



SHISHUKUNJ MUN 2024

PROCEDURE FOR

SPECIALISED COMMITTEES

GUIDE TO RULES OF PROCEDURE

SPECIALISED COMMITTEES

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INTRODUCTION

In its ninth iteration, Shishukunj MUN brings to you the guide for the Rules of Procedure of the Specialised Crisis Committees. Procedures for the crisis committees are completely insubordinate to and different from the normal General Assembly (GA) and Economic & Social Council (ECOSOC) procedures. These committees are usually based on emergencies and cannot function on the same level of diplomacy in GA and ECOSOC but rather require spontaneity and urgency to resolve conflicts.

Hence, these committees work on much more direct and complex procedures, which usually also differ from committee to committee, meaning it is more important to understand these procedures thoroughly since most delegates are not accustomed to them.

In a crisis committee, there isn't one fixed agenda. Meaning that the agendas continuously change as new crises are introduced to the committee. Hence, such a committee needs more focus on actions than parliamentary procedures.

All delegates are requested to read through this guide precisely and thoroughly to clearly understand how committees will flow and proceed.

For any doubts regarding the rules of procedure, feel free to contact the following.

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GENERAL RULES

1. The Shishukunj Model United Nations Conference shall be presided over by the Shishukunj MUN **Secretariat**, (henceforth known as the Secretariat) headed by the **Secretary-General**. Committees shall be constituted by the Secretariat for the participation of the delegates.
2. The committee will be presided over by the **Bureau**, which shall be appointed by the Shishukunj MUN Secretariat. It will typically constitute a **Chairperson, Vice-Chairperson, and Rapporteur**.
3. A delegate may only speak when the presiding official gives implicit, recognition, or express permission. This does not apply during unmoderated caucuses.
4. The official language of the Shishukunj MUN is **English**. All communication among delegates must happen in English only. All committee proceedings will take place in the official language only. (For IRNA phrases from Hindi or Urdu can be used in speeches)
5. Any argument, solution, reply, clarification, and other content-related matters can only be presented by delegates through speeches or through notes.
6. **Notes or chits** can be passed by delegates to communicate with other delegates and the Bureau. All notes can be subject to inspection by the members of the logistics team, Bureau, and/or Secretariat. The presiding official can regulate and/or completely stop the passing of notes in the committee at his/her discretion.
7. **Motions** are indications to change the state of the committee. These are raised by delegates through their placards when asked for by the presiding official for any motions on the floor. If a raised motion is in order, it is moved to vote, where the presiding official calls for delegates for the motion to raise their placards, followed by delegates against. It is compulsory for delegates to vote, either for or against a motion. Only if the number of delegates who voted for the motion is greater than the number of those who voted against it, does the motion pass. The presiding official may pass or fail a certain motion at his/her discretion, notwithstanding the outcome of the vote on the motion.

RULES OF PROCEDURE - SPECIALISED AGENCIES

8. Points can be raised by delegates for better facilitation of the committee. Note that these are not used to put forth one's ideas but for committee conduction. There are four points:

a. **Point of Personal Privilege:** These are raised to solve issues regarding the audibility of a speaker, permission to leave the committee, and for other personal concerns.

- i. For audibility, delegates may raise their hands during a speech, interrupting it. For the other matters, indication of points of personal privilege are up to the discretion of the presiding official, but it must never interrupt a speaker.

b. **Point of Order:** These are used to point out a procedural deviation by the presiding official.

- i. These are indicated by a 'T' formed with the placard on top and a hand below.

c. **Point of Parliamentary Inquiry:** These are used to ask doubts and questions related to the procedure and flow of debate.

- i. Parliamentary Inquiry can be raised only through notes or by approaching the bureau.

d. **Point of Information:** These are used to clarify content/agenda-related doubts from the presiding official.

- i. Points of Information can be raised only through notes or by approaching the bureau.

9. Right to Reply: A Delegate whose personal or national integrity has been impugned by another Delegate's comments may rise to a Right to Reply. The Bureau will recognize the Right of Reply at their discretion as well as decide on how to resolve the motion. This point may not interrupt a speaker but should be addressed the moment they have finished their speech. Should the Bureau rule the Right to Reply out of order, their decision cannot be appealed. No delegate may call for a Right to Reply on a Right to Reply. The Delegate that has been granted the Right to Reply, shall have one (1) minute to reply to an insult.

The Right to Reply can be suspended for a time period at the discretion of the Bureau

10. Crisis: On the introduction of a crisis to the committee, all the previous work and procedures are suspended, and the committee enters a state of emergency debate. The



emergency debate starts with a fresh Provisional Speakers List. However, to hasten up the debate procedures, the floor may be open to motions for other forms of debate.

11. Emergency Debate: Emergency debate constitutes the introduction of the crisis, with the crisis being read out before the committee and all the points of information to the crisis update being addressed. The crisis is considered to be solved when the committee passes its directive. Often, a situation arises when a crisis is being dealt with and another crisis piles up. Following the emergency debate procedure, all work is stopped and the fresh crisis has to be solved first. If in case the fresh crisis is solved, the committee will automatically start dealing with the previous crisis, until all the crises are solved.

12. Committees will aim to solve crises and prepare **outcome documents** and have them agreed upon by the members of the committee in consensus. They may be one of the three types:

- a. Committee Directives
- b. Committee Communiques
- c. Press Release

13. Crisis Notes: Crisis notes are used by delegates to single handedly change the flow of a crisis committee. These are notes that can be sent by any delegate in his or her capacity and *do not need committee approval*. They are actions to be taken *unilaterally* and outside the committee.

Through crisis notes, a delegate can send orders that can be implemented under their power, and accomplish tasks that are under the ability of their portfolio. The crisis notes usually include things that you don't want the rest of the committee to know. Crisis notes essentially help you to carry out various actions outside the committee and can be used to your advantage and help your portfolio in the committee. They are frequently used in crisis committees by delegates for purposes like- the assassination of government leaders, negotiating with organizations, planning military operations, etc.

These notes can be sent to anyone outside the committee. They can address anyone and everyone, ranging from your secretary, Woodrow Wilson, to your aunt, your high school teacher, or a spy you just made up.

Since we work in real-time, we respond to your crisis notes as if we are the receiver. That means that if you send a note to your aunt, then it will be replied to as if by your aunt. Crisis notes can be efficiently exploited in carrying out actions that are outside your portfolio and/or the committee's mandate.



For example,

- a. you can carry out an assassination of a delegate in your committee by writing a crisis note that entails the details of how and when the assassination was carried out, and these can even be enacted suitably.
- b. you can make yourself the President of your country by means of a crisis note, explaining the situation and necessity, for example, by means of a well-crafted military coup.

The crisis staff, as a body outside the committee responds to them and decides whether they should be enacted as crises or not.



COMMITTEE PROCEDURE (ALL COMMITTEES)

1. Bureau Briefing: The committee begins with an agenda briefing by the Bureau, where the agenda is explained in detail to all delegates present. The delegates can ask questions to the Bureau during this time, after the basic briefing.

2. Roll Call: The presiding official takes a roll call of all delegates, to identify the number of delegates present, and to set the quorum at the lowest whole number greater than or equal to one-fourth of the committee. As their names are called out, delegates say present if they are present.

3. Motion to Set the Agenda: The presiding official calls for motions, where a motion to set the agenda must be raised. The bureau will recognize a delegate and then the delegate must raise a motion as “Motion to set the agenda to ____.” By setting the agenda, the Provisional Speakers List is automatically opened.

4. Provisional Speeches: When the agenda is set, the committee automatically moves ahead with the Provisional Speakers’ List (PSL). This is also known as a formal debate. The presiding official may ask for delegates wishing to add their names to the PSL, at which point such delegates must raise their placards. The delegates may speak more than once in the PSL. Delegates may also get their names added to the PSL by sending a note to the bureau. This speech sets the stance of a certain delegate on the agenda. The time limit on speeches in the PSL is 90 seconds, by default. The presiding official has the discretion to increase/decrease it to 60-120 seconds.

If the time of a speaker is left, they may not yield the time they have left.

5. Informal Debate: After considerable time has been spent on the PSL, the presiding official may guide the committee in the way it can move forward. These would include forms of informal debate. The presiding official may ask for motions from the committee when one of the following can be raised.

- a. **Unmoderated Caucus:** These are informal sessions where the delegates are allowed to move around the committee room, lobby (persuade) with other delegates, form groups or blocs, and work on drafting outcome documents. It can be raised as:

“Motion for an unmoderated caucus of total time ____ minutes (max. 15 min.).”



- b. **Extension:** These are motions raised to extend an elapsed caucus (whose total time has gotten over). An extension may be granted for a maximum of half of the total time of the original moderated caucus or a maximum of 10 minutes for the unmoderated caucus.
- c. **Two for two against:** These are sessions where two delegates speak for a topic whereas two delegates speak against it. Opposing blocs may send two delegates each to represent them. The motion for the following can be raised as:
“Motion for a two for two against with Individual speakers time being _____ minutes (max. 2 min.)”
- d. **Open Debate:** This is a time where delegates will be allowed to speak for an indefinite amount of time when recognized by the presiding official. There is no list established for an open debate and the next speaker is recognized when the previous speaker’s speech is completed. The motion for the following can be raised as:
“Motion for an Open Debate for the total time being _____ minutes (max. 20 min.)”
- e. **Round Robin:** A round robin is when each and every delegate present in the committee is to speak on the topic at hand. The speaking order is the order in which the delegates are seated. Points of Information may or may not be allowed by the discretion of the presiding official. The motion for the following can be raised as:
“Motion for a Round Robin with individual speakers time being _____ seconds (max. 60 seconds)”

After a caucus elapses (and there is no extension), the committee generally moves back to formal debate. However, the presiding official may ask for new motions before any provisional speech. After several such sessions, the presiding official may ask the committee to move into an unmoderated caucus to draft outcome document(s).

6. Time Jumps: Time Jumps can be introduced in a committee if the committee does not follow the natural clock and skips a few years or a few months to a point where a specific incident occurred.

7. Accelerated Timeline (Only for Ad-Hoc): An accelerated timeline is when the time jumps in the committee are very usual and often several years are skipped. For example, if a crisis is introduced which is based in the year 1990 while the committee is operating in 1975, then we will automatically jump to 1990.



8. **Interrogation Trial** - This motion will be used to call upon any delegate in front of the cabinet for a question-answer session pertaining to any issue or allegation that they are accused to be a part of. The Chairperson will first announce the commencement of the interrogation trial, after which delegates will be allowed to ask questions to the accused through an open floor. Cross Questioning and follow ups will be allowed as per the discretion of the bureau. The trial will end with the accused giving a closing statement of 90 secs. to prove their innocence. Thereafter, the committee will move into voting. If a special majority (2/3rd) is achieved, the person may be declared innocent or guilty and thus, may have to face punishment or be suspended from the committee for the same.



OUTCOME DOCUMENTS FOR THE COMMITTEES

1. Committee Directive: A committee directive is an action that the committee wants to take in response to a crisis. One of the major differences between a resolution and a directive is that a directive contains actionable measures and not mere recommendations; they have an immediate application and action and are not just proposed solutions. The directives don't have a specific format– they simply need a heading, which can be anything, and all the actions the committee wishes to take, are laid down in points.

2. Committee Communiqué: A communiqué sent from the committee can be written to anyone on behalf of the whole committee. It usually addresses another nation or an international organization. It is needed to be approved by the committee and subsequently by the crisis staff. For example, assume that the committee wishes to have a special question-answer session with the President of China to interrogate as to why the Chinese border with India has been militarized. In such a case, if approved by the crisis staff, a guest delegate acts as the President of China and comes to the committee to answer the questions it would like to ask.

3. Press Release: A press release is any release of information from the committee into the international media. It requires committee approval by consensus and can be presented through any news agency of the sponsor's choice. For example, if the committee is the cabinet of a particular country and it decides to declare and release the information that it is now a socialist economy and not a capitalist economy, this has to be done via a press release. These can be introduced and passed at any point of the committee, given that it has consensus.

4. Press Conference: A Press conference is held when during some crisis situations, the committee needs to put out a statement in the media where clarifications are made about the actions taken by the committee or to assert particular decisions that have been made that need to reach the public eyes. They can be made to defend the actions taken by the committee when it faces mass protests or to assure the public about certain events and the committees' efforts to stabilize these situations. The committee can conduct a press conference by a simple majority vote on the following motion: **"The delegate of would like to raise a motion to convene a press conference in the committee"**, which can be raised by any delegate, and if the motion passes with a simple majority of half of the committees' strength, the chairperson would proceed to give the statements to press



about the committees' work. **Note: The press conference can be conducted only once approved by the chair.**

5. Political Declaration: A political declaration is a statement given by a prominent leader of a political party regarding its stance and policies pertaining to the given agenda. Unlike a press release, it is not made to the media, but instead to the committee, it is more comprehensive and detailed as well. To make a declaration, a formal procedure is followed which is –

1. Drafting- includes discussions and negotiations;
2. Approval- if the head of state is present in the committee, he/she will approve, otherwise through a crisis note;
3. Announcement- by press conference;
4. Distribution- (like a directive) and is formulated throughout the relevant organizations;
5. Follow-up if needed, via crisis notes, can be made.



SPECIAL PROCEDURE FOR THE UNITED NATIONS SECURITY COUNCIL (DOUBLE DELEGATE)

The Double Delegate Committee shall comprise two categories of delegates: **In-Room Delegates** and **Out-Room Delegates**. The division of responsibilities between them shall be as follows:

1. In-Room Delegate:

The In-Room Delegate is required to remain present inside the committee at all times. They will represent the official stance of the assigned portfolio by actively participating in formal proceedings such as moderated caucuses and formal speeches. Additionally, they will focus on forming alliances and advancing their delegation's agenda through verbal diplomacy within the committee.

2. Out-Room Delegate:

The Out-Room Delegate shall remain outside the committee and will primarily be responsible for traditional lobbying efforts. This includes initiating and managing informal discussions with other delegates and coordinating support. Furthermore, the Out-Room Delegate will take charge of drafting all forms of documentation, including but not limited to working papers and draft resolutions.

Both delegates shall operate simultaneously, with one delegate present inside the committee delivering formal speeches during moderated caucuses, while the other remains outside the committee, engaging in lobbying efforts and drafting necessary documentation.

The implementation of the Out-Room Delegate system shall be subject to the discretion of the committee bureau. Until a formal motion to activate the role of Out-Room Delegates is proposed and successfully passed through a majority vote within the committee, both representatives of each portfolio are required to remain inside the committee and participate in all proceedings. Once the motion is introduced, debated, and subsequently adopted by the committee, the designated Out-Room Delegates shall be permitted to exit the committee room to engage in lobbying activities and work on documentation such as working papers and draft resolutions.

The selection of which delegate assumes the role of In-Room or Out-Room Delegate is entirely at the discretion of the delegation. This division of responsibilities may be altered at any stage during the committee sessions, depending on the delegation's strategy and convenience. Delegates are permitted to switch roles frequently, provided the transitions are smooth and well-coordinated. Such flexibility reflects positively on the delegation, as it showcases strong communication, mutual understanding, and efficient collaboration between the two representatives—attributes that are highly valued by the committee bureau. It is important to note that the implementation of the Out-Room Delegate system is contingent upon the approval of the committee. The process begins when a delegate raises a formal motion requesting the activation



of Out-Room Delegates. This motion must be seconded and then subjected to a procedural vote. Only if the motion passes with a simple majority will Out-Room Delegates be allowed to step outside the committee to engage in lobbying and documentation tasks. Until such a motion is introduced and approved, both delegates are required to remain within the committee and participate in all proceedings jointly.

It is imperative that both representatives maintain consistent and effective communication throughout the committee sessions, especially when one delegate is operating outside the committee room. A lack of coordination often results in discrepancies between the speeches delivered within the committee and the policies reflected in formal documentation prepared by the other delegate. Such inconsistencies create a negative impression before the bureau and may call into question the credibility and cohesion of the delegation.

Both members of the delegation will be evaluated collectively. Accordingly, if the delegation is selected for an award by the bureau, it shall be conferred upon both delegates representing the portfolio.

Special Motions: “Motion to convene an Arria-Formula meeting on [specific issue].”

1. Once the motion is raised, the delegate who raised the motion shall be asked to give a one minute speech to:
 - a) Justify the Arria Formula meeting,
 - b) Detailing the stakeholders and total time for the motion
 - i. The delegate can choose from a time range of 5 - 15 minutes of Arria Formula
2. **Arria-Formula Meetings** are informal, confidential gatherings initiated by Security Council members to facilitate private exchanges of information with individuals or organizations possessing relevant knowledge or expertise on matters concerning international peace and security.
3. **Flexibility:** These meetings are not formal activities of the Council and are convened at the discretion of the council members. After the motion is passed, participation of the various portfolios will be marked upon
4. **Use Case:** Arria-Formula Meetings provide an avenue for Council members to receive briefings from non-Council stakeholders, such as non-governmental organizations, experts, or affected parties, thereby enhancing the Council's understanding of complex issues.

note: This motion can be raised by either the in room or the out room delegates. Any relevant information gained will be conveyed in the other group of delegates.

