

MUN Without Borders

2026 Conference

Rules of Procedure

Prepared for Conferences by the MUNWB Foundation.

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Section I: General Overview

Rule 1 | Secretariat

1. The Secretariat consists of the following members;
 - a. Secretary-General
 - b. Deputy Secretary-General
 - c. Under Secretary-General
 - d. Chief of Staff
 - e. Director of Press
2. The Secretariat holds supreme authority over all matters regarding the Model United Nations conference.
3. Decisions made by the Secretariat on matters not specified in the Rules of Procedure shall supersede all others.
4. The Secretariat maintains the right to issue both oral and written communications to any committee during the conference.

Rule 2 | Chairs

1. The Dais is composed of these 2 members in THIMUN Committees;
 - a. Head Chair
 - b. Deputy Chair
2. Chairs have jurisdiction over all committee-related matters, including award nominations.
3. Chairs are bound by the Rules of Procedure but may address, dismiss, or proceed with motions or points at their discretion, within reason.
4. Chairs must consult with the Secretariat on issues beyond the Rules of Procedure.
5. Chairs are required to adhere to directives and report issues to the Secretariat.
6. The chairs shall not disclose the results or scores derived from the conference under

any circumstances.

Rule 3 | Delegate

1. The Delegate is responsible for representing the assigned nation given by the Secretariat throughout the conference.
2. Delegates must fully understand and follow the Rules of Procedure.
3. Delegates must sign and comply with the Pledge of Participation.
4. All Delegates are expected to report to and follow instructions from the Chairs and Administrative Staff.
5. Conferences organized by the MUNWB Foundation do not allow pre-written resolutions.
 - a. What constitutes a “Pre-written resolution” will be left to the discretion of the secretariat.

Section II: Committee Proceedings

Rule 1 | Quorum

1. Quorum represents the minimum number of Delegates required for initiating discussions.
2. Quorum is achieved when at least one-third of the Committee members, as stated at the start of the initial session, are present. Quorum is considered to be met unless specifically disputed and proven otherwise.
3. A simple majority means more than half of the Committee members have cast their votes.
4. A Super-majority means more than two-thirds of the Committee members have cast their votes.
5. The Committee must confirm the presence of a simple majority to proceed with voting on any motion.

Rule 2 | Voting Procedures

1. All votes will either utilize Standard Voting Procedures or Roll Call Voting Procedures.
 - a. During standard voting procedures the chair will ask for all delegates “For”, “Against”, or “Abstaining” from the vote. This vote type will be used for all procedural motions, and all unspecified substantive votes.
 - b. During Roll Call Voting Procedures, the chair will call upon delegates in alphabetical order to vote “For”, “Against”, or “Abstaining” from the vote. This vote type will be used for voting on Amendments and Resolutions.
2. Conferences under MUNWB has two types of voting procedures
 - a. Procedural Voting
 - b. Substantive Voting
3. Procedural voting requires a simple majority to pass.
4. Substantive voting requires a supermajority to pass.
5. Procedural voting will be utilized for;
 - a. All Motions, except for otherwise specified motions
6. Delegates are limited to voting ‘For’ or ‘Against’ for procedural votes, and abstentions are not permitted.
7. Substantive voting will be employed for;
 - a. Voting on Resolutions
 - b. Voting on Amendments
 - c. Motion to Suspend the Rules
8. Delegates can vote ‘For’, ‘Against’, or ‘Abstain’ for a substantive vote.
 - a. Members who abstain are not counted as voters and will be deducted from the quorum.

Rule 3 | Presences

1. Delegates are required to remain in the conference room during committee sessions.
2. Delegates can leave the conference room with permission from the

Secretariat, Chair, or administrative staff.

3. Delegates are allowed to leave the conference room only for the following reasons:
 - a. Using the restroom,
 - b. Attending to medical needs,
 - c. At the discretion of the chair

Rule 4 | Roll Call Procedures

1. The committee session must start with a roll call.
2. The Chair will list delegations in alphabetical order, and each Delegate must raise their placard high and inform the Chairs of their presence by replying either “Present” or “Present and Voting”.
 - a. Delegates who reply “Present and Voting” will not be permitted to abstain during substantial voting procedures.
3. Late Delegates must inform the Chairs of their attendance by sending a note through the Administrative Staff.

Rule 5 | Setting the Agenda

1. While technically a motion, as it is not an actively used motion, it will officially be considered a part of the Conference, separate from motions.
2. After Roll Call, if no agenda has been set, the Chairs will ask if there are any delegates wishing to raise a Motion to Set the Agenda.
3. After a minimum of 1 and a maximum of 2 “Agenda-Setting Motions” have been raised, the Chair will conduct voting procedures under their discretion.
4. This will require a supermajority to pass.
5. Once a motion to set the Agenda has passed, the committee will automatically proceed to Opening Speeches.

Rule 6 | Opening Speeches

1. Once the agenda is set, Delegates will deliver their opening speeches.
2. Chairs will address delegations in alphabetical order, and each Delegate must deliver their opening speech.
3. The time limit for an opening speech is a maximum of 90 seconds and any unused time will be automatically yielded back to the chair.

Rule 7 | Note Passing

1. Delegates, Chairs, and Staff are allowed to exchange written messages during the session using note-passing.
2. Notes must focus on meeting-related topics and should not include private conversations.
3. Each note should include the sending delegation, the receiving delegation, and the message content.
4. Note-passing will be managed exclusively through the Administrative Staff.
5. Passing notes during voting procedures is not permitted.

Rule 8 | Moderated Caucus

1. The purpose of a moderated caucus is to enhance substantial debate at crucial moments in the discussion.
2. At any moment a Chair has declared an open floor, Delegates can propose a Motion to Transition into a Moderated Caucus.
3. When presenting this motion, Delegates must clarify the purpose of the caucus, specify the duration of the caucus, and individual speaking time.
 - a. The Total Duration time must be divisible by the individual speaking time.
 - b. The Total Duration time must be equal to or under 15 minutes.
4. Once a motion for a moderated caucus has been approved, a Delegate desiring to

deliver a speech can signal the Chair by raising their placard.

- a. The delegate who raised the motion will be automatically approved for the speaking list, and will be given the option of speaking either first or last.
5. Once acknowledged by the Chair, the recognized Delegate can stand up and present their speech according to the duration and purpose outlined in the motion.
6. No motions are permitted during a moderated caucus.
7. A Delegate who deviates from the topic of the moderated caucus may be deemed out of order by the chair.
8. Delegates may not yield at any time during a moderated caucus. Any remaining time will be automatically yielded back to the Chair.
9. The Chair holds the authority to conclude a moderated caucus if no Delegate wishes to speak.
 - a. Delegates may expedite this process by raising a motion to “Move to Open Floor”

Rule 9 | Non-Moderated Caucus Speeches

1. These rules do not apply to non-moderated caucus speeches. These rules do not apply to Opening Speeches.
2. The Chair can rule a speaker out of order if their comments are not relevant to the topic at hand.
3. Only 1 delegate is allowed to receive a yield. However, the 2nd delegate may choose to yield to either Points of Information or to the Chair.
4. Once a delegate has concluded their speech, a Delegate on the Speakers' List can yield their remaining time to;
 - a. Points of Information
 - i. Point of Information is allowed only when the Delegate has more than 15 seconds of speaking time left.
 - ii. The delegate must specify how many POI's they are willing to accept.
 - iii. A delegate may accept no less than 2, and no more than 6 POI's.

- iv. As soon as a delegate begins to answer a POI, the delegates remaining time will resume. Once the delegate's time runs out, they will be allowed to fully complete their reply, but no additional POI's or follow-ups will be granted afterwards.
- v. Delegates must request a motion to ask a follow-up question after the initial one.
- vi. A Motion to Follow-up to the second degree is not in order.
- b. Another Delegate
 - i. A Delegate may only transfer their speaking time to another Delegate if they have more than 30 seconds remaining.
 - ii. The remaining time of the speaker will be passed to another Delegate chosen by the speaker, and this transfer can only occur with mutual agreement between the two Delegates.
 - iii. Delegates are not allowed to transfer already yielded time to another Delegate.
- c. The Chair
 - i. Delegates may choose to yield to the Chair, at which point the Chair may choose how to proceed at their discretion.
 - ii. Speaking time under 15 seconds will be automatically yielded to the Chair.

Rule 10 | Unmoderated Caucus

1. The purpose of the unmoderated caucus is to allow Delegates to engage in intense debate without the constraints of formal procedure.
2. At any moment a Chair has declared an open floor, Delegates can propose a Motion to Transition into an Unmoderated Caucus.
3. When presenting this motion, Delegates must explain the purpose of the caucus and specify a time limit not exceeding thirty minutes.
4. An unmoderated caucus can be replaced by a lobbying session where Delegates can draft resolutions.

5. The total duration of a lobbying session should not exceed forty minutes.
6. The Chair has the authority to adjust the duration of the unmoderated caucus and may end it early at their discretion.

Section III: Draft Resolution

Rule 1 | Committee Naming/Numbering

1. A draft resolution will be assigned a number in the following format;
 - a. (CONFERENCE NAME)/2026/COMMITTEE/RES/SUBMISSION NUMBER

Rule 2 | Sponsors

1. The primary authors of a draft resolution are sponsors, and typically, resolutions have several sponsors as it requires collaboration among countries to share ideas and reach a consensus.
 - a. The minimum number of sponsors on a resolution is 2.
2. Sponsors must be listed alphabetically on each draft resolution.
3. Sponsors can propose both friendly and unfriendly amendments to the draft resolution they sponsored, except the main submitter, who is restricted per Rule 2.5.a.
4. In MUNWB conferences, delegates are permitted to sponsor multiple resolutions for each topic area.
5. Among the Sponsors, delegates are responsible for deciding the main submitter and the co-submitter.
 - a. The main submitter is *only* permitted to propose friendly amendments to the draft resolution they sponsored.

Rule 3 | Signatories

1. Countries that have signed a draft resolution may not necessarily agree with its content, but they find it valuable to discuss it and suggest changes.
2. Signatories have the right to propose both friendly *and* unfriendly

amendments to the draft they have signed.

3. Signatories must be listed in alphabetical order on each draft resolution.
4. For a draft resolution to be valid, it must have at least 66% of all committee members as signatories.
 - a. All main submitters are automatically sponsors and all sponsors are automatically signatories and do not have to be listed twice.

Rule 4 | Preambulatory Clauses

1. A draft resolution must include both preambulatory and operative clauses to be acknowledged and endorsed.
2. Preambulatory clauses are utilized to explain why the committee is addressing the issue, referencing previous international actions and historical justifications related to the matter.
3. These clauses may mention the UN Charter, past UN Resolutions and Conventions, statements from the Secretary-General or relevant UN agencies, as well as well-known facts and opinions regarding the topic.
4. Preambulatory clauses typically begin with specific italicized phrases and are separated by commas.

Rule 5 | Operative Clauses

1. Operative clauses are employed to emphasize the actions or suggestions put forth in the resolution.
2. They commence with specific underlined phrases and are divided by semicolons.
3. Operative clauses need to be structured in a single coherent sequence.

Rule 6 | Commas, Colons, Semi-Colons, and Periods

1. Preambulatory clauses are limited to using commas, while operative clauses can include commas, colons, semicolons, and a period.
2. Semicolons are employed to differentiate operative clauses.
3. Sub-clauses within operative clauses are distinguished by commas.
4. Colons introduce new lists of sub-clauses or sub-sub-clauses.
5. A period is placed only after the document since the entire resolution is considered a single grammatical sentence.
6. The draft resolution must be ended with the italicized line “THE END” to signify the end of the resolution.

Rule 7 | Process of Introduction

1. Once a draft resolution fulfills the above requirements and receives approval from the Secretariat, it will be disseminated to the committee by the Administrative Staff.
2. Subsequently, the main submitter of the resolution may motion to introduce it.
 - a. This motion takes priority over all other motions.
3. Once recognized, the Delegate will recite solely the operative clauses of the draft resolution.
4. Following the reading of the operative clauses, the Chair will invite two points of clarification;
 - a. Points of clarification must address abbreviations or definitions of words in the document during the introduction of the draft resolution.
 - b. Chairs have the ability to rule a POC out of order if it does not meet the above criteria.
5. After addressing the points of clarification, the Main Submitter of the draft resolution must deliver an authorship speech on the resolution no longer than five-minutes. At this point, the committee will progress with all rules under Section II, Rule 8.
6. Following the authorship speech, the Chairs will entertain two Points of

Information from the committee.

- a. If a delegate has already yielded to Points of Information beforehand, they are required to answer two more POI's additionally.
7. Once a resolution has officially been introduced, the Floor will be open at the discretion of the Chairs.

Rule 8 | Process of Closure

1. Once a Delegate believes that there has been adequate discussion on the draft resolution or amendment, they can propose a motion to end the debate on the resolution or amendment.
 - a. This motion can not be voted on, and must instead be automatically passed or failed at the discretion of the Chair.
2. Once the motion is approved, the committee will proceed to a roll call vote on the resolution or amendment. This is a substantive vote, which necessitates a supermajority for passage.
 - a. A delegate may motion to cancel a roll call vote and instead utilize normal voting procedures.
3. If the supermajority of Delegates supports the resolution or amendment, it is adopted, and Delegates may introduce another draft resolution or amendment.

Rule 9 | Amendment

1. Delegates have the right to propose modifications to any initial resolution put forward.
2. Delegates are permitted to adjust existing clauses by incorporating new words or phrases, introducing new clauses, and removing existing ones.
 - a. All amendments are either "Friendly" or "Unfriendly"
 - i. Friendly amendments are agreed upon by *all* sponsors. Such amendments will skip Section III, Rule 9: 5-7, and will instead be automatically incorporated into the resolution following 2 Points of Clarification.
 - ii. Unfriendly amendments are not agreed upon by all sponsors,

and will proceed with the full process of introduction and debate.

- b. Amendments must fit under either the Add, Strike, or Modify categories.
 - i. An “Add” Amendment seeks to add something to the resolution that was not there previously.
 - ii. A “Modify” Amendment seeks to merge or change parts of the resolution that are already existing.
 - iii. A “Strike” Amendment seeks to remove parts of the resolution that already exist.
 - c. Delegates may not raise amendments upon already amended parts of the resolution.
- 3. Following approval by the Chair, the author of the amendment can propose its introduction when the floor is open.
 - 4. The Chair will announce the amendment, and the Delegate must answer two points of clarification.
 - 5. After the clarification points, the Delegate must deliver an authorship speech for the amendment no longer than 3 minutes.
 - a. Any remaining time must be relinquished back to the Chair.
 - 6. Following the authorship speech, the Chairs will entertain two Points of Information from the committee.
 - 7. At this point the Floor is open, at the discretion of the Chair.
 - 8. At this point, the committee will revert to Section III, Rule 8 (Process of Closure).

Section IV: Points

Rule 1 | Point of Order

1. A Delegate can raise a Point of Order if the Chair or another Delegate breaches the Rules of Procedure.
2. The Chairs have the authority to deem the point as out of order at their discretion.
3. A point of Order cannot disrupt a speech.
4. Any Point of Order that disrupts a speech will be automatically ruled out of order.

Rule 2 | Point of Personal Privilege

1. A Delegate can raise a Point of Personal Privilege when they wish to ask for a personal discomfort to be addressed, which may include:
 - a. Visibility or Audibility
 - b. Using the bathroom
2. A Point of Personal Privilege may interrupt another speech.
 - a. Delegates may not strategically manipulate this rule. Delegates that appear to be doing so will receive repercussions at the discretion of the Chairs and Secretariat.

Rule 3 | Point of Parliamentary Inquiry

1. Delegates can raise a Parliamentary Inquiry to ask the Chairs about issues specified in the Rules of Procedure.
2. A Point of Parliamentary Inquiry cannot disrupt a speech.

Rule 4 | Point of Information

1. Delegates can raise a Point of Information to query another Delegate who has allocated their remaining speaking time to Points of Information, or when recognized by the Chair.
2. A Point of Information must be posed as a question.
3. A second-degree Point of Information is permitted with the Chairs' approval.
 - a. This must be requested with a motion to "Follow-Up"

Rule 5 | Point of Clarification

1. Delegates can raise a Point of Clarification to inquire of another Delegate who has presented the operative clauses of a resolution or an amendment.
2. A Point of Clarification must be posed as a straightforward question to clarify the meaning of a word or phrase.
 - a. Delegates may not strategically manipulate Points of Clarification to attack other delegates. Delegates that appear to be doing so will receive repercussions at the discretion of the Chairs and Secretariat.

Section V: Motions

Rule 1 | Motion to Move into a Moderated Caucus

1. At any moment a Chair has declared an open floor, Delegates can propose a Motion to Transition into a Moderated Caucus.
2. When presenting this motion, Delegates must clarify the purpose of the caucus, specify the duration of the caucus, and individual speaking time.
 - a. The Total Duration time must be divisible by the individual speaking time.
 - b. The Total Duration time must be equal to or under 15 minutes.
3. This motion will be voted upon with a procedural vote.

Rule 2 | Motion to Move into an Unmoderated Caucus

1. At any moment a Chair has declared an open floor, Delegates can propose a Motion to Transition into an Unmoderated Caucus.
2. When presenting this motion, Delegates must explain the purpose of the caucus and specify a time limit not exceeding thirty minutes.
3. An unmoderated caucus can be replaced by a lobbying session where Delegates can draft resolutions.
4. The total duration of a lobbying session should not exceed forty minutes.
5. This motion will be voted upon with a procedural vote.

Rule 3 | Motion to Introduce a Draft Resolution

1. Resolutions must have the approval of the Secretariat to be introduced.
2. Delegates may raise a motion to introduce a draft resolution by specifying its numbering.
 - a. This motion may only be raised by the main submitter of the resolution.
3. This motion requires only authorization by the Chair and does not require a substantive

vote.

Rule 4 | Motion to Introduce an Amendment

1. An amendment must have the approval of the chair to be introduced.
2. Delegates may raise a motion to introduce an amendment by specifying its content.
 - a. This motion may only be raised by the main submitter of the resolution.
3. This motion requires only authorization by the Chair and does not require a substantive vote.

Rule 5 | Motion to Adjourn the Session/Meeting

1. Whenever the floor is open, delegates are allowed to raise a motion to adjourn the session *or* meeting.
2. MUN Without Borders will not entertain motions to 'Begin Session'. The session will automatically begin with Roll Call.
3. This motion may only be raised when there are less than 30 minutes remaining in a session.
4. All approvals or denials of this motion must be at the chairs discretion and require no explanation.

Rule 6 | Motion to Suspend the Rules

1. A delegate may choose to raise a Motion to Suspend the Rules at any time.
2. This motion must first be approved by chairs, however, require a supermajority delegate vote to officially pass.

Rule 7 | Precedence of Points & Motions

1. Points or motions will be recognized in the following order of preference;

- a. Points of Personal Privilege
- b. Motion to Suspend the Rules
- c. Points of Order
- d. Points of Parliamentary Inquiry
- e. Right of Reply
- f. Introduction of a Draft Resolution
- g. Introduction of a Draft Amendment
- h. Adjournment of the Meeting
- i. Suspension of the Meeting
- j. Unmoderated Caucus
- k. Moderated Caucus
- l. Closure of Debate (On a Resolution or Amendment)

Section VI: Miscellaneous

Rule 1 | Right of Reply

1. Delegates may raise a Right of Reply if they believe they have been personally offended.
2. If approved by the chair, a delegate may deliver a maximum 2 minute Right of Reply speech.