. Motion to Suspend or Adjourn the Meeting

- A delegate may motion to suspend the meeting, pausing all committee functions until the next scheduled session, or to adjourn the meeting, ending all committee functions for the duration of the conference.
- A motion to adjourn is only in order once three-quarters of the final session's scheduled time has passed.
- The Chair may rule such motions out of order if deemed inappropriate. This decision is not subject to appeal.
- When in order, this motion is put to an immediate vote and requires a simple majority to pass.

7.2. Motion for Moderated Caucus

- Used to facilitate focused debate at key moments.
- A delegate proposing this motion must specify the topic, speaking time (up to two minutes per speaker), and total duration (up to twenty minutes).
- The motion is voted on immediately and requires a simple majority to pass.
- If no delegates wish to speak, the caucus concludes even if time remains.

7.3. Motion for an Unmoderated Caucus

- Suspends formal debate to allow informal discussions within the committee room.
- The delegate proposing the motion must specify the duration (up to twenty minutes).
- A simple majority vote is required for passage.
- The Chair may end the caucus early if it is no longer productive.

7.4. Motion to Table Debate

- Ends discussion on a topic without voting on any resolutions currently on the floor.
- Requires one speaker in favor and one against before proceeding to vote.
- A two-thirds majority is needed for passage.

7.5. Motion for a Question and Answer Period

- Allows delegates to question another delegate on relevant issues.
- A maximum of five (5) questions may be posed per session.
- The delegate under questioning has the right to decline to answer.

7.6. Motion to Close Debate

- Ends debate and moves the committee into voting procedures.
- If ruled in order, one delegate may speak in favor and one against before voting.
- A two-thirds majority is required to pass this motion.

7.7. Motion for Division of the Question

- Allows a draft resolution to be divided into sections for separate votes.
- The motion must specify how the resolution will be divided.
- Requires a simple majority to pass.

7.8. Motion to Split the House

- Prevents abstentions during a substantive vote.
- Requires a two-thirds majority to pass.

8. RESOLUTIONS OF THE COMMITTEE

8.1. General Provisions

- Delegates are prohibited from bringing any pre-written resolutions, working papers, or similar documents to DSBA MUN. All documents must be drafted during the conference.
- Violation of this rule may result in sanctions, including expulsion from the conference at the discretion of the Chair.

8.2. Working Papers

- Working papers serve as informal documents intended to aid committee discussions and resolution drafting.
- They do not require formal structure or formatting, but must receive approval from the Chair before distribution.
- Once approved, working papers may be shared among delegates, but do not hold official status until incorporated into a draft resolution.

8.3. Draft Resolutions

(A) Format

- Draft Resolutions must be properly formatted according to the general guidelines for writing Resolutions.

(B) Sponsorship and Signatories

- The primary authors of a draft resolution are designated as Sponsors.
- Sponsors are required to support the resolution unless substantial changes occur through the amendment process.
- A delegate cannot serve as both a Sponsor and a Signatory on the same resolution.

- There may be a maximum of two (2) Sponsors per draft resolution.
- Signing a draft resolution does not indicate support but allows the resolution to be discussed.
- A signatory has no further obligations and may sign multiple draft resolutions.

C) Introduction and Withdrawal

- A draft resolution may be introduced once it has been approved and distributed to the committee.
- The introduction is procedural and does not require a substantive vote.
- Sponsors will be granted time to present the resolution following its introduction.
- Clarificatory points on grammar, spelling, or typographical errors may be entertained.
- Sponsors may withdraw a draft resolution before voting, provided no amendments are on the floor.

8.4. Amendments

(A) Types of Amendments

- Amendments may add, modify, or remove sections of a draft resolution.
- All amendments require approval from the Chair before introduction.

(B) Friendly and Unfriendly Amendments

- Friendly Amendments are those approved by all Sponsors and are automatically incorporated.
- Unfriendly Amendments are not approved by Sponsors and require a vote before inclusion.

(C) Non-Substantive Amendments

- Amendments correcting grammatical, spelling, or formatting errors will be automatically adopted at the Chair's discretion.

- Delegates may point out such errors immediately after a draft resolution has been introduced.
- Non-substantive amendments cannot alter the intent or meaning of the draft resolution.

(D) Substantive Amendments

- Substantive amendments introduce changes that alter the meaning or impact of a draft resolution.
- These amendments require debate and a formal vote before incorporation.
- A motion to introduce a substantive amendment must be approved by the Chair.
- Substantive amendments may be debated with speakers for and against before moving to a vote.
- A two-thirds (2/3) majority is required to close debate on a substantive amendment before voting.

8.5. Withdrawals

- Prevents abstentions during a substantive vote.
- Requires a two-thirds majority to pass.

9. RULES GOVERNING VOTING

9.1. General Provisions

- Voting occurs when officially announced by the Chair.
- All delegates must be present in the committee room during a substantive vote.
- During voting, note-passing and all points or motions—except for Point of Order and Point of Personal Privilege—shall be suspended.
- No delegate shall leave the room during a voting procedure.

9.2. Procedural votes

- Procedural votes are triggered upon the proposal of any motion.
- All delegates must vote either in favor or against; abstentions are not permitted.
- Unless specified otherwise, a simple majority is required for passage.

9.3. Substantive votes

- Substantive votes apply to draft resolutions and unfriendly amendments.
- Delegates may vote in favor, against, or abstain from voting.
- Delegates who have declared themselves “Present and Voting” during roll call cannot abstain from a substantive vote.
- Only committee members, the Executive Board, and Secretariat officials may remain in the room during substantive voting.

9.4. Seconds and Objections

- If a motion requires seconds, the Chair will ask for supporters.
- If no delegate seconds the motion, it automatically fails.
- If at least one delegate seconds the motion, the Chair will ask if there are any objections.
- If there are no objections, the motion passes automatically.
- If there is at least one objection, the motion will proceed to a formal vote.

9.5. Order of Voting

- If multiple draft resolutions on the same topic exist, they shall be voted on in the order in which they were submitted.
- Once a draft resolution has been passed, all other competing draft resolutions on the same topic are withdrawn from consideration.
- A delegate may motion to change the voting order of draft resolutions.

9.6. Method of Voting

- Each delegate has one vote and must demonstrate their choice by raising their placard unless a roll call vote is conducted.
- Delegates must vote in favor, against, or abstain.

(A) Roll Call Vote

- A Roll Call Vote is only in order for substantive matters.
- This motion automatically passes unless ruled out of order by the Chair.
- The Chair selects a delegate at random to begin the roll call.

(B) Passing During Roll Call

- During a roll call vote, a delegate may choose to pass, meaning their turn will be deferred to the end of the list.
- A delegate may only pass once during a voting sequence.
- When recalled, the delegate must cast a definitive vote.

(C) Voting with Rights

- A delegate may request to explain their vote after the voting process.
- The Chair may grant or limit speaking time for vote explanations at their discretion.

(D) Voting on Amendments

- Amendments are voted on before the draft resolution as a whole.

- If an amendment negates another pending amendment, only the first amendment will be considered.
- Once all amendments have been voted on, the committee will proceed to a vote on the final version of the draft resolution.

9.7. Reordering Resolutions

- By default, draft resolutions are voted in the order in which they were introduced.
- After the closure of debate, a delegate may motion to reorder the resolutions for voting.
- The motion must specify the proposed voting order.
- The Chair will accept alternative proposals before putting the motion to a vote.
- The first order to receive a simple majority passes, and all others are discarded.