An illustration of several blue hands holding up blue rectangular signs, set against a background of wavy, abstract shapes in shades of yellow and orange.

Rules of Procedure



Prepared by the
HEYBELIMUN Secretariat

INTRODUCTION TO THE COMMITTEE

Allocation of Delegates: Delegates shall be divided into country delegations in a manner that ensures an equal number of delegates per country. The total number of delegates will be distributed only among a number of countries that allows equal division. As a result, each country shall be represented by a delegation group consisting of the same number of delegates, ensuring balance and fairness in representation throughout the committee.

In addition, each delegate shall be assigned a specific NGO affiliated with their allocated country, allowing delegates to represent individual organizations while remaining part of their national delegation group.

PREPARATION

Before the conference, the agenda item(s) will be announced and all delegates are expected to conduct research accordingly. Based on this research and understanding, [delegation groups are required to write an original position paper and submit it to the conference secretariat](#). A position paper's purpose is to clearly outline the delegation's stance on the given topic(s).

PERSONAL VALUES

Delegates are expected to represent their allocation in a formal manner throughout all official sessions. This includes [following the dress code, showing courtesy and respect toward committee staff and fellow delegates, and maintaining confident body language, good posture, and a professional appearance](#).

COMMUNICATION

Delegates should [actively listen to both fellow delegates and the chairs](#). When delivering speeches or making comments, they must speak on behalf of their assigned allocation rather than personal opinions. All participants are required to read and understand the conference's published **Rules of Procedure**. The Rules of Procedure are explained in the following section.



ENTERING FORMAL SESSION

ROLL CALL

Each session begins with a roll call to determine [which delegates are present and whether the quorum has been reached](#). Quorum refers to the minimum number of delegates required to be in attendance for debate to begin. When at least one-quarter of the committee members (as established at the start of the first session) are present, quorum is considered met and the chairboard may formally open the committee to proceed with debate.

OPENING SPEECHES

[Every delegation is required to prepare an opening speech](#). These speeches are delivered during the first session, typically following the alphabetical order of the countries' names.

SETTING THE AGENDA

The agenda determines the order in which the committee will discuss the topics. Therefore, the first task of the committee is to decide on the agenda. A motion to set the agenda must be introduced by a delegate.

A motion to place a specific Topic Area on the agenda should be proposed first, and this motion requires a second. Delegates may only suggest Topic Areas that are listed in the official preparation materials. The chairboard reserves the right to modify or rearrange these Topic Areas at their discretion.

[Delegates may only consider or move to another agenda item once the current agenda item has been fully completed](#).

GENERAL SPEAKERS' LIST

A motion to establish the **General Speakers' List** must be introduced. Delegates who wish to be added to the list may inform the chairboard by raising their placards or by submitting a message note. Once a delegate is granted the floor through the General Speakers' List, they are given a certain speaking time to deliver their speech.

If a delegate finishes before their allotted time expires, they must **yield the remaining time** in one of the following ways:

- **Yield to the chairboard:** "...yield our time back to the chairboard."
- **Yield to Questions:** "...open ourselves to yes or no/for any kinds of questions."
- **Yield to Another Delegate:** "...yield our time to the delegate of [Organization Name]."

INITIAL UNMODERATED CAUCUS

After the General Speakers' List, the committee shall enter a brief **unmoderated caucus** to allow delegation groups to **coordinate internally and prepare their statements**. As each delegation will be represented by only **one speaker** during moderated caucuses, this time is intended for internal discussion, role distribution, and speech preparation. The duration of this initial unmoderated caucus shall be determined by the chairboard.

MODERATED CAUCUS

Following the initial unmoderated caucus, the committee shall proceed to a **Moderated Caucus**. During this time, the floor will be controlled by the chairboard and each delegation will be granted a fixed speaking time. As only **one representative per delegation** is permitted to speak, delegations are expected to **deliver a coordinated statement reflecting their collective position**. The total duration of the caucus, individual speaking time, and the specific sub-topic to be discussed shall be determined by the chairboard or proposed through a motion by the delegates.

SEMI-MODERATED CAUCUS

Following the moderated caucus, the committee may enter a **Semi-Moderated Caucus**. In this format, the chairboard maintains general control of the floor, however delegates are allowed more flexibility in participation. Delegations may request the floor to briefly respond, ask questions, or build upon previous statements, while still adhering to the time limits set by the chairboard. The purpose of the semi-moderated caucus is to encourage **interactive discussion and clarification of ideas while preserving overall order within the committee**.

CLOSURE OF DEBATE

When the floor is open, a delegate may motion to **close debate** on the substantive or procedural matter currently under discussion. This may include closing debate on the general topic, the agenda, or a proposed amendment.

If no objections are raised, the motion to close debate is automatically adopted and the committee immediately moves into the substantive voting procedure.

POINTS

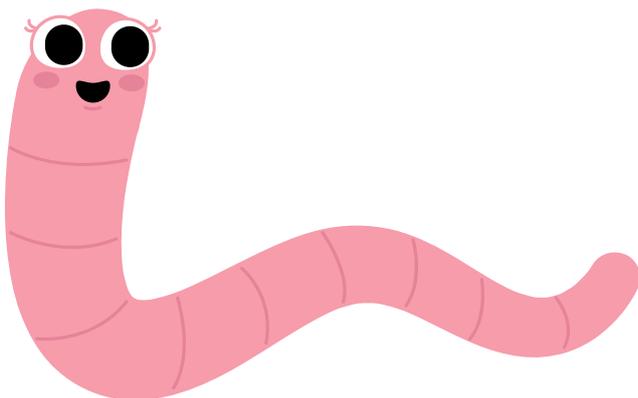
Whenever a delegate has a concern regarding procedure, comfort, or conduct within the committee, they may raise a **Point** in accordance with the following categories:

- **Point of Parliamentary Inquiry:**
Raised when a delegate has a question regarding the Rules of Procedure or the conduct of the committee. **This point may not interrupt a speaker.**
- **Point of Personal Privilege:**
Raised when a delegate is experiencing personal discomfort or an issue such as room temperature, inability to hear another delegate, or the need to briefly leave the committee room. **Only matters related to audibility may interrupt a speaker.**
- **Point of Order:**
Raised when a delegate believes the chairboard has made an error in applying the Rules of Procedure. **This point may not interrupt a speaker.**
- **Right of Reply:**
Used when a delegate believes their national or organizational integrity has been directly insulted or misrepresented. Can only be used after a delegate mentions the **full allocation** of another delegate. **The chairboard has full discretion to grant or deny the Right of Reply.**

SUSPENSION OR ADJOURNMENT OF THE MEETING

Suspension of the meeting refers to the temporary postponement of all committee activities until the next scheduled session. **Adjournment of the meeting** refers to the postponement of all committee activities for the remainder of the conference.

When the floor is open, a delegate may motion for either the suspension or adjournment of the meeting. The chairboard retains the authority to rule such motions out of order in accordance with the conference schedule. If the motion is deemed in order, it is **not debatable** and will be put to an immediate vote, unless a higher-priority motion is on the floor. A **simple majority** of members present and voting is required for the motion to pass.



PATH TO RESOLUTIONS

ACTION PLANS

Once an agenda item has been discussed sufficiently, the chairboard may grant the committee an **Unmoderated Caucus** for the purpose of writing **Action Plans**. During this time, delegates are free to move around the room, collaborate with other organizations, and work collectively on written proposals. The duration of the unmoderated caucus shall be determined by the chairboard. This period is intended to allow detailed planning, negotiation, and the preparation of formal written documents to be presented to the committee.

Delegates are allowed to write drafts or take notes for Action Plans during moderated caucus'.

NGO Action Plan Structure

The NGO action plan should be one to two pages long. It should have 3 parts and it should answer the following questions in each part:

1. Background of the Problem:

- Who are you trying to help?
- What is the problem you are trying to address?
- How is this problem related to the Millennium Development Goals?

2. Past Action:

- What is the government already doing to address this problem?
- What is the United Nations doing to address this problem?
- What are other NGOs doing to address this problem?

3. Possible Solutions:

- What is your proposed solution to this problem?
- How will your solution work?
- Whom do you need help from in order to implement your solution?

See the NGO action plan on the following page as an example.

Sample NGO Action Plan

Committee: NGO Forum

Topic: Boys and Girls Education in Malawi

Delegate: Sam Refuerzo, Montessori on the Lake

Background of the Problem

According to the 2010 Malawi Millennium Development Goals Report, Malawi will fail to achieve goals #2, universal primary education, and #3, gender equality. Malawi will fail to achieve these goals largely because there are not enough teachers.

When Malawi made primary education tuition free in the 1990s, it increased student enrollment but also created a huge demand for teachers that still exists today. The shortage of teachers has led to classrooms with 75 to 200 students per teacher. This situation lessens the quality of education and discourages students from attending school, leading many to drop out.

In addition, there are not enough teachers who are women, which discourages girls from continuing with their schooling. Girls often drop out of school because of early marriage, pregnancy, or family pressure to take care of the household. They have few female teachers to look up to as role models and ask for help.

Past Action

The Malawi government is trying to address the problem of not enough teachers and women in education by building more teacher training colleges, providing more teacher housing, and setting policies to hire more women in education.

The United Nations is also trying to alleviate Malawi's shortage of teachers. In 2011, the UN Children's Fund (UNICEF) sponsored the building of the Chiradzulu Teacher Training College, which was expected to graduate 540 teachers every year and benefit 32,400 learners.

Multiple NGOs exist to address the shortage of teachers in Malawi. Ripple Africa recruits volunteer teachers and operates schools throughout the country, primarily in the community of Mwaya. The Malawi Volunteer Organization also recruits volunteer teachers for schools in the community of Monkey Bay.

Possible Solutions

I propose creating an NGO called “Teach For Malawi” that recruits recent college graduates from the United States, especially women, to teach primary and secondary school education in Malawi for two years.

To launch Teach for Malawi, I would identify one school in the capital city of Lilongwe to partner with. The goal would be to bring in between 2–4 teachers from the United States in the first year and then increase the number of teachers in following years.

I would like to form a partnership with the already well-established Teach for America in order to identify US college students who would be potentially interested in teaching in Malawi. Teach for America teachers already go through a two-year program; at the end of their two years, those interested in teaching abroad could “graduate” into Teach for Malawi.

NGO Action Plan Tips

Keep it simple: To communicate strongly and effectively, be direct and to the point. Avoid complex sentence structures and focus on specific ideas or themes in each paragraph.

Make it official: If possible, try to obtain samples of your country’s official seal or the official paper your country uses for position statements.

Get organized: Give each separate idea or proposal its own paragraph. Make sure each paragraph starts with a clear topic sentence.

Cite your sources: Use a recognized form of documentation to show where you found your facts and statistics. At the end of the paper, list all references. Wikipedia can be helpful for research, but it is not acceptable as a cited source.

Read and re-read: Leave time to edit your NGO action plan. Make sure the organization of the paper makes sense and double-check spelling and grammar.

MANIFESTO

The Manifesto is the final collective outcome document of the committee. It summarizes the shared vision, core principles, and long-term commitments of the participating NGOs regarding the agenda item(s). Unlike Action Plans, which focus on specific and practical steps, the Manifesto reflects broader goals, values, and intended cooperation among organizations.

The Manifesto shall be drafted after all agenda items have been sufficiently discussed and Action Plans have been presented. Delegates are encouraged to collaborate in order to

produce a unified and coherent document representing the general consensus of the committee.

The document may include, but is not limited to, the committee's guiding principles, priority concerns, calls for cooperation, and future aspirations. The final Manifesto shall be submitted to the chairboard for approval and may be adopted through a voting procedure determined by the chairboard.

Examples for Manifesto;

A manifesto for ending child poverty

Immediately

Invest in children's benefits

Poverty restricts children's opportunities, and can mean that they are left behind. We need investment in children to ensure they are released from the grip of poverty. This means taking action now to:

- restore the child element in universal credit, including the higher element for first children, and increase child benefit by at least £5 a week because it has lost 23% of its value since 2010;
- lift the two-child limit, which will otherwise push 300,000 children into poverty and one million more into deeper poverty by 2023/24;
- remove the benefit cap, which largely affects lone parents with young children who are least able to escape the cap through work.

Taking this action urgently would lift 700,000 children out of poverty and cost £8.3billion.

Families with children would gain £1,000 a year on average.

Top priority

Bring in a child poverty strategy

As a compassionate nation, especially when it comes to children, we need to address the root causes of child poverty and ensure all children can enjoy happy, healthy lives.

When the government prioritises child poverty and shows leadership, significant progress can be made. We have successfully reduced child poverty before.

A child poverty strategy would make sure everyone in the government who is responsible for the wellbeing and future of our children is focused on child poverty. This means taking action to reduce child poverty, and having targets to work towards. Action should include:

- bringing in a comprehensive, universal, childcare strategy, including extended schools;
- introducing universal free school meals;
- tackling in-work poverty through decent jobs and wages and reform of universal credit.

For all time

Build a more effective social security system for us all

All of us rely on publicly funded services and support at different times in our life. Social security should be strengthened to ensure it is there for all of us when we need it, and that it meets these principles:

- It should prevent and reduce poverty, by providing an adequate income and support with additional costs (such as for people with disabilities and for parents), supporting paid and unpaid work, and protecting people against economic uncertainty.
- It should provide income security, by responding to life events (such as having a child, or becoming unwell) as well as providing a minimum level of income security at *all* times.
- It should promote social solidarity and social integration, support individual autonomy, reduce inequalities and enjoy public trust and support.

Child Poverty Action Group is a charity registered in England and Wales (294841) and in Scotland (SC039339) and is a company limited by guarantee, registered in England (1993854), 30 Micawber Street, London N1 7TB cpag.org.uk

**CHILD
POVERTY
ACTION
GROUP**

<https://www.nechildpoverty.org.uk/news/child-poverty-action-group-2019-manifesto/>

THE EQUALITY TRUST

Manifesto for a Fairer Society

The UK has one of the highest levels of income inequality in the developed world, and evidence shows that this harms our physical and mental health, hinders our education, damages our economy, restricts social mobility, reduces levels of trust and civic participation, and weakens the social ties that bind us.

We have **astronomical pay inequality**, with workers trapped on poverty wages while chief executives take home jackpot-like pay packets. Britain's top bosses are paid on average 165 times more than a nurse; 140 times more than a teacher; 132 times more than a police officer, and 312 times more than a care worker.

We have **staggering wealth inequality**, with the richest 1,000 people in Britain owning more wealth than the poorest 40% of the population put together.

We have a **housing crisis** which locks the vast majority of renters out of home ownership, with too many trapped in substandard housing, and an outdated council tax system that hits the poorest hardest.

We have a **shocking gap in healthy life expectancy** which condemns the poorest to 20 fewer years of healthy life than the richest.

We have **unacceptable attainment gaps** between equally bright children from richer and poorer backgrounds.

We have people falling through **gaping holes in our safety net**, a record high for food bank usage, rising death rates for babies and the frail elderly, and rising child poverty.

But it doesn't have to be this way. Inequality is not inevitable.

Here, The Equality Trust sets out its policy priorities for all political parties. To effectively tackle the social and economic inequality blighting our society and to achieve a fair Brexit, we need **fair work, fair tax, fair chances and a fair deal.**

“

Here's to the crazy ones. The misfits, the rebels. The trouble-makers. The round pegs in the square holes. The ones who see things differently. They're not fond of rules, and they have no respect for the status-quo. You can quote them, disagree with them, glorify, or vilify them. But the only thing you can't do is ignore them. Because they change things. They push the human race forward. And while some may see them as the crazy ones, we see genius. Because the people who are crazy enough to think they can change the world, are the ones who do.



<https://apricotbranding.com/5-manifesto-examples-in-branding-and-design/>

A MESSAGE FROM NIKE RUNNING

WE ARE WHAT WE BELIEVE

We founded and built an entire company on that idea. And we believe in helping **RUNNERS** — fast runners, slow runners, heavy runners, skinny runners, long-distance runners and sprinters. We believe in helping middle-distance runners too. And runners from Kenya, Japan, Oklahoma and every other corner of this planet. We believe in the magic of Hayward Field. We believe in long Sunday runs. We believe 20 quarters under 70 is still a good workout. We believe in tempo runs and fartlek. We believe **JOGGERS** are **RUNNERS**. We believe in cross-country. We believe in J.V. dual meets on Tuesday afternoons. We believe in professional Track & Field. We believe running is therapy. We believe the smell of the starter's gun is an aphrodisiac. We believe lactic acid is good for you. We believe that your **PERSONAL BEST** isn't always a PR. We believe in knowing the route and running aimlessly. We believe this should be fun. We believe running in the dark, in the cold, in the heat, in the humidity, in the rain and in the snow is part of the deal. We believe in skipping a day. We believe in making mistakes and learning from them. We believe innovation is the oxygen of our brand. We believe in testing, re-testing, wear testing, testing on our spouses and testing on super fast gulea pigs. We believe in the genius of Bowerman and the spirit of PRE. We believe **THERE IS NO FINISH LINE**. We believe in you.

JUST DO IT. RUN



OTHER DOCUMENTS

DIRECTIVE

A Directive is a short and immediate action document used within the committee to propose quick, practical steps or responses regarding the agenda item. Unlike Action Plans or the Manifesto, a Directive focuses on **specific, short-term measures** that can be implemented rapidly. Directives are usually brief, and may address urgent matters, cooperation calls, or event/initiative proposals.

Delegates can also use directives to betray or ally other delegates.

Sample Directive

Directive– Awareness Campaign Initiative

The committee calls upon participating NGOs to jointly organize a one-week social media awareness campaign addressing access to education, beginning within the next three months. NGOs are encouraged to share informational materials, statistics, and local resources in order to maximize outreach and community engagement.

PRESS RELEASE

A Press Release is a short public announcement written as if it is being shared with media outlets. Its purpose is to inform the public about the committee's decisions, initiatives, or collaborations. It is concise, formal in tone, and focuses on **what is being done, why it matters, and who is involved**. Press releases are not debated heavily; they are mainly for communication and realism.

Sample Press Release

FOR IMMEDIATE RELEASE

The NGOs participating in the Global Youth Conference have jointly announced a new cross-organizational initiative to improve access to digital education resources in underserved communities. The initiative will begin this summer and aims to reach over 5,000 students through online workshops, donated devices, and volunteer mentorship programs.

The committee encourages additional organizations and local partners to join this collaborative effort to ensure equal educational opportunities for all.

IMPORTANT!!!

Delegates are allowed to write additional types of documents beyond those previously mentioned, provided that they are beneficial to the committee's work and receive approval from the chairboard.

