

Rules of Procedure

VOFMUN I 2026

For General Committees (Excluding ICJ & ICRC Committees)

1. General Provisions

1.1 Courtesy and Decorum

Delegates must respect the authority of the Chair and maintain diplomatic conduct. Insulting, derogatory, or inappropriate language will not be tolerated and appropriate disciplinary action will be taken on the discretion of Admin Staff, Chairs, and Organisers as per the Code of Conduct.

1.2 Position Papers

- Each delegate is required to submit a position paper for all assigned agendas prior to the conference deadline to be in contention for awards.
 - Position Papers must follow the Position Paper Guide shared prior to the conference
 - Late position papers will result in reduced awards consideration for all delegates.
 - Any Delegates that do not submit a Position Paper will not be kept in consideration for awards and will be at a major disadvantage, at the Chair's and Secretariat Team's discretion.
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2. Committee Structure

2.1 The Dais

- Each committee is presided over by a President Chair and either one or two Deputy Chairs - collectively known as the Dais.
- The Dais is responsible for enforcing the Rules of Procedure, ensuring debate flows, and maintaining decorum throughout all committee sessions for the duration of the conference.

2.2 Quorum

- Debate may open when a minimum of one-third (33%) of the members are present. Delegates and Admin Staff are expected to reach their committee rooms punctually at the start of all committee sessions and are not allowed to leave unless specifically allowed by the Dais.
 - Voting on substantive matters (such as draft resolutions and amendments) requires a **simple majority (50%) of members present**.
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3. Debate Procedure

3.1 Roll Call

- Roll call will be taken at the beginning of each and every committee session by the Dais.
- Delegates can answer either “Present” or “Present and Voting” - Delegates will be marked absent if they are not in committee 5 minutes after the committee session has officially commenced.
 - “Present” allows abstentions in voting procedures.
 - “Present and Voting” requires a vote of Yes or No only - Delegates will not be allowed to abstain from voting.

3.2 Agenda Setting

- The first order of business in all committees is setting the agenda.
- Delegates may motion to set a specific agenda first - if no such motion is raised, it is up to the Dais’ discretion as to which agenda will be debated first.
- The agenda is decided by a simple majority vote of the committee’s Delegates.

3.3 General Speakers’ List (GSL/Opening Speeches)

- The committee will open with a GSL on the set agenda item once any agenda is chosen to start debate on.
- The Dais will maintain a list of speakers and time limits, preferably using the official VOFMUN WebApp.
- Motions for Moderated or Unmoderated Caucuses, as well as Points of Personal Privilege, may interrupt the GSL.
- The GSL never elapses and can be resumed at any time after the initial list has been exhausted.

3.4 Speeches

- Delegates must follow the time limits given by the Dais and are not permitted to go past their speaking time unless explicitly permitted by the Dais.
 - All speeches must be professional and appropriate, avoiding personal attacks against delegates and keeping in line with VOFMUN’s official Code of Conduct.
 - Delegates must yield their time when finished to one of the below:
 - the Dais
 - another delegate (if time permits, and the Delegate in question consents)
 - to any number of Points of Information (questions, if time permits - up to Dais’ discretion)
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4. Points

4.1 Point of Personal Privilege

- Raised if a delegate cannot properly participate due to any personal discomfort (e.g., audibility, room conditions, etc.).
- May interrupt a speaker only if the issue is urgent (mainly audibility).

4.2 Point of Order

- Used when a delegate believes the Rules of Procedure are being violated.
- Cannot interrupt a speaker in any case.

4.3 Point of Information

- To the Speaker: A question directly to a Delegate after their speech (if they yield time to POIs).
- To the Dais
 - A factual question to a Chair or the Dais as a whole regarding rules or proceedings.
 - Or used to point out a factual inaccuracy or fallacy made by either the Dais themselves or another Delegate.

4.4 Point of Parliamentary Inquiry

- A question directed to the Chair regarding the proper application of rules of procedure.
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5. Motions

5.1 Motion for a Moderated Caucus

- Calls for a focused discussion on a specific sub-topic of the given agenda at hand.
- Requires a topic, total duration, and per Delegate speaking time when raised - can be amended at Chair's discretion.
- Simple majority vote required for Motion to pass. Multiple Motions for a Moderated Caucus can be voted on simultaneously in the order that they were raised.
- If one of the Motions achieves a simple majority, that Motion will be entertained before voting is completed on following Motions for Moderated Caucus.

5.2 Motion for an Unmoderated Caucus

- Temporarily suspends formal debate for informal discussion and resolution drafting (lobbying) for a given time period.
- Requires specific time duration.
- Can be raised by Delegates or put in place by a Chair.
- Simple majority vote required.

5.3 Motion to Extend Moderated/Unmoderated Caucus

- May extend a caucus if time permits.
- Requires a simple majority vote.

5.4 Motion to Challenge

- A delegate may raise a Motion to Challenge, calling for a structured debate between two sides within the committee.
- The delegate raising the motion must specify:
 - Type of challenge (1v1, 2v2, or 3v3 - up to Chair's discretion).
 - Delegate(s) they would like to challenge.
 - Specific topic or question of the challenge (ideally a sub-topic of the agenda at hand).
 - Pre-debate preparation time
 - Time limit per Speaker.
- The Dais has the power to entertain or deny the Motion to Challenge as per their discretion.
- If the Motion is entertained, the Challenger and Respondent Delegates will be permitted to choose their teammates for the Challenge (if the Challenge is a 2v2 or 3v3). The chosen Delegates can decide whether they would like to participate or not.
- The Challenge will proceed in the following format:
 - Research & preparation time
 - Opening speech by initiating side
 - Opening speech by opposing side
 - Second round of speeches (if 2v2).
 - Third round of speeches (if 3v3).
 - Final round of rebuttals and final speeches.
 - Voting
- After the challenge, the committee may:
 - Vote on who presented the stronger case (purely symbolic, does not have any major effect on scoring and awards contention).
 - Or immediately return to the previous order of debate.
- The Motion to Challenge may not be used more than twice per topic to preserve time, subject to Chair's discretion.

5.5 Motion to Divide the House

- Used during voting when abstentions are not desired, when a tie is observed in voting, or a majority vote cannot be reached.
- Forces all Delegates to vote Yes or No, regardless of their roll call status.
- Requires either approval through a simple majority vote or Chair's discretion.
- If a final conclusion cannot be reached after Dividing the House, the proposal at hand is considered failed.

5.6 Motion to Move to the Previous Question

- Moves directly into voting procedures for the proposal at hand.
- Requires simple majority vote to pass, or by Chair's discretion.

5.7 Motion to Table the Topic

- Suspends debate on the current topic.
- Requires a simple majority to pass.
- This motion is irreversible and the topic cannot later be resumed.

5.8 Motion to Suspend Debate

- Temporarily pauses debate on the topic. Does not require voting on resolutions and all other pending proposals at hand to be completed before suspension.
- Suspends debate until Chair decides to resume debate.
- Requires a simple majority vote to pass, or by Chair's Discretion.
- This motion is irreversible.

5.9 Motion to Adjourn Debate

- Ends debate on the topic and moves directly into voting on resolutions and all other pending proposals at hand to finish debate for the entirety of the conference.
- Requires a simple majority vote to pass, or by Chair's discretion.
- This motion is irreversible.

6. Documents and Voting

6.1 Draft Resolutions

- Requires a minimum of 7 signatories or 20% of the committee, whichever is lower. Signatories cannot be contributors of the D.R.
- Maximum of 2 Co-Submitters.
- Maximum of 1 Main Submitter.
- Becomes official when accepted by the Dais after approval by Dais and Moderators.
- Must be introduced formally by a Main Submitter in the form of an Opening Speech. Both Co-Submitters are permitted to join the Main Submitter in the Opening Speech, subject to Main Submitter's discretion.

6.2 Amendments

- **Friendly Amendment:** Supported by all sponsors; automatically added.
- **Unfriendly Amendment:** Requires debate and a vote.

6.3 Voting on Substantive Matters

- Only "Present and Voting" delegates may not abstain, unless a Motion to Divide the House is in action.
- A simple majority is required unless otherwise specified.
- Order of Precedence:

- Motions
- Unfriendly Amendments
- Draft Resolutions

6.4 Roll Call Vote (if requested)

- The Chair calls each Delegate's country's name.
 - Can be entertained at Chair's discretion if a final conclusion is not clear or cannot be discerned.
 - Delegates respond with:
 - Yes - in favour of the proposal at hand,
 - No - against the proposal at hand,
 - Abstain - no stance on the proposal at hand,
 - Yes with Rights - in favour of the proposal at hand, after justifying stance. Used sparingly if it does not make complete or immediate sense for the Delegate to hold an in favour stance for the proposal (1 minute justification speech, subject to Chair's discretion),
 - No with Rights - against the proposal at hand, after justifying stance. Used sparingly if it does not make complete or immediate sense for the Delegate to hold an against stance for the proposal (1 minute justification speech, subject to Chair's discretion).
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7. Special Rules

7.1 Rights of Reply

- Raised by a Delegate and granted at the Chair's discretion if a Delegate feels the national sovereignty of the nation they are representing has been insulted.
- If granted, the offended Delegate may deliver a speech lasting 1–3 minutes, at the Chair's discretion, explaining why they consider themselves offended. The Delegate must not insult the national sovereignty of the offending Delegate during this speech.
- No Delegate may raise a Rights of Reply to a speech that is itself a Rights of Reply (2nd-degree Rights of Reply), unless the Chair determines that the national sovereignty of the Delegate raising the 2nd-degree Rights of Reply is being directly insulted.

7.2 Precedence of Motions

When multiple motions, points, and other proposals are on the floor, the following order of precedence applies (highest to lowest priority):

1. Point of Personal Privilege
2. Point of Information
3. Point of Parliamentary Inquiry
4. Point of Order
5. Rights of Reply

6. Motion to Suspend Debate
 7. Motion to Adjourn Debate
 8. Motion to Move to the Previous Question
 9. Motion for an Unmoderated Caucus
 10. Motion for a Moderated Caucus
 11. Motion to Extend Caucus
 12. Motion to Table the Topic
 13. Motion to Divide the House
 14. Motion to Challenge
 15. Unfriendly Amendments
 16. Draft Resolutions
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8. Awards Consideration

8.1 General Awards Criteria

- Awards are based on diplomacy, preparation, and contribution - not dominance.
- Position papers, quality of debate, teamwork in drafting, and respectful conduct are all evaluated by the Dais to decide awards.
- Awards are completely up to the Dais' discretion and cannot be contested later.
- Delegates can receive only one award.

8.2 Details of Awards

- The awards that can be achieved per committee are:
 - **Best Delegate** - Overall highest-achieving Delegate with consistent knowledge of their delegation's foreign policy and stance, proper respectful conduct, high-quality speeches, and continued meaningful contributions in the form of Draft Resolutions, amendments, POIs, and other areas,
 - **Best Research & Position Paper** - Delegate with the highest understanding of their own and other delegations' foreign policy and stance on all agendas to inform them throughout all committee sessions. In-depth research being evident in both Position Papers, Draft Resolutions, POIs, amendments, and other areas,
 - **Outstanding Delegate** - Runner-up Delegate that displays knowledge of foreign policies, keeps respectful conduct, has high-quality speeches. Involved in all committee sessions and makes meaningful contributions regularly.
- The "**Distinguished Delegate**" Award is awarded to the most exemplary Delegate in the entire conference. They are a role model of the ideal MUN Delegate, excelling in all areas of the conference, including Draft Resolution & amendment contribution, high-quality speeches, exceedingly respectful conduct, in-depth knowledge and research of their own and other nations' foreign policy, meaningful POIs, and excellent Position Papers.

- The Dais of each committee nominates one Delegate from their committee to receive the Distinguished Delegate along with a recommendation letter and the final recipient of the award is chosen by the Secretariat Team based on their observations.
- This award can be given to any Delegate in the entire conference, including those from the ICJ Committee and the ICRC Crisis Committee.
- Level of experience does not play a role in nominations for the Distinguished Delegate award, the award can be given to any Delegate that excels in all identified areas of MUN regardless of how experienced they are.



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