



GUIDE TO

MUNIMUM

2026



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Introduction

As in any structured form of debate, rules of procedure provide the framework that ensures discussions remain fair and organized. Without clearly defined rules governing who may speak and when, committee sessions would quickly become disordered and unproductive. Instead, these rules create a system that allows delegates to express differing viewpoints in an orderly manner while working toward consensus.

One distinctive feature of Model United Nations (MUN) is the level of control it gives delegates over the direction and format of debate. Unlike other debate formats that strictly determine speaking order in advance, MUN allows participants to actively shape how discussions unfold within the committee.

Who is the Chair?

Throughout this guide, the term Chair will be used to refer to the chair board member currently holding the gavel, regardless of their official title. At MUNIMUN, chair board members may be designated as Main Chair or Co-Chair. However, the Chair is defined by who is presiding over the session at a given moment. The individual holding the gavel is responsible for guiding the committee and enforcing the Rules of Procedure.

As responsibilities behind the chair board are shared and continuous, the gavel may pass between chair board members during the conference. While one Chair formally presides, other members of the chair board actively support the process. For instance, during the establishment of the Speakers List, one chair board member may recognize delegates while another records the names of the countries.

Understanding the rules

The most effective way to learn the Rules of Procedure is not by reading them line by line in their formal format. While the full text contains all necessary information, it is often not presented in a way that is easy to follow in practice. Additionally, not every rule applies to every committee or situation, so attempting to memorize them all is neither necessary nor efficient. Delegates are also not expected to know rule numbers. If needed (for example, when raising a Point of Order), the rules will typically be available for reference during the session.

In MUN, motions are essentially proposals made by delegates on how the committee should proceed with debate. These are not automatically accepted and are usually put to a vote. Most motions require a simple majority to pass, meaning more than 50% of the members present and voting must be in favor. Some motions, however, require a 2/3 majority (also called a supermajority). This guide will indicate when such is required. Otherwise, delegates can assume that a simple majority is sufficient.

This guide will also refer to placards. A placard is the sign displaying a delegate's assigned country, which is used to participate in voting and to signal the desire to speak or raise a



motion. Delegates raise their placards to indicate votes, request recognition, or engage in procedural actions. As such, keeping track of one's placard throughout the conference is essential.

The flow of committee

In the following sections, this guide will walk you through the typical flow of a committee. As each stage is introduced, the relevant rules will be explained to help you navigate that part of the conference. At the beginning of each section, you will also find a brief table outlining the key rules discussed, making them easy to locate and reference when needed.

Opening Debate

- Motion to Open the Session
- Adoption of the Agenda
- Opening the Speakers List

The first step for any committee is to open debate. Among more experienced delegates, there is often confusion surrounding the different motions used to open, close, or suspend proceedings. In practice, however, there are only two key motions delegates need to be familiar with:

- Opening and closing debate refer to the start and end of formal discussion. Debate is opened at the beginning of committee, and once it is closed, the committee moves into voting procedure, as discussion on the topic has concluded.
- Recessing the session refers to scheduled breaks during the conference (for example, between Session I, II, III, etc.). When the committee pauses for a break, such as lunch, a motion to recess the session is required. The session then resumes at the time specified in the conference schedule.

The motion to open debate is straightforward:

“Portugal moves to open debate”

The next step is taking attendance. This is an essential part of the session, as it allows the chair board to determine which delegations are present. Knowing this is necessary to calculate voting numbers, such as what constitutes a majority. Attendance also serves an administrative and safety purpose, as it provides a record of which delegates are in committee.

When attendance is called, delegates should simply respond “present and voting” when their country is announced.

At MUNIMUN, delegates may respond also with “present.” In theory, this indicates that they will abstain during substantive voting (such as on resolutions or amendments). In this case, this will only happen in UNSC. For more instructions on UNSC specifically, please refer to chapter “UNSC specific rules” of this guide.



Once initial formalities are completed, the committee proceeds to setting the agenda. At MUNIMUN, all committees are assigned two topics, and delegates must decide which one will be discussed first. This decision is important, as time constraints typically mean that only one topic will be debated in depth during the conference.

To begin this process, a motion to open the Speakers List must be made. Some motions, including this one, require the delegate to specify additional details. For example, a delegate may say: “Finland moves to open the Speakers List with a speaking time of two minutes.” This sets the duration of each speech, which typically ranges between 1 and 3 minutes. Once the motion passes, the Chair will invite delegates to raise their placards to be added to the list. In some cases, Chairs may ask whether the delegate who raised the motion would like to be added to the Speakers List first, as a matter of courtesy.

At this stage, speeches should focus exclusively on the order of the agenda, rather than the substance of the topics themselves. Delegates may argue in favor of one topic over another based on urgency, relevance, or national interest.

Once sufficient discussion has taken place and a general direction emerges, a delegate may propose a motion to set the agenda. This motion must clearly state the proposed order of topics, for example:

“Norway moves to set the agenda to Topic A, then by Topic B.”

The time required to reach this decision can vary depending on the level of disagreement within the committee. Once the motion passes, the committee moves into the main phase of debate on the first topic.

Beginning of debate

- Motion to open a moderated caucus
- Motion to open an unmoderated caucus
- Yields

Once the agenda has been set, the committee proceeds to debate on the first topic. After the motion to set the agenda passes, the committee automatically moves into discussion of that topic, no additional motion is required. At this stage, any previous Speakers List is cleared, and a new motion to open the Speakers List must be made.

This marks the beginning of the main phase of debate. From this point onward, the discussion will move between three core formats: the General Speakers List, moderated caucuses, and unmoderated caucuses. The committee will continuously alternate between these throughout the session, making it essential for delegates to understand how each format works and how to use them effectively.



General Speakers List (GSL)

By this stage, the GSL will already have been introduced, but it is important to understand how it functions in practice.

The GSL is the most structured and balanced form of debate, as each delegation is given an equal amount of time to speak, regardless of size, influence, or direct involvement in the topic. Once a delegate's speaking time expires, the Chair will gavel them down and move to the next speaker. The GSL itself is simply the ordered list that determines who speaks and in what sequence.

Delegates may only be listed once at a time, but after delivering their speech, they may request to be added again at the end of the list. This is typically done by sending a note to the chair board, rather than interrupting the flow of debate with a motion.

During their speech, delegates may address any relevant aspect of the topic under discussion. However, they must remain within the scope of the current topic. For example, if the committee is debating Topic A, remarks on Topic B will not be in order.

If a delegate finishes speaking before their time has elapsed, they may choose to yield their remaining time. There are three main types of yields:

Yield to the Chair: The delegate gives up their remaining time, and the committee immediately moves to the next speaker. If no yield is specified, this is assumed by default.

Yield to questions: The delegate may use their remaining time to answer questions from other delegates. The Chair selects who may ask questions, not the speaker. Time spent asking questions is counted against the speaker's remaining time. For this reason, this type of yield is generally only effective when there is sufficient time left.

Yield to another delegate: The speaker may transfer their remaining time to another delegate of their choice. The second speaker may continue speaking; however, they may not yield further or accept questions, and any unused time is automatically returned to the Chair.

One final and important note about the GSL: there is no motion required to enter it. The Speakers List is considered the default form of debate, meaning the committee automatically returns to it whenever no other motions are passed. If a delegate wishes to return to the Speakers List, they simply need to vote against any competing motions.

Moderated Caucus

The next form of debate is the moderated caucus, which differs from the General Speakers List. Moderated caucuses are used when the committee wants to focus discussion on a specific aspect of the topic or when debate becomes particularly divided around a certain issue.



A motion for a moderated caucus must include three elements: the total duration, the individual speaking time, and the topic to be discussed. For example:

“Czechia moves to enter a moderated caucus with a total time of 9 minutes and a speaking time of 30 seconds on the topic of energy security in Central and Eastern Europe.”

One important detail to keep in mind is that the total time must be evenly divisible by the speaking time. This is because the Chair does not track the total duration directly, but instead calculates how many speakers will fit within that time. For instance, a 5 minute caucus with a 30 second speaking time allows for ten speakers. However, a 5 minute caucus with a 45 second speaking time would be out of order, as it does not divide evenly.

As with other motions, Chairs may, as a matter of courtesy, offer the first speaking slot to the delegate who proposed the motion, though this is not required. After each intervention, the Chair will ask for the next speaker, and delegates signal their interest by raising their placards. Unlike the Speakers List, there are no yields in a moderated caucus. Once a delegate finishes speaking, the Chair immediately recognizes the next speaker.

Unmoderated Caucus

Unmoderated caucuses are used when the committee needs time to actively work on solutions. During this stage, delegates move around the room, form groups with like-minded countries (commonly referred to as blocs), and begin negotiating ideas that will later be developed into draft resolutions. In general, unmoderated caucuses tend to be shorter and less frequent at the beginning of the conference, and become more common as debate progresses and writing begins.

The motion for an unmoderated caucus is straightforward and only requires specifying the total time. For example:

“Haiti moves to enter a 10 minute unmoderated caucus.”

During this time, delegates are free to leave their seats, approach others, and collaborate more informally. While discussion is flexible, it is still expected to remain relevant to the topic, and the chair board may intervene if conversations move too far off track. This is also the stage where blocs begin drafting working papers and, eventually, draft resolutions.

Throughout the committee, debate will move between the Speakers List, moderated caucuses, and unmoderated caucuses. Delegates should develop an understanding of when each format is most effective. If the committee needs time to negotiate or draft documents, an unmoderated caucus is appropriate. If discussion becomes focused on a specific issue, a moderated caucus may be more useful. If broader perspectives are needed, returning to the GSL is often the best option.



Points

During debate, delegates may also raise points. While motions are proposals that shape how debate proceeds, points are used to ask questions or request clarifications, usually directed at the Chair. There are four main types of points:

- **Point of Inquiry:** Used to ask the Chair questions about the substance of the topic. Although not formally included in most rules of procedure, it is commonly used in MUN as an educational tool. It is important to note that this point is directed only to the Chair, not to other delegates.
- **Point of Parliamentary Inquiry:** Used when a delegate has a question regarding the Rules of Procedure.
- **Point of Order:** Raised when a delegate believes that the Chair has made an error in applying the rules. If the concern is valid, the Chair should correct the mistake. Given the fast pace of committee, occasional oversights can happen.
- **Point of Personal Privilege:** Used to address issues related to a delegate's comfort and well-being, such as room temperature, audibility, or access to documents or the internet. This is the only point that may interrupt a speaker, and only when the issue directly affects the delegate's ability to hear or participate.

Middle of Debate & Paper Flow

In terms of speeches and caucuses, the middle phase of debate generally follows the same structure as the beginning, although unmoderated caucuses tend to become more frequent as delegates begin working on written solutions. Around this stage, attention shifts toward paper flow, the informal term used to describe the development of draft resolutions that will eventually be voted on. While this process unfolds, formal debate continues alongside it.

The writing process typically begins within blocs, as delegates start outlining possible solutions. At this stage, the document is referred to as a working paper. Working papers serve as a space to organize ideas and present them to the rest of the committee. Formatting is not the priority at this point. The main goal is to build support for the proposed ideas.

Delegates who contribute to writing and supporting the document are known as sponsors. At MUNIMUN, the number of sponsors is capped at 10%+1 of the committee

Draft Resolutions

As working papers become more developed and approach a final version, sponsors may choose to submit them to the chair board for formal consideration. Once accepted by the Chair, the document becomes a draft resolution. The key distinction is that, once debate concludes, only draft resolutions recognized by the chair board are voted on, not working papers.



There is no formal motion required to submit a working paper. Sponsors may simply pass the document to a member of the chair board at an appropriate moment (i.e., not during a speech). If accepted, the Chair will assign it a designation such as “A/1,” where the letter refers to the topic and the number indicates the order in which it was submitted.

The Chair has discretion over whether a working paper is accepted as a draft resolution. For example, if two documents are substantially similar, the chair board may ask sponsors to merge them before granting formal recognition, even if both meet the required standards.

Finally, before the committee can move into voting procedure, all draft resolutions must be made available to the entire committee, either through distribution or projection. Delegates must be able to review the content of the documents before voting on them.

Amendments

Toward the final stages of the committee, delegates may start proposing amendments to draft resolutions. These amendments are used to modify specific parts of a draft resolution. They are generally introduced by non-sponsors, since sponsors have the ability to make changes directly by withdrawing their document, revising it, and submitting it again.

Amendments may also come from sponsors in cases where only a small group within the sponsors wishes to introduce a change, rather than the entire bloc agreeing to revise and resubmit the document. In situations where all sponsors agree on a proposed change, it is considered a friendly amendment. Friendly amendments are automatically adopted without a vote and are typically used to refine wording, clarify ideas, or improve the overall quality of the resolution without generating disagreement.

Similar to resolutions, amendments move from a working paper stage to a draft amendment once submitted to and accepted by the chair board. They can be submitted at any point during the debate. Draft amendments are labeled based on the resolution they modify, using a format such as “A/1/a,” where the final letter indicates the order in which the amendment was submitted. For example, the first amendment to resolution B/3 would be labeled B/3/a.

As with draft resolutions, the Chair has discretion over whether to accept a draft amendment. Submissions may be rejected if they do not meet basic standards of quality or formatting, or if they are too similar to another amendment and should instead be merged.

Motion to Withdraw a Resolution

A draft resolution may be withdrawn before voting procedure begins if all sponsors agree. This motion must be raised by one of the sponsors. Once proposed, the Chair will determine whether it is in order and the committee will vote on it. If the motion passes, the resolution is removed from consideration and will not be voted on.



Closing Debate

- Closing Debate
- Method of Voting
- Amendments

Once draft resolutions have been fully discussed and the committee has reached the end of debate on the topic (or if the conference is nearing its conclusion), the committee may move into voting procedure. This is done through a motion to close debate. It is important to distinguish this from a motion to recess the session. There is no separate motion to enter voting procedure. Closing debate automatically initiates it. The motion is phrased as follows:

“Croatia moves to close debate.”

This motion is distinct in that it requires two delegates to speak against it (typically for thirty seconds each) and must pass with a two-thirds majority.

Once voting procedure begins, the committee enters a more formal and controlled phase. Delegates may not enter or leave the room, and communication between delegates is not permitted. While strict, this ensures that voting is conducted without external influence, allowing delegates to vote independently.

From this point, the chair board guides the committee through the voting process step by step:

1. **Read the first resolution** (most likely A/1) in its entirety so the committee knows what’s being voted on.
(skip steps 2-5 if there are no amendments)
2. **Read the most disruptive amendment** to the resolution.
3. **Vote on the amendment.** This is only a vote on whether or not to include the amendment with the resolution.
4. **Repeat steps 2 and 3** for all other amendments.
5. **Read the resolution as amended.**
6. **Vote** on the resolution.
7. **Repeat steps 1-6** for all other resolutions.

If a resolution passes, it is customary for the committee to applaud. However, applause should not follow a failed resolution, as this is considered disrespectful. The committee may pass multiple resolutions, even if they address the issue in different or conflicting ways, although consistency is generally encouraged.

At this stage, the committee has completed its work and successfully concluded the debate process.



UNSC specific rules

The Security Council operates under specific procedural rules that reflect its unique structure. It includes five Permanent Members (P5): the People's Republic of China, the French Republic, the Russian Federation, the United States of America, and the United Kingdom of Great Britain and Northern Ireland. These members hold veto power over all substantive matters, meaning that any one of them may block the adoption of a resolution.

To prevent the use of the veto and facilitate compromise, Permanent Members may **request private consultations**. These consultations are informal discussions held outside of formal debate and may be called by any P5 member. They are limited to a maximum of ten minutes, during which formal proceedings are suspended. At least one member of the Presidency must be present.

If consensus cannot be reached on a draft resolution, the Council may instead adopt a **presidential statement**. These statements are not legally binding and do not follow the standard structure of preambulatory and operative clauses. While primarily used in the Security Council, other committees may also adopt presidential statements when agreement on a resolution is not possible.

The Council may also use a **tour de table** as a tool to assess positions within the room. This is conducted at the discretion of the Chairs, who invite each delegate to briefly outline their stance on the issue under discussion. This helps identify areas of agreement and potential compromise. Speaking time is typically limited to two minutes per delegate. A tour de table may also be introduced through a motion by a delegate, for example:

“Motion to call for a Tour de Table for a period of 30 minutes.”

Another format used in Security Council debate is the **Consultation of the Whole** (CotW), also referred to as a **semi-moderated caucus**. This is a more informal form of discussion where the delegate currently speaking selects the next speaker. When making the motion, only the total duration needs to be specified. The delegate who proposes the motion is recognized first and may speak for as long as they choose within the allocated time. This format continues until the time elapses and may also be introduced at the discretion of the Chairs to encourage more dynamic debate.

Finally, under Article 31 of the UN Charter, Member States that are not part of the Security Council may be invited to participate in discussions if the issue at hand directly concerns them. These participants, referred to as **observers**, are invited in advance by the Secretariat. While they do not have voting rights on substantive matters, they may otherwise participate in debate similarly to Council members. Observers may also remain present in the room during voting procedure.



Awards

MUNIMUN recognizes delegates and chairs for their performance throughout the conference. The following awards will be granted:

Best Delegate is awarded in each committee to the delegate who demonstrates outstanding performance across all aspects of debate, including participation, diplomacy, and leadership. This award is decided by the committee Chairs, with final input from the Secretary-General and the USG of Academics.

Outstanding Delegate is awarded in each committee to delegates who have shown a high level of engagement and strong performance throughout the sessions. This is also decided by the Chairs, with feedback from the Secretary-General and the USG of Academics.

Honorable Mention is awarded to delegates whose contributions deserve recognition and who have positively impacted the debate. This follows the same decision process as the previous awards.

Best Position Paper is awarded in each committee to the delegate who submits the strongest written work, demonstrating clarity, structure, and well-developed ideas.

Best Committee Team is awarded to the chair board that demonstrates strong coordination, leadership, and overall effectiveness in running their committee. This award is decided by the Secretary-General and the Under-Secretary-General of Academics.

Miscellaneous

The following guidelines apply throughout the conference:

- Mobile phones may only be used for conference-related purposes, such as accessing draft resolutions, submitting amendments, or conducting relevant research. Relevance refers strictly to content connected to the committee topics or the work of the UN.
- Delegates may not wear clothing that explicitly represents or advertises their assigned country. A single lapel pin is permitted.
- Disruptive behavior, including but not limited to shouting, singing, inappropriate remarks, or damaging materials, is not in order and may be reported to the Secretariat. Repeated or intentional misconduct may result in further action.
- Food and drinks are not allowed during formal debate. Water is the only exception.
- The Security Council may adopt its own specific rules of procedure if necessary. However, the rules outlined in this document serve as the foundation and will be clarified to delegates by the Chairs during the conference workshops.

Contact Information

For any questions or concerns regarding the Rules of Procedure, delegates may contact the Secretariat at: munimun@fss.muni.cz