DELEGATE ORIENTATION

UNGDS II

Rules of Procedure

This presentation outlines the official rules and procedures that govern all sessions of UNGDS II. All delegates are expected to familiarise themselves with these rules before the conference begins.

UN4MUN STANDARDS | CONSENSUS-BASED | ALL DELEGATES

Following UN4MUN Rules of Procedure — aligned with the working methods of the United Nations General Assembly

UN4MUN CERTIFIED FORMAT

FOUNDATION

02 What is UN4MUN? The Philosophy Behind Our Rules

LAUNCHED BY

UN Dept. of Global Communications

2009

Year UN4MUN was introduced to align MUN with real UN practice

~80%

of all GA resolutions are adopted by consensus — the core of UN4MUN

> ***"The UN is not a parliament. It does not need to adhere to parliamentary rules."***
>
> — UN4MUN Guidance

What UN4MUN Is

UN4MUN is an initiative launched by the United Nations Department of Global Communications to bring Model UN simulations closer to how the real UN General Assembly actually functions. Unlike traditional MUN formats that follow parliamentary rules such as UNA-USA or Robert's Rules of Order, UN4MUN mirrors the genuine working methods of the UN.

The Core Principle: Consensus Over Competition

The defining principle of UN4MUN is that delegates are expected to **cooperate, negotiate, and find common ground** rather than compete for procedural advantage. UNGDS II follows this standard in full.

REALISTIC

Mirrors actual UN General Assembly working methods

COOPERATIVE

Delegates build consensus, not parliamentary majorities

SIMPLIFIED

Fewer motions and points; focus on dialogue and negotiation

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KEY DIFFERENCES

03 UN4MUN vs. Traditional MUN: What Changes for You

UNGDS II follows UN4MUN procedure exclusively. Understanding how it differs from traditional MUN formats will help you adapt quickly and participate effectively.

FEATURE	TRADITIONAL MUN (UNA-USA)	✓ UN4MUN — UNGDS II
Roll Call Response	"Present" or "Present and Voting"	"Present" only — no "Present and Voting"
Debate Format	Moderated / Unmoderated Caucus	Formal / Informal consultations
Default Adoption	Voting by majority	Consensus (voting is a last resort)
Points & Motions	Many (POI, POP, POO, yields, etc.)	Two core: Point of Order & Right of Reply
Speaking Style	Third person ("The delegation of...")	First person ("We believe...", "Our delegation...")
Agenda Setting	Debated and voted on in committee	Pre-set by the Bureau before sessions begin

Remember: At UNGDS II, caucuses, Points of Information, Points of Parliamentary Inquiry, and yields are not used. When in doubt, consult the Chair.

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STRUCTURE

04 The Flow of Debate: Three Phases to Know

UNGDS II follows a clear, three-phase debate structure that mirrors the real UN General Assembly. Understanding this progression is key to effective participation.

01

Formal Meeting

SPEAKERS' LIST / GENERAL DEBATE

Delegates deliver opening speeches from the Speakers' List, declaring their country's position on the agenda topics. This is the primary way delegates declare their country's position publicly and on the record.

Focus: Public declarations and establishing national positions.

02

Informal Consultations

FORMAL & INFORMAL INFORMAL

Delegates work in blocs, lobby, negotiate, and draft working papers. Rules of procedure are suspended to allow for free-flowing dialogue and collaboration.

Focus: Negotiation, bloc formation, and drafting working papers. This is where most of the real work happens.

03

Action Phase

REVIEW & ADOPTION

The merged draft resolution is tabled, reviewed line by line, amended if necessary, and adopted. The goal is to reach an agreement that all Member States can support.

Focus: Finalizing the text and adopting the resolution by consensus.

PROCEDURES

05

Opening the Session: Roll Call and Quorum

Roll Call

Every session begins with a **Roll Call** conducted by the Bureau. Delegates are called alphabetically by country name to establish attendance.

HOW TO RESPOND

Raise your virtual hand or say **"Present"** when your country is called. There is no "Present and Voting" in UN4MUN.

LATE ARRIVAL

If you arrive after roll call has concluded, you must send a note(in this case a chat) to the Chair confirming your presence to be added to the attendance record.

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Quorum Requirements

Quorum is the minimum number of Member States required to open a session and take decisions.

1/4 — Main Committees
One-fourth of Member States required to open a session.

1/3 — Plenary
One-third of Member States required to open a session.

50%+ — Adopting Resolutions
A simple majority of Member States is required.

Note: The quorum requirement is often waived at the start of a session on the General Committee's recommendation to expedite proceedings.

PHASE 1

06 The General Speakers' List (Formal Meeting)

The Heart of Formal Debate

The **General Speakers' List** is the primary way delegates declare their country's position publicly and on the record — just as real UN diplomats do. It sets the tone for the entire conference and outlines the initial stance of each Member State.

PRO TIP

"Your speech is watched by the whole room. Treat it as a real diplomatic statement — every word matters."

How It Works

- The Bureau opens the Speakers' List at the start of debate.
- Delegates raise their placards to be added to the list.
- Delegates may also send a note to the Chair requesting to be added.
- Speaking time is set by the Bureau and must be strictly respected.
- Each delegate may speak **once** on the General Speakers' List.

What to Include

Your opening speech should be concise, impactful, and clearly communicate your nation's perspective.

Key Elements

Your country's general thinking on the agenda topic.

Any particular national concerns or priorities.

Initiatives or courses of action your country intends to pursue.

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EXCEPTION

07 The Right of Reply: Your One Exception

Although each delegate may speak only once on the General Speakers' List, UN4MUN provides one specific exception: the **Right of Reply**.

WHEN IT APPLIES

If another delegate's speech directly challenges or misrepresents your country's position, you may request a Right of Reply.

Key Rules

TIMING OF REPLY

The Right of Reply may only be exercised **at the end of General Debate**, after all delegates on the Speakers' List have spoken.

STRICT LIMIT

Each delegate is permitted **only one** statement in reply during the session.

NO INTERRUPTIONS

You may **not** interrupt a speech in progress to request a Right of Reply. Wait until the appropriate time.

CHAIR'S DISCRETION

The Chair has the final discretion over whether to grant the Right of Reply based on the context of the debate.

How to Request It

Send a formal chat to the Chair or raise your hand at the appropriate time (end of the General Debate).

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PROCEDURAL TOOLS

08 Points of Order: Keeping the Meeting on Track

When to Raise

- You believe the Chair is not following the Rules of Procedure.
- A fellow delegate is not adhering to the Rules of Procedure.
- You need to address environmental conditions in the room or communicate urgently with the Chair.

How to Signal

Raise your virtual hand to signal the Chair.

What Happens

The Chair must interrupt proceedings and rule immediately.

If you disagree with the Chair's ruling, you may **appeal** — which is put to an immediate vote of the committee.

A Point of Order is the primary procedural tool available to delegates in UN4MUN. It is used sparingly and purposefully.

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IMPORTANT

Points of Order take up committee time and have a confrontational dimension. Use them only when genuinely necessary.

Abusing Points of Order to jump the speakers' list or disrupt proceedings is not in the spirit of UN4MUN.

PHASE 2

09 Informal Consultations: Where Real Diplomacy Happens

Beyond the Speakers' List

Once the General Speakers' List is exhausted, the committee transitions into **informal consultations**. This is where most of the actual negotiation, lobbying, and drafting takes place — exactly as in the real UN.

TRANSITION MECHANISM

The committee moves into informal consultations by a **motion to suspend the meeting**, which is put to a vote.

Formal Informal (FI)

- Similar to a moderated caucus, but without that terminology.
- The Chair remains to preside; formal rules of procedure are suspended.
- Delegates raise placards to speak on a specific sub-issue.
- Highly useful for focused back-and-forth dialogue on a particular aspect of the topic.

Informal Informal (II)

- Similar to an unmoderated caucus, but without that terminology.
- Delegates are free to move around, meet in groups, and negotiate freely.
- No formal rules apply during this time.
- **This is lobbying time:** find allies, form blocs, and begin drafting working papers.

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The Significance of Blocs: Your Diplomatic Network

In UN4MUN, delegates are expected to work within **regional and political blocs**. Blocs are central to the negotiation process and to the drafting of resolutions.

Unlike traditional MUN where delegates often work individually to sponsor resolutions, UN4MUN emphasizes collective action through these established groups.

REFERENCE

Refer to the UNGDS II Conference Manual for the full list of Political and Regional Blocs.

Why Blocs Matter

- They allow delegates to pool information and develop **common policy positions**.
- They provide a **support network**: you are not alone in the negotiation process.
- They are the **primary unit** through which working papers are drafted.
- Bloc representatives participate directly in the **Vienna Formula** merging process.

How Blocs Work

- Delegates divide into blocs along regional or political lines during **informal consultations**.
- Each bloc works internally to develop a shared position and drafts a **working paper**.
- Bloc representatives then meet to **merge working papers** into a single draft resolution.
- The Chair may act as a **mediator** during the merging process to facilitate consensus.

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Working Papers: The Building Blocks of a Resolution

What is a Working Paper?

A **working paper** is an informal document that represents a bloc's proposed approach to the agenda topic. It serves as the precursor to a formal draft resolution.

Structure

Working papers typically include two main components:

PREAMBULAR LANGUAGE

Establishes the context, background, and basis for action.

OPERATIVE LANGUAGE

Outlines the specific actions, recommendations, and solutions proposed by the bloc.

Key Characteristics

- Drafted collaboratively during **informal informal** consultations.
- Not formally tabled to the committee; they are shared and discussed informally within and between blocs.
- Less formal than draft resolutions and may be revised freely without procedural constraints.
- Highlight the threats, challenges, and proposed solutions identified by the bloc.

Next Step: The Vienna Formula

Once blocs have developed their working papers, the **Vienna Formula** process begins. Representatives from each bloc sit together (with the Chair as mediator) to merge their texts into a single, comprehensive draft resolution.

The Vienna Formula: Merging Blocs into One Text

The **Vienna Formula** is the process by which separate bloc working papers are merged into a single draft resolution. This process is facilitated by the Bureau.

THE ULTIMATE GOAL

To produce a single draft resolution that is acceptable to all blocs and can be adopted by consensus.

How It Works

- One representative from each bloc sits together at the negotiating table.
- The **Chair acts as mediator** to facilitate the discussion.
- Representatives engage in dialogue to merge individual working papers into one cohesive document.
- Representatives are not fixed and may rotate; they may also pause to consult with their bloc members.

Tabling the Resolution

- Once merged, the draft resolution is formally submitted to the Chair for **tabling** (i.e., formally presenting the text to the committee).
- The main submitters or authors of the draft resolution are called **sponsors**.

Sponsorship Limit

To maintain focus and equal representation, a draft resolution may have a **maximum of three sponsors**.

Structure of a Resolution: What Your Document Must Contain

All resolutions at UNGDS II follow the standard UN resolution format.

A resolution is technically a **single long sentence** composed of two distinct sections: the preamble and the operative clauses.

Word Strength

Requests	Neutral and standard.
Calls upon	Stronger, implies expectation.
Urges	Stronger still, conveys urgency.
Demands	The strongest; rarely used in GA.

Preambular Paragraphs (PP)

> Set the context, background, and basis for action.

- Begin with a present participle, capitalized and italicized (e.g., *Recalling*, *Noting*, *Convinced*, *Recognizing*).
- End with a **comma**.
- Are **not numbered**.

Operative Paragraphs (OP)

> Express what the committee has decided to do.

- Begin with a present tense verb, capitalized (e.g., **Decides**, **Calls upon**, **Urges**, **Requests**).
- End with a **semicolon**, except the final paragraph which ends with a **period**.
- Are **numbered** sequentially (1, 2, 3…).

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PHASE 3

The Action Phase: Reviewing the Draft Resolution

The Review Process

Once the draft resolution has been tabled and approved by the Bureau, the committee enters the **Action Phase** for a formal line-by-line review.

- The draft resolution is circulated or displayed for all delegates.
- Delegates review the text **paragraph by paragraph**.
- Each proposed amendment must be formally tabled (submitted to the Chair) and supported with reasoning.

Proposing Amendments

During the review, delegates may propose amendments to **add, delete, or modify** paragraphs to better reflect the consensus of the committee.

- **Any delegate** may propose an amendment to the text.

SPONSOR RESTRICTION

Sponsors of the draft resolution may not propose amendments, but they play a crucial role in deciding which amendments are incorporated.

Adoption Process

- An amendment must first be **approved by the sponsors**.
- It must then be accepted by the committee as a whole — **by consensus**.
- Amendments not adopted by consensus are marked for further discussion.

No Voting

Unlike traditional MUN formats, there is **no voting on amendments** in UN4MUN. Every amendment must be agreed upon through consensus.

Amendments: The Consensus Requirement

In UN4MUN, amendments are handled very differently from traditional MUN formats. The process is designed to build agreement rather than force a vote.

The Consensus Rule

- An amendment is incorporated into the final text **only once it has been adopted by consensus**.
- If consensus cannot be reached on an amendment, it is **set aside for further discussion** in an informal informal session.
- The process continues until all delegates agree or all paragraphs have been reviewed.

No Friendly/Unfriendly Distinction

- Unlike UNA-USA format, there are **no "friendly" or "unfriendly" amendments** in UN4MUN.
- All amendments require both the **consent of the sponsors** and the **consensus of the entire committee**.

Why This Matters

The amendment process in UN4MUN is designed to ensure that the final resolution reflects genuine agreement, not a majority override. This mirrors how the real UN General Assembly works.

FINAL STEP

16

Adoption by Consensus: The Goal of Every Session

THE PREFERRED OUTCOME

The default and preferred outcome of every UNGDS II session is adoption by consensus.

What Consensus Means

- The Chair asks if there are any objections to the draft resolution.
- If no objections are raised, the Chair declares the resolution adopted by consensus.
- The resolution is then formally renamed (e.g., Resolution 11).

If Objections Remain

- Delegates may request a separate vote on specific paragraphs before adopting the whole text.
- If a vote is required, it is taken — but every effort should be made to resolve disagreements through further informal consultations first.
- If all operative paragraphs are rejected in a vote, the draft resolution is rejected as a whole.

Explanation of Position

- Before or after adoption, Member States may request the floor to explain their position or vote.
- This allows delegates to clarify why they supported or objected to the resolution on the official record.

IMPORTANT RESTRICTION

Main sponsors and co-sponsors may not make an explanation of vote or position. Their sponsorship already implies full support for the text.

REFERENCE

Motions and Points: The Short List

One of the most important differences between UN4MUN and traditional MUN is the **small number of motions and points** available. This reflects real UN practice.

TOOL	PURPOSE	WHEN TO USE
Point of Order	Raise a procedural violation or address the Chair	Any time during a session
Right of Reply	Respond to a direct challenge to your country's position	End of General Debate only
Motion to Suspend the Meeting	Move into Formal Informal or Informal Informal consultations	During formal session
Motion to Adjourn the Meeting	Close the meeting for the day	End of session
Motion to Adjourn Debate	End consideration of an item or block action on a draft resolution	When needed

NOT AVAILABLE AT UNGDS II

Motions to open/close speakers' list, Points of Information, Points of Parliamentary Inquiry, Yields, or any other parliamentary devices not listed above are **not used** in UN4MUN procedure.

Delegate Conduct and Decorum

UNGDS II expects all delegates to maintain the standards of real UN diplomatic practice throughout the conference.

Speaking & Addressing

- Always **obtain the floor** from the Chair before speaking.
- **Address all remarks to the Chair**, even when responding directly to another delegate.
- Speak in **first person** — "We believe...", "Our delegation supports..." — as real UN diplomats do.
- **Do not interrupt** a speech in progress under any circumstances.

Decorum

- Treat all delegates, the Chair, and the Bureau with **respect at all times**.
- **Raise your virtual hand or chat** to signal the Chair; do not call out .
- Be **on time** for all sessions to ensure quorum is met promptly.
- Electronic devices should be used for **conference purposes only**.
- Notes to the Chair should be **written clearly** and passed through the appropriate channel.

CORE PHILOSOPHY

The Spirit of UN4MUN

You are a **diplomat**, not a debater.
The goal is to cooperate, find common ground, and produce a resolution that **all Member States can support**.

QUICK REFERENCE

Session Flow Summary: The UNGDS II Session at a Glance

A quick reference guide summarizing the 9-step flow of a standard UNGDS II session from opening to closing.

01 Roll Call

Respond "Present" when called. Quorum is confirmed by the Bureau.

02 General Debate

Deliver your opening speech from the Speakers' List to state your position.

03 Right of Reply

(If needed) One reply per delegate, exercised at the end of General Debate.

04 Informal Informal

Form blocs, lobby, negotiate, and draft working papers collaboratively.

05 Vienna Formula

Bloc representatives merge working papers into one unified draft resolution.

06 Tabling

Draft resolution formally submitted to the Chair (maximum of 3 sponsors).

07 Action Phase

Line-by-line review; amendments proposed and adopted by consensus.

08 Adoption

Chair asks for objections; resolution adopted by consensus or by vote.

09 Closing

Session closes; the committee's work on the agenda item is complete.

Final Reminders for UNGDS II Delegates

Cooperate, Don't Compete

UN4MUN rewards delegates who build bridges, find compromise, and bring others along — not those who dominate the floor. Your goal is to work together.

Informal Time is Working Time

Most of the real negotiation happens outside the formal session. Use informal consultations actively and strategically to draft and merge working papers.

Consensus is the Goal

Every procedural choice you make should move the committee toward a resolution that all Member States can accept. Voting is a last resort.

Prepare Thoroughly

Know your country's position, understand the agenda topics, and be ready to engage constructively from the very first session.

Ask the Chair

If you are unsure about procedure, send a note to the Chair. They are here to help the committee succeed and guide you through the UN4MUN process.

"Welcome to UNGDS II. Good luck, and good diplomacy."

THE SECRETARIAT