



MACMUN 2026

# RULES AND PROCEDURE



*The following guide is meant to assist delegates in their preparation for the conference, offering information with respect to general Model UN rules and procedure.*



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# Introduction

Hello delegates, thank you so much for attending MAMUN 2026. The following guide is provided to you as a reference for the Model UN procedure. We will highlight proper Model UN etiquette, how a committee works, and what committees are available at MACMUN. If you have any questions about MACMUN or its procedures, please reach out to us at [macmun@mcmaster.ca](mailto:macmun@mcmaster.ca).

## Delegate Expectations and Code of Conduct

Delegates are to be respectful and courteous to staff members and other delegates at all times. The dais will immediately call to order delegates who do not abide by this rule. Delegates who feel they are not being treated respectfully are encouraged to raise their concerns with their committee director or a member of the Secretariat.

English will be the official and working language of MACMUN 2026. Communication in a language other than English at any time during a committee session is cautioned against as it excludes non-speakers of that language. If a delegate wishes to bring forward a piece of literature in a language other than English, it must be accompanied by a full translation in English, or have its content approved by the Chair(s) prior to the beginning of the first committee session.

Delegates ideally must wear Western business attire at all times during committee sessions. Common acceptable clothing items include dress shirts, suit jackets, dress shoes, dresses, skirts, and sweaters. Jeans are not an acceptable form of attire for MACMUN. Any forms of cultural appropriation are strictly prohibited during the course of MACMUN. Should a delegate fail to abide by the dress code guidelines, the committee Chair(s) will contact a member of the Secretariat. Appropriate actions will be taken, including removal from the conference.



# Committee Types

There are three main types of committees at a Model UN conference. They vary in size, procedure, topics, and other features, as explained by the following:

| COMMITTEE TYPE        | SIZE   | RULES AND PROCEDURE  | DEBATE TOPICS  | NOTABLE FEATURES  |
|-----------------------|--------|--|--|---|
| General Assembly (GA) | Large  | Parliamentary procedure followed.  | Current global issues discussed by the actual UN.                        | Has the largest range of countries participating. Great for delegates of all experience levels.             |
| Specialized           | Medium | Parliamentary procedure usually followed   | May be real, ctional, or historical.                                     | Faster-paced than GAs, crises may be integrated. Generally suitable for delegates of all experience levels. |
| Crisis                | Small  | Parliamentary procedure mostly followed with exceptions (i.e. no Speakers Lists; directives instead of resolutions). | May be real, ctional, or historical. Ad hoc: no topics given beforehand. | Fast-paced environment with rapid development. Experienced delegates preferred.                             |



# Overview of Committee Flow

## 1. OPEN DEBATE

Example Statement: "The delegate of Brazil would like to motion to open debate." During opening ceremonies, a member of the Secretariat (generally the Secretary-General) proclaims the debate as officially open. Delegates proceed to their respective committees and take their place.

## 2. ROLL CALL

A member of the Dais begins each committee session by calling the names of countries in the committee to note who is present.

- a. Delegates must respond with "Present" or "Present and Voting" in order to avoid being marked as absent.
  - i. Delegates can use the "Present" response when their country does not have a hard stance on the issues at hand but instead would like to observe the direction of the committee. Delegates who indicate "Present" are not required to vote during resolutions but must vote at all other times.
  - ii. Delegates can use the "Present and Voting" response when they have a clear picture of how they want the debate to transpire and as such have a hard stance of the issue that is being debated. Delegates who indicate "Present and Voting" are required to vote during resolutions and must vote at all other times.

## 3. PRIMARY SPEAKERS LIST

Example Statement: "Motion to open the Primary Speaker's List, with a speaking time of sixty seconds."

The Primary Speaker's List is automatically opened. The Chair will ask for delegates who wish to be added to the List.

- a. In order to be acknowledged by the Chair(s), a delegate must raise their placard in the air.
- b. This is the best opportunity for delegates to state what order of topics they feel should be discussed.



b. This is the best opportunity for delegates to state what order of topics they feel should be discussed.

- i. If the delegate does not utilize the full sixty seconds, they must yield their time.

Example Statement: “The delegate of Norway yields their time to the chair.”

- ii. Delegates can yield their time either to the committee Chair(s) or another delegate for a prompted response.

## 4. SETTING THE AGENDA

Example Statement: “Motion to set the agenda to topic A followed by topic B.”

delegate will motion to set the agenda to any of the predetermined committee topics.

This motion will be voted upon.

- a. Usually, the majority of a Model UN debate will spend time on the first and possibly second chosen topic, if there are multiple. As such, it is imperative that delegates vote on the more pertinent issues that their country first wants to debate immediately.

## 5. SECONDARY SPEAKER’S LIST

Example Statement: “Motion to open the Secondary Speaker’s List, with a speaking time of sixty seconds.” Once the agenda has been set, a Secondary Speaker’s List may be opened on the selected topic. Once again, the Chair(s) will ask which delegates want to be added to the Speaker’s List.

- a. The Secondary Speaker’s List is generally used to give a summary of how the delegate’s country is impacted by the topic, some past actions taken, future implications, and/or their ideas for future solutions.
- b. Delegates may now state what particular aspects of the present topic should be discussed, and why.
- c. This particular speaking session will often be returned to in the event that no moderated caucuses have been proposed or all current motions for a topic have failed.
  - i. If the delegate does not take the full sixty seconds, they must yield their time.

Example Statement: “The delegate of Norway yields their time to the chair.”



## 6. CAUCUSES

There are two types of caucuses, moderated and unmoderated:

### **Moderated Caucus:**

A moderated caucus is a formal debate where delegates are given a set amount of time to speak on a specific topic. If a delegate wishes to speak during a moderate caucus, they must raise their placards; they may only speak once called upon by the chair. When motioning for a moderated caucus, the delegate must mention the topic, the total time, and the speaking time for each delegate.

### **Example Motion:**

“Motion for a ten-minute moderated caucus with a one-minute speaking time on the topic of...”  
Speaking time

Delegates are given a set time to make their speeches. This can vary from caucus and is stated when the caucus is first motioned for. For example, in a 10-minute moderated caucus, delegates will be able to speak for one minute. The chair will continue to call on delegates who wish to speak until the total speaking time is exhausted.

### **Yielding time:**

When delegates conclude their speeches during the moderated caucus, they are required to yield any remaining time. Delegates can yield their time to the chair, another delegate or to questions.

1. “I would like to yield the rest of my time to the chair’
  - The remaining time is absorbed by the chair, and the chair will move on to the next speaker
2. “I would like to yield my time to the delegate of ...”
  - This allows the delegate to give their remaining time to the delegate of another country
3. “I would like to yield the rest of my time to questions.”
  - The time remaining is converted into a Q&A session where other delegates can ask points of inquiry to the speaker

### **Unmoderated Caucus:**

An unmoderated caucus is an informal session in which delegates are able to move freely and speak with other delegates without restrictions on speaking time. Unmods are often used to form blocs, discuss potential solutions and draft a resolution paper.

### **Example Motion:**

“Motion for a ten-minute unmoderated caucus on the topic of...”



## 7. RESOLUTIONS

Delegates work together through Moderated and Unmoderated Caucuses to write Working Papers and/or Draft Resolutions.

Presentation:

Example Statement: “Motion to introduce Draft Resolution 1.1, sponsored by Norway, Sweden, and Denmark.”

If approved by the Dais, sponsors may display and read out their draft resolution.

b. Discussion:

Example Statement: “Motion for a 5 minute Q&A Period on Draft Resolution 1.1.”

A draft resolution is usually discussed and/or debated through a Question and Answer period.

Note: Most commonly, discussions and ideas for amendments will come up through a Q&A period, but Moderated Caucuses, speakers for and against, or any combination of these can also be used. Motions for these latter motions would be similar to those described above in format, but their topic would be focused on details of the resolution at hand.

c. Amendments:

Example Statement: “Motion to introduce an unfriendly amendment.”

Anyone may propose and present amendments to presented resolutions, which are changes to any component(s) of the original resolution.

Amendments to resolutions can either be friendly (all sponsors agree on change) or unfriendly (at least one sponsor does not agree).

ii. Friendly amendments become part of the resolution immediately, while unfriendly amendments must be voted upon.

d. Voting:

Unfriendly amendments are voted upon, followed by a vote on the final draft resolution. The resolution either passes or fails.



# Points

## WHAT ARE POINTS?

Throughout the course of a MUN debate, there may be times when you need to ask a specific question regarding the debate, obtain general information from the Chair(s), or even request something from the Chair(s) to make you more comfortable. Using Points are the best way of doing so. The following are the four most commonly used Points:

### 1. Point of Order:

- a. This is used when you witness either the chair or another delegate making an error in procedure.

Example: You motion for a Moderated Caucus and it passes, but the Chair forgets to ask whether you would like to speak first or last.

### 2. Point of Inquiry:

- a. This is used when you need to ask for some type of clarification from either the Chair or another delegate regarding something that was previously said.

### 3. Point of Personal Privilege:

- a. This is used when you need to request a change in the debate room that may be impacting your ability to participate in the debate. Examples include the turning on/off of lights, closing/opening blinds, if you cannot hear a speaker, etc.

- i. NOTE: This is the only point that can be used to interrupt another speaker.

### 4. Right of Reply:

- a. This can only be used if a previously speaking delegate has insulted you personally in some manner.

Example Statement: “The delegate representing X is clearly crazy.”

- i. This point cannot be used if another delegate is simply disagreeing with you or has criticized your ideas in a civil way.



# Resolutions

## WHAT IS A RESOLUTION?

The ultimate goal of a committee is to develop a resolution to the topic being discussed. This requires an in-depth understanding of the issue, innovative solutions to the issue, and most importantly, collaboration with fellow delegates. There are two components to the resolution: preambulatory clauses and operative clauses.

## WRITING SECTIONS OF A RESOLUTION

The preambulatory clauses state the reasons for which the committee is addressing the topic, and highlights past international action on the issue. This can include reference to the UN charter, citations of previous UN resolutions, statements made by UN bodies, recognition of current events, or statements on the significance of the topic. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma.

Operative clauses offer solutions to the issues addressed. These numbered clauses are action-oriented and should include both an underlined verb at the beginning of the sentence followed by the proposed solution, and ending with a semicolon. You are encouraged to use sub-clauses to elaborate on your ideas. Examples are listed below:

## 1. SAMPLE PREAMBULATORY PHRASES

|                  |                             |                           |
|------------------|-----------------------------|---------------------------|
| Alarming         | Deeply Conscious            | Fully aware               |
| Alarmed          | Deeply Convinced            | Fully believing           |
| Approving        | Deeply Disturbed            | Further deploring         |
| Aware of         | Deeply Regretting           | Further recalling         |
| Bearing in mind  | Desiring                    | Guided by                 |
| Believing        | Emphasizing                 | Having adopted            |
| Contemplating    | Expecting                   | Having considered         |
| Convinced        | Expressing its appreciation | Having considered further |
| Declaring        | Expressing its satisfaction | Having devoted attention  |
| Deeply Concerned | Fulfilling                  | Having examined           |
|                  | Fully alarmed               | Having heard              |



Having received

Having studied

Keeping in mind

Noting with regret

Noting with deep concern

Noting with satisfaction

Noting further

Realizing

Recognizing

Referring

Reaffirming

Observing

Noting with

approval

Seeking

Taking into account

Taking into consideration

Taking note

Viewing with appreciation

Welcoming

## 2. SAMPLE OPERATIVE PHRASES

Accepts

Arms

Approves

Authorizes

Calls

Calls Upon

Condemns

Confirms

Congratulates

Considers

Declares

Deplores

Designates

Draws the attention

Emphasizes

Encourages

Endorses

Expresses its appreciation

Expresses its hope

Further invites

Further proclaims

Further reminds

Further recommends

Further requests

Further resolves

Has resolved

Notes

Proclaims

Rearms

Recommends

Regrets

Reminds

Requests

Solemnly arms

Strongly condemns

Supports

Takes note of

Transmits

Trusts



# Sample Draft Resolution

Draft Resolution 1.1

Committee: Economic and Social Council (ECOSOC)

Topic: Eliminating gender disparities in education by 2015

Sponsors: Saudi Arabia, Iran

Signatories: Jordan, Syria, Oman, Qatar, Venezuela, Cuba, Russian Federation

The Economic and Social Council,

*Alarmed* by the lack of enforcement of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW),

*Cognizant* of the importance of gender-neutral education standards by 2015 as a component of the Millennium Development Goals (MDGs),

*Noting* with approval initiatives recently undertaken in Iraq and Afghanistan to ensure increased levels of education for future generation of women in the Middle East,

1. Suggests gender segregation remain in primary and secondary education where this structure is already in place;
2. Reaffirms that select nations do not segregate schools by gender, and is not proposing to divide said school systems;
3. Proposes additional specialization be provided in schools to:
  - a. Further acknowledge and utilize the differences between genders,
  - b. Alter secondary school curriculums to contain more concentrated courses including:
    - i. Female philosophy or psychiatric classes which would prove useful in raising a family and keeping a peaceful household,
    - ii. Improved male physical education and literature or scientific classes;
  - c. Help administer knowledge that will be useful in everyday lives of both genders;
4. Recommends all school systems exercising gender segregation be kept balanced concerning materials and resources;



5. Further recommend a new observational system be set in place:
  - a. By the United Nations
  - b. Made available to all nations already segregated by genders or wishing to do so,
  - c. To monitor the equal distribution of supplies, materials, teachers, and resources administered to all public male and female schools;
  
6. Accept that each nation will have its own cultural differences and opinions on this matter.



# Research Tips

The role of delegates in Model United Nations is to represent their respective country as accurately as possible in the context of the given committee and topic. As such, delegates must use research material that correctly depicts the stance their country has taken on a given topic. It is important to consult both scholarly and popular sources while writing the position paper and preparing your research binder. Delegates can find information about their countries on the official United Nations website, through various scholarly databases such as EBSCO, or some of the resources listed below:

CIA Factbook:

<https://www.cia.gov/library/publications/the-world-factbook/>

Best Delegate:

<http://bestdelegate.com/resources/>

“How To” MUN Video:

[https://www.youtube.com/watch?v=aBh\\_RaX0gvs](https://www.youtube.com/watch?v=aBh_RaX0gvs)

Quick 15 Things a Delegate Should Have in Their Research Binders:

<http://bestdelegate.com/mun-research-made-easy-15-things-every-delegate-should-have-in-their-research-binder/>



# Model UN Terminology

**Abstain:** When delegates choose not to vote either for or against a motion, thus formally declining to vote.

**Adjourn:** All UN or Model UN sessions end with a vote to adjourn. This means that the debate is suspended until the next meeting. Used at the end of a conference or debate.

**Agenda:** The order in which committee topics will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

**Amendment:** change to a draft resolution on the floor. Can be of two types: a "friendly amendment" is supported by the original draft resolution sponsors and is passed automatically, whereas an "unfriendly amendment" is not supported by the original sponsors and must be voted on by the committee as a whole.

**Background Guide:** A research guide to a topic being discussed in a Model UN committee, usually written by conference organizers and distributed to delegates before the conference. The starting point for any research before a Model UN conference.

**Bloc:** A group of nations (or individuals) with similar opinions on an issue, often having regional or ideological ties.

**Chair:** A member of the dais that moderates debate, keeps time, rules on points and motions, and enforces the rules of procedure. Also known as a Moderator.

**Dias:** The group of individuals in charge of a Model UN committee. Generally consists of one or two Chairs and a Director.

**Decorum:** The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair(s) will call for decorum when they feel that the committee is not being respectful of a speaker, of the dais, or of their roles as ambassadors.

**Delegate:** An individual acting as a representative of a member state, or observing a MUN committee



**Delegation:** The entire group of people representing a member state or observer in all committees at a particular Model UN conference.

**Director:** A member of the dais that oversees the creation of working papers and draft resolutions, acts as an expert on the topic(s), makes sure delegates accurately reflect the policy of their countries, and ensures that decorum is maintained during caucuses.

**Draft Resolution:** A document that seeks to address the issues being debated by a Model UN Committee. Authored by Sponsors and signed by Signatories. If passed by the committee, the draft resolution will become a resolution.

**Formal Debate:** The "standard" type of debate at a Model UN conference, in which delegates speak for a certain time in an order based on a speaker's list.

**Gavel:** The tool, shaped like a small wooden hammer, which the Chair(s) use to keep order within a Model UN committee. Many conferences give the gavel used in a committee to the delegate recognized by the dais as the best in that committee; therefore, the term is frequently used to refer to the award given to the best delegate, even in cases where no actual gavel is given.

**Head Delegate:** The student leader of a particular delegation's Model UN club or team

**Moderated Caucus:** A type of debate in which delegates remain seated, and the Chair calls on them one at a time to speak for a short period of time. When motioning for a Moderated Caucus, a total time and individual speaking time should be set.

**Motion:** A request made by a delegate for the committee as a whole to do something.

**Page:** A conference staff member who transfers notes between delegates.

**Placard:** A piece of cardstock with a country's name on it that a delegate raises in the air to signal to the Chair that they wish to speak.

**Point:** A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege. (see page 18 for examples)

**Position Paper:** A summary of a country's position on a topic, written by a delegate before a Model UN conference. Often serves as a baseline for research and debate and can influence eligibility for awards. Guidelines on format vary based on conference and committee.



**Preambulatory Clause:** The part of a resolution that describes previous actions taken on the topic and reasons why the resolution is necessary. It begins with a participle or adjective (i.e. noting, concerned, regretting, aware of, recalling, etc.).

**Procedural:** Having to do with the way a committee is run, as opposed to the topic being discussed. All delegates must vote on procedural matters and may not abstain.

**Quorum:** The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one third of the members to begin debate, and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present to pass a resolution.

**Recess:** If passed, a motion to recess signifies that debate will be temporarily suspended for a short time.

**Resolution:** A document that has been passed by an organ of the UN that aims to address a particular problem or issue.

**Right to Reply:** A right to speak in reply to a previous speaker's comment, invoked when a delegate feels personally insulted by another's speech. If acknowledged by the Chair, an apology is usually considered in order; however, if the last delegate refuses to apologize, the Chair will apologize on their behalf.

**Roll Call:** The first order of business in a Model UN committee session, during which a member of the dais reads out the names of each member state in the committee. When a country's name is called, the delegate may respond "present" or "present and voting." A delegate responding "present and voting" may not abstain on a substantive vote. All those who do not respond are marked as absent.

**Rules of Procedure:** The rules by which a Model UN committee is run. Also known as "Parliamentary Procedure."

**Secretariat:** The staff of a Model UN conference.

**Signatory:** A country that wishes a draft resolution to be put on the floor



**Speaker's List:** A list that determines the order in which delegates will speak. The Chair will create a speaker's list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speaker's list by sending a note to the dais.

**Primary Speaker's List:** The default at the beginning of a committee's debate. Used to select the topic of discussion.

**Secondary Speaker's List:** The default at the beginning of a committee's debate once the topic has been selected. From here, motions for a Caucus are generally in order.

**Sponsor:** One of the writers/presenters of a draft resolution. A friendly amendment can only be created if all sponsors agree.

**Substantive Matter:** A substantive matter is something that is an action on the topic being discussed, essentially a resolution or an amendment. This is in contrast to procedural matters, which have to do with committee work (i.e. motion for a Moderated Caucus).

**Unmoderated Caucus:** A type of debate in which delegates may leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in a Moderated Caucus. Frequently used to write working papers and draft resolutions.

**Working Paper:** A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently the precursor to a draft resolution.

**Veto Power:** In the Security Council, Russia, USA, UK, China, and France have the ability to prevent any resolution from passing by vetoing it.

**Voting Procedure:** The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or exit the room.



**Observer:** A state, national organization, regional organization, or non-governmental organization that is not a member of the UN but participates in its debates. Observers can vote on procedural matters but not substantive matters. An example is the Holy See.

**On the Floor:** At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the Director and introduced by the committee, it is put "on the floor" and may be discussed.

**Operative Clause:** The part of a resolution which describes how the UN will address a problem. It begins with an action verb (decides, establishes, recommends, etc.).